

**Minutes  
North Lebanon Township Municipal Authority  
October 10, 2013**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, October 10, 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 five guests.

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 September Authority meeting.

**MOTION: Motion was made and seconded to approve the minutes from the September 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 a punch list has been created to which Scott Rights replied mostly restoration work remains and that the pump station is completely working and in automatic mode.

Sol. Wolf said he mailed out the vacant lot agreements but have had no responses yet. He also reported that there were some agreements for the three payment installment plans for the tapping fees that need to reviewed and signed at the Board meetings. Sheila reported she had sent out six reminder letters with two who have now contacted her. There are several who have not replied at all. Sheila reported she just received the list of seventeen people who were approved by the Redevelopment Authority. The money that was leftover from the Mountville project was also made available for the Rockwood project.

Sol. Wolf mentioned there are some right of way issues which need to be resolved. He reported that one of these is the Kreider property to which Scott replied that is almost complete. He explained what Mr. Kreider had requested and they have his signature with two others who have signed off for the right of ways. Sol. Wolf said they would discuss some of these issues in executive session.

Sol. Wolf explained that there was another property where the owner was deceased and they are trying to locate who is handling the estate so they can move forward with the agreement.

Scott reported they want to schedule an appointment next week with one of the contractors who is causing some issues with his work.

**Joint meeting**

Sol. Wolf reported they would be having their second yearly meeting with the Board of Supervisors in December. He mentioned they have a committee in place who will be working with equipment replacement. This matter will be discussed at that meeting. He further stated they would also be discussing the budget at that meeting with some of the employee issues being decided by the Board of Supervisors which may impact the Authority budget. He said the agenda would be provided to both boards at their November meetings. Both Boards will have the option at that time to make additions or changes.

**LVEDC**

Sheila mentioned she had received a letter back from the engineer we hired and he stated he has everything he needs and approved the design. She said she did not know what LVEDC has decided to do and whether they are proceeding, but we have addressed the issues that involve the Authority.

**The Crossings at Sweet Briar**

Sol. Wolf reported that they entered into a letter agreement with UGI to share our utility right of way for the new development. He said they have the agreement but they need the actual plan which shows the shared right of way to be able to convey the easement to us. The agreement cannot be recorded until that is completed.

**Collection delinquent accounts**

Sol. Wolf reported regarding the property which was sold at the previous Sheriff sale we have received payment. He said Amy would go over her monthly report of delinquents in executive session.

**ENGINEER'S REPORT**

**Rockwood**

Scott reported he had a pay request from the contractor for \$111,932.45 which would leave \$21,808.11. He said there was a change order which hasn't been paid for the additional paving on Washington Avenue. He mentioned they were out last week doing some restoration work. Scott said he would like to recommend they reduce the payment to \$103,740.57 leaving \$30,000 in retainage to make sure the restoration work is complete to our satisfaction. Discussion followed regarding withholding additional funds to make sure the work is completed to our satisfaction.

**MOTION: Motion was made to keep a retainage of \$50,000 leaving a payment of \$83,740.57. The motion was seconded to include attaching a letter stating we retained more because the work is not satisfactory. With no further discussion, motion carried.**

**Budget worksheet**

Scott reported Sheila had forwarded the Board a worksheet which he had developed around the time we were working on the unification. He said Sheila asked if he would explain in detail how the worksheet worked. He reviewed the ten years of capital purchases that we had previously discussed, and when they may be purchased. He said the agreement with the Township is that they would need to keep at least \$1,000,000 in

the account. Sheila explained this is the first year they have not been able to put aside funds into Capital Reserve.

Discussion followed regarding the relining. Scott reported they would be looking at possibly \$550,000 to complete all of the remaining relining. Discussion followed. Scott explained that the Authority has planned well to be in the shape we are in as far as the sliplining that has been completed to date, and that we are being proactive in having money in reserve for projects without borrowing money to pay for them. It was mentioned that if we complete the sliplining at the current price we would be saving our residents a significant amount of money in the long run.

Question was asked whether we have pockets throughout the Township which may need sewer in the future to which the answer was yes, there are numerous areas. Sheila explained that the money which was received into the Capital Reserve in the past came from all of the developments and that the interest rates were higher than they currently are now. She further explained that these sources of income have dried up at this point. Discussion continued. Sol. Wolf explained a history of how the Authority was formed due to the fact that not enough operating revenue had been collected. He explained at that time people were angry that the fees had not been gradually increased rather than a large increase that the Authority was forced to impose. Sheila reported she had placed a \$5/EDU rate increase in the preliminary budget but that number was negotiable. Discussion continued again regarding the sliplining.

**MOTION: Motion was made and seconded that we have Abel Recon as per Scott's estimate of \$538,685 to complete the sliplining in 2014 and to take it out of Capital Reserve. With no further discussion, motion carried.**

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

Question was asked about the water rates and if they would be increased. Sheila explained that they do not know what will occur in the future but she was not recommending a water rate increase at this time because we don't have any capital costs involved and that we are breaking even at this point, and tonight a check would be signed to open a CD for future use into the Water Operating Fund.

Sheila explained she had placed in the budget a suggestion for an increase in the sewer user rate, a replacement for the Jeep which has been problematic, the 2004 service truck, and a muffin monster for the Water Street pump station. Request was made by Treasurer Dissinger for a meeting to discuss the vehicles with Ed, Mike, and Tim, the Township mechanic.

### **SEWER DEPARTMENT REPORT**

Mike reported they replaced the one pump at the Water Street pump station and it went extremely well. Question was asked if there had been damage to the old pump when

they replaced it to which Mike replied there was extensive damage and it will have to be sold for scrap metal. Mike explained the new pump and the old one were running alternatively.

With no further business for the good of the Authority, the meeting was adjourned at 8:30 p.m.

Respectfully Submitted,

Barbara Bertin  
Recording Secretary