

**Minutes  
North Lebanon Township Municipal Authority  
September 14, 2017**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, September 14, 2017 at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following Board members present:

Dawn Hawkins	Vice Chair
Brian Hartman	Secretary
Rodney Lilley	Assistant Secretary
Fred Wolf	Henry and Beaver, LLP
Dan Cannistraci	Engineer-Steckbeck Engineering
Edward Brensinger	Roadmaster/Supervisor
Lori Books	Administrative Assistant
Amy Leonard, Esq.	Henry and Beaver, LLP

Absent- Gary Heisey  
Tod Dissinger

The meeting was called to order by Vice Chair 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 Chair Hawkins asked for a motion to approve the August minutes.

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

Vice Chair 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**

- Crossings- Phase 2
  - Pre-construction meeting was held and everything went as expected. The escrow agreement has been established and the work will be proceeding.
- Water and Sewer Debt

- The board already decided what they will be paying in 2017.
- Joint Meeting
  - The next joint meeting will be this November. The hot topic will be reviewing the 2018 budget and checking with the Supervisors to hear their thoughts.
  - Everyone will be receiving an agenda and budget sheets before the meeting.
- Class Action Notice
  - Another postcard came in and Amy is handling it.
- City of Lebanon Authority
  - The City is going to be increasing their water and sewer rates for next year. A meeting will be held in October to go over the changes being made. Lori attended their last meeting and the study CoLA had done indicated big increases, so they are going back to the drawing board as the formula used in the study doesn't appear to be feasible. Jon Beers, from the City, sent an email recommending all contributing municipalities budget a 5% increase for water and a 5% increase for sewer for next year. The board discussed schools and how they are billed by the number of EDU's per student/staff. The formula of 1 EDU per 20 students/teachers needs to be revisited and brought more in line with actual numbers.
- Lincoln Mobile Home Park
  - The payment to reimburse the escrow has been made. The cycle seems to be working at this point.
- West Maple Street
  - Mr. Nielson attended last month's meeting to request relief from the costs associated with connecting to the public sewer system. The board told him upfront the fees could not be reduced but the tapping fee could be paid over a period of 3 years. Fred discussed the issue with Lori and Cheri and they considered approaching this situation the same way they did Rockwood. One payment would need to be made the day of signing the agreement, second payment a year later, and the final payment one year after that. The entire process would then only take 2 years. An easement agreement has already been established but needs to be revised. Mr. Nielson intends to connect to the public sewer line across Route 72 and through the neighboring property into Hill Street. A saddle must be provided (\$850) and an inspection fee (\$150). The capacity fee must also be paid upfront (\$2290) and he will be required to start an escrow account in the amount of \$5,000. The township also needs to receive his (or his contractor's) liability insurance listing the township as an additional insurer. The water consumption part of his sewer bill will be based on the well rate, which is set by CoLA at 15,000 gallons of water per quarter. As time goes on, he will need to keep the board updated with the number of employees. If he would hire additional workers he will need to purchase more capacity depending on the formula at that time. Fred now needs the board to decide how the agreement will be worded for the payment plan.

**MOTION: Motion was made and seconded to have Mr. Neilson make 4 payments throughout the next 3 years. One when the agreement is signed (\$1,100), another a year later (\$1,000), and the two payments (\$500 each) for the last two years. Motion approved.**

- Narrows Glen – Water line dedication
  - This development has installed water and sewer. Once the development is finished and the township accepts the dedication of the road, the developer is to convey the water and sewer system over to the authority. Fred asked Dan if he could check if his office received the “as built” drawings. Ed believes they may have the drawings. At this point, no action must be taken.

### **ENGINEERS’ REPORT – Dan Cannistraci**

- Slip Lining update
  - The larger lines, 15” and 18”, on 25<sup>th</sup> Street and near the mall were discussed at the August meeting. The board decided to use Mr. Rehab based off the numbers and quotes Scott provided. The official quote is now in and has gone up in price by a couple thousand. The total is \$101,403.00. Some extra mobilization costs were added. Ed also pointed out some things that were changed, including the contact name and number and they had listed 28<sup>th</sup> Street instead of 25<sup>th</sup> Street.

**MOTION: Motion was made and seconded to approve the official quote from Mr. Rehab of \$101,403.00 for the 15” and 18” relining. Motion approved.**

- The 8” line had been discussed last meeting with the idea of using Abel Recon. The quotes from Mr. Rehab did not match up with the quotes from Abel Recon regarding the work to be done. Scott went through to look at the unit prices and put together a spreadsheet to compare apples to apples. With all of Scott’s assumptions, Mr. Rehab (\$242,733.25) still came out to be less expensive than Abel Recon (\$304,978.77). The board decided to table this conversation/decision until all members are present.
- Union Canal Elementary Plans
  - Steckbeck has received plans for an addition to the school. The new sewer line will run to an existing manhole on their property. There will be no new connections to our system. Scott had a few notes on the installation procedures and the testing of the manholes.
  - The contractor is to flush the line and wash out the debris after construction.
  - Lori will check to see if they have an escrow set in place and if not, she will work on getting an agreement drawn up and the escrow in place.

### **ADMINISTRATIVE REPORT – Lori Books**

- EDU Reduction/Increase Update
  - Randy Ebersole- Request to reduce the EDU's on his property at 1504 E. Cumberland Street. He currently has 13 EDU's and is voluntarily giving back 10.

**MOTION: Motion was made and seconded to allow Randy to return 10 EDU's, leaving him with a total of 3. Motion approved.**

- SMP Update
  - Final notices were sent out. A total of 44 properties still need to send in their form and money. A few have called to make us aware that they have pumped, but Walter's has been a little slow on sending the forms in.
- CoLA meeting
  - As discussed previously, the City of Lebanon Authority plans on increasing their rates for 2018.
- Municibid
  - Bonnie listed two items on Municibid. The highest bidder for each item have been determined. Lori needs the board's approval to move forward. The propane tank went for \$501.00 and the Craftman's drill press went for \$220.

**MOTION: Motion was made and seconded to accept the bids for the propane tank and the drill press. Motion approved.**

- Rockwood Agreement
  - The residents were given a 3-year agreement to pay for their tapping fees in three installments. One owner came in requesting us to remove the lien on his property regarding this agreement. After some research, Lori and Bonnie determined the last payment was taken out of Swatara's escrow, so everything on our end has been paid. Jen, from Swatara, informed Lori that this gentleman has now paid Swatara in full. Lori is requesting an installment agreement termination be executed and filed.

**MOTION: Motion was made and seconded to terminate the installment agreement for Stanley Fidler now that he has paid his final fee. Motion approved.**

**WASTEWATER DEPARTMENT REPORT – Ed Brensinger**

- August activity report
  - A driveway permit application came in to Ed for a vacant lot on Beta Avenue. Ed believes Tri-Valley Contractors plans to build a spec house. The lot is a flag lot and the only available spot for the driveway is over the sanitary sewer easement that is on the lot. Ed plans on talking to Clyde Patches to explain the authority would like an agreement on file stating the authority

has access to this easement at all times should they need to flush the sewer lines or dig up the driveway to get to the sewer lines for any type of repairs. The agreement would also make the owner and any future owners aware that should the authority need to dig up their driveway, repairing or repaving the driveway would be at their expense. The board agreed this agreement should be in place so that any future owners are aware of the sewer easement under the driveway. Fred was directed to work on creating the agreement.

- The Crossings at Sweet Briar are continuing to move forward with their work and installing the sanitary sewer lines. Several lots have already been sold in Phase 2.
- Landmark has a single lot off of 8<sup>th</sup> Avenue they want to connect to the public sewer system. Prior to paving 8<sup>th</sup> Avenue, a letter was sent out warning the owners about getting any work done before paving was done as there is a five-year moratorium after any street is paved. Landmark would now like to connect into the sewer line which runs alongside the driveway leading back to the Christian Academy. However, Ed discovered that the Christian Academy does not own the driveway leading back to their property. It belongs to the Briar Lake Development and they allow the Academy to use it. Briar Lake now wants a good bit of money from Landmark to grant them an easement to cross under the driveway to complete their sewer tap into the township's line. After discussion the Board decided the property owners will need to weigh their options and work something out.
- Looking at the 2018 budget; Ed has been talking about replacing the oldest service truck with a lesser truck. Tommy has received proposals for putting a generator at the water street pumping station instead of having a backup pump.
- Tom K's retiring date is coming up.
- Last Friday Ed received a call from Tom Smith at Cornwall Borough. There was a bad clog in the pipes near the Bluebird. He asked if some of our guys could come out to help with our flusher truck. Ed had already quoted Tom \$300-\$400. He was unaware that a rate had already been set for such activity. Bonnie informed Ed of the fee schedule after he had already spoken with Tom. Ed asked the board permission to keep the invoice at what he had originally told Tom. The board agreed to let Ed bill what he felt was fair. They plan to reevaluate the rate.

### **ATTORNEY REPORT- Amy Leonard**

Delinquent Sewer – Updates – There were 3 properties on the September tax claim list, including #11, 13, and 14. #14 has now been paid in full and is coming off the list. These properties did not go through on the tax claim list. #26 is on the October Sheriff's sale list; Amy will keep an eye on it. #19 is still on the path of foreclosure. #24 has been put up for sale by the bank. Amy will attempt to get the water debt from some of these

properties. She will get in contact with CoLA to find out what amount is owed to them as well. Amy questioned #12 and if there was a sinkhole or some type of issue with the property as orange protective fencing was installed on the property, viewable from the road.

**Additional Comments and Questions**

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