

Minutes
North Lebanon Township Municipal Authority
March 9, 2017

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, March 9, 2017 at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following Board members present:

Gary Heisey	Chairperson
Tod Dissinger	Treasurer
Brian Hartman	Secretary
Rodney Lilley	Assistant Secretary
Scott Rights	Steckbeck Engineering
Cheri Grumbine	Manager
Lori Books	Administrative Assistant
Edward Brensinger	Roadmaster/Supervisor

Also in attendance were Amy Leonard, Esquire, and William McMichael, resident of 811 Kimmerlings Rd.

Absent: Dawn Hawkins
Frederick S. Wolf

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.

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

MOTION: Motion was made and seconded to approve the February 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 – Amy Leonard

- Crossings
 - Lori and Fred have been working on a developer’s agreement and the agreement to purchase sewer capacity at the city treatment plant for Phase 2. At this point, those agreements and documents have been sent to Landmark. Fred asked Amy to mention to the Board that we do approve any design for water and sewer that is being put in so a preconstruction meeting will be held. Further discussion will be held to determine the effects Phase 2 will have on Kimmerlings Road, which was just recently paved. An escrow account for water and sewer will also be put into place.
- Joint meeting will be held in June.
- Always Bagels
 - In the process of having them purchase 7 EDU’s. A \$3,100 tapping fee will be paid for each one plus the City’s capacity charge.
- Purchase of water system by the City Authority
 - Phase 2 of the Crossings will need to have a separate agreement with the City of Lebanon Authority to purchase water capacity. The Crossings are aware of this requirement.
- Request to reduce EDU billing
 - First person interested in the reduction is ready to be signed tonight.

ENGINEERS’ REPORT – Scott Rights

- Crossings Phase 2
 - There has been a plan review on the sanitary sewer and letters were sent out including a copy to each member of the Board. No approval is needed tonight, but comments and resubmission of the plans will be required. Scott did mention he received a phone call from Pioneer, the consultant for the Crossings, who was asked to us to forward all agreements to them and they will navigate Landmark through the agreements. So now all agreements will be sent to Jim Henke at Pioneer.
- Pump Station
 - The caulking has been finished around the sheds as well as the thresholds. With recent rains, the caulk did not hold very well so those jobs will be need to be redone. There are no new requests this month. There was an issue with the pump and it was fixed. The bill is \$1,779.15. One problem is the fact that they (the contractor) won’t take responsibility for what had taken place. A pump that had been in service for years was then reconnected to

the new control panel and later that night, it burned up. It is believed the wiring was done incorrectly. A conference call was offered for a negotiation, we are waiting on a response.

- Chapter 94
 - The report is due to the City of Lebanon and the numbers were discussed last month. This month a draft was created but still needs to be tweaked before submitting it to the Board. A designated representative must be narrowed down. A plan for maintenance needs to be established as well.

ADMINISTRATIVE ASSISTANT REPORT- Lori books

- Truran
 - Rodney delivered the information on Mrs. Truran asking for financial confirmation as per our agreement with her. A short version of the form she originally completed was given to her for updated financial information. She has filled out the form and signed it. This information is being presented to the Board to reassure them that her financial status has not changed and for the Board to review the current agreement and determine if the agreement can continue as is which allows for her not to hook up to the public sewer system at this time. It had been proven that the number she had written was correct. The agreement also notes that any future owner or occupant must connect to the system.

MOTION: A motion was made and seconded to accept the financial letter and continue with the original agreement made with Mrs. Truran stating she does not need to hook up to the sewer but once she passes, the future resident must hook up. Motion approved.

- Crossings Phase 2
 - Lori and Fred worked on the capacity (they pay us and an application to the city is created) and developer (escrow) agreement. They will be emailed to Jim Henke next week.
- Tony & Dave L.
 - Both are signed up to take their waste water license test in April. Tony is also now off probation and doing very well!
- EDU Reduction
 - All of Lori's letters have gone out in February. One person responded asking for an application but has not gotten back to Lori since. An application was also sent to the bank who are leasing from the LVM, who later signed the agreement. The restaurant was assigned 15 EDU's while the bank only needs one (1). If in the future, the bank does not renew their lease and the new occupants require additional EDU's, they will need to purchase any required additional EDU's at whatever rate is in effect at that time. Everything was signed on their end so all that is left to do is have the Board

sign the agreement. Tom K and Lori had also visited Grosfillex who is also interested in a reduction of EDU's.

- Always Bagels
 - The 2-month monitoring period has ended and it has been decided they need to purchase 7 additional EDU's. Fred and Lori worked on the agreement and sent a letter out February 28th along with the agreement, we are just waiting on a response. The capacity cost for each EDU is \$2,290 and a \$3,100 tapping fee per EDU is also required.
- PA Natural Chicks
 - Tom K. and Lori visited and saw firsthand how all the lines are connected. The water increase was because they switched to a high-pressure water system for cleaning. They can control the volume of water and the pressure of the water with this new system. They plan to adjust the controls to hopefully bring their consumption of water down to within their assigned number of EDU's. It was agreed to monitor the next quarter to see where they fall on the amount of EDU's used as compared to the amount of EDU's they are assigned.
- Water Loan
 - An additional amount of principle payment was discussed. An amount of \$81,700 was determined to be put onto the principle. Cheri informed the Board that we have about \$168,000 as of now. The Board agreed to pay the amount and was approved by acclamation.
- Pertinent Issues
 - It was mentioned that in the last set of minutes the Board discussed the training of Cheri's job and what would happen when she retires. There was a clarification that Cheri is teaching Lori as they go for preparation. Tod Dissinger asked if there was an actual tracking plan for this and the answer, as of now, would be no. Cheri explained that lists itemizing specific tasks for yearly, monthly, weekly, and so on are created for each employee specific to their job duties and this information could be added to those lists.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

- February activity report
 - 34 routine one calls, 5 emergencies (2 received off hours), 5 lateral, 7 grease trap, 15 grease trap follow ups, pump 2 was returned after warranted repairs and reinstalled at Frances Ann pump station.
 - Ed mentioned again that Lori traveled to PA Natural Chicks and obtained pertinent information for the waste permit.
 - The pump station upgrade punch list was provided to the contractor. We hope for a call from them when they plan to begin the work.
 - Tom K. is currently working with Russell from Scott's office on the GIS database. Tom had noticed there are some missing laterals within the database and they believe they have found what had happened and hope

to have them all added and corrected. Ed hopes to have these corrections complete by November. Everything seems to be set for storm water. An inventory for signs has also been taken. Both of these are also within the GIS database.

- Fencing for the pump station at Kochenderfer Road has already been bought, simply waiting for the weather to cooperate to install the fence.
- Pertinent
 - Scott suggested they could do a GIS demo for the Board so they can understand what is going on and how it all works.
 - MS4 has projected a little over 1 million dollars for the next 5 years. The Township plan to join a consortium which will give credit to all the municipalities who are a part of the consortium.

Additional Comments and Questions

With no more business for the good of the Authority the meeting was adjourned at 7:42 p.m.

Respectfully Submitted,

Molly Finley
Recording Secretary