

**Minutes  
North Lebanon Township Municipal Authority  
October 11, 2012**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, October 11, 2012 at 7:00 PM at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following Board members present:

Wynanne Demler	Chairperson
Brian Hartman	Secretary
Susan Switzer Pierce	Assistant Secretary
Tod Dissinger	Treasurer
Frederick Wolf	Solicitor
Scott Rights	Steckbeck Engineering
Sheila Wartluft	Assistant Manager

Also in attendance were Mike Kneasel, Wastewater Foreman; Amy Leonard with Henry and Beaver; and four residents.

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 the minutes.

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

**SOLICITOR’S REPORT**

**Rockwood Sewer Project**

Solicitor Wolf reported there were two issues which they need to discuss. The first issue involves some Swatara customers who will be required to connect to the public water so they are in our cycle of water termination for delinquency which was included in the intermunicipal agreement. Swatara will need to adopt our connection requirement which is set forth in our ordinance so they are consistent with us. He explained when they get near the end of construction, and we are ready to send the notices out we will need to make sure they have the sewer permit applications, specification for connections, and all the other requirements including eliminating use of the septic system.

Scott Rights reported the PENNVEST closing is officially completed. Sheila is working on setting up an account for the H<sub>2</sub>O grant funds. He explained there are certain forms which needed to be completed for the PENNVEST accounts and the H<sub>2</sub>O Grant definitely requires bonding also. Question was asked when the money would be in the PENNVEST account to which Scott replied we would need to first pay the contractor, and then they will reimburse the invoices which are submitted. He explained H<sub>2</sub>O would pay two thirds with PENNVEST paying the remainder.

Sol. Wolf explained that Sheila has been working with the laterals for the vacant lots. He reported that one of our North Lebanon customers has reported that he may be building a house on the vacant lot, and he would like to go further and reserve the capacity. Sol. Wolf explained how some of the lots were not large enough to build anything more than a shed. He said the Board should set a policy. The Board discussed the fact they thought it had already been decided that if they did not want to pay now at the reduced rate they would need to pay whatever the going rate at the time is if they connect at a later date. Chairperson Demler again remarked she thought they had already decided if the property owner wanted to do it they pay everything and receive a quarterly bill and that otherwise they take their chances as to what the fees will be at that time. Discussion followed.

**MOTION: Motion was made and seconded that anyone in the Rockwood Project who is interested in connecting right away, including the vacant lots, that they pay the lateral fee of \$1,580, the tapping fee of \$2,000, the capacity fee of \$2,290 and from that point would be billed for the quarterly charges which would be good for five years. With no further discussion, motion carried.**

**Crossings Development**

Sol. Wolf reported regarding the Crossings development they had amended the agreement to include the new corporation, Sweet Briar Land Group, which was added to the plan as developer along with Landmark. He mentioned their settlement was due to be completed this week. He said we have a developer agreement with them where they owe us the first payment for the water which is due between now and the end of the year. He remarked that they are planning on going ahead with the project in the very near future.

**Joint Meeting**

Sol. Wolf said they have scheduled the joint meeting with the Board of Supervisors for November 8<sup>th</sup> at 5:30 p.m. prior to the regular Municipal Authority Board meeting. He mentioned he would be sending out an agenda, and if there is anything anyone would like to review beyond the regular issues they should contact him. The standard items would include the budget, the rate increase for treatment charges by the City of Lebanon Authority, fees, the list of capital expenditures including what is on the list and scheduled and whether we are under the same assumptions as last year. He said Sheila would compile a list of any maintenance issues regarding the equipment. Question was asked if they would all receive everything including all the facts and figures in detail.

Sol. Wolf reported last year they had discussed employee contribution to the insurance plans which is on the agenda. He explained that all employees are considered township employees. Sol. Wolf said they had discussed getting together with the Board of Supervisors more often than once a year. Question was asked if anything was resolved regarding a new board member at the last Board of Supervisors meeting to which Sol. Wolf replied they did not take any action. Discussion followed whether Chairperson Demler could bring up the issue at the Board of Supervisors meeting on Monday and Sol. Wolf said he would place it in his report.

**Delinquent Sewer Customers**

Sol. Wolf asked if everyone had received Attorney Leonard's report regarding the delinquent sewer customers. Att. Leonard explained the process we have been working on to collect the past due payments.

**J.P. Morgan Chase Class Action Suit**

Att. Leonard reported she had contacted J.P. Morgan Chase settlement regarding this suit and that we should have payment by the end of the year unless it is extended.

**Authority Conference**

Sol. Wolf mentioned Wynanne had attended the Authority Conference and forwarded the information to his office.

**LVEDC bonding**

Sol. Wolf reported LVEDC had bonding posted for the work that was done at the Business Park and that time has now expired. The bonding is a letter of credit which renewed automatically and we will need to send a letter releasing it.

**MOTION: Motion was made and seconded to send a letter to the bank advising them that the letter of credit for LVEDC should be terminated and advise LVEDC that is the case. With no further discussion, motion carried.**

**ENGINEER'S REPORT**

**Rockwood Sewer Project**

Scott asked for a motion which would authorize allowing Tod and Sheila to sign for PENNVEST.

**MOTION: Motion was made and seconded to have Tod and Sheila be the signatory for the PENNVEST pay request checks. With no further discussion, motion carried.**

Scott asked if we need to have some kind of authorization to make the application for pay requests to PENNVEST. His thought is they should take eligible costs they spent so far and submit them. Discussion followed.

**MOTION: Motion was made and seconded to submit pay request #1 to H<sub>2</sub>O and PENNVEST for reimbursement of eligible pre-paid expenses by the Authority and by Swatara. With no further discussion motion carried.**

Scott reported they are planning to start construction the following Wednesday. He explained things were pushed back due to the weather. They are planning to start clearing behind the right of ways. He said the manholes should be on site by next Wednesday and will start work on the gravity sewers and will start at the pump station site and work their way down Washington Avenue. Mike has been meeting with the property owners and talking to them about the laterals and where they want them.

Scott stated they just received notification from Met-Ed that they have finalized the design and will run underground conduit which appears to be on the north or east side of Washington Avenue on the same side as the pump station. He explained they have

not received the design yet and don't know where they will be starting. They came back with a cost of \$62,000 for the electric.

Scott explained to the Board how the pump station would run if there was a power outage. He explained that they decided to run it like the North Eighth Avenue pump station and they would have a permanently mounted back up engine so that if there is a power outage it will kick in. He further demonstrated that they would be constructing a slightly larger block building to accommodate this change and the estimation of the costs involved. He said they would be working with the contractor. He reported the costs would be approximately \$101,000 of the \$200,000 contingency. He also clarified the contingency changes and the PENNVEST funding. He reported they may need to get approval for a land development from Swatara since they would be going to a block building. Discussion followed regarding the change in the pump station and how it would be heated.

The Board looked at the maps which show the vacant lots. Scott explained that one of the property owners who own a tract of land might like a lateral but this property would require more than one lateral. Scott showed where the lines and manholes would go. He explained they had talked to some of the property owners and ask them where they would like to connect. Discussion followed regarding several of the properties and how they would be connected.

### **Crossings at Sweet Briar**

Scott reported that the Crossings at Sweet Briar were to have contacted him. Sheila reported they have not yet paid the water tapping fees.

### **ASSISTANT MANAGER'S REPORT**

Sheila reported that Godshall's had previously asked to purchase extra capacity for their plant. Their first agreement was for 3 and 19 extra EDUs. Then with the second agreement they requested 19 more EDUs. Now they are expanding and want to purchase an additional 20 EDUs and want to know if after they pay for them we would have an agreement for them to purchase 20 more if they need it. She explained they are now using a lot of consumption. She is asking for approval to charge for the additional 19 EDUs. She also asked Scott if he could make sure we had capacity in the line.

Sheila mentioned she had some vacant lot lateral agreements to sign. Sol. Wolf explained that the Board may want to place on the record that if we receive any further vacant lot lateral agreements, if they meet the requirements of the original agreement, that they can be signed by Wynanne and Brian.

**MOTION: Motion was made and seconded as the lateral agreements come in that as long as they meet the requirements which were already approved they may be signed by Wynanne and Brian. With no further discussion, motion carried.**

**Lot addition**

Sheila reported she has received a lot addition plan but has been unable to contact the person who prepared the plan.

**Budget**

Sheila said she would like to go over several issues on the first draft of the budget. She explained she has included a \$3 per EDU increase for sewer which is consistent with the rate chart prepared by Steckbeck. She explained she had tried to separate the Rockwood costs, and placed the entire year of Rockwood debt in the budget even though it may not occur in 2013. She said there are 81 mandated connections for the project. She said she did not include an increase in the water debt payment. She mentioned the class action settlement of a \$23,000 check. She stated the Board may want to decide where they would like that money to go. One suggestion was to pay back Capital Reserve for the water debt. She explained that with the Crossings she is hoping they will not need to raise the water debt payment in the near future.

She reported the people they have worked with in Rockwood have been very cooperative. Mike explained they really don't understand what is happening. He has talked extensively with many of them. Questions were asked about the budget regarding the Rockwood project. Sheila explained she just wanted to include the project costs even though they will be changing. Sol. Wolf explained that we can't pay our portion of the PENNVEST loan up front even though we will be paying our portion off.

Question was asked about the numbers for the insurance to which Sheila replied she had not received them yet.

**SEWER DEPARTMENT REPORT**

Mike reported that he had all the stakes laid out for the first run from Washington to Monroe. He explained he talked to the inspector about the gas lines and has been talking to the residents.

He mentioned he had a meeting with Abel Recon and they would like to start slip lining in early December. One year was missed because they didn't get here. Mike is asking if the Board would approve to start doing the work at the end of this year in order to lock them into this year's prices and carry it over into next year's budget. The Board approved proceeding with the work.

**MOTION: Motion was made and seconded to add the \$23,400 from JAOA Bradley for the Rockwood Project to the first payment request to PENNVEST and H<sub>2</sub>O. With no further discussion, motion carried.**

Question was asked about the manhole delivery to which Scott explained what occurred with the manholes and they would be delivered on time.

With no more business for the good of the Authority the meeting was adjourned at 9:00 p.m.

Respectfully Submitted,

Barbara Bertin, Recording Secretary