

Minutes
North Lebanon Township Municipal Authority
January 12, 2017

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, January 12, 2017 at 7:00 PM at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following Board members present:

Gary Heisey	Chairperson
Dawn Hawkins	Vice Chairperson
Brian Hartman	Secretary
Tod Dissinger	Treasurer
Rod Lilley	Asst. Secretary
Frederick Wolf	Solicitor
Scott Rights	Steckbeck Engineering
Cheri F. Grumbine	Manager
Lori Books	Administrative Assistant
Edward Brensinger	Roadmaster/Supervisor

Also in attendance were Amy Leonard, Esquire and three guests.

The meeting was called to order and the pledge to the flag was recited.

REORGANIZATION OF AUTHORITY BOARD

Solicitor Wolf stated every January the Authority Board reorganizes and he conducts the meeting for the election of officers until next year or their successors are duly elected by the Board. He explained the first order of business would be to elect the officers for the Municipal Authority Board for 2017. He explained who currently holds each position. Tod Dissinger has been Treasurer for the Authority Board for a number of years, and Brian Hartman has been Secretary. He explained in order to start the election of the offices one of the members needs to make a motion.

MOTION: Motion was made and seconded that we keep all members in their current positions. With no further discussion, motion carried.

Chairperson Heisey stated the Board would need to make appointments and approvals to conduct Authority business which would include the Authority Solicitor, Engineer, Auditor and Depository.

MOTION: Motion was made and seconded to appoint the Authority solicitor which is presently Frederick Wolf, Esquire. Motion was unanimously approved.

MOTION: Motion was made and seconded to appoint the Authority engineer, Scott Rights of Steckbeck Engineering. Motion was unanimously approved.

MOTION: Motion was made and seconded to appoint the Authority auditor which is presently Brown, Schultz, Sheridan, and Fritz. Motion was unanimously approved.

MOTION: Motion was made and seconded to appoint Fulton Financial, Northwest Savings, Jonestown Bank, PLGIT, and First Citizens Bank for the Depository for 2017; and to authorized Township Manager Cheri Grumbine and Administrative Assistant Lori Books to open CD's, renew or withdraw from CD's as necessary, only in the name of North Lebanon Township Municipal Authority. Motion was unanimously approved.

Chairperson Heisey asked for a motion to affirm the 2017 Board Meeting Schedule which has been published for the 2nd Thursday of each month at 7:00 p.m. at the Township Municipal Building; and the joint meeting with the Board of Supervisors for the 2nd Thursday of June and November to commence at 5:30 p.m.

MOTION: Motion was made and seconded to affirm the published 2017 meeting schedule. Motion was approved.

Chairperson Heisey asked for a motion to approve the payment of invoices and requisitions (subject to audit) between meetings. The proper officers are authorized to pay invoices and requisitions at discount or that would accrue a penalty between meetings.

MOTION: Motion was made and seconded to authorize the payment of invoices and requisitions subject to audit between meetings by the proper officers to pay invoices and requisitions at discount or that would accrue a penalty between meetings. Motion was approved.

Chairperson Heisey asked for a motion to approve the December minutes.

MOTION: Motion was made and seconded to approve the December minutes. Motion was approved.

Chairperson Heisey asked for a motion to approve the invoices and requisitions for payment all subject to audit.

MOTION: Motion was made and seconded to approve invoices and requisitions for payment all subject to audit. Motion was approved.

COMMENTS FROM THE PUBLIC:

Attorney Paul Kilgore indicated he was present to hear the Boards discussions and decisions regarding reducing the number of EDUs assigned to the First Citizens Community Bank on W. Cumberland Street.

Solicitor Wolf explained the background as to why the Board had previously decided not to reduce the number of EDUs assigned to a customer. We followed the case where the law hasn't changed but the circumstances have changed. Sol. Wolf stated that Lori had done a great deal of research and has provided a chart showing what we believe to be the affected properties who could be eligible for either a reduction in EDUs or an increase in EDUs based on information found in property files as well as the water meter readings provided to us by the City of Lebanon Authority. Discussion followed.

Solicitor Wolf explained that we have a proposed resolution which would rescind Resolution No. 3-2000 which established a policy to not reduce the number of EDU's that have been assigned to sewer customers and would allow a sewer customer to request a reduction in the number of EDUs assigned for sewer billing purposes based on either a change in the use or the demolition or removal of a building for which sewer is provided. The Authority will use the EDU chart provided by the City of Lebanon Authority to determine the number of EDUs needed, unless the then current use is averaging more than 220 gallon per day per EDU. In that case, EDUs for billing purposes will be determined by the Authority assigning one EDU for each 220 gallons per day of water usage. If the Authority approves the reduction, the Owner will be required to execute an Agreement with the Authority to verify the new EDUs for sewer billing purposes, and in the Agreement it will provide that the additional EDUs are being conveyed back to the Authority for the capacity in the Authority Sewer System and for the capacity in the City of Lebanon Authority Treatment Plant. There will be no compensation paid to the owner for relinquishing extra EDUs. It will also provide that if the EDUs being assigned to the property increases in the future by applying either the said EDU Chart or the computation of 220 gallons of water use per day being equal to 1 EDU that the owner will be required to either reduce the usage to the number of EDUs assigned or purchase additional sewer capacity in the Authority sewer system and in the City of Lebanon Authority Treatment Plant at the then going rates. Discussion followed. Brian voiced his opinion that any EDUs conveyed back to the Authority by customers on this list should be able to be reassigned to other customers on this list at no charge to them until all EDUs are used up. He felt it unfair to charge the average home owner for additional capacity and tapping fees for extra EDUs that have already been paid for by another party. The average home owner doesn't have thousands of dollars to fix the discrepancy in the EDUs assigned from prior years. After the sewer customers on the list are adjusted accordingly, from this point forward for any increase in EDUs, the customer would be required to purchase additional capacity and pay tapping fees for any EDUs that may be needed.

MOTION: Motion was made and seconded to approve Resolution No. 2-2017 which would rescind Resolution No. 3-2000 and would allow sewer customers

to request a reduction in EDUs based on either a change of use or a demolition of a building which is connected to the public sewer. Tod abstained from the vote, due to conflict of interest. Motion approved.

Theresa George introduced our new employee, Molly Finley. She will be replacing Barb as the sewer billing clerk when Barb retires later this year.

SOLICITOR’S REPORT – Atty. Fred Wolf

Fee/Rate Resolution

Sol. Wolf explained that every year we need to set the fee schedule for the New Year by Resolution. He asked Lori to explain a few additions to the fee schedule. Lori explained that now that the Authority will be enforcing the Sewage Management Program, fees need to be included in the fee schedule. She also reported she added more detail to the Tapping Fees to further define how the \$2290 is split (\$2090 goes to the City of Lebanon Authority and \$200 is retained by our Authority).

MOTION: Motion was made and seconded to adopt Resolution #1-2017. Motion carried.

ENGINEER’S REPORT – Scott Rights

Pump Station Upgrades – Update

Scott reported that all four pump stations are complete with the exception of the paving. He also said our guys must inspect all of the pump stations and provide a punch list of any items found that will need to be addressed by the contractor, B & R Electrical. Scott stated B&R is asking for a pay request of \$20,264.22 which brings the total to date to \$219,375.18. We are still holding the money for them to complete the paving and the 10%. He further mentioned that once the job is completed we have a one year warranty.

MOTION: Motion was made and seconded to approve the pay request from B & R Electrical of \$20,264.22. With no further discussion, motion carried.

Scott reported that B & R is providing us with a credit in the amount of \$823.95 which is for the generator receptacles. We had the receptacles in stock so they are giving us a credit for the materials they did not need to provide.

MOTION: Motion was made and seconded to accept B & R Electrical Contractors’ credit. Motion carried.

Scott stated according to the last extension, all work was to be completed by December 27th, 2016. Due to not being able to pave, they are asking for a 120 day extension.

MOTION: Motion was made and seconded to give B&R an extension of 120 days. The motion carried.

Scott also reported the contractor (B & R) is requesting a "Certificate of Substantial Completion" effective December 21, 2016. Discussion followed as to what remains to be done. Scott said the guys must prepare a "punch list" of items to be addressed as well as the paving which should be done in the spring as soon as the paving plant opens. He believes the majority of the work has been completed and we mentioned we are still holding the 10% which should cover the paving.

MOTION: Motion was made and seconded to issue the "Certificate of Substantial Completion". With no further discussion, motion carried.

Always Bagels

Scott mentioned Always Bagels installed the Flow Meter on November 17, 2016 and will monitor and record the flows for two months. We received the first month's flows, which indicated 10,400 gpd or 47.27 EDUs. We will look for the second month's flows and average them to determine the number of EDUs entering the sewer system. They currently are assigned 38 EDUs. If it is determined that they need additional EDUs, they will be required to purchase additional capacity.

ADMINISTRATIVE ASSISTANT REPORT - Lori Books

Lori reported that she has Resolution 3-2017 for the Board to consider. It is to set the sewer payment policies and due dates. Due to the new billing software, our late fees and water termination fees are running over into the next billing cycle, causing the next cycles bills to be printed and mailed before the penalties are added. Barb and Lori have reviewed the due dates and have suggested sending out the administrative letter 20 days after the due date rather than the current 30 days after the due date. Fred reviewed the law and we would still be in compliance as we give way more notice than is required by law. Discussion followed. Atty. Leonard suggested changing the wording to "no more than 20 days" after the due date to allow for some flexibility when the dates fall over a weekend.

MOTION: Motion was made and seconded to approve Resolution No. 3-2017 to amend the sewer payment policies and due dates with the suggested revisions by Atty. Leonard. With no further discussion, motion carried.

Lori stated she has prepared the Annual Activity Report for the Board of Supervisors. She asked if anyone has any corrections or additions. There were none. The report is fine as is and can be provided to the Board of Supervisors.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

Suv. Brensinger said the December notable activities report had been distributed to everyone and asked if there were any questions. He also stated the only thing he would add would be the new pump we put in at Frances Ann to replace the one that blew right after the startup also blew. Tommy and Tony pulled the pump, cleaned it up and returned it to Keener's. Keener's are diagnosing the problem, but believe it was connected wrong. Discussion followed.

Gary Heisey questioned the storm water committee which was formed a few years ago. Suv. Brensinger briefly explained the MS-4 permit and process. Scott Rights also reviewed the MS-4 requirements and explained how several municipalities are working together with his office to form a consortium to apply for the new MS-4 permit which is due in September of this year. Permits are then good for 5 years. We would then be required to reduce our base loads as part of the Pollutant Reduction Plan. BMP's will need to be installed to reduce the amount of nitrogen, phosphorous and sediment being discharged into the waters of the Commonwealth in Lebanon County. Suv. Brensinger said there are several really good articles in a magazine he recently received and he will provide copies for all to read. He indicated this issue is not going away and we are lucky we are ahead of the ball. Suv. Brensinger also gave an example of a BMP which was street sweeping and the reason we bought the new street sweeping machine which has a vacuum on it as required by the new regulations. Last permit cycle you were eligible to receive credit for this activity. This time around, you get very little credit for this activity, which is why we need to continue to be pro-active with this. Shoreline restoration is just another example of helping to reduce the base load of pollutants in the water ways and seems to be the push for this permit cycle.

Scott Rights mentioned his office did receive a sketch plan for "The Crossings" which is the development located off of Mt Zion Road. They are proposing to re-phase the remaining development.

Suv. Brensinger mentioned that a new owner has acquired the land previously proposed as "Spring Creek" behind North Eighth Avenue and Kimmerlings Road adjacent to "The Crossings".

Brian commented on the wage memo the Board members received. He mentioned this was the first time the Board ever received such a memo. Lori replied that providing the Authority Board Members with a wage memo of the wastewater employees' hourly rate was on her yearly list of things to do as per the Auditors. She further explained that she followed the same format as found in the files for previous years and thought all members always received this memo.

With no more business for the good of the Authority the meeting was adjourned at 8:40 p.m.

Respectfully Submitted,

Lori A. Books
Administrative Assistant