

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

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, December 14, 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
Lori Books	Administrative Assistant
Cheri Grumbine	Township Manager
Edward Brensinger	Roadmaster/Supervisor
Amy Leonard, Esq.	Henry and Beaver, LLP

The meeting was called to order by Chair 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 November minutes.

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

Chair Heisey asked for a motion to approve the November Joint meeting minutes.

MOTION: Motion was made and seconded to approve the November Joint meeting minutes. Motion approved.

Chair 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

- Solicitors Report
 - The joint meetings will be scheduled for June and November of next year. If nothing needs to be discussed in June, then the meeting will be cancelled. November’s meeting will definitely be held to review 2019 Budget.
 - Amy reported that in looking at the most recent opportunity for a class action law suit claim, many were with Wachovia and there was only one for JP Morgan Chase. The board only had one that was with JP Morgan Chase and seeing that we had to hold it between 2007-2010, which we did not, the board was not eligible to submit a claim.
- Pertinent Issues

ENGINEERS’ REPORT – Scott Rights

- Update on slip lining
 - The 15-inch and 18-inch pipes are finished. The guys are currently working on the 8-inch pipes.
 - The manhole rehabilitation has also been completed.
 - The Crossings Phase 2 manhole testing has been completed.
- Pertinent Issues
 - Ed located the invoice Scott had sent him for the slip lining. The original quote given for the 15-inch and 18-inch was \$101,403. The amount they are requesting is \$102,920.68. The difference between the amount due and the original quote is because there was about 11 feet more relining than we thought and budgeted for.

MOTION: Motion was made and seconded to pay Mr. Rehab \$102,920.68 for the work done to slip line the 15-inch and 18-inch pipes. Motion approved.

ADMINISTRATIVE REPORT – Lori Books

- SMP- Update
 - There are 6 outstanding properties; one being bank owned which recently had a fire. Amy will create one claim including all 5 owners (not including the bank owned property) which will give them 10 days to comply before anything is officially filed.
- Nielson- 2111 W. Maple Street
 - Lori has been exchanging information with Mr. Neilson’s secretary (Tiffany). Tiffany has finally gotten in touch with the actual land owners whom they need to obtain the ROW from and they had a few questions. Lori just received a copy of the exhibit today which she would like Fred to look at to confirm it is acceptable. The owners would like a copy of the agreement, so their attorney can look it over before signing the ROW agreement. Lori has already sent them a copy. Lori also informed Tiffany that if the owners make

any changes, our attorney would need to review them to insure we are okay with them.

- 2016 Health Insurance Rebate- \$765.32
- Budget review and approval
 - Wastewater Budget- Resolution 5-2017
 - Approve sewer operating and capital reserve budget
 - 2015-2016, one million dollars was put on the loan. Gary questioned where this was documented within the budget. It was explained that this amount would not show up in our budget as it was part of the closing costs when we refinanced the loan.

MOTION: Motion was made and seconded to approve the Wastewater Budget, Resolution 5-2017. Motion approved.

- Water Budget- Resolution 6-2017
 - The water usage rates will increase 5% due to CoLA's rate increase. This is simply a pass-through fee to our residents. Our rates will not be increasing.

MOTION: Motion was made and seconded to approve the Water Budget, Resolution 6-2017. Motion approved.

- Apple Agreement- driveway over sewer easement
 - Need approval and signatures
 - There was discussion about the agreement and how buyers would/should become aware of this agreement before making the actual purchase. This document will be recorded in the Record of Deeds Office and if/when the property is ever sold, the title search company should detect it.

MOTION: Motion was made and seconded to approve the agreement with the Apple's so that they may put their driveway over the sewer easement. Motion approved.

- Ebersole- EDU Reduction
 - Randy Ebersole bought the property at 15 N. 15th Avenue and turned it into a parking lot. Therefore, he is requesting to be removed from receiving a quarterly bill since there are no structures on the lot. The Board approved his request and took back the one EDU which was assigned to this property. He now has zero EDUs assigned to this parcel and will no longer receive a bill. If in the future, the use would change, the owner would be required to purchase the needed capacity at the current charges.
- PA Natural Chicks
 - We have been tracking the number of EDUs being used by PA Natural Chicks for a year now. Their water usage had been slowly coming down but this past quarter the amount they used was double what they are assigned and

pay. Lori spoke with Doug from PA Natural Chicks. Their proposal is to purchase 4 additional EDUs at this time. They currently have 9 so this would bring them to a total of 13 EDUs. Lori agreed to present to the Board their purchasing another 4 EDUs but indicated to them we would still monitor their usage to see if the extra four EDUs are sufficient.

- Pertinent Issues
 - An issue had come up with one of our residents and the billing system. There was a water termination, the balance was then paid online, and the water was turned back on. This was for the August billing cycle. At the end of November, a letter was received from our online payment merchant that indicated the charge was disputed to the credit card company and the money was refunded. Because of that, the account was refunded and therefore changed to a delinquent status. Our policy states that payment after termination must be made by cash or money order only. Allowing residents to pay online enables them to get around the policy of paying cash to avoid water termination. Lori is requesting permission to lock out electronic payments on the accounts of those who were shut off until the balance is paid in cash. This would create an equal playing field for all residents and would prevent this issue in the future. The board agreed with the process of electronically locking out those who are terminated from the ability to pay online.
 - The City sent out an email informing the board they sent letters to all the dental companies informing them of new regulations for dentists.
 - A subdivision plan was submitted for a vacant lot. This piece of land had been approved previously as a lot addition. They would like to reverse the original request of a lot addition and have this lot remain as a single vacant lot. No sewage facilities are proposed as part of this plan, therefore there is no action required by the Board. There are notes on the plan indicating that if this lot would be developed in the future they will be required to submit sewage facilities planning modules and follow all current regulations.
 - Weavertown Terrace (aka Spruce Park) has been having issues with their sewer backing up in their lines. Since this is a private line there is no action required by the Board, it was simply an FYI.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

- November activity report
 - The check is ready for the manhole work USG had done. The actual amount was a bit less than the quote. They had originally estimated a full day's work but completed it in half a day. Ed walked the board through the process of the work that was completed.
 - Today the township men sat through a webinar which informed them of the new regulations concerning PA One Calls as well as a demo on a new software program to track and mark all One Calls. They offer a service called 1-Mark, which is a computer program requiring a monthly fee. You access

the information online and input information/pictures directly into the website and it will be saved to the cloud. This would eliminate an office employee from making all the calls and keeping a binder of the documents. Ed would like the board to watch the webinar to get their opinion on the program.

- The men are currently helping to build a shed in the yard waste facility.

ATTORNEY REPORT- Amy Leonard

Delinquent Sewer – Updates – Two accounts have come off the list; Amy did not have any other specific comments or remarks on accounts.

Additional Comments and Questions

With no more business for the good of the Authority, the meeting was adjourned at 8:15 p.m.

Respectfully Submitted,

Molly Finley
Recording Secretary