

**Minutes**  
**North Lebanon Township Municipal Authority**  
**November 14, 2013**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, November 14, 2013 at 7:00 PM at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA. The following Board members were present:

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 two 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

Vice Chairperson Heisey asked for a motion to approve minutes from the October Authority meeting.

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

Vice Chairperson 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.**

**SOLICITORS REPORT**

**Rockwood sewer project**

Solicitor Wolf reported that our agreement with Swatara provides at the end of the project they will need to establish an escrow account with us for six months of their customer's billing. If Swatara's customers do not pay we will be taking it directly out of their escrow. He explained he and Sheila had gone over the costs and the escrow would be in the area of \$37,000 which will include the money owed for the PENNVEST loan. We will be paying off our 12%. The escrow should be set up within the next thirty to sixty days. Part of the request for the project included the engineers' fees which Swatara had incurred previously which would be reimbursed to them. Sol. Wolf mentioned we could use those funds to initially fund the escrow for them. He said that when all the figures are complete for the project we will be able to let Swatara know exactly what they owe.

Scott Rights reported the three easements involving the Kreider farm have all been signed. He explained regarding another right of way issue, Mr. Heck has signed but they have not been able to contact the person taking care of the Burke property. Attorney Leonard explained that they could file a petition to open the estate of Mrs. Burke naming an administrator. She explained that if they can find out if there is an heir or a mortgage holder we can work with that information. Att. Leonard explained the legal issues involved. Discussion followed regarding this issue. Scott reported the Ream and Rittel easement where Mr. Rittel needs to cross the Ream property has not been resolved. Scott reported he would continue to pursue getting this issue resolved.

Sheila reported she had some payment agreements but Wynanne would need to sign them. She also reported there are only a few people who have not made an effort to make payments. She reported everyone she and Scott called had returned a call or come in and made arrangements.

Mike reported they had 47 connected with some who need to complete the process. He said Lech Brothers had started and that they have approximately eleven property owners who are waiting to be completed by them. Discussion followed regarding the plumbers.

Sol. Wolf asked Scott if there were any issues with the contractor and completing the punch list, to which Scott replied they are working through the punch list. He further explained that most of the issues left to resolve involve restoration.

Scott went over the numbers for the PENNVEST loan, H<sub>2</sub>O and County Comprehensive Plan grants. He explained the amounts we had received and what is remaining. He explained they have approximately \$34,000 remaining in the H<sub>2</sub>O grant and on PENNVEST

we have \$61,322 left. The \$50,000 Comprehensive Grant Money will go to Swatara. Question was asked if we were still under budget to which Scott replied yes we were.

Scott said they had a property on Monroe Avenue where they needed to go through a driveway and they had agreed to overlay the driveway. He reported the driveway looks good and he asked the property owner if we could cut him a check instead of doing the overlay, and the owner happily agreed.

**MOTION: Motion was made and seconded to pay Randy and Veronica Fies, 10 Monroe Avenue, \$1,200 in lieu of having the overlay on their driveway done. With no further discussion, motion carried.**

Scott reported when Mike took the flusher truck to the pump station and he could barely get through the gate. Therefore, they needed to add additional paving to allow the truck to get into the pump station. The amount of the change order is \$4,175.00 for the additional paving.

**MOTION: Motion was made and seconded to pay the change order of \$4,175 for the additional paving at the pump station. With no further discussion, motion carried.**

### **The Crossings at Sweet Briar**

Sol. Wolf mentioned they had entered into an agreement with UGI to share the right of way with Landmark Homes to bring the gas line across to hook up the 8<sup>th</sup> Avenue pump station. He said they have the final right of way agreement for Landmark to sign the right of way over to us. We are not ready to take over the right of way because they have not completed the work including a couple manholes. Scott suggested they not take dedication of the lines until they complete the work. He reported they are in the process of installing the gas line.

### **Conduit**

Sol. Wolf explained the process of how a conduit works and the additional revenue it generates for the Authority. He said we always receive the fee and are not liable for any of their debt. He mentioned we have worked with Tel Hai as well as Moravian Manor. He explained that Tel Hai has an opportunity to extend their loan and get the benefits of a lowered interest rate and that they need to go through the same procedure as the original loan. We are committed under the original agreement. He stated they had their hearing and we will receive the results of that hearing. He explained we need to adopt a resolution authorizing the chairman or vice chairman to sign the documents once all IRS requirements are met and in the proper form. He mentioned the resolution will need to go to the Board of Supervisors once it is passed by the Authority board.

**MOTION: Motion was made and seconded to approve Resolution 3-2013 authorizing the Tel Hai Retirement Community resolution for the chairman or vice chairman to sign the documents and the secretary or assistant secretary to attest to the signatures once all government requirements are met. With no further discussion, motion was approved.**

**Joint Meeting with the Board of Supervisors**

Sol. Wolf reminded the Board that they will be meeting with the Board of Supervisors at 5:30 p.m. prior to the regular December 12<sup>th</sup> meeting. Sol. Wolf reported agenda items which will be discussed are the equipment, final questions regarding the budget, review the status of health insurance, and at this point there is no rate increase on the water but a request was made to reconsider a rate increase for the sewer. A meeting with Edward Brensinger, Township Supervisor; Mike Kneasel, Waste Water Foremen; Tod Dissinger, Treasurer Authority Board; and Tim Buffenmeyer, mechanic will be held prior to the joint meeting to discuss the need for replacement of the Jeep and the service truck.

**Budget**

Discussion followed regarding a sewer rate increase and what the numbers would be for each possible scenario. An extended discussion followed regarding the Capital Reserve fund and the budget. Question was asked regarding the quarterly income and discussion followed. Sheila explained that the information is on the financial reports which are supplied each month and the yearly audit that is also supplied to the Board members. Discussion continued with comments that the rates should not either be increased or no more than \$2 per quarter. Scott explained that the chart he prepares shows a snapshot of the year. It was requested that Scott resend a copy of his chart and also a request was made for a copy of the amount which was billed in the last quarterly billing.

**ENGINEER'S REPORT**

Scott said he did not have anything further to report.

**ASSISTANT MANAGER'S REPORT**

Sheila reported she attended a meeting with the City of Lebanon Authority. Scott explained the map they received from the City showing the interceptor which is affected by heavy rain events and possibility of overflow. He stated for further development that drains into the interceptor in question, a planning module will need to be completed. He said that some of the areas are in North Lebanon Township. Scott said DEP is putting pressure on the City. Sheila also mentioned that the 15,000 for well customers is a number set by the City and that they may be revisiting this number. She also reported that sewer treatment rates will not be changing for 2014 and the City will be looking at the capacity rate in the near future. She mentioned they are also working on a new

sewer EDU chart. Sheila explained that the year-end for nutrient credits for the City has already been completed and they will be able to use the numbers from the Rockwood Project for credit next year.

**SEWER DEPARTMENT**

Mike reported everything had been covered.

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

Respectfully Submitted,

Barbara Bertin  
Recording Secretary