

**Minutes
North Lebanon Township Municipal Authority
February 9, 2017**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, February 9, 2017 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
Tod Dissinger	Treasurer
Brian Hartman	Secretary
Rodney Lilley	Assistant Secretary
Frederick S. Wolf	Solicitor, Henry and Beaver LLP
Scott Rights	Steckbeck Engineering
Cheri Grumbine	Manager
Lori Books	Administrative Assistant
Edward Brensinger	Roadmaster/Supervisor

Also in attendance was Amy Leonard, Esquire.

The meeting was called to order by Chair Gary Heisey and the pledge to the flag was recited.

COMMENTS FROM THE PUBLIC:

There were no comments from the public as there was no public in attendance.

Chair Heisey asked for a motion to approve the January minutes.

MOTION: Motion was made and seconded to approve the January minutes. Motion carried.

Chair 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 approved.

SOLICITOR'S REPORT – Atty. Fred Wolf

- 1370 Twigg Avenue
 - Fred announced that Lori and Cheri are attempting to go through issues still in existence that have never really been resolved. In 1998 the

Authority did a sewer project and entered into an agreement with a resident named Melitta G. Truran, living at 1370 Twigg Ave. She was living on a small amount of social security money and couldn't afford to pay the costs associated with connecting to the public sewer. The Authority agreed that as long as she lived at this address, they would not force her to hook up or pay the fees. This agreement would end when she passes away, moves from the residence or sells the property. The agreement is on record. Melitta is still the owner of the property. There has been no contact, however yearly financial reports were supposed to be submitted to the office so we could update our information and confirm her financial situation has not changed. Nothing needs to be done concerning this agreement. Melitta is being billed \$78.00 (the base amount) quarterly since the start of her agreement, even though the agreement made no mention of us billing her. She is not aware of this amount as Barb was directed to not mail the bills to Melitta. Dawn questioned how can Melitta have a balance even though she is not connected to the sewer system. Cheri explained her bill is up to about \$13,700 and would like to have this amount removed. This amount is not on the lien and would not have to be paid if the house was bought. Cheri explained she can't just make an adjustment that huge because of how the auditors would react. Tod asked the question if whenever the house is sold, will the new owners pay the current rates or rates from 1998. He was told the current rates at the time of connection will be paid. Tod also asked if we have a process in place for things that are falling through the cracks such as this situation. Fred explained that due to these recent events, Lori and Cheri are looking into other cases as well to familiarize themselves. Tod brought up the fact that we need something set in stone to track such situations for when Cheri may leave and the new hire won't understand or know what is going on. An excel spreadsheet was thrown out as one idea. Fred explained we try to work with families that are having money issues and can't afford these payments. Gary said we should ask for a financial update with the Truran agreement and made a motion to get rid of the balance in the system because the money will not be able to be collected. The next home owner will be required to hook up to the public sewer system.

Chair Heisey asked for a motion to write off the \$13,712.60 for Melitta Truran and that all the paperwork will be kept on file for our records and auditors.

MOTION: Motion was made and seconded to approve the write off Melitta Truran's balance of \$13,712.60 and the paperwork will be kept in our records. Motion approved.

- EDU Reduction Update
 - It had been discussed that any excess EDU's would be turned over to the

Authority. Lori and Fred prepared a document which serves as an application for the change in EDU's as well as the agreement. Lori has an updated resolution on the information we have in this agreement. The Authority must look at the qualifications of those applying for a reduction of EDU's and sign off on it. There is also a notice stated within the agreement that if they are using more water than is allotted, a purchase of EDU's must be made or they will need to reduce their water consumption. Lori is now in the process of contacting the property owners. Fred suggested to the group that they email any questions to him.

- Lincoln Mobile Home Park
 - Fred refreshed the memory of the Authority that this is one of the older mobile homes with municipal sewer. The Authority went into an agreement with the owner of the park which states the billing would go to each individual mobile home owner within the park rather than all the invoices going to the owner of record. As part of the agreement, the owners were to maintain an escrow fund with the Township so that when sewer bills were not paid by the due date we would take all delinquent accounts within the mobile home park out of the escrow. Cheri noticed there is an increase in the number of delinquent sewers in this mobile home park. We have been going through the normal procedures including water termination, which the city is not a fan of. The process for all other mobile home parks is the owner of the park is invoiced for all the mobile homes within the park. It would be up to the owners to collect from their residents within the park. With Swatara we had a provision that they pay \$1,500 into an escrow account so that if payments weren't made when due, we would take the money from this escrow. Cheri quoted Barb who informed her the escrow has not existed in about 10 years. This agreement is not working since the payments still aren't being met. Tod wants to know why no one has never said anything about these payments. Cheri explained to the Board how tricky this can get. Once the home has been sitting empty, after water is shut off and owner's move out, the new owners are sent to the Township to get their water turned back on and are stuck paying the delinquent sewer bill that was left behind from the previous owner. Dawn reminded the Board that all the other mobile home parks have kept the billing strictly to the owner who then bills their residents. Amy explained how these cases are turned over to her and she sends out 30 day letters and then it is discovered that these tenants aren't aware of the bill not being paid. Fred informed the Board that we can end the agreement. Dawn asked if we plan on sending the owners all 43 bills and Cheri responded the owners should live by their agreement with the escrow and if we don't receive all payments, we let them know and remove the money from the escrow. This agreement has been ongoing since 1999. Gary clarifies that Fred is going to send the

owners a letter explaining their options saying that we may end up sending one sewer bill if the previous agreement is not followed.

Chair Heisey asked for a motion to send the owners a letter to become compliant with the agreement from 1994.

MOTION: Motion was made and seconded to send the owners a letter regarding compliancy with the agreement made in 1994. Motion approved.

- Delinquent Accounts
 - Amy updated the Board on Number 18 of her report. Collection efforts are proceeding with this property.

ENGINEERS' REPORT – Scott Rights

- Pump Station – Update
 - Scott received an email prior to the meeting from the contractor asking for payment in the amount of \$20,504.74. The amount being retained for the punch list is currently \$17,410.50. Discussion followed regarding the pump at Francis Ann that had burned up after initial startup. Scott said he spoke with Tommy and the pump control supplier, he got the indication there may have been wiring problems. Gary questioned the amount the contractor was asking for and Scott told him it's \$20,504.74. The pay request was supposed to be submitted by the first of the month. The punch list has been documented. There are two key items which were to be done right away. They are the caulking around the base of the sheds and installing the door sweeps.

Tod Dissinger made a motion to pay B&R \$20,504.74 providing Scott, Ed, and both Tom's review everything and make sure it will work.

MOTION: Motion was made and seconded to go ahead and pay B&R the \$20,504.74 providing that Scott, Ed, and the Tom's approve. Motion approved.

- Always Bagels
 - Scott received another last-minute email from Always Bagels with the second month of flow data. The average of the two months ends up being 45 EDU's while they are only paying for 38. They are calculated to be over by 7 EDU's. Scott suggested we let them know about their consumption and they might want to try to reduce it. Tod stated the agreement was to monitor the flows for two months and he feels we should now bill for the 45 EDU's from the two months of metered flows. The possibility to buy a meter so we could monitor the flows was thrown out to the Board. Dawn confirmed we had agreed that whatever the data finds then that's what they were going to pay. An agreement will be sent, with the data found, to

purchase the additional capacity. No further action needs to be taken.

- Pertinent Issues
 - Scott and Lori have been working on wastewater permits and drafts have been prepared.
 - Scott and Ed have received a set of plans for Phase 2 of The Crossings. A letter of comments will be sent in response. Lori added that we had given a \$500.00 discount for tapping fees but a new agreement needs to be put in place. The Board agreed that if the old agreement worked than we will stick with it. Fred explained the reasoning behind why we offer developers a discount on the tapping fees.
 - Lori and Cheri went in to refinance some of the CD's and kept out \$100,000.00. Authorization is needed from Board to put that amount on the loan as an extra principle payment as discussed before. There is no set time that this needs to be paid but interest continues to be added to the loan, so the sooner we make the extra payment the better.

Chair Heisey asked for motion to pay the \$100,000.00 principle payment on the loan.

MOTION: Motion was made and seconded to pay the \$100,000.00 principle payment on the loan. Motion approved.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

- Tommy and Tony installed a front and rear camera on the flush truck to help with the blind spots.
- The camera trailer specs were also looked at and an order was placed. The cost was less than what was budgeted. The layout of the trailer drawings was signed and sent back out.
- All the scrap metals were disposed of in the yard area.
- Cabinets at the four pump stations being upgraded have been repainted, front and back.
- A "to do" list was also created for the pump stations.
- Tom K. has been taking Tony along for the grease trap inspections.

Attorney Amy Leonard

Amy reported there are three residents moving to payment plans. Numbers 10, 11, and 12 have all have been sent letters because they have not paid their portion. They have been asked to catch up on their plan or they will be reverted to the original billing. There are a select few, numbers 19, 20, and 21 who have default judgements and she has gone as far as she can go as of now. Number 18 will also be receiving a default judgment as well as number 24. We can only hope the banks will come forward. Unfortunately, numbers 30, 31, 32, and 33 are all new delinquents this time but have been on the delinquent list in the past.

Additional Comments and Questions

- Tod asked a question regarding the application for the reduction of EDU's. If the amounts of what they are using will be mailed to the residents before they need to decide what they want to do regarding the EDU's and Lori said she will be sending a cover letter with specifics and advise them to contact her. There is already a draft of the letter, some will reduce while others increase their EDU's.
- Scott mentioned he is working on the Chapter 94 report. Anyone contributing to a sewer treatment plant must submit a report as well. The City of Lebanon Authority must submit a Chapter 94 report to DEP. NLTMA, as a contributing municipality, must submit their report to the City to be included in their report to the state. Discussion followed.

With no more business for the good of the Authority the meeting was adjourned at 8:26 p.m.

Respectfully Submitted,

Molly Finley
Recording Secretary