

Minutes
North Lebanon Township Municipal Authority
Joint Meeting with Board of Supervisors
November 10, 2016

An advertised special joint meeting of the North Lebanon Township Municipal Authority and the North Lebanon Township Board of Supervisors was held on Thursday, November 10, 2016, at 5:30 PM at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following people present:

Municipal Authority:

Dawn Hawkins	Vice Chairperson
Brian Hartman	Secretary
Rodney Lilley	Assistant Secretary
Lori Books	Administrative Assistant
Tom Camasta	Wastewater Department
Frederick S. Wolf	Henry and Beaver LLP
Scott Rights	Steckbeck Engineering

Absent: Gary Heisey, Tod Dissinger

Board of Supervisors:

Edward A. Brensinger	Chairman
A. Bruce Sattazahn	Treasurer
Cheri F. Grumbine	Township Manager
Solicitor Frederick S. Wolf	Henry and Beaver LLP

Absent: Richard Miller

The meeting was called to order at 5:30 p.m. and the pledge to the flag was recited.

Sol. Wolf explained every year they have the vehicle replacement committee meet, and they review any vehicles which may need to be replaced. He said it was decided for 2017 there would be no need to replace any vehicles. He explained the history of the vehicle replacement schedule which has now been eliminated and replaced by the committee. He stated for budget purposes they need to have a schedule, and they would be meeting to decide upon a plan for a new schedule.

He also mentioned they are looking into video equipment for the Authority along with the Township. The Township would use the equipment for MS-4 and storm sewer purposes. The Authority would use it to video our sewer lines. He said they had a schedule of services which had been done and was handed out to both boards. He mentioned they

should discuss this with both boards and decide how the cost would be split. Tom Camasta reported they have approximately almost 70 miles of sewer lines with no way to inspect them. We have clay lines which were relined and we have no way to check them. He explained a camera would give them the opportunity to look into the lines to see leaks, cracks, infiltration, and sump pumps being put into the system. He said he believes with the size of our system it would definitely be beneficial. Brian Hartman mentioned he didn't think anyone objected to the camera but how it was split between the Authority and the Township. Dawn Hawkins asked how many miles of storm pipes were located in the Township to which Suv. Brensinger replied they would not know exactly how much until they receive the mapping. He explained in the newer developments the pipes run parallel to the road. The camera to video these pipes would be beneficial especially if they are metal pipes. Question was asked about getting through metal pipes which have rotted. Tom explained with the new software they will be able to see where the problems may be on their laptop. Discussion followed regarding the manpower and question was asked what the cost would be. The reply was one estimate was \$125,000 and another for \$145,000. Tom explained they wouldn't need the software until later. Discussion followed. Tom explained they would only need a flash drive or hard drive to record all their information. Suv. Brensinger stated the cost was for purchasing the equipment, not the software at this time. Suv. Sattazahn asked as far as cost effectiveness how much it would be used or how it would be to maintain versus the having the contractor being responsible for the equipment if there were problems. Tom explained there is very little maintenance and it would be the operator's fault if it gets stuck in the line. He also explained how that works. Suv. Sattazahn stated in looking over the cost over nine years it doesn't appear to cost more to use someone else's labor. Tom mentioned we needed to use some of our manpower to make corrections on the mistakes that were made. Suv. Sattazahn explained in defense of the purchase we may be able to recoup some costs of the initial investment through sharing of the equipment with other municipalities. Discussion continued.

Scott Rights explained the lines need to be cleaned first and the televising hasn't been done for ten years. The lines could be cleaned and then televised. Discussion continued. Sol. Wolf asked if they would be in a position to make a decision to which Suv. Sattazahn replied he still had some reservations as to how it would be split out. Discussion followed regarding how the costs would be split between the Authority and the Township. The Authority Board suggested a 50/50 split while the Supervisor's suggested at 70/30 split. Dawn then suggested 60% for the Authority and 40% for the Township. She mentioned that if they purchase the equipment the Township will use it if we have it. Discussion followed. Sol. Wolf asked if the cost of the equipment was in both budgets to which the answer was yes.

MOTION: Motion was made by Supv. Brensinger that the Township would pay 40% of the cost of the video equipment to be jointly used by the Highway Department and the Municipal Authority. Motion was seconded by Suv. Sattazahn. Motion approved.

MOTION: Motion was made by Asst. Chair Hawkins and seconded by Brian

Hartman to partner with the Township for the camera to use for the sewer and storm lines. Motion carried.

Municipal Authority Budget

Sol. Wolf reported they would be looking at the Authority budget. If everyone agreed the budget could be passed. He said they would be looking at any excess and whether they would want to pay on the loan. He further explained anything related to the employees was not under the control of the Authority. Suv. Brensinger mentioned he applauds the effort to pay down the debt. Discussion followed.

Scott explained he had a schedule regarding the capital improvement plan and he would be discussing this during the Authority meeting.

Sol. Wolf reported every year the Authority has expressed a concern regarding the insurance costs for the Township employees and this is an expenditure the Authority pays for their employees. He mentioned it was reported at the last meeting the reimbursement from last year's health insurance. Manager Grumbine confirmed the Authority received \$20,584.03 for 2015 expenses. Sol. Wolf stated the employees currently pay 4% of the cost of the health insurance which is an issue that was raised by the Authority.

Sol. Wolf stated the next issue is the water project and then explained the history. He mentioned when the debt is paid off the system would then be conveyed to the City of Lebanon Authority. There has been recent discussions with the City regarding them taking over the debt and collecting the tapping fees so that we could convey the lines to them sooner. Sol. Wolf explained the difference between the bond and the loan. The current loan is scheduled to be paid off in 2035. Discussion followed.

Manager Grumbine reported they had received numerous applications for the sewer billing clerk. They have had interviews with several applicants and will be conducting a second interview with a few of them.

Manager Grumbine explained the issue regarding placing a barrier in the office to protect employees from angry residents and the possibility of entering into the general office, as there is currently no barrier. She said they had revisited the issue and have decided to possibly add a wall on both sides of the counter with a door in each wall where the Office Staff would have to leave someone into the general office. At this time they are not thinking of adding a "protective glass" above the counter to the ceiling. The swing door would be eliminated with the construction of the walls with locking doors.

Sol. Wolf mentioned Tom Kissinger would be retiring at the end of 2017. It was stated they already have a new employee who is working out very well.

Sol. Wolf asked Brian Hartman if he was willing to serve another term since his term expires at the end of this year. Brian agreed to serve another term.

Sol. Wolf asked if there were any other comments to which the reply from everyone was they were glad the two Boards and employees are working together nicely to accomplish their tasks.

With nothing more to discuss, the joint meeting adjourned at 7:00 PM.

Respectfully Submitted,

Barbara Bertin
Recording Secretary