

**Minutes**  
**North Lebanon Township Municipal Authority**  
**October 8, 2015**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, October 8, 2015 at 7:00 at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following Board members present:

Wynanne Demler	Chairperson
Gary Heisey	Vice Chairperson
Brian Hartman	Secretary
Sue Switzer Pierce	Assistant Secretary
Frederick Wolf	Solicitor
Scott Rights	Steckbeck Engineering
Sheila Wartluft	Assistant Manager

Also in attendance were Cheri F. Grumbine, Township Manager; Amy Leonard, Esquire; Mike Kneasel, Wastewater Foreman; and three guests.

The meeting was called to order and the pledge to the flag was recited.

**Comments from the Public**

There were no comments from the public.

Chairperson Demler asked if there were any additions or corrections to the September minutes or a motion to approve.

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

Chairperson Demler 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.**

**SOLICITORS REPORT**

**Rockwood**

Solicitor Wolf mentioned there was one property that had not been connected and also owed the lien on record. The lien has been satisfied and he has contacted Assistant Manager Sheila Wartluft about making the connection. Mike said they would connect in the next 45 days.

Scott Rights went over his report regarding all the costs for the Rockwood Project. He reported the total costs including all the invoices for the project were \$3,020,638.15. He explained the figures included the H<sub>2</sub>O Grant, PENNVEST, and the Lebanon County Implementation Grant. He continued explaining the figures and the pay requests. He explained why the prior Grace Avenue portion was not covered by PENNVEST and how we will need to split the costs with Swatara with our percentage being 12% and Swatara's 88%. Scott reported that our out of pocket expenses to date are \$4,205.19 and their portion is \$201,503.86. There may be a few legal invoices that have not been included or billed yet. He continued to explain the various line item costs. He described how the PENNVEST system works. He mentioned they will need to meet with Swatara to work out the remainder of the costs including what they owe us from the money they received. Discussion followed.

**Hillside Drive**

Sol. Wolf explained that he spoke with Harry Bowman and that he doesn't believe the cleaning up of his property led to the problem that the Leonard's have. He said Mr. Bowman stated he has water running onto his property from the street which in turn runs down over the Leonard property. He said his idea was to fill the basin with stone to reduce the water flow and would like to do whatever he can to help solve the problem. Sol. Wolf asked if there could be a meeting with everyone involved to try to work out a solution. Discussion followed. Suggestion was made to dump water on the street and see where it flows. Discussion continued.

**Hampton Inn Hotel**

Sol. Wolf reported they discussed the hotel across from the Dairy Queen to which Manager Cheri Grumbine replied it is moving forward. Question was asked about how the EDUs were determined.

**Moravian Manor**

Sol. Wolf stated he had just been contacted by Moravian Manor that they would be doing some remodeling and asked if we would act as a conduit again. He explained that we could act as a conduit this year and unless we were doing some substantial financing

next year we could do it for next year. He explained we receive a fee for acting as a conduit, he explained the process and that we are not liable for anything.

### **Refinancing**

Sol. Wolf said he is in the process of completing the documents for the refinancing which will need to be signed by the appropriate board members.

## **ENGINEER'S REPORT**

### **Orange Street Pump Station Bids**

Scott reported they are close to completing the list of what will be needed to be replaced. He put together the schedule and the bidding documents for the Orange Street, Jay Street, Kochenderfer, and Francis Ann pump stations with advertising no later than November 6<sup>th</sup>, bid opening on December 8<sup>th</sup>, and a recommendation of the award of the bids on December 10<sup>th</sup>. If we get permission to proceed in January, it will give enough time for the contractor to look at the shop drawings. If the pumps are delivered on site at the beginning of April it would put us in position to start work at the beginning of April. Question was asked what the approximate cost may be to which Scott replied it would be somewhere in the quarter million range. Question was asked if we need to take the low bidder even though we are not familiar with the work? Sol. Wolf explained that we can ask for references. If they are able to get the required bonding they will most likely need to complete the work. The bonding assures the work will be completed according to specs.

### **Rockwood Pump Station**

Envirep will be coming out on Friday to look at the pumps.

### **Sliplining of problematic areas**

Scott mentioned there were four mains that were problems for the sliplining. One was at Walmart which has been completed; one on Jay Street. He said Abel is willing to do the one in Jay Street but not the one in Third Avenue and Kathleen Street. Mr. Rehab said they could do the work. Discussion followed. Scott explained he asked them for a price and he passed the estimates around for the Board to review. He is asking the Board for permission to proceed because the quote is only good while the contractor is in the area. Due to the fact that the estimated bid should be under the amount required to put the job out for bid, we do not need to go through the bid process. Discussion followed regarding which line item in the budget could be used. Scott mentioned he would check with a third contractor to make sure Mr. Rehab would be the lowest.

**MOTION: Motion was made and seconded that we engage Mr. Rehab to do the sliplining for Third Avenue and Kathleen Street provided his bid is the lowest once Scott checks with a third party. With no further discussion, motion carried.**

Scott mentioned they had previously discussed a Muffin Monster and there may be one for sale from Northern Lebanon County Authority that we may be able to use. He said this may be an alternative to a new one which would be much more costly.

**Assistant Manager's report**

Sheila reported she distributed the first draft of the budget. She explained that we are actively looking at new billing systems. The first one we looked at is billed monthly and is cloud based rather than purchasing the software. She said we are looking at a second one next week, and also Harris, who is our current billing system is sending information. She explained the newer systems would allow us to send a bill electronically and also give the customer the option of accessing their own portal to pay their bill. Discussion followed. Sheila said she would keep everyone informed after we look at the various systems.

Wynanne had a question regarding the trustee fee on the budget. Sheila mentioned she tried to clarify the current bond issue and the new loan on the proposed budget, but she didn't have the exact dates at this time.

Sheila said she has one agreement for the Rockwood installments to be signed and that we only have six or seven which are not complete.

**Wastewater Foreman Report**

Mike reported they have been cleaning lines and he has spent some time at the Dollar General site. There are some issues there.

With no more business for the good of the Authority the meeting was adjourned at 8:44 p.m.

Respectfully Submitted,

Barbara Bertin  
Recording Secretary