

**Minutes
North Lebanon Township Municipal Authority
January 13, 2022**

The regularly scheduled meeting of the North Lebanon Township Municipal Authority was held at 7:00 p.m. on Thursday, January 13, 2022, at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following people present:

Gary Heisey	Chair
Tod Dissinger	Treasurer
Gary Echard	Secretary
Rodney Lilley	Assistant Secretary/Assistant Treasurer
Amy Leonard	Henry and Beaver, LLP
Scott Rights	Engineer-Steckbeck Engineering
Lori Books	Assistant Township Manager
Edward Brensinger	Roadmaster/Supervisor

Via Zoom: Dawn Hawkins Vice Chair

Erika Sheibley, Office Clerk, and a resident of the township were also in attendance.

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

COMMENTS FROM THE PUBLIC

There were no comments from the public.

Chairman Heisey passed the meeting to Attorney Amy Leonard who chaired the meeting for the reorganization of the board.

REORGANIZATION OF THE BOARD FOR 2022

Nomination and Election of Board Members

- Chair: Gary Heisey
- Vice-Chair : Dawn Hawkins
- Treasurer: Tod Dissinger
- Secretary: Gary Echard
- Asst. Secretary: Rodney Lilley
- Asst. Treasurer: Rodney Lilley

MOTION: Motion was made and seconded for the officers to hold the chair positions as listed above for 2022. Motion approved unanimously.

The meeting was passed back to Chairman Heisey.

APPOINTMENTS/APPROVALS TO CONDUCT AUTHORITY BUSINESS FOR 2022

Motion to appoint Municipal Authority Solicitor, presently Amy Leonard, Esq.

MOTION: Motion was made and seconded to appoint Amy Leonard, Esq. of Henry

and Beaver, LLP as Municipal Authority Solicitor for 2022. Motion approved unanimously.

Motion to appoint Municipal Authority Engineer, presently Scott Rights of Steckbeck Engineering.

MOTION: Motion was made and seconded to appoint Scott Rights with Steckbeck Engineering and Surveying as Municipal Authority Engineer for 2022. Motion approved unanimously.

Motion to appoint Municipal Authority Auditor, currently Brown, Shultz, Sheridan and Fritz.

MOTION: Motion was made and seconded to appoint Brown, Shultz, Sheridan and Fritz as Municipal Authority Auditor for 2022. Motion approved unanimously.

Motion to approve depositories for the Municipal Authority.

MOTION: Motion was made and seconded to continue using Fulton Bank, Northwest, Jonestown, PLGIT, and First Citizens Community Bank and to authorize Township Manager Cheri Grumbine or Assistant Manager Lori Books to open CD's, renew or withdraw from CD's as necessary, only in the name of North Lebanon Township Municipal Authority for 2022. Motion approved unanimously.

Motion to appoint SEO (presently David Siminitus of the Lebanon County Planning Department and Julie Cheyney as the alternate.

MOTION: Motion was made and seconded to appoint David Siminitus as primary SEO and Julie Cheyney as alternate SEO of the Lebanon County Planning Department for 2022. Motion approved unanimously.

Motion to approve the Municipal Authority Meeting Schedule for 2022. The meeting dates have been advertised for the second Thursday of each month to commence at 7:00pm. The Joint meeting with the Board of Supervisors is scheduled for the 2nd Thursday in November commencing at 5:30pm.

MOTION: Motion was made and seconded for all Municipal Authority Board meetings in 2022 to be held on the second Thursday of every month and to commence at 7:00 pm at the Township Municipal Building with the exception of the Joint meeting with the Board of Supervisors to be held on the second Thursday in November at 5:30 pm. Motion approved unanimously.

Motion to pay invoices and other bills at discount or that would accrue a penalty between meetings.

MOTION: Motion was made and seconded to approve invoices and requisitions for payment at discount or that would accrue a penalty between meetings, all subject to audit. Motion approved unanimously.

Chair Heisey asked for a motion to approve the Minutes from December, 2021.

MOTION: Motion was made and seconded to approve the Minutes from December, 2021. Motion approved unanimously.

Chair 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 unanimously.

SOLICITOR’S REPORT – Atty. Amy Leonard

The Municipal Authority’s term of existence currently ends on December 31, 2036. In order to remain a conduit for retirement homes, the Municipal Authority’s existence should be at least as long as the term of the note being issued by a bank. The funds are being borrowed by the end user with a repayment period that may exceed the current life of the Municipal Authority, which is why the Articles of Incorporation need to be amended.

MOTION: Motion was made and seconded to adopt Resolution #1-2022 Amending the Articles of Incorporation of the Municipal Authority to increase its term of existence for a period not to exceed 50 years from the date of approval. Motion approved unanimously.

Project TV (Heilmandale Road Owner, LLC) – Atty. Leonard has been in contact with Atty. Charlie Suhr regarding the deed of dedication for the sewer line on Project TV’s property. We are waiting for these documents from Atty. Suhr so Project TV’s portion of the sewer line can be dedicated to the Municipal Authority. Once that happens, we will be able to decommission the Orange Lane Pump Station.

Delinquent Sewer Accounts – Atty. Leonard provided an updated copy of her lien report. This includes a couple of well properties and a few condemned properties where the water has been shut off.

ENGINEERS’ REPORT – Scott Rights

Orange Lane Sewer Extension – The construction of the sanitary sewers belonging to Project TV was completed. Once the lines pass the necessary testing, they will be dedicated to the Municipal Authority. The Orange Lane Pump Station can be decommissioned any time thereafter.

The construction of the NLTMA portion of sanitary sewer was completed as well. H&K has completed all testing of the manholes and sewer mains. To close out the contract, H&K needs to finish installing the manhole flag markers and submit the as-built drawings. H&K has not submitted a pay request this month.

To date, the Municipal Authority Board has approved and paid \$63,156.00. This leaves a remaining balance of \$3,324.00 from the agreed upon contract price.

Plan Reviews – Steckbeck Engineering continues to work with the Municipal Authority staff in reviewing plans for the following projects:

1. The Crossings at Sweet Briar Phase 4 – Final land development plans were received by the office on 7/6/21. The project proposes the construction of 58 single family residential dwelling units and 3 open space lots. Steckbeck Engineering completed an initial review of the plans and noted the technical comments appear to be minor. Scott is waiting for revised plans to be submitted. Scott has received the as built plans for Phase 3 of the Crossings.
2. Towns Edge – Sanitary sewer construction commenced on Monday, December 6, 2021, and is expected to continue during the next several weeks. Steckbeck Engineering will provide the bulk of the on-site inspections with some assistance from Ed. The contractor is Rock Road Construction. The project includes 54-single family dwelling units and 32 garden apartment units. The project is located on the west side of N. 8th Ave. just south of Maple St.
3. Timothy & Brenda Jones Subdivision & Land Development – Plans were submitted on 10/28/21 for 2101 Water Street proposing a one lot subdivision. Steckbeck Engineering and the Municipal Authority Staff are currently reviewing the plans. There is an existing single-family dwelling on the lot. Once the subdivision occurs, a sewer lateral will need to be installed for the proposed single-family home. The Municipal Authority Staff will need to install an Inserta Tee for the lateral connection. The main concern for this property is that the section of Water St. fronting this property is still-currently under a street cut moratorium.
4. Caliber Car Wash – Plans were submitted on 10/28/21 for 1333 E. Lehman Street proposing a car wash. This is the old Fulton Bank in front of Walmart. The plans show they are simply making a lateral connection into the existing sewer system. Steckbeck Engineering and the Municipal Authority Staff are currently reviewing the plans.
5. 2203 W. Cumberland St – Submission of initial plans for review are pending

Sewer Specs – Updated administration procedures and technical specifications continue to be revised. In addition, work has resumed on updating the standard details.

ASSISTANT TOWNSHIP MANAGER REPORT – Lori Books

2021 Annual Activity Report – Each member was provided with the 2021 Annual Activity Report for the Municipal Authority. Lori puts this together each year as a summary to reflect the annual highlights of the Municipal Authority. Lori is asking for the Municipal Authority Board’s approval to forward this report to the Board of Supervisors.

MOTION: Motion was made and seconded to approve the 2021 Annual Activity Report. Motion approved unanimously.

Lori asked for direction from the Authority Board on how to proceed with the CD’s that are

maturing this weekend. After some discussion, the Authority Board decided to cash in the CD's and place the money in the capital reserve savings account until interest rates increase.

MOTION: Motion was made and seconded to allow Lori Books to cash in CD's and place that money into the capital reserve savings account until interest rates increase. Motion approved unanimously.

Resolution #2-2022 – Every member was provided with a copy of the fee schedule for 2022. The only changes were an increase in plan submission fees. These fees were not increased since 2014.

MOTION: Motion was made and seconded to adopt Resolution #2-2022. Motion approved unanimously.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

December Activity Report – The Authority Board members were provided a copy of Tommy's report.

There were 55 PA One Calls this past month. Two (2) were emergencies during work hours and three (3) emergencies during non-work hours.

Four (4) new homes were connected to the sewer system.

Grease Trap Inspections – Tony completed six (6) grease trap inspections for the following properties

- 12/4/2021 Cedar Grill
- 12/9/2021 Wendy's
- 12/15/2021 Mancino's Pizza
- 12/17/2021 A&M Pizza
- 12/23/2021 Cold Storage
- 12/31/2021 Holiday Inn Hotel

Water Street Pump Station #1 – replaced all spool flange bolts that were rusting and the DynaTech backup generator was serviced.

Rockwood and 8th Ave Pump Station – pulled, checked, and cleaned the sewage grinders.

Assisted with a repair for a lateral on North 4th Avenue where tree roots had grown into the lateral and clogged it to the main.

All pump station wet wells have been cleaned and debris taken to the landfill.

Tony took PH samples from Always Bagels and the level was high.

DynaTech has also serviced the generators at Kochenderfer and Rockwood.

There has been a lot of calls over the past few months about roots that have grown into laterals. Tony believes it is a good idea to put a reminder in the Newsletter to not plant anything on top or near a lateral to prevent root infiltration and clogs.

Tod announced that he would like to go into executive session for personnel matters at 8:07 pm.

Executive session started at 8:13 pm and the Municipal Authority Board reconvened at 8:25pm.

With no further business for the good of the Municipal Authority, the meeting was adjourned at 8:26 p.m.

MOTION: Motion was made and seconded to adjourn. Motion approved unanimously.

Respectfully Submitted,

Erika Sheibley
Recording Secretary