

Minutes
North Lebanon Township Municipal Authority
March 10, 2022

The regularly scheduled meeting of the North Lebanon Township Municipal Authority was held at 7:00 p.m. on Thursday, March 10, 2022, at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following people present:

Gary Heisey	Chair
Dawn Hawkins	Vice 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

Molly Lum, Sewer Billing Clerk, Brian Hartman, and Jim Cikovic, Township resident 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.

Chair Heisey asked for a motion to approve the February minutes.

MOTION: Motion was made and seconded to approve the February minutes. 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

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 and facilities on Project TV's property. The Municipal Authority requires a Maintenance Guaranty Agreement and Integrity bond/financial security for 18 months for the dedicated sewer facilities. The original Deed of Dedication and the financial security have been received. The Maintenance Guaranty Agreement was emailed to Atty. Leonard; however, we are waiting on the original to arrive. Atty. Leonard stated the Deed of Dedication will not be recorded until the original Maintenance Guaranty Agreement arrives.

MOTION: Motion was made and seconded to accept the Deed of Dedication for the sewer lines located at Project TV contingent on the receipt of the original Maintenance Guaranty Agreement. Motion approved unanimously.

Extension of Term of Existence of the Municipal Authority – The Municipal Authority’s term of existence currently ends on December 31, 2036. To remain a viable conduit for retirement homes, the Municipal Authority’s existence should be at least as long as the term of the note being issued by the bank. The funds 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. The Board of Supervisors adopted the Ordinance approving the amendment to the Municipal Authority’s Articles of Incorporation at their last meeting. The Municipal Authority is now able to execute the Articles of Amendment. Once they are executed, the required advertising will be completed. Everything will then be submitted to the Department of State for approval. The Municipal Authority’s term of existence will be 50 years from the date of approval from the state.

MOTION: Motion was made and seconded to execute the Articles of Amendment. Motion approved unanimously.

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. Atty. Leonard will be moving forward with the properties that have been lingering.

ENGINEERS’ REPORT – Scott Rights

Orange Lane Sewer Extension – The construction of the sanitary sewers belonging to Project TV have been completed. Deed of Dedication documents have been received as reported by Atty. Leonard.

The construction of the NLTMA portion of sanitary sewer has also been completed and tested. 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. H&K has provided all close out documents for the project. A final pay request has been submitted for the remaining \$3,324.00. The request was reviewed by Scott, and he is recommending the Municipal Authority Board take action to approve the final payment contingent on Atty. Leonard reviewing the closeout documents.

MOTION: Motion was made and seconded to approve the final pay request submitted in the amount of \$3,324.00 contingent on Atty. Leonard reviewing the closeout documents provided. Motion approved unanimously.

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 – The plans propose the construction of 58 single family residential dwelling units. Revised plans and a financial security cost breakdown were received 2/9/22. Scott is currently reviewing these items.

2. Timothy & Brenda Jones Subdivision & Land Development – This plan proposes creating one new residential lot on Water Street. A revised set of plans were submitted and after further review by Scott, another review letter was sent out today. Due to the street moratorium presently in effect on Water Street, it was suggested they jack and bore under Water Street for the new lateral connection.

Tod asked about the difference between a directional bore and a jack and bore. A jack and bore provides an external casing around the installed sewer pipe. A directional bore simply pulls the sewer pipe itself through the hole with no external casing. Tod asked why all sewer lines aren't installed with the external casing as it would provide additional durability, security, and decrease the potential of being crushed over time. Scott explained it is not standard practice for there to be an external casing around a low-pressure line as it is a heavier pipe.

3. Caliber Car Wash – Plans were submitted for the property at 1333 E. Lehman Street proposing a car wash. Revised plans were submitted in response to the 1/21/22 review letter. Scott completed his review of this set of plans and issued a second review letter on 3/10/22 with a few minor comments. They will be connecting to the existing lateral. Scott is recommending the Municipal Authority Board take action to approve the plans conditional upon final review and satisfaction of Scott, Ed, and Lori.

MOTION: Motion was made and seconded to conditionally approve the sewer design for Caliber Car Wash upon resubmission of addressed comments, and review to satisfaction of Scott, Ed, and Lori. Motion approved unanimously.

4. 2203 W. Cumberland St – Submission of initial plans for review are pending. Lori stated that plans were submitted on the Township side.
5. Town's Edge – Sanitary sewer construction has been completed. Testing of the installed sewers, and vacuum testing of the manholes is nearly complete. This project includes 48-townhouse units and 40 garden apartment units (5 buildings with 8 units in each building). The project is located on the west side of N. 8th Ave. just south of Weavertown Road. Steckbeck provided on-site construction observation with assistance from Ed while work progressed.
6. Mapledale Estates – Shop drawings have been submitted for review and comments. Material delivery is expected approximately eight (8) weeks after the shop drawings are approved. The sanitary sewer construction should commence shortly thereafter.
7. Homestead Acres Phase 4 – As-Built drawings were recently submitted by the developer's engineer. Scott is currently reviewing the drawings along with the Municipal Authority personnel. Deed of Dedication documents are being prepared. In addition, they will need to provide a Maintenance Guaranty and an 18-month Integrity Bond. It is preferred that the streets are dedicated to the Township prior to the sewer lines being dedicated to the Municipal Authority so that an easement agreement will not be needed.
8. The Crossings at Sweet Briar Phase 3 – As-Built drawings were recently submitted.

Scott is currently reviewing the drawings along with the Municipal Authority personnel.

Chapter 94 Annual Wasteload Report – This report is prepared by Scott to evaluate the Municipal Authority’s wastewater flows from the previous year and confirm that none of the facilities are overloaded or projected to become overloaded during the next five (5) years. The Municipal Authority is required to submit their report to the City of Lebanon Authority (CoLA) by 3/31/22 for them to attach as an Appendix to their report. CoLA must then submit their overall report to the PA DEP. As the report is due prior to the next meeting, Scott is recommending the Municipal Authority Board take action to approve the report conditional upon final review and satisfaction of Ed and Lori.

MOTION: Motion was made and seconded to approve the Chapter 94 Annual Wasteload Report conditional upon final review and satisfaction of Ed and Lori. Motion approved unanimously.

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

Caliber Car Wash – The Strong Waste Permit is currently under review by Scott and Lori. Lori is looking for approval of the Sewer Capacity Agreement, the Developer’s Agreement, and the Sewage Facilities Planning Module Exemption. All required documents, agreements, and payments have been received. They are requesting 46 additional EDU’s. Lori will monitor their usage to be sure they stay within their purchased capacity.

MOTION: Motion was made and seconded to approve the Sewer Capacity Agreement between CCW 1, LLC and North Lebanon Township Municipal Authority for 46 additional EDU’s. Motion approved unanimously.

MOTION: Motion was made and seconded to approve the Developer’s Agreement between CCW 1, LLC and North Lebanon Township Municipal Authority. Motion approved unanimously.

MOTION: Motion was made and seconded to approve the Sewage Facilities Planning Module Exemption. Motion approved unanimously.

Homestead Acres Phase 4 – The As-Built Sanitary Sewer Plans were received. Lori is waiting on the Deed of Dedication, the Maintenance Guaranty Agreement, and the 18-month Integrity Bond.

Vendor Agreement (LIHWAP) – A temporary program was created to help individuals pay past due water and wastewater bills. The Low-Income Housing Water Assistance Program (LIHWAP) will provide a one-time payment for delinquent sewer and water invoices. Two of our residents applied for this assistance. One of the requirements is that the entity to be paid must be approved as a vendor with the program. Lori and Cheri enrolled the Municipal Authority in the program to become an approved vendor, so our residents can

participate if needed.

Extra Principal Payment on Sewer Loan – Discussion took place regarding placing extra money on the sewer loan as an additional principal payment. The Municipal Authority has a 10-year Capital Improvement Plan which helps to outline future needs. It was pointed out the last time rates were raised was in 2014, where they went from \$77 per quarter to \$78 per quarter. It is the goal of the Municipal Authority Board to not have to raise rates in the future. The operation and maintenance cost will continue to rise with inflation which is another consideration the Municipal Authority Board must take. Tod suggested the Municipal Authority Board commit to placing \$100,000.00 on the loan in addition to the \$100,000.00 they have already committed to annually. A total of \$200,000.00 would be placed on the loan every year as additional principal when available. Any tapping fees that come in would also be considered for additional payments on the sewer loan.

MOTION: Motion was made and seconded to place an additional \$200,000.00 on the principal of the sewer loan every year and to evaluate any tapping fees that come in for additional payments on the sewer loan. Motion approved unanimously.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

The Board members were provided a copy of Tony’s February Activity report. There were 85 PA One Calls this past month. Four (4) were emergencies. Two lateral inspections were completed this month. Tony completed one (1) grease trap inspection for Lebanon Valley Cold Storage on 2/24/22.

All Right-of-Way areas were walked and inspected. Manhole lids were randomly pulled and inspected as well.

Omni Site was installed at the Kochenderfer and Water Street Pump Stations. All Omni Site hardware is working as expected all pump stations which have Omni Site.

Ed reported DynaTech was recently bought out by another company. The generator we budgeted for the Frances Ann pump station has not yet arrived. The automatic transfer switch is expected to arrive in July.

COMMENTS FROM BOARD MEMBERS

Gary asked Ed what they use the old 8th Avenue pump station concrete pad for? Ed stated they currently use it for storage and our force main runs under that property.

Tod asked Ed who inspects the trenches that are dug when a utility is installed. Ed stated the Highway Crew inspects them, usually himself. It is part of the permit process, and the repair must be made according to our specifications. That is why a bond is posted before we issue the Street Cut Permit.

Tod asked why the Municipal Authority is paying a portion of the Township Building’s stormwater fee? It was explained that municipalities are not exempt from paying stormwater fees by the federal government. The Township still needs to account and pay

for all impervious areas.

With no further business for the good of the Municipal Authority, the meeting was adjourned at 8:49 p.m.

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

Respectfully Submitted,

Molly Lum
Recording Secretary