

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

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, December 12, 2013 at 7:30 p.m. following the joint meeting with the Board of Supervisors 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 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

Chairperson Demler asked for a motion to approve minutes from the November Authority meeting.

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

Solicitor Wolf explained the meetings for the following year were advertised with both boards advertising their meetings as well as the joint meetings. He said Cheri and Sheila coordinated it and advertised them at the same time so it was taken care of for the entire year.

Rockwood sewer project

Solicitor Wolf reported that he and Sheila met to review the amount that Swatara would need to place in the escrow account to cover six months of PENNVEST and six months of sewer bills with six months of PENNVEST being approximately \$14,000 and six months of customer bills is around \$23,000. He explained Scott reported last month we have received Swatara's reimbursement of their prior engineer bills and after the first of the year we would be using that for the escrow. He further explained there will be some costs at the end of the project with Swatara paying 88% and us paying 12% of those costs. Scott explained he and Sheila had been working on the tally of the amounts which were paid out and there may be approximately \$50,000 costs in land purchase with us being responsible for 12% and also the Grace Avenue piece which is approximately \$225,000 of which we would have a 12% share.

Sol. Wolf reported that the completed easement agreements have been recorded. Scott explained there are two remaining right of ways which are outstanding. He said they would like to make a proposal to one of the properties involved. They would be offering him that the Authority would pay for the installation with him paying the Authority back in his quarterly bills. Discussion followed. Sheila also reported there was another individual who would like to make payments of \$15 per week which would be taken from her pay check. She will need to sign the agreement.

Sol. Wolf reported the vacant lot letters were sent out last month. He said the only one they didn't do was Stewart's because there was an issue who actually owns that property. Sheila reported she had distributed the agreements which needed to be signed. Sheila reported that Mr. Roe has an agreement but has not yet paid.

Scott reported they are holding \$20,000 for the restoration work for the property off McKinley by the pump station. He said one option would be to pay \$7,500 per the contract. However, they want to close out the PENNVVEST loan and grant account, but we cannot do that until the contract has been completed. He said they could send a letter to the contractor regarding the restoration and request an extension to the contract. Discussion followed regarding the loan and payment of the principle and interest. Sheila explained that at this point we are paying on the interest until April 1st when we will be paying both principle and interest. Question was asked about whether PENNVVEST is holding part of the funds. Scott replied they are holding 5%. Discussion continued regarding the restoration that the contractor has not completed.

MOTION: Motion was made and seconded to retain the \$7,500 allowable for the restoration in the Rockwood Project and release the rest of the difference between the \$7,500 and \$20,000. With no further discussion, motion carried.

Scott reported he and Mike have been checking the pump readings. Mike reported they now have 55 connections out of 84. Sheila said her projection was low but Scott was more optimistic and the connections have exceeded both expectations.

Miller Street

Sol. Wolf reported as far as the Miller Street connections the three year time frame to connect is up in 2014. Sheila reported that one is connected and a second one has paid but has not connected yet.

Utility Easement

Sol. Wolf mentioned that the Briar Lake homeowners association requested vacating an easement which was placed in the plan for a future road or sewer. They are asking to plant grass in the area. Discussion followed regarding the request with a decision that grass only should be allowed.

Sol. Wolf asked Mike if there was any progress on the UGI gas line for the Crossings to which Mike replied he hadn't heard anything yet.

Tel Hai

Sol Wolf reported the Tel Hai settlement will take place in January.

ENGINEER'S REPORT

Scott reported that Barry Fisher is proceeding with the low pressure sewer. He said there is a gas line running across the easement but it has been located. He explained that line will be offered for dedication to the sewer system.

ASSISTANT MANAGER'S REPORT

Sheila explained she wanted to show the Board a plan for an on lot system at MGD. She said Gordie Sheetz will need to approve it.

Sheila wanted to finalize the budget with the requested changes to include no increase for water, \$1.00 per EDU per quarter for sewer, the muffin monster stays, the utility truck goes, the admin vehicle stays, and slip lining gets cut by \$7,000. Sheila said there are two categories within the line item regarding the slip lining which included rehabbing of the manholes. She asked if they wanted to leave the rehabbing and remove the slip lining to which the Board decided they wanted to reduce the line item by \$7,000.

She said she has Resolution 4-2013 for the Water Budget and Resolution 5-2013 for the Wastewater Budget.

MOTION: Motion was made and seconded to adopt Resolution 4-2013 for the 2014 Water Budget as proposed. With no further discussion, motion carried.

MOTION: Motion was made and seconded to adopt Resolution 5-2013 be adopted pursuant to the changes we had made motion to include the \$1.00 sewer increase and reducing the sliplining and manhole rehab by \$7,000 to balance the budget. With no further discussion, motion carried.

Sheila mentioned she wanted to remind everyone that the sewer payment policy which was adopted last year would go into effect in January 1, 2014. It has been placed in the newsletter and will be on the website.

SEWER DEPARTMENT

Mike reported everything had been covered.

With no further business for the good of the Authority, the meeting was adjourned at 8:50 p.m.

Respectfully Submitted,

Barbara Bertin
Recording Secretary