

Minutes
North Lebanon Township Municipal Authority
August 14, 2014

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, August 14, 2014 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
Gary Heisey	Vice Chairperson
Brian Hartman	Secretary
Susan Switzer Pierce	Assistant Secretary
Frederick Wolf	Solicitor
Scott Rights	Steckbeck Engineering
Sheila Wartluft	Assistant Manager

Also in attendance were four guests.

The meeting was called to order and the pledge to the flag was recited.

Comments from the Public

Mike Sobol, 960 Solar Drive, stated he was in attendance to discuss his sewer bill. He explained he had received a letter on July 12th stating that he was delinquent and if the bill was not paid by July 23rd his water would be terminated. He questioned the policies written on the bill and also on the website. He mentioned the policy states it is the responsibility of the property owner but whose responsibility actually is it? He said he was there to look for solutions on how to make the system work better. He mentioned two ideas that may accomplish this including having a first time forgiveness program or send out email reminders. Brian Hartman responded that it would be costly to go through the steps to forgive a one-time late fee. As far as email reminders, Sheila mentioned that we had tried this a few years ago for emailing newsletters and most residents are not willing to give out their emails to us because of the open records laws. Discussion followed regarding why these techniques would not work and why we have the current policies in place. Sheila explained that we place due dates on the website, on our sign in the front of the building, and also in the newsletter in order to inform the residents to the best of our ability. Kay Spannuth, Narrows Glen, asked about electronic payment to which Sheila replied that this would require us to have access to personal information and that this has been reviewed and rejected. It was explained that for the 16,000 bills we send out each year there is approximately one complaint a year, and it would not be

cost effective for us to change our policies. Discussion followed. The Board agreed they would look into it.

Kay Spannuth stated she had some questions regarding the water debt fee. She mentioned that Sheila had explained the fees to her, but there were some new residents who did not fully understand the fees and what would be happening in the future. Sol. Wolf explained at this point we are running a positive balance and hope to use those funds to pay the debt service down. The plan is that once we get to September 2016 we start paying the debt service down. Sol. Wolf explained that if development picks up it may make an impact. Discussion followed. Question was asked how much in excess they collect per year to which Sheila replied it is approximately \$50,000 we could put aside per year. Sol. Wolf further explained the process for the bond issues.

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

MOTION: Motion was made and seconded to approve the July minutes. 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- Ream/Rittel

Sol. Wolf explained that after many discussions Mr. Ream signed an easement agreement between he and Mr. Rittel. He said Ream is giving Rittel a permanent easement right of way to go through his property to connect to public sewer and also permission to be able to access the area in case of a problem. Sol. Wolf explained the details of the agreement.

MOTION: Motion was made and seconded to execute the agreement with Mr. Ream for installing the sewer on the property and also placing a lien against his property. With no further discussion, motion carried.

Sol. Wolf said Mr. Rittel signed his agreement and the work would be done by Gerberich Hoffman Septic Services through the Redevelopment Authority.

MOTION: Motion was made and seconded to approve the agreement with Gerberich Hoffman to do Ream's connection. With no further discussion, motion carried.

MOTION: Motion was made and seconded to give Sheila permission to pay Gerberich Hoffman if the work is completed to Mike and Sheila's satisfaction.

Sol. Wolf asked how many connections need to be made. Sheila replied there are only five left to connect. Sol. Wolf asked about the second installment for the tapping fees to which Sheila replied she had sent out reminder letters. Sol. Wolf asked Scott Rights if Ream was the last of the right of ways issues which need to be obtained? Scott replied the Burke property remains. Discussion followed regarding locating the executor of the estate and if we can proceed with the right of way. Sol. Wolf mentioned that they have until the end of the year to complete the H₂O grant. The Board agreed that we should do whatever we can do to get it completed.

MOTION: Motion was made to make a new agreement for the right of way with Heck for the Burke connection but to assign it to the Authority. With no further discussion, motion carried.

Sol. Wolf asked if there was any restoration left to finish? Scott replied that he checked Mrs. Binner's property and there were minor issues to complete. He said he sent photos to the contractor to let them know what we wanted to be done to complete the project. Question was asked how much we are still holding? Scott replied approximately \$7,500 and there is still an issue with one of the pumps.

Sheila reported there is one person who has not completely filled in their on lot system.

Weaver's Bologna

Sol. Wolf asked Mike to explain the work that is being done in the PENNDOT right of way at 15TH Avenue and Weavertown Road. Mike explained there is a lateral in back of a manhole that runs east toward the R Field and Stream Gun Club. He said the PENNDOT permit reflects the work that needs to be done. They will make the connection and bring it up off the PENNDOT right of way and then restore it. Discussion followed. Sol. Wolf explained the PENNDOT permit will be in our name and we will have an agreement with the description of the work which gets attached to the agreement. Weaver's will be required to do the work in compliance with PENNDOT. We are responsible for two years once the work is completed. He said that they would be holding \$1,000 in escrow with Weaver's Bologna getting notification of any bills being paid and if an additional amount is required they will be responsible for those expenses.

MOTION: Motion was made and seconded to approve signing the agreement between Godshall and Kratz doing business as Kutztown Bologna trading as Weaver's Bologna regarding work in the PENNDOT right of way and during the two year time frame that they would be responsible for any additional costs, and we will have \$1,000 in escrow for engineer's fee etc. If Godshall and Kratz don't live up to the agreement, they would be subject to a lien on the property. With no further discussion, motion carried.

Joint Meeting

Sol. Wolf reminded the Board that the joint meeting with the Board of Supervisors will be in November. Also the Authority budget will be discussed but at that point we won't know the health insurance costs nor what pay increases will be.

Crossings Development and UGI agreement

Sol. Wolf said they had a meeting with Lee Bothell from the Crossings. They looked at the plan of the work that has been done and they will be providing the easement information for the first phase for water and sewer plus the UGI joint easement. Once we receive that information we will finalize the agreement and pass that on to UGI. There was an issue with UGI regarding the gas connection to the pump station. He said there is a question regarding what needs to be done inside the pumping station in order to complete the work. Scott reported he checked with Envirorep and the contractor who works with Envirorep and we may not need to change the regulators. It may not be as complicated as initially thought.

Fisher sewer connection

The connection is complete. Sol Wolf sent a letter to Mr. Fisher that we would treat him as a developer and refund \$500. He has not responded. Discussion followed.

Engineer's Report

Scott reported a neighboring Authority encountered a force main break. Discussion followed. Question was asked why we had not discussed this issue before to which the reply was it had been discussed before Kochenderfer Road was paved, and it is included in the Capital Improvement Plan. Discussion continued.

Assistant Manager's report

Sheila reported she was working on the budget. She explained when they did the pump station safety inspection they found the Jay Street pump station is in need of repair.

She said she was finally able to get the 2013 EMMA report filing completed. She said she was unable to complete it without assistance and they would be looking another way to complete the previous years which were required. Sol. Wolf explained that for anyone who has a bond the report needs to be filed. Sheila clarified we do not have the software in our office to do the conversion because of the format that is required, but she will try to find a solution.

Wastewater Foreman Report

Mike reported they had discussed Sandhill Road and the connecting two runs which are in question that could be lined. He passed around drawings and a GIS map showing how many lines are in Sandhill Road including water, gas, and sewer. It is in the City of Lebanon Authority's blue zone. Mike explained he has been researching some of the new technology.

With no more business for the good of the Authority the meeting was adjourned at 8:57 p.m. with Executive Session to follow.

Respectfully Submitted,

Barbara Bertin, Recording Secretary