

Minutes
North Lebanon Township Municipal Authority
May 11, 2017

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, May 11, 2017 at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following Board members present:

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| Dawn Hawkins | Vice Chair |
| Tod Dissinger | Treasurer |
| Brian Hartman | Secretary |
| Rodney Lilley | Assistant Secretary |
| Fred Wolf | Henry and Beaver, LLP |
| Scott Rights | Engineer-Steckbeck Engineering |
| Edward Brensinger | Roadmaster/Supervisor |
| Cheri Grumbine | Township Manager |
| Amy Leonard, Esq. | Henry and Beaver, LLP |

Absent: Gary Heisey
Lori Books

The meeting was called to order by Vice-Chairperson Dawn Hawkins 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.

Vice-Chairperson Hawkins asked for a motion to approve the April minutes.

Rodney brought it to the Board's attention to strike out a few words that showed favor to some statements. Tod also noticed that Fred is the one who gave the Solicitor's report, not Dan. Dawn also made a few wording changes in the Engineer's report.

MOTION: Motion was made and seconded to approve the April minutes with corrections. Motion carried.

Vice-Chairperson Hawkins 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 – Fred Wolf

- Holding Tank Ordinance
 - The holding tank ordinance was provided to the Board members in April but not discussed because not all members were present. Rodney reviewed his notes on the ordinance about it being impossible to live off the grid and the word change from "situation" to "malfunction" should be left as "situation". The Board will hold off on changes until all of the members are together. Dawn and Amy also found an area where it may be redundant. This ordinance will be discussed more in-depth at the June meeting when everyone should be present.
- New Covenant Christian School
 - The school is adding on to their building to include classrooms, a gymnasium, and bathrooms. Lori has gathered water consumption figures from other schools located in the Township. These schools show that the EDUs purchased, as assigned by the CoLA chart, are much higher than their actual usage. Solicitor Wolf discussed meeting with CoLA about their formula vs. actual consumption now that there is a history with multiple schools. The Board discussed what action should be taken about the additional EDU's for the NCCS expansion project, as based on the CoLA chart they should purchase additional EDU's. However, their highest usage has been 5.2 EDU's and their normal use is around 2.8 EDU's vs. their current EDUs of nine (9). Cheri asked the Board if we should charge them for more EDU's even though they aren't using the quantity for the EDUs they previously purchased? Discussion was held about Fred Wolf and Lori Books discussing this information with CoLA.
- June joint meeting agenda
 - The meeting will be held on June 8th and Solicitor Wolf will put together an agenda to distribute before the meeting. Any suggestions for agenda items should be sent to Fred. Ed Brensinger asked that the re-lining of sewer mains be added to the agenda.
- Pertinent issues
 - Last month it was reported that Moravian Manor will be doing a second phase of financing. The first phase was completed in the summer of 2016. They are not currently ready for us to act on the resolution at this point but may happen in June.
 - Lori has still been working with the returned EDU's and how they should be split/divided out. Not many have responded quite yet so this is still an up and running project.
 - Fred Wolf discussed the Authority's agreement with the Lincoln Mobile Home Park regarding delinquent sewer bills and the required escrow account. The escrow account has been at zero dollars for many years causing problems when there are delinquent sewer accounts each quarter in the MHP. The Agreement is not working as intended and Fred will

discuss with the property owner. Fred stated we should receive the required \$1500 escrow check per the agreement and he will update the Board next month.

ENGINEERS' REPORT – Scott Rights

- Crossings Phase 2 Update
 - The developer has resubmitted plans and both he and Ed are happy with the results. Discussion was held regarding the requirement that would occur for the 4 or 5 adjoining property owners to connect to the newly installed sewer main along Kimmerlings Road and the 5-year moratorium. The Board agreed they must delay the public sewer connection until after the moratorium and could offer a longer period of time to connect since this is a different situation. Rodney brought up some past decisions the Board had made where letters were sent to residents advising them about upcoming hook-up requirements to give them the opportunity to save some money before the required mandatory connection date.

MOTION: A motion was made and seconded to approve the Final Subdivision Plans for The Crossings-Phase 2. Motion approved.

- A bond estimate was also provided to the Board for sanitary sewer and public water extensions (this is in our water project area). An estimate of \$216,594.00 was provided for sewer. Scott will verify the quantities and proposed costs and report back to Lori and Ed.
- Pump Stations update
 - Technically, this contract expired in April. The paving has been completed. The punch list still has a few remaining items, which are the pump, the auto dialer on Orange Street, and the record drawings. These few things add up to about \$3,979.15. The fourth item is the fiber glass huts and the issue of the paint chipping off. The factory feels the paint was not cured properly and want to fix the problem. Scott checked with the manufacturers to see if they could still work together if the contract ended and they said yes. The Board doesn't anticipate that the contractor will fight the deduction and once the payments are final, the contract will be terminated.

MOTION: A motion was made and seconded to close out the contract and deduct \$3,979.15 from the invoice. Motion approved.

- Abel Recon slip-lining
 - Scott had reviewed a spreadsheet to explain the various areas of the township to the Board where slip-lining has not occurred in the old clay lines. This original table was created from the CCTV in 2007. The original video is now 10 years old and he recognizes that the clay lines may have deteriorated since that time.

Scott broke out the spreadsheet into two categories. Those pipes with structural defects and those without structural damage based on the 2007 CCTV Reports. Another table provided by Scott reflects the remaining quantities for slip-lining the remaining clay lines. Scott used the 2013 bid prices and applied the CPI to calculate 2017 pricing. A total of \$399,066.51 was estimated, if the contractor would agree with his calculation methodology. Splitting this project into two budget years may work best for the Authority but Abel will have to determine what quantity is needed to make the project work for him. Scott reminded the Board that our 2013 contract has very good rates. There are a few 300 foot runs within this project and some pipes have structural defects. Ed stated that this a project that we could not do ourselves. Our capital reserve currently holds \$3,744,607.94. The rates are low enough now that the Board should take advantage of them. Scott was directed to continue working with Abel to see if they could reach an agreement on this project and this should be discussed at the June Joint meeting between the Authority members and Board of Supervisors.

ADMINISTRATIVE REPORT – Cheri Grumbine (for Lori Books)

- Crossings Phase 2
 - Cheri stated she has the Developer Agreement and the Capacity Agreement from Landmark for the Board to approve and sign.

MOTION: A motion was made and seconded to approve the Developer Agreement and the Capacity Agreement. Motion approved.

- PA Natural Chicks
 - They had originally been over their 9 EDU's, they hit about 16. They are being granted one more quarter to try and reduce their usage and if not, they will need to purchase more EDU's.

- Pertinent Issues
 - We received a call from County Planning about the Pansy Hill property. The Cigar Shop is in the western most section of the building and A&J Pizza is currently in the eastern section of the building. The owners are working on putting in two other businesses where others have come and gone. They are considering a healthy snack store, as well as a fitness center, which would provide one-on-one training. There is currently 3 EDU's on the property and what they have been using is very minimal even though they have had 3 to 4 businesses in this building at a time. The four businesses each have their own address even though they don't each have an EDU. Cheri asked the Board if the owner must purchase another EDU even though they have low usage? Fred suggested we monitor their usage to see

whether it increases or not. All Board members were in agreement with this suggestion.

- Cheri also reported that out of the 714 on-lot sewage management notices Lori had sent out, she received 118 back, as of yesterday.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

- April activity report
 - Flushing lines on Elias Avenue was completed by Tommy. The solids were minimal.
 - Camera equipment has arrived. The maintenance guys received training and it was discovered that there was a problem with the camera and is scheduled to be returned and repaired.
 - Tom K. has been helping with Park & Rec every now and then as well as the other guys are helping the road crew.
 - The fence at Kochenderfer Road has been completed. They will need to address a small open area.
 - Tony Oxenreider and Dave Leid both passed their WW License test. They both also intend to get their spray license.
 - Tom is still working on GIS mapping with Russell Schmidt with Steckbeck Eng.

ATTORNEY REPORT- Amy Leonard

Delinquent Sewer – Updates - #11 and #12 have both been on a plan for a while and pay when a letter is sent. They are at the point where they are almost caught up. #21, #23, #24 have had a mortgage information request. #22 had just gotten paid and will come off the list. #27 will most likely be on the sheriff's sale for June. #29 had a payoff request and will probably be a foreclosure. #30 has no open estate and Amy is trying to find a relative. There was also another delinquent account added today that wasn't looked into quite yet.

Additional Comments and Questions

With no more business for the good of the Authority the meeting was adjourned at 8:33 p.m.

Respectfully Submitted,

Molly Finley
Recording Secretary