

**Minutes
Joint Meeting
North Lebanon Township Municipal Authority
North Lebanon Township Board of Supervisors
November 9, 2017**

An advertised special joint meeting of the North Lebanon Township Municipal Authority and the North Lebanon Township Board of Supervisors was held on Thursday November 9, 2017 at 5:30 PM at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following people present:

Municipal Authority:

Dawn Hawkins	Vice Chairperson
Brian Hartman	Secretary
Rodney Lilley	Assistant Secretary
Tod Dissinger	Treasurer
Lori Books	Administrative Assistant
Frederick S. Wolf	Henry and Beaver, LLP
Scott Rights	Steckbeck Engineering
Cheri Grumbine	Township Manager
Amy Leonard, Esq.	Henry and Beaver, LLP

Absent: Gary Heisey

Board of Supervisors:

Edward A. Brensinger	Vice Chairman
Cheri F. Grumbine	Township Manager
Solicitor Frederick S. Wolf	Henry and Beaver LLP

Absent: Richard E. Miller and A. Bruce Sattazahn

The meeting was called to order at 5:30 p.m. and the pledge to the flag was recited.

Vice-Chair Hawkins turned the meeting over to Solicitor Wolf.

Solicitor Wolf acknowledged Donna Brightbill, who attended the meeting.

Lincoln Mobile Home Park

Donna Brightbill and her husband David Brightbill are the owners of Lincoln Mobile Home Park in the township. Her intention was to come out, meet the group, and give them insight on the situation from her perspective while still abiding with what the Authority requires from her. Some history on the property includes a payment of \$70,000 for water infiltration and \$5,000 for the manholes that the Brightbill's were willing to pay for the maintenance. Donna stated that a few years ago, the Authority had refunded their escrow with a letter saying they no longer need the agreement due to the fact that tenants have been paying. Earlier this year, in February, Solicitor Wolf sent a letter to the Brightbill's reiterating the escrow process outlined in the agreement that

the Authority believes is still in place. The letter was sent because the Brightbill's have not been fulfilling their side of the agreement. It also explained that they were responsible for paying the delinquent sewer bills if not paid by the tenants. Attached to the letter was a list of 7 accounts that had not been paid. Donna walked through the different scenarios and situations of how several trailers were not lived in for years, but they did foot the bill. Donna continued and gave her opinion of the agreement. The conversation then moved to the agreement from 1994 where the trailers/tenants initially started getting their bills individually. Her intent for approaching the board was to request that her tenants be treated the same as all the other residents. The Board pointed out that the owners of other mobile home parks within the Township receive one bill for the entire park and it is up to the owners to collect from their tenants. It is not the Authorities position to become collection agents for private landlords. The board will take her comments and concerns into consideration.

2018 Budget

Solicitor Wolf started off by introducing the purpose of this meeting which is to look over the budget for next year and make sure it covers everything it needs to. Fred handed the meeting over to Lori to review the budget proposal.

Sewer Operating

- Most expenses listed include the standard expenses, including wages for 4 employees plus a small portion of Ed's salary, health insurance, the board members wages, utilities, and every day operating expenses. Insurance went up 8.9% although the numbers do not reflect an increase. Two employees retired this past year resulting in the balancing of our insurance cost and the percentage increase.
- There are a few items under capital improvement to be discussed.
 - The 8" pipes for slip lining are listed but that job may be completed this year yet and could then be removed from next year's budget proposal.
 - Ed has listed a few different options for the water street pumping station. The Board will need to decide which option they would prefer. Lori's current budget is "worst case" scenario as it includes all the options for the pumping station. This number will come down once we know which option the Board chooses for the pumping station. Ed received prices for a backup generator for the pumping station on Water Street. He also received prices to replace the backup motor that is currently there and has been there since it has been built. Ed and Tommy agree the generator would be a better option. There are three stations which are in the same boat with the motor situation, Water Street being the oldest of course. The board is thinking that if we upgrade one, we might as well upgrade the remaining to have backup generators. It was suggested to install one a year until they all have backup generators. There was agreement on installing the backup generator rather than replacing the motor at the Water Street pump station. The generator is estimated to cost \$41,000.
 - The Board of Supervisors is asking the Authority to split the costs for the front office security 50/50. The plans are to protect the office girls from someone just wondering behind the counter into the office area. Two walls are planned to be built

with a door on each side in which guests would need to be buzzed in to gain access to the office area or to the lower counter area. The work will be completed by our guys. The high counter top area will remain open (no glass) to maintain a more personable environment.

- Lori thought it best to wait and see how much money comes in from the tapping fees and then decide how much extra to put on the sewer loan. The \$100,000 we guaranteed for ten years is already in the budget as additional principal.
- The manholes cost the board about \$100,000 in the past, so they need to take that into account when they are budgeting for future issues. The board would like to bump up the original amount from \$50,000 up to \$100,000 for repair and maintenance.

Capital Reserve

- We have a request for a new vehicle to replace one of the older sewer trucks. The vehicle is a Ford, single wheel truck. The truck will have four-wheel drive, a gasoline engine, and no crane. It will be sufficient for the tasks that need to be done. It is budgeted for \$42,000.

Water Operating

- Lori has placed an extra \$20,000 to go towards principal on the water loan. The board can reassess next year to see how much more should be applied to the loan depending how much money we receive in tapping fees.
- The sewer rates will be increased to match the City of Lebanon Authority and what they plan to charge. Currently the City is predicting a 5% increase. Our O & M fees will remain the same for 2018.

Solicitor Report

- W. Maple Street – Mr. Nielson signed the agreement Lori had drafted and paid the deposit. The sewer line must go across another property owner's land. Both property owner's must sign a right-of-way agreement before construction may begin.
- Clyde Patches owns a property where he is currently building a house. The authority had granted him permission to place the driveway within the sewer easement and pave over the sewer line subject to certain conditions. The agreement was prepared and when Lori went to have Clyde sign it, it was discovered that Clyde had already transferred the property to the new owners. The agreement needs to be revised to reflect the owner of record.

With nothing more to discuss, the joint meeting adjourned at 6:43 PM.

Respectfully Submitted,

Molly Finley
Recording Secretary