

**NORTH LEBANON TOWNSHIP  
MUNICIPAL AUTHORITY**

**RESOLUTION  
2-2022**

**A RESOLUTION  
OF  
NORTH LEBANON TOWNSHIP MUNICIPAL AUTHORITY,  
LEBANON COUNTY, PENNSYLVANIA,  
SETTING FEES AND PROCEDURES FOR  
WASTEWATER/WATER SERVICES**

**BE IT RESOLVED AND ENACTED**, and the same is hereby resolved and enacted by the North Lebanon Township Municipal Authority to authorize and approve of the fees for Wastewater/Water services as follows:

**DEFINITIONS**

“Authority” or “NLTMA” shall mean North Lebanon Township Municipal Authority.

“Equivalent Dwelling Unit” (EDU) with regard to residential owner, is any room, group of rooms, house trailer, mobile home, enclosure, etc., occupied or intended for occupancy as separate living quarters for a family or other group of persons living together or by persons living alone. For Industrial and Commercial users an EDU shall be determined by the schedule of EDU’s as adopted by Resolution of the Authority or shall be determined by the Authority based on other information.

“Township” shall mean Township of North Lebanon.

“Owner” or “Person” shall mean any individual, partnership, company, association, society, trust, corporation or other group or entity.

**ADMINISTRATION & MISCELLANEOUS FEES**

**EACH**

Mailing fee: Actual postage plus handling fee	Actual Cost
Photo copies (per page single sided)	\$ .25
(per page double sided)	\$ .50
Computer database printouts (ex. SMP mailing lists)	\$ 50.00
Returned check charge / overturned credit card charge	\$ 50.00
Mileage rate	IRS Rate
Cone rental	\$ 4.00/each per day
Barricade rental	\$ 4.00/each per day
Sign rental	\$ 20.00/each per day
Labor Rate for personnel	see wage rate + incurred expenses

## **APPLICATION FOR REVIEW OR RESEARCH (Resolution 04-2006)**

- Upon application, a fee of \$ 500 is required as well as the details required for research.
- In the event that \$ 500 is not sufficient to pay all of the fees and costs incurred by the Authority, the applicant will be responsible for the additional amount. If there are any funds remaining with the Authority after the review process has been completed, the balance of the funds will be returned to the applicant.

## **ATTORNEY FEES**

The hourly rate of One Hundred Seventy Five Dollars (\$175.00) per hour for any business conducted by Henry & Beaver, LLP, Attorneys at Law, on behalf of the Municipal Authority including but not limited to preparing agreements, performing collections, enforcement activities, plan reviews, preparing resolutions, etc. or any other various issues requiring Legal review.

- Actual Cost of Attorney's bill + Township Administration Fee

## **DEVELOPMENT INSPECTION FEES OR DAMAGES CAUSED BY OTHERS**

The following shall be charged when the Authority Inspector spends time inspecting the installation of sewer main and appurtenances. The Developer will be required to post an escrow account with the Authority. The escrow amount will be determined by the Authority. Damages will also be billed at these rates.

Hourly rate for Inspector time	see wage rate
Overtime rate for Inspection, with a 3-hour minimum applied	see wage rate
Mileage	IRS Rate
Equipment rates	see attached listed rates
Other charges as they apply	

## **ENGINEERING FEES**

Review of Plans, Inspections or other various issues requiring Engineering review on behalf of the Municipal Authority.

- Actual Cost of Engineer's bill + Township Administration Fee

## **INSPECTION FEES for NEW LATERAL CONNECTIONS – SEWER PERMIT**

Sewer permit/initial inspection/admin costs	\$ 150.00
Additional inspections at same location	\$ 50.00 per visit

## **INSPECTION FEES for RECONNECTIONS or REPAIRS – SEWER PERMIT**

Reconnect permit/initial inspection/admin costs	\$ 150.00
Repair permit/initial inspection/admin costs	\$ 100.00
Additional inspections at same location	\$ 50.00 per visit

## **RENEWAL OF EXPIRED PERMITS**

If the Sanitary Sewer Connection Permit has expired and the work has not been completed and inspected, the applicant shall apply for a new permit. The following administrative fee shall be required to process a permit renewal:

- One hundred dollars (\$100.00) per permit

## **SEWAGE MANAGEMENT FEES**

For the management of on-lot sewage disposal systems, the following administrative fee shall be required for maintaining the sewage management report forms and enforcing the Sewage Management Program Ordinance:

- Thirty dollars (\$30) per lot

## **SEWER CONNECTION (SADDLE / INSERTA TEE)**

An Authority employee must do the saddle/inserta tee installation, the rates and regulations are as follows:

- All saddle and inserta tee installations are \$ 850 per saddle or inserta tee. This fee includes proper signage to be set up by the Authority. (Terra Cotta pipe installations are performed by the City of Lebanon Authority)
- In all cases, the applicant is responsible for the digging to the main and exposing the pipe so that the Authority employee can make the installation.
- Proper shoring must be in place at approx. 36" deep, or if the Authority employee requires otherwise for safety measures.
- Applicant will be held responsible for any costs above the required saddle/inserta tee fee.
- If a pump or steel plates are required, there will be an additional fee of \$100.00/day. Authority personnel will transport the pump; however, the Developer must take the steel plate to the site.

## **SEWER TREATMENT RATES**

"North Lebanon Township Municipal Authority Sewer System" customers shall pay the sewer treatment rates adopted by the City of Lebanon Authority. The Consumption Charges are based on measured water usage on a per thousand gallon basis.

These rates from CoLA took effect April 1, 2018.

<u>Gallons per Quarter</u>	<u>Rate per 1,000 Gallons</u>
First 150,000	\$4.61
Over 150,000	\$3.56

These rates from CoLA will increase effective April 1, 2021 to:

<u>Gallons per Quarter</u>	<u>Rate per 1,000 Gallons</u>
All Consumption	\$3.70

- The City will also impose a flat fee cost for each customer based on meter size.

Note: High Consumption sewer customers as determined by the City of Lebanon Authority shall be billed on a monthly basis. Well gallons are determined by the City of Lebanon Authority.

- “North Lebanon Township Municipal Authority Sewer System” non-metered single-family residential sewer customers who are serviced by well water with no meter installed, and are connected to the “NLTMA Sewer System” shall be charged at the rate of: 15,000 gal. /qtr. for sewer treatment.
- “North Lebanon Township Municipal Authority Sewer System” multiple residential dwellings will be billed accordingly.

### **SEWER TREATMENT RATES – ADDITIONAL CHARGES**

All NLTMA sewer customers will be charged the quarterly user rate fee of \$ 78.00 per EDU, plus any usage that is billed from the City of Lebanon Authority. The usage charges will be reflected on the NLTMA sewer bill. Any additional charges imposed by the City of Lebanon Authority will be charged to NLTMA customers.

All owners of sewer residential or commercial/industrial establishments of the “NLTMA Sewer System” (metered and non-metered) shall pay the following quarterly charges:

- Quarterly User Rate \$ 78.00 (per EDU)  
(Monthly customers will also be billed using this rate)
- A transportation charge of \$ 1.25 (per customer)  
(Only customers connected to lines going through South Lebanon Township)
- If the sewer bill is not paid by the due date, a penalty of ten per cent (10%) of the amount of any current bill will be charged.
- Final delinquent bill notice/Administration fee \$ 20.00
- Delinquent sewer bills processed for collection shall be charged all court costs and legal fees incurred by the Authority at the rate of \$ 175.00/hour
- Delinquent sewer bills subject to water termination \$ 150.00 + incurred costs
- Water termination postings \$ 25.00 per unit/per posting

### **STRONG WASTE MANAGEMENT PLAN**

- Discharge Permit
  - \$ 200 for Regular and Commercial Users
  - \$ 500 for Significant Industrial Users
- Renewal of Wastewater Discharge Permit
  - \$ 100 for Regular and Commercial Users
  - \$ 250 for Significant Industrial Users

The Commercial and Industrial Users shall pay the costs of all sample testing.  
Strong Waste Surcharge – shall be determined by the Authority on a case-by-case basis.

## **SUBDIVISION and LAND DEVELOPMENT SUBMISSION FEE SCHEDULE (for NLTMA)**

In addition to the fees charged by the Lebanon County Planning Department and North Lebanon Township, the following fees (payable to NLTMA) and information have been determined by the Authority. All submission requirements and fees are due at time of submission to allow Authority review to begin.

### **NLTMA Requirements for Plan Submittal**

- (3) Hard copies of new plans submitted to NLTMA (2 hard copies of all revised plans)
- (1) Hard copy of new plans submitted directly to Scott Rights of Steckbeck Engineering
- (1) Electronic copy (pdf) of all new and revised plans submitted to NLTMA and Scott Rights of Steckbeck Engineering
- (4) Hard copies of public sewer planning module information submitted to NLTMA OR
- (1) Hard copy of on-lot sewage planning module information submitted to NLTMA
- Submission of fees as outlined below
- Any additional information as requested by Assistant Township Manager for plan processing

### **Required Escrow Fee - at time of submittal (if applicable)**

Developer may be required to enter into a "Developer's Agreement" or "Sewer Extension Agreement" with the Authority depending on the scope of the project. Said agreement shall include a **minimum deposit of Five Thousand Dollars (\$5,000.00)** to cover/reimburse the Authority for costs it incurs for engineering fees, legal fees, inspections, testing of sewer lines, administrative costs, and any other costs incurred by the Authority related to said project. **Land development plans and all major subdivision plans will be required to provide this fee upfront at time of plan submittal.** If costs incurred exceed the deposit, the Authority will notify DEVELOPER that additional monies are required.

### **NLTMA Requirements for Minor Subdivisions (NOT involving new lots)**

(ie. – lot additions, land exchange, division of double home or existing buildings, etc.)

- (1) Copy of plan
- (1) Copy of legal description
- Final Plan Fee ... \$ 150.00

**PennDOT Permit Review Fee (HOP)** When application required in Authority name ... \$ 750.00  
+ actual costs of Engineering, Legal, other costs

### **MAJOR & MINOR SUBDIVISIONS WITH NEW LOTS OR UNITS**

# OF LOTS/UNITS	<u>PRELIMINARY</u> PLAN FEE *	<u>FINAL</u> PLAN FEE *	<u>PRELIM / FINAL</u> FEE
1	\$ 550	\$ 450	\$1,000
2-10	1,000	800	1,800
11-20	1,400	1,100	2,500
21-50	1,900	1,400	3,300
51-100	2,300	1,700	4,000
101-200	2,600	2,000	4,600
201+	\$2,900 + \$5 Per Lot/Unit OVER 200	\$2,200 + \$ 5 Per Lot/Unit OVER 200	\$5,100 + \$10 Per Lot/Unit OVER 200

\* Any Subdivision Plan that is a combined Preliminary/Final, the total of **BOTH** Preliminary & Final columns shall be applicable.

### LAND DEVELOPMENT PLANS

TOTAL ACRES *	FINAL PLAN FEE
0-2	\$ 900
2.01-5	1,000
5.01-10	1,400
10.01-15	1,900
15.01-25	2,750
25.01 +	3,750

\* Acreage of tract for newly developed lot or disturbed acreage undergoing review.

NOTE: If fees collected are not sufficient to cover actual review costs, including Engineering or Legal fees, the remaining balance will be billed to the developer and shall be payable PRIOR to final plan approval.

Upon completion, paper asbuilts shall be provided. Asbuilts stored electronically on disc using CAD format compatible with GIS (latest version) must also be provided.

### **SUBDIVISION AND LAND DEVELOPMENT NOTES**

#### Minor Subdivisions, Not Involving New Lots

This would include lot additions, land exchange, division of double home or existing buildings, etc.

#### Planning Module Procedure for Minor Subdivisions/Lot Additions

For complete details for processing, please see attached sheets of North Lebanon Township Ordinance No. 1-2006 and North Lebanon Township Resolution No. 6-2006, both adopted on April 17<sup>th</sup>, 2006.

#### Planning Modules

The following is to establish the procedure for accepting and approving planning modules. It is the policy of the North Lebanon Township Municipal Authority to require a planning module for each submission of plans submitted for review.

#### DEP Exemption Guidelines for Public Sewer

Any subdivision or land development plans that are serviced by public sewer may be exempt from submitting a Component 3 planning module, per DEP, under the following conditions:

- Less than 250 EDU's in the development
- No public pump stations or force mains are needed
- Gravity sewer sizes will generally not exceed 8" in diameter
- The project will not cause a Chapter 94 overload of the collection system for 5 years from the date of the application.

If any of the above conditions can not be met, a Component 3 Planning Module will be required to be processed.

### Planning Module Exemption Request Procedure (Public Sewer Only)

The following must be submitted for approval of a planning module that meets the above stated DEP exception:

- Four copies of the proposed plan; USGS location map; PNDI report; narrative describing the development, explaining the proposed method of sewage disposals, alternative disposal methods, and identifying the point of sewer connection. Also needed are four copies of the written Certification from the City of Lebanon Authority stating there is ample capacity at the sewage treatment plant for development and this request will not create a hydraulic or an organic overload, or a 5-year projected overload at the facility. Four copies of the letter concerning public water availability should also be included.
- The submission must also include a copy of the request postcard to be signed by the designated municipal official.

### Designated Municipal Official

The Township Manager or Chairman of the Board of Supervisors shall be designated as the Municipal Official who shall sign the postcard and return to DEP/DLA.

Component 1 - On lot, Single Family Dwellings (10 Lots or Less)

Component 2 - On lot, 10+ lots, Preliminary Hydrogeological Study for Onlot Systems or Commercial

Component 3 - Public sewer

The following must be submitted for approval:

- One courtesy copy of the completed module package along with all DEP required documents shall be provided to the Authority and the required number of sets shall be provided to the Lebanon County Planning Department.

### TAPPING FEES

The Authority has adopted the following sewer treatment capacity fees and tapping fee schedules for connection to the North Lebanon Township Municipal Authority (NLTMA) Sewer System and for capacity at the City of Lebanon Authority (CoLA) Treatment Plant.

- Sewer Treatment Capacity and Tapping Fees:
  - A. New Connections – CoLA Sewer Treatment Capacity \$2290 per EDU and NLTMA Tapping Fee \$3,100 per EDU Each owner shall be required to first purchase sewer treatment capacity at the CoLA Treatment Plant by making application to the NLTMA and paying the sewer treatment capacity fee (\$2,290 per EDU) and paying the NLTMA tapping fee (\$3,100 per EDU). The number of EDU's required to be purchased shall be according to the EDU Chart that is adopted by the NLTMA Board, or in special cases, by Agreement. The sewer treatment capacity fee may change at the discretion of the CoLA and the owner will be charged accordingly. No sewer treatment capacity shall be guaranteed until such time as sewer treatment capacity at the CoLA Treatment Plant is granted. (The NLTMA Tapping Fee is calculated by the Authority Engineer as set forth in Resolution 02-2005. This is for collection and capacity within NLTMA's lines.)

After initial connection, NLTMA will monitor the usage for a period of one year. If at the end of that year the data shows that the customer is using more EDUs than purchased, the customer will have the opportunity to reduce the usage within the next 12 months, or the customer will be required to purchase additional sewer treatment capacity (\$2,290) per EDU and pay the NLTMA tapping fees (\$3,100) for each additional EDU.

- B. Existing Customers adding New Building or Expansions – Any new construction or new buildings will be required to purchase additional sewer treatment capacity (\$2,290 per EDU) at the CoLA Treatment Plant by application through the NLTMA and to pay additional NLTMA tapping fees (\$3,100 per EDU). The number of EDUs shall be determined by the CoLA EDU Chart.

NLTMA will monitor the usage for a period of one year. If at the end of that year the data shows that the customer is using more EDUs than purchased, the customer will have the opportunity to reduce the usage within the next 12 months, or the customer will be required to purchase additional sewer treatment capacity (\$2,290) per EDU and pay the NLTMA tapping fees (\$3,100) for each additional EDU.

- Time of Payment The capacity fee for sewer treatment (\$2,290 per EDU) shall be paid prior to final plan approval. The tapping fee (\$3,100 per EDU) shall be paid at the time of application for sewer permit. The capacity fee of \$1,500 per EDU shall be paid upon approval by the NLTMA.
- Special Purpose Tapping Fee I (Water St.) - \$800 per EDU This Tapping Fee shall be applicable only to those sewer customers who connect to the “NLTMA Sewer System” within the area as outlined in tables included in Resolution 2-98. This shall be paid at the time of application for sewer permit.
- Special Purpose Tapping Fee II (Long Lane) - \$1,125 per EDU This Tapping Fee shall be applicable only to those sewer customers who connect to the “NLTMA Sewer System” within the area as outlined in Table WS-4 included in Resolution 05-2000. This shall be paid at the time of application for sewer permit.
- Special Purpose Tapping Fee IV (8<sup>th</sup> Ave.) - \$2,000 per EDU This Tapping Fee shall be applicable only to those sewer customers who connect to the “NLTMA Sewer System” within the area as outlined in the map included in Resolution 01-2004. This shall be paid at the time of application for sewer permit.
- Special Purpose Tapping Fee VI (Business Park) - \$40,800 (\$20,400 per LOT) This Tapping Fee shall be applicable to the two lots on Windsor Drive (GIS # 27-2324837-371691 & 27-2324588-370995) that will connect to the Business Park line installed by NLTMA. This shall be paid at the time of application for sewer permit.

“Developer” means any “person” who has installed a sewer trunk line, which exceeds 1000 lineal feet of sewer within a residential development that has an up-to-date plan.

- Developer shall be entitled to reimbursement under the Municipality Authorities Act from any future connections made within ten (10) years outside of the development to any sewer and water (Township water service area only) line constructed by the Developer at his expense and subsequently dedicated to the Authority. The Authority and Developer shall enter in a Reimbursement Agreement in accordance with Section 5607(d)(31) of the Pennsylvania Municipality Authorities Act.

## **TRANSFER OF PERMITS**

If the owner/developer wishes to transfer an existing issued permit to another lot/property he shall pay the following fee for transferring the permit to another lot/property:

- |                                    |                                |          |
|------------------------------------|--------------------------------|----------|
| • Public Water Connection Permit   | (Twp. water service area only) | \$ 15.00 |
| • Sanitary Sewer Connection Permit |                                | \$ 15.00 |

## WAGE RATES

The Municipal Authority will bill the following hourly rates. If an employee was on overtime, the hourly rate will be multiplied by 1.5 x 3 hours minimum for billing purposes. When applicable, wages will be charged portal to portal.

- Township Manager / Assistant Manager / Roadmaster \$ 65.00/ hr. / employee
- Clerical \$ 43.00/ hr. / employee
- Maintenance Employee (Highway, Park & Rec, Wastewater, Etc.) \$ 50.00/ hr. / employee

## WATER RATES

The Water District is outlined in Exhibit "A". All rates are per EDU and will be as follows:

Tapping Fee rates as established by the Engineers' Report  
Set forth in Resolution 02-2005: \$ 3,900.00

Debt for all customers as described in the Water District \$ 60.00/Qtr.

North Lebanon Township customers shall pay the water usage rates adopted by the City of Lebanon Authority. The Consumption Charges are for measured water usage on a per thousand gallon basis.

These rates from CoLA will increase effective April 1, 2021 to:

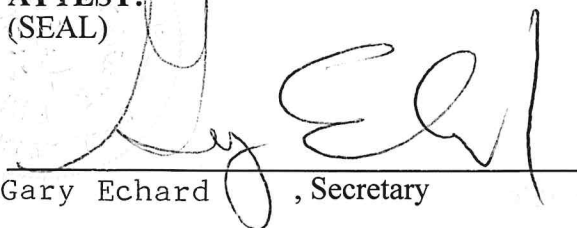
<u>Gallons per Quarter</u>	<u>Rate per 1,000 Gallons</u>
All Consumption	\$3.60

- The City will also impose a flat fee cost for each customer based on meter size.
- The current usage charge for those who have not connected to the water system after having received notice to connect is \$12.60/Qtr.

The Authority reserves the right, from time to time, to adopt modifications, supplements, or amendments to this Resolution. In the event that any portion of this Resolution shall be held to be invalid, it shall not affect the validity of the remaining sections of this Resolution.

Resolved this 13th day of January 2022.

ATTEST:  
(SEAL)

  
\_\_\_\_\_  
Gary Echard, Secretary

NORTH LEBANON TOWNSHIP  
MUNICIPAL AUTHORITY

BY:   
\_\_\_\_\_  
Gary Heisey, Chair

## 2022 EQUIPMENT RATES

### ATTACHMENT TO RESOLUTION 2-2022

Use of equipment is charged portal to portal time.

Hourly wage rate will be in addition to equipment rental costs.

Sewer Truck .....	\$ 150.00 / Shift
Godwin Pump .....	\$ 750.00 / Shift
Flusher Truck .....	\$1,800.00 / Shift
40 KW Generator .....	\$150.00 / Shift
Ditch Pump .....	\$100.00 / Shift
2" Portable Pump .....	\$100.00 / Shift
Dump Truck – Single Axle .....	\$600.00 / Shift
Backhoe .....	\$500.00 / Shift
Loader .....	\$700.00 / Shift
Cut Saw 12" .....	\$75.00 / Shift
Cut Saw Blade .....	\$50.00 / Blade
Chain Saw .....	\$50.00 / Shift
Chain Saw Chain .....	\$30.00 / Chain
Grinder 4" .....	\$50.00 / Shift
Grinding Wheel .....	\$15.00 / Wheel
Confined Space Entry .....	\$ 275.00 / Entry
CCTV (video equipment to include push camera) .....	\$ 150.00 / Hour + labor

Shift = 8 Hours

Minimum Charge = 4 Hours

Neighboring Municipalities = portal to portal for vehicle  
+ 2 guys labor @ \$50.00/hr./employee  
+ any incurred expenses

Waste Disposal = Actual Cost + 15%



## 2022 SCHEDULE OF HOURLY RATES & CHARGES

<u>ENGINEERING, CADD, INSPECTION &amp; DESIGN SERVICES</u>	<u>HOURLY RATE</u>
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Project Principal	\$ 147.00
Professional Engineer III	\$ 141.00
Professional Engineer II	\$ 127.00
Professional Engineer I	\$ 111.00
Project Manager II	\$ 103.00
Project Manager I	\$ 99.00
Engineering Associate II	\$ 102.00
Engineering Associate I	\$ 97.00
Assistant Project Manager	\$ 91.00
I.T. Service Technician	\$ 91.00
Auto CADD Operator III w/computer	\$ 83.00
Auto CADD Operator II w/computer	\$ 74.00
Auto CADD Operator I w/computer	\$ 71.00
GIS Specialist	\$ 77.00
Resident Construction Engineer	\$ 90.00
Construction Inspector	\$ 76.00
Engineering Assistant II	\$ 73.00
Engineering Assistant I	\$ 54.00
Environmental Specialist	\$ 84.00
Clerical	\$ 54.00
Expert Witness, Litigation Participation, Testimony	\$ 248.00

### SURVEYING SERVICES

Registered Surveyor II	\$ 120.00
Registered Surveyor I	\$ 99.00
Surveyor Associate II	\$ 76.00
Surveyor Associate I	\$ 54.00
1 Man Survey Crew with GPS Equipment	\$ 144.00
1 Man Survey Crew with Robotic Survey Equipment	\$ 144.00
2 Man Survey Crew	\$ 156.00
2 Man Survey Crew with Robotic Survey Equipment	\$ 187.00
2 Man Survey Crew with GPS	\$ 187.00

### EXPENSES

### UNIT COST

#### Consumables:

AutoCADD Mylar Plots	\$ 10.00 Each
AutoCADD Bond Plots	\$ 5.00 Each
Photocopies	\$ 0.15/page
Construction stakes	\$ 0.50 each
Concrete monuments (materials only)	\$ 45.00 each
Property corner pins (materials only)	\$ 5.00 each
Outside Expenses (Third Party)	Cost + 10%
Automobile Mileage	Prevailing IRS Rate

Notes: Pennsylvania Law requires us to charge a 6% sales tax on all consumables that are provided and billed outside of the basic contract. These may be invoiced on a separate invoice and the terms are net 10 days.

