

**Minutes
North Lebanon Township Municipal Authority
August 13, 2009**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, August 13, 2009 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
Richard Miller	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 Mike Kneasel, Wastewater Foreman, Mr. Tobias and two other Township residents.

Chairperson Demler asked for a motion to approve the July minutes.

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 carried.

SOLICITORS REPORT

Solicitor Wolf stated Mr. Tobias, who is working on getting connected to public sewer, was in attendance this evening. Mr. Tobias said he had been trying to get estimates and make financial arrangements to have the electric upgraded for the pump. Solicitor Wolf stated that the goal of the Authority was to have them connected with at least a schedule of steps toward achieving that goal. It was emphasized that the Authority would need to have a concrete timeframe so that the Authority would be consistent in the future for similar situations.

Solicitor Wolf stated that as a result of this extension the other property owners also should be given a three year time period. Solicitor Wolf said that in working toward having standard procedures and this would be part of the policy to be adopted.

Brooke LP

Solicitor Wolf stated that as far as the Penn Dot HOP permit for Sandhill Road that it had expired. Sheila stated one of the problems is the letter of credit on file for two years. Solicitor Wolf stated if the letter of credit runs out they will need to get another letter of credit.

Weavers Bologna

Solicitor Wolf stated they had previously approved additional capacity for them in our sewer line. He stated he and Sheila had been working on an agreement with them and we need to go to the City of Lebanon Authority to get clarification from them. He stated there are a couple of issues with them based on the purchasing of sewer capacity at the City of Lebanon Treatment Plant. He stated they had a schedule which was used in the past before it was sold to the City of Lebanon Authority. Solicitor Wolf stated it is unclear at this point what their schedule is since the takeover. He stated as far as Weaver's we are basically selling them capacity in our sewer line but not any additional capacity with the City of Lebanon Authority. Sheila and Solicitor Wolf explained how capacity was purchased by us and other municipalities. Solicitor Wolf stated they would need to check with John Beers to make sure there was enough capacity before the agreement could be finalized.

Narrows Glen and Briar Lake

Solicitor Wolf stated that for these developments the lump sum payment for the undeveloped lots for water and sewer is due in September. He stated Sheila has been in contact with the developer.

Hillside Pump Station

Solicitor Wolf stated they had signed an agreement with Mr. Armstrong giving us the right of way. He said they had been proceeding with the work. He stated there would be on the agenda tonight for the approval to pay him \$1,000.

Scott Rights stated the work is essentially done. He said the pipe is in and the connection is made. He said they like to wait thirty days to test the lines before putting them into service. He stated they are still using the pumps. He said they need to dig out the road for the stone base yet. Question was asked when the pump station would be out of service to which Scott replied probably the early part of September.

Unification of sewer rates

Solicitor Wolf stated they had been planning having all sewer rates uniform within North Lebanon Township having a base charge to include debt service and operation and maintenance. He said sewer treatment charges based on water consumption and

whatever the City of Lebanon Authority charges for non-metered customers will get passed through plus any transportation charges for South Lebanon. He stated he and Scott are working on a rate study. He said they want to make sure everything needed is included. Scott stated they are taking the total expenses and dividing it out between EDUs. He stated he had determined what the breakeven point is plus what might be needed for capital improvement. They need to make sure there are enough funds coming in to complete these projects. He stated once he, Scott, and Sheila are satisfied with the results they would like it to be distributed to the Authority first. He said some of the customers will need to have advance notice. He said the earliest billing cycle would most likely not be before May of 2010. Once the study is complete they would meet with the Board of Supervisors.

Standard Procedures update

He stated most of the information concerns connections for water and sewer, delinquent bills and how we proceed. He said when all of the Board members are present they would need to review it, get everyone's input, and adopt a resolution as a policy to keep in the office.

Solicitor Wolf stated he, Sheila, and Mike had discussed several old agreements which need to be reviewed on a regular basis. He explained three of the agreements. He stated one needs to be connected, a second is a widow who didn't have finances to connect at the time she should have, and the third one occurred when the line was initially laid it had to be moved and there was a fear of the line freezing and having a back up into the house. Discussion followed regarding this property. He stated these are some of the issues that need to be reviewed on an annual basis.

Gettle ROW

He stated they had agreed on signing the right of way agreement with Gettle on Tunnel Hill Road. He is conveying right of way to the Authority in the event a sewer line has to be extended for service to a lot. Solicitor Wolf said that sewer line would end up being turned over to the Authority. He is conveying the right of way now and we had them change the part that nothing can be placed in the right of way other than grass. He stated we will sign that tonight.

ENGINEER'S REPORT

Hillside Drive

Scott stated it had already been covered but he did have a pay request from Marks in the amount of \$57,118.75. The total contract amount is \$107,680.00 and he is only asking for a portion of the total contract.

Sheila stated she is meeting on Monday regarding the grant money for this project.

She said we did get approval for \$25,000 . She said the motion could be approved but she didn't want to compromise the grant money. She further mentioned the check had not been prepared as of yet.

MOTION: Motion was made and seconded to pay Marks the \$57,118.75 for the Hillside Drive project provided that whatever conditions Sheila has to meet to make sure we get the grant money we are expecting is not compromised by issuing the check. With no discussion, motion carried.

Scott suggested the check for the Armstrong's be released.

Abel Recon

Scott said Abel Recon was doing some sewer relining work and it is now complete. They are requesting payment in the amount of \$70,062.49 to close the contract out. He stated he is not comfortable approving the full amount and is suggesting retaining \$25,000. He stated they have not submitted videos or a report of their work. He said he feels they will be okay but would like to have some reserve in case there is a problem.

MOTION: Motion was made and seconded to pay Abel Recon \$45,062.49 of the bill they have submitted retaining \$25,000 until they have submitted the videos and we have had a chance to review their work and are satisfied that it has been completed to our satisfaction. With no discussion the motion carried.

Plan Reviews

Scott stated there were no plan reviews.

City of Lebanon Authority Annual Meeting

Scott said they Sheila, along with other municipalities, would be attending a meeting with the City of Lebanon Authority. He stated the City has been lax over the years and the problem with Valspar may have initiated a change. One of the items they are planning to talk about at this meeting is a standard permit which each municipality will need to adopt in order to discharge into the City Treatment plant. Scott stated they are looking at this issue from a different perspective than we do because we are looking at the possibility of blockages in our system.

Rehabilitating manholes

Scott stated they had opened bids for rehabilitating manholes which was a five year contract. He stated he and Mike had put together a project which includes seven

manhole bottoms which had corroded or chipped out and would fit into the \$10,000 which was budgeted for this year.

ASSISTANT MANAGER'S REPORT

Sue mentioned that she was not on the attendance list for the July meeting and to please make that change in the minutes.

Sheila will be attending the City meeting in September. It has already been mentioned that customers can expect a 20% increase assessed by the City for 2010. It was also mentioned on the agenda that the capacity fees will be increasing very soon.

SEWER DEPARTMENT REPORT

Mike passed around samples of what was pulled out of some of our lines that were cleaned. He also provided the Board with his report.

MOTION: Motion was made and seconded to accept Mike's report. Motion carried.

With no more business for the good of the Authority the meeting was adjourned at 8:45 p.m.

Respectfully Submitted,

Barbara Bertin
Recording Secretary