

Minutes
North Lebanon Township Municipal Authority
June 8, 2017

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, June 8, 2017 at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following Board members present:

Gary Heisey	Chair
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
Lori Books	Administrative Assistant
Amy Leonard, Esq.	Henry and Beaver, LLP

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 May minutes.

Rodney pointed out that under the New Covenant Christian School section, we should add the word "should" into the sentence where Cheri asks if we need to charge them for more EDU's. He also saw that in the next sentence we should eliminate the comma. Dawn also pointed out a spelling error in the wastewater report; "past" was changed to "passed".

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

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 approved.

SOLICITOR'S REPORT – Fred Wolf

- Holding Tank Ordinance
 - Rodney's only comment was to change the word "situation" to "malfunctions". Lori stated the only reason behind the board allowing a holding tank to be put in place is if there is an existing issue or if public sewer will be coming within the next 2 years. The board believes that if we use the word situation, it will seem too broad and residents will take advantage of the wording. Rodney wanted to make sure that we were not limiting our own authority.
- New Covenant Christian School
 - The current situation is that NCCS is putting in two temporary trailers while waiting for their addition to be built. After taking a look at the water consumption being used and comparing it to the EDU's they are paying for, it appears the formula that the City of Lebanon Authority uses may need to be tweaked. Fred has all the information needed and will review it with John Beers to see what the City of Lebanon Authority is willing to do/adjust.
- Lincoln Mobile Home Park
 - The old agreement that was originally created between the township and LMHP had been violated and the escrow was not maintained. The existing agreement is now in place and the escrow has been restored. If there happen to be any sewer bills which are unpaid by the due date they will be taken out of the escrow which will be an ongoing process every quarter.
- Pertinent issues
 - Lori will continue to try and contact those who have more EDU's than they are using and could possibly decrease their payments if they give some of the EDU's back to the Authority. In the same notion, some customers are using more EDU's than they have purchased. The Authority is allowing those who are using more EDU's a one-time offer to receive the necessary additional EDU's from the extras that are being given back by those who aren't using them or don't need them. Only two customers who need additional EDU's have been notified at this time due to the number of EDU's that have been given back so far. The board agreed that some type of deadline should be put in place. Rodney suggested they have until the end of the year.

ENGINEERS' REPORT – Scott Rights

- Abel Recon- Renew contract
 - The discussion of slip lining occurred in the joint session.
- Pump Station
 - Scott had been directed at the last meeting to send a letter to the contractor of B&R that we will hold \$3,979.15 to cover the cost of a few remaining items on the punch list which included the auto dialer on Orange Street, the record drawings and the cost of the pump. He received a response from B&R inquiring if the township would pay them the full amount if they would

complete the job. Scott explained that he thinks the township is more interested in the work getting done than withholding the money and the township may be receptive to that request. B&R then submitted drawings and fixed the auto-dialer. They also made an offer to pay half of the actual pump cost. The township had been the ones to supply the labor and Board members feel that B&R should be responsible to pay the entire cost of the pump. The paving at the pump station has already been finished.

MOTION: A motion was made and seconded not to pay any portion of the pump. Motion approved.

- Hampton Inn- Grease Traps
 - There is one grease trap inside of the building. The authority usually prefers for the grease trap to be outside of the building but at the time they didn't have drain lines inside the building to accommodate lines outside of the building. The ball was thrown back into their court about how they want to address this issue and we have not heard back from them yet. The process within the new grease trap ordinance that was passed states they should include a note on the drawings for when they are ready to start building, submit shop drawings of the grease trap, and make sure it was sized correctly. Cold Storage has provided the township with these requirements and it became an advantage for the WW department (Tom K.) to have records of this information. The board hopes to receive the same thing from the Hampton Inn. Gary mentioned the Hampton wants to mount theirs under a sink, which is a cheaper and simpler option, but creates a few drawbacks for us. For one, they are a good bit smaller so most likely they were sized incorrectly. Second, it is more difficult for Tom to have access. Third, it remains quite hot and doesn't have the time to harden up because it is so close to the sink and ends up flowing into our system.

ADMINISTRATIVE REPORT – Lori Books

- Godshall's
 - Lori received a request from Godshall's to purchase 10 additional EDU's. The agreement was already signed and paid for on their end. Approval from the board is required; approval granted.
 - Godshall's would also like an agreement for the right to purchase an additional 15 EDU's within the next 5 years. Scott and Lori did some research and we do have the capacity to agree to this request; we would still have 102 EDU's left in the line according to Scott's chart. Godshall's does not plan to purchase them right away, they would just like an agreement to state that they are able to buy them within the next five years. At this point, they believe the location on Suzy Street will be a distribution center.
- Sewage Management Program

- Lori is still receiving the forms constantly and is up to 187. There are a little over 500 outstanding as of now, but they have until the end of August to comply before a final notice goes out.
- G&G Uniform Shop
 - Lori received a call from Barry Coble letting her know they had inherited the property at 777 N. 8th Avenue from their mother and the home had been vacant since 2012. They are currently using a private, unmetered well but are on public sewer. His complaint is that if he were hooked up to the public water he would only be paying for the flat rate fee and zero usage instead of the minimum 15,000 gallons that is associated with the well. He has requested that we suspend the usage until the house is occupied and agreed to continue paying the customer charge. Lori drew up an agreement and sent it to Fred to review. Quarterly, he would be required to send us a letter that confirms the home is still vacant and there is no water usage in the home. Amy asked if we are going to do this for all residents since she knows there are a few delinquent accounts on her list that are up for foreclosure but are still charged the well rate. Her concern is that if the board approves it for this man, then other residents will come in using this as a defense. Rodney said that he was told he would need to install a meter on his well so they could measure the usage if they wanted the rates to decrease. That was a little while back and the City does not offer it anymore. The board vetoed the idea of allowing Mr. Coble to only pay the customer fees.
- Pertinent issues
 - Gary mentioned the new computer and laptop purchase from Golden Equipment and how the cost should be split. The total cost will be \$7,770.00. The township agreed to pay 40% while the authority will pay the remaining 60%.

MOTION: A motion was made and seconded for the approval of the 60/40 split of payment for the purchase of the new software and computer system. Motion approved.

- Gary brought up the slip lining with Abel Recon and its' continuation. The total price will be \$312,000.00 to complete all the 8-inch pipes; no cost has been given for the larger pipes. At this point, the authority is waiting for input from the WW department and for the new camera to arrive so we can televise the pipes and check out their status.

MOTION: A motion was made and seconded that we approve the initial bid for the 8-inch pipe and request that they submit a bid for all the remaining clay pipe repairs, pending information and approval from the crew if they can do the bypass. Motion approved.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

- May activity report
 - The crew was out with the B&R guys who fixed the auto dialer and provided drawings.
 - The guys are still waiting on the camera to arrive.
 - Sweetbriar has not started their sanitary installation yet but they have received shop drawings for all the structures. An inspector, which will be no cost to the authority, will be needed onsite once they begin.
 - Cold Storage will soon be ready to occupy. Ed will keep the board updated if there is an open house.

ATTORNEY REPORT- Amy Leonard

Delinquent Sewer – Updates - #11 and #12 both received some reminder letters. Amy requested for more mortgage information on #21, #23, and #24, which usually means they are going to sheriff's sale. These properties are not looking good. #24 will be found on the tax sale list. #27 is on the sheriff's sale list and they are putting a claim on it.

Additional Comments and Questions

- Ed mentioned that we had a very successful send off for Barb.
- Lori also announced that Jim Koons will be attending the next meeting.

With no more business for the good of the Authority the meeting was adjourned at 8:10 p.m.

Respectfully Submitted,

Molly Finley
Recording Secretary