

Minutes
North Lebanon Township Municipal Authority
December 10, 2015

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, November 12, 2015 at 7:00 at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following Board members present:

Gary Heisey	Vice Chairperson
Brian Hartman	Secretary
Tod Dissinger	Treasurer
Frederick Wolf	Solicitor
Cheri F. Grumbine	Township Manager
Scott Rights	Steckbeck Engineering

Also in attendance were Supervisor Edward Brensinger; Supervisor Richard Miller; Amy Leonard, Esquire; Tom Kissinger, Wastewater Department; and two guests.

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

Comments from the Public

Manager Grumbine mentioned there should be a correction on the agenda that the Board of Supervisors meeting will be on December 29th.

Vice Chairperson Heisey asked if there were any additions or corrections to the November minutes from the Joint Meeting with the Board of Supervisors and the Municipal Authority Board or a motion to approve.

MOTION: Motion was made and seconded to approve the November minutes for the Joint Meeting with the Board of Supervisors and the Municipal Authority Board as written. Motion approved.

Vice Chairperson Heisey asked for a motion to approve the invoices and requisitions for payment all subject to audit. Question was asked about an invoice for tree trimming to which the reply was it was a tree that was against a house at the pump station.

MOTION: Motion was made and seconded to approve invoices and requisitions for payment all subject to audit. Motion approved.

SOLICITORS REPORT

Vacancies on Municipal Authority Board

Solicitor Wolf mentioned they may want to fill the vacancies on the Authority Board in case someone is unavailable there would not be a quorum. Supervisor Brensinger mentioned they would be discussing this at the December meeting and it would be helpful to fill at least one of the vacancies as soon as possible.

Rockwood

Sol. Wolf mentioned for the past two months they had been discussing that the project has been completed and we have finalized out with PENNVEST. Scott has been working on the final analysis of what the financial responsibilities are for both Swatara and North Lebanon Township. He said he, Mgr. Grumbine, Bonnie Grumbine, and Scott met regarding all the costs. There were some additional expenses which would be part of the accounting, and they would share those additional expenses with Swatara when they were completed. He stated that Swatara mentioned they had made two payments to the Authority of \$37,000 and \$25,000. The \$37,000 escrow was for the PENNVEST payments. Swatara will need to make a payment to replenish this account to zero out for 2015. Swatara's solicitor said that would not be a problem, and from that time on they will be given a date each month when their payment is due and then we will have enough to cover the PENNVEST payment. We had made a request to PENNVEST asking if we could pay our portion off but we haven't heard back from them. If we are able to pay off our portion, Swatara's portion would increase but it would shorten the length of the loan or they could continue to pay the same amount.

Sol. Wolf reported there are several people who have not paid their final tapping fee payment and Swatara agreed that if we do not receive payment after a letter is sent to them to go ahead and pay off their balance. He explained they also discussed that anytime we take anything out of their \$25,000 escrow for delinquent well water sewer bills we contact them and they will be responsible for collecting that from the customer and replenish the escrow. Furthermore, the issues with the Ream property will eventually become their problem. We already have a lien filed against that property.

Sol. Wolf reported that the tapping fee money stays with the Authority as part of the original agreement. He mentioned that Swatara has been very cooperative and appreciative of how the project has gone. Scott reported that when all the accounting is complete we may be get some money back which can be replaced into Capital Reserve.

Tod asked how the pumping station is working to which Tom Kissinger replied they haven't had a problem. Question was asked if they were documenting what has been occurring at the pump station to which Tom replied they are. Question was asked if the

sump pump and downspout letter had gone out to the Rockwood residents to which Tom replied he was asking for approval from the Board to send the letters.

Agreements

Sol. Wolf reported he and Mgr. Grumbine have been going over all the agreements we have for purchase of EDUs and reviewing the payment schedule for those agreements. He mentioned they had been looking over the agreement with Godshall's. They went for a tour of the plant. He remarked they also looked over the Crossing's agreement which includes purchase of tapping fees for sixty units over eleven years and they are up to date and will be charged when the next payment is due.

Leonard Issue

Sol. Wolf reported he sent letters to Mr. and Mrs. Leonard and also Mr. Bowman telling them the Authority has determined that the problem is a result of the water run off from Mr. Bowman's who has agreed to work things out. He explained the letter said that Mr. Bowman and the Leonard's would need to work problems out between themselves and it would be Leonard's responsibility to take care of paving their driveway. Sol. Wolf asked both of them to contact him in order to sign the agreement.

Joint Meetings for 2016

Sol. Wolf mentioned regarding the joint meetings there would be three and Mgr. Grumbine replied they have already been advertised for March 10, June 9, and November 10, 2016.

Moravian Manor conduit

Sol. Wolf reported that Moravian Manor is doing their improvements over two years and we are waiting for their documents for us to sign.

Rockwood Tapping Fee Agreements

Sol. Wolf reported we have two tapping fee agreements that have been completed and need signed so they can be recorded. Discussion followed as to how many remained.

ENGINEER'S REPORT

Bid Specs for Pump Station

Scott Rights reported he has been working on the bid specs for the pump station upgrades including the generator and the autodialer. The generator which would be about \$25,000

plus the installation costs plus housing and sound venting enclosure. He reported that the Wastewater Department did some research regarding going to cellular which would be wireless resulting in a cost savings, but they suggested we wait until they need replaced. Tod mentioned he had done some research and he spoke with Tom Camasta regarding how the generator would work and he felt at ease with the decision about purchasing two spare pumps. Scott explained that they would have a spare single phase and a spare three phase pump. Tom Kissinger mentioned that there are sump pumps in the Frances Ann area which is why he composed the letter to residents. Discussion followed regarding the possibility of using natural gas. Scott stated he wanted to be clear that they are at a point where they want to proceed with the cost estimates for the RACO autodialer, generator and check into natural gas, get two extra pumps, and cancel plans for the muffin monster. Tom said they are requesting conduit which is a little larger than normal.

Hampton Inn

Scott reported they had not heard anything back from the letter which was sent. Mgr. Grumbine mentioned she had received a planning module that needs to be filled out.

New Covenant Christian School

Scott reported New Covenant Christian School submitted plans for a new gymnasium and student center. He explained they are claiming they will not be increasing their enrollment only improving accommodations. They will not require any additional EDUs or require additional connections. Discussion continued regarding the plans and where the existing laterals are located and whether they will be disturbing the existing laterals. Mgr. Grumbine asked if they would be doing a new easement agreement to which Sol. Wolf replied yes because the old agreement was with Cornwall Lebanon School District. Discussion continued.

Godshall's Plan

Scott reported Godshall's submitted a plan for two lots on Suzy Street. He said they are looking at possibly expanding their facility. These are for future plans. Suv. Brensinger mentioned there are fill spoils they need to get rid of it and they may stockpile it on these two new lots. They already have a wetlands crossing permit. He further explained they would like to put the entrance in and get all the utilities into those lots. They would like to put in conduits for the utilities before the permit expires. Scott explained that sewer was not originally part of the plan but their plans have changed and they would like to put sewer in to the lots. He explained what they are proposing, but he only received the plan that afternoon. Discussion continued. Scott explained that they want to proceed in two weeks to put in the sewer line. He said his recommendation would be it would be good if we can get away with not owning it until they are ready to use it. Discussion continued as to how to proceed.

MOTION: Motion was made and seconded that Godshall’s can work with Sol. Wolf’s office, Scott’s office, and our Municipal Authority in order to put sewer in Suzy Street into their lot plan providing they follow all specs and rules and regulations. With no further discussion, motion carried.

Scott explained that it was his understanding that at this point they don’t have a specific plan yet but they were just checking to make sure the capacity is there, and they may want to reserve them now. Question was asked if there is enough flow there with the other development in that area to which Scott replied yes. Discussion continued as to whether they are wishing to purchase the EDUs now. Mgr. Grumbine asked for some direction when Godshall’s ask for an answer. Discussion continued.

Propane tank at 8th Avenue pump station

Scott reported he spoke with a propane company asking if they would be able to remove the tank. Discussion followed regarding who might be able to remove the tank and if we should keep the tank for further use. It was decided to keep the tank until we were sure we don’t need at another location.

Sliplining

Tom Kissinger reported Kathleen Street and Third Avenue were sliplined. Scott mentioned two lines were identified with one being Kathleen Street and the other Third Avenue which were done by Mr. Rehab. He explained the total price is now \$12,427 and it now above the \$10,000. He explained that when they got there they realized it was the wrong line and it was a longer run than originally planned. Sol. Wolf explained that a report should be included explaining why the work was done and it should be placed in the minutes.

Manager’s Report

LED sign

Mgr. Grumbine reported that the Township has been looking at and has placed in their budget an LED sign for the front of the building. She mentioned they had a demo and showed the Board some pictures from the demo. She said they are looking at splitting the cost between the Township, the Municipal Authority, and the yardwaste. She explained that they place when the sewer bills are due and anything else that may be pertinent including when the meetings occur. She said she didn’t think it was in the Authority budget for 2016. Question was asked who had requested it to which Mgr. Grumbine replied it was requested by the staff. Brian Hartman and Tod Dissinger said their vote was no. Discussion followed.

Budget Distribution

Mgr. Grumbine said they would need resolutions for the Municipal Authority budget and whether they would like to combine some of the categories. Discussion followed regarding which lines would be combined and some of the numbers in the budget due to changes. Board was agreeable to the combined accounts.

MOTION: Motion was made and seconded to approve Resolution #5-2015 North Lebanon Municipal Authority 2016 sewer budget. With no further discussion, motion carried.

MOTION: Motion was made and seconded to approve Resolution #6-2015 North Lebanon Township Municipal Authority 2016 water budget. With no further discussion, motion carried.

Shed removal

Mgr. Grumbine reported the Liddick's have moved their shed out of the easement.

Wastewater Report

Tom Kissinger reported they cleaned the discharge valves at the Water Street and Eighth Avenue Pump Station. He said they had a meeting regarding the upcoming activities. They have had ongoing discussions with Scott about the upgrades for the pump stations which were already discussed. He said they vacuumed the Water Street, Eighth Avenue, and Rockwood pump stations. He explained the road crew will be backing them up with the phones for the alarms. His request is that they incorporate the road crew with their work and have them receive more certifications and work together. He said the logistics are not completely worked out yet. They had four lateral and one reconnect inspections. He said Dollar General is fully operational but he was not personally involved except to identify the force main. They hooked into Cloverfield Drive.

All three of the wastewater vehicles were inspected, grease traps were checked, and CDL training was completed. He reported on the property on North 7th Street next to the Sunoco where someone is requesting opening a sandwich shop. He met with him regarding a grease trap. He said they test the water at Always Bagels approximately once a month and take the sample to the treatment plant. He met with Nick Thornton from Steckbeck Engineering and received an update on the GIS copy from them and wanted to make sure that their manhole numbers coordinate with ours.

Regarding the letters being sent out to Rockwood and Frances Ann, Gary said he wanted to express his opinion that it was a good idea. Tod agreed.

Suv Brensinger mentioned they had four applications in hand for the wastewater/road crew position but they have not moved forward yet. He suggested they have at least one or two more persons certified.

Attorney Leonard reported they have two new payment plans and two bank owned properties which may be paid. Sol. Wolf said he had two items for Executive Session.

With no more business for the good of the Authority the meeting was adjourned at 9:25 p.m.

Respectfully Submitted,

Barbara Bertin
Recording Secretary