

**Minutes
North Lebanon Township Municipal Authority
September 12, 2013**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, September 12, 2013 at 7:00 PM at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA. The following Board members were present:

Wynanne Demler	Chairperson
Gary Heisey	Vice 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 Amy Leonard, Esquire; Mike Kneasel, Wastewater Foreman; and one guest.

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 for a motion to approve minutes from the August Authority meeting.

MOTION: Motion was made and seconded to approve the minutes from the August Authority meeting as presented. Motion carried.

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 sewer project

Solicitor Wolf reported that Swatara has decided to set up an escrow account for the debt service so that we can draw the payments directly out of their account.

He said they sent out notices to vacant lot lateral property owners and have not received any responses yet.

He mentioned they had discussed a property where the property owner was in the process of demolition. Mike replied the building had been demolished. Sol. Wolf explained that he sent him the notice that he has completed the requirement that he did not need to make the connection but if they would put a building on the lot in the future they would be required to pay the special purpose and regular tapping fees.

Scott Rights showed the easements along the Kreider Farm where they were going to get a 30' easement for each of three people so they could finish their connections into the sewer. We would have an easement go from Mr. Kreider into each of their properties and the property owner would install the extra lateral length. Once he gets prices from his contractors we would reimburse him for just that segment for each of the properties. He said he spoke with Mr. Kreider and he would be willing to meet with him.

MOTION: Motion was made and seconded that we go forward with getting the agreements between the three property owners and Mr. Kreider together and once they sign the agreements we reimburse Mr. Kreider at \$3.00 per foot. With no further discussion motion carried.

Sol. Wolf stated they have Rate Resolution 02-2013 for the Rockwood Sewer Project which establishes the tapping fee of \$2,000 and requiring property owners to make the connection within 60 days of the receipt of the mandatory connection letter, The resolution also states that we paid the capacity fee and if anyone else comes along later that they will need to pay the tapping fees which are applicable at that time; any special purpose fees; and capacity fees. He further stated Sheila would not be billing them until next year because of the dates of service. He explained at the beginning of the year there is the yearly resolution which approves all the rates for the year but this resolution tonight refers only to the user rates for the new Rockwood customers which will be set along with our other customers.

MOTION: Motion was made and seconded to approve Resolution 02-2013. With no further discussion motion carried.

Sol. Wolf mentioned that when the notice to connect packets went out the property owners were given the opportunity to make three installments and Sheila has the agreements that need to be signed by the Board tonight. Question was asked as to how many people requested the payment plan to which Sheila replied they have eleven so far and 18 or 19 others who have paid in full. Another question was asked how many have applied to the Redevelopment Authority to which Amy Leonard, Esquire replied that 25 had applied and five had been denied leaving 20 who have been preliminary approved financially. Discussion followed.

Sheila reported she has received two letters. Copies of these letters were in the packets which the Board members receive. She said that the first letter is from a person who is living at the property but who they do not believe is the property owner. She is requesting an extension until March of 2014. Sol. Wolf explained she would need to provide a copy of a written agreement that she is renting to own and that we deal with the property owner only. Sheila continued that she has asked repeatedly for some kind of documentation. The Board replied they always deal with the property owner. Sheila said the second letter is a request from a property owner who wishes to make payments of \$25 per month. Question was asked if that property owner has applied to the Redevelopment Authority. Att. Leonard said she would check with the Redevelopment Authority to see if they have applied or if there is anything special for anyone over a certain age. Discussion followed and the Board was in agreement that this person would need to fill out the proper application.

Sol. Wolf asked Scott if there was anything outstanding with the contractor including the paving and restoration. Scott replied that there had been some issues at the pumping station with the generator and the battery had been replaced last week. He explained without that battery they were not able to go into operation and he is proposing they date the substantial completion certificate as tonight with a punch list for a final review by Mike.

MOTION: Motion was made and seconded to issue the substantial completion certificate as of September 12, 2013 with the addendum that the punch list would be reviewed by Mike prior to handing it over. With no further discussion, motion carried.

Scott reported he has a pay request from JAOA Bradley in the amount of \$16,126.25 to do the site paving at the pump station and some miscellaneous odds and ends to finish the work at the pump station which brings the total for the project to date as \$2,047,070.74.

MOTION: Motion was made and seconded to pay the pay request from JAOA Bradley in the amount of \$16,126.25. With no further discussion motion carried.

Scott reported there is still \$110,000 which they are withholding for anything that needs to be fixed. He said there are still a few restoration issues to resolve.

Scott explained there was a change order last month of \$7,650 and he had worked with Ed Brensinger of North Lebanon Township and Reggie Daubert of Swatara Township. He explained Washington Avenue was ripped up and the trucks broke up areas outside of the project area where the paving was thin. They worked with the County regarding a grant which was approved to improve the road and complete the overlay. He said he has a change order for \$7,650 which is being requested for approval.

MOTION: Motion was made and seconded to approve change order #10. With no further discussion, motion carried.

He stated the Lebanon County Implementation Grant is in the name of Swatara Township and he explained that Swatara paid for the majority of the Grace Avenue project and they would reimburse us for the remainder.

Scott mentioned regarding the Rockwood septic tanks that they had a few requests to use their septic tanks as rain barrels. He said they were told that the policy in Pennsylvania is that the tanks must be destroyed. Sol. Wolf explained that Gordie Sheetz, Sewage Enforcement Officer from Lebanon County Planning, does not want us to allow it. Discussion followed. The Board agreed that the onlot systems need to be filled in.

Mike reported that the pump station is running and there were two people who were hooked up.

Godshall's/Weaver's Agreement

Sol. Wolf reported Weaver's agreement is ready to be authorized and signed. This agreement includes a request for additional EDUs with an additional 10 more than the 20 they had agreed to last year. He said they have started to make payments. He explained they are paying for 3 EDUs every six months until it is paid in full for the 20 and the new 10 EDUs.

MOTION: Motion was made and seconded to execute the agreement between the Authority and Godshall's/Weaver's for the additional 10 EDUs under the purchase terms as stated. With no further discussion, motion carried.

Sol. Wolf reported Sheila would soon be working on the budget for 2014 and that they would be having their joint meeting with the Board of Supervisors. He stated they would need to go over the vehicle replacement in November.

Sol. Wolf said the study that we were working on for the LVEDC has been put on hold. Sheila reported that they now want to move forward on the project so they need to address the comments the engineer had made. She explained that some of the concerns

involved clarifications including a number of the specs but she didn't know what the timeframe was. The Board agreed they would like a letter of satisfaction from the engineer, Mr. Buchter. Discussion followed.

Briar Lake

Sol. Wolf stated they have a formal legal agreement to be forwarded to UGI's legal department regarding the easement for the gas line. He explained they need to have Briar Lake convey their portion as we will be sharing the easement.

Collection delinquent accounts

Sol. Wolf reported Att. Leonard would be reporting on the status of the delinquent accounts in executive session. He reported one of the properties which was on the sheriff sale list was bid on by a person who didn't realize they would need to pay off all of the debt and was continuing to work to get the funds together. Discussion followed.

ENGINEER'S REPORT

Water Street pump station

Scott reported that one of the pumps went down at the Water Street pump station and needs to be replaced. He said it was 18 years old and the casing cracked. He stated he got estimates for both the casing and the casing and rotating assembly. He said they decided to get the whole new pump for the difference in costs. Question was asked about the second pump and Scott explained they could get another for the same price. He explained the second pump is also 18 years old. Scott explained Envirorep said they could get them the one pump and it would be another four or five weeks to get the second one. He said they were giving them a good price. Discussion followed regarding the prices on the different pumps and the possibility of rotating the pumps. Scott explained how the pumps worked with the pump station that was in existence and what would need to be done to upgrade the pump station. He explained that if they got 18 years out of the pumps they would be getting a good deal financially. Question was asked what would be done with the pump that was still working to which Mike replied they could clean it up and keep it.

MOTION: Motion was made and seconded to accept the purchase of the second pump for Water Street. With no further discussion, motion carried.

Always Bagels

Scott reported Always Bagels submitted a plan for expansion. He said our biggest concern is the strong waste program and that their discharging is not going to have a negative impact to our sewers. He said the pH has always been a problem. He continued stating the permit they have in place requires them to provide data on a regular basis as to what

their pH is and we are asking them to show that data and see what it discloses. Discussion followed.

Godshall's/Weaver's Bologna

Scott reported that last month we approved their capacity but in order to get through the land development plan they need a letter from the Authority that they are approving the plans for what they are proposing to do regarding the sewers. They are not adding any sewer lines just using the ones that are in existence. He said he believed they should grant a letter saying there are no additional sanitary sewers being proposed.

MOTION: Motion was made and seconded to issue a letter of approval to Godshall's/Weaver's Bologna for the sanitary sewer line since there are no new sanitary sewer lines going in providing they provide us with the information on what type of waste they are discharging in case we need to make changes to their strong waste management plan. With no further discussion motion carried.

Sandhill Road Lot Add On

Scott explained they have a plan for a lot add on involving two property owners who are requesting to add on to an existing lot. There is no sewer involved but the Authority will need to issue a letter of approval.

MOTION: Motion was made and seconded to approve the lot addition for the Sandhill Road plan. With no further discussion, motion carried.

Barry Fisher

Scott reported he would like to extend public sewer on a family property. Scott demonstrated where he would like to run the line and Scott showed where he thinks they should place our right of way so we have access to the manhole. Scott said at this point Mr. Fisher was only asking for approval of the concept and that a plan would be needed to be submitted in the future.

Weise Lot Add On

Scott showed the Board a lot add on plan on East Kercher Avenue. He explained there is no sewer and the SEO has approved the on lot septic system. Scott said he didn't believe that the Authority would need to sign it and there was a lot addition waiver stating there are no plans to place a building on the lot. Sol. Wolf stated the Authority would need to approve the plan as long as there are no plans for a sewer.

MOTION: Motion was made and seconded to approve the Weise lot addition provided the non-building waiver is signed to protect our interest. With no further discussion, motion carried.

Sliplining contract

Scott explained they are coming to the end of the contract for the sliplining. He said they have a ten year plan to complete the sliplining. He stated the way the contract was written they could renew the contract every four years. He said at the time the contract was written it was a new product. Scott asked Abel Recon if they would extend the contract and explained the pros of extending the contract. Discussion followed regarding the sliplining and whether to proceed with completing the remainder of the lines due to the fact that the pricing was so good. Scott commented they would need to take the money out of Capital Reserve. Discussion continued. Mike explained some of the problems they may run into in approximately five areas where they may need additional manholes and that possibly they could do the work and then have Abel come in and do their work.

ASSISTANT MANAGER’S REPORT

Sheila reported that we have had our first round of billing with the increased sewer rate and that there didn’t appear to be any more issues than for any normal rate increase. She mentioned as far as Rockwood goes that they had 11 people who had come into the office and signed the agreement and a total of 29 who have paid. She said overall the people who have been coming into the office have been very cooperative.

SEWER DEPARTMENT REPORT

Mike reported they had already covered everything.

With no further business for the good of the Authority, the meeting was adjourned at 9:05 p.m.

Respectfully Submitted,

Barbara Bertin, Recording Secretary