

**Minutes  
North Lebanon Township Municipal Authority  
November 12, 2009**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, November 12, 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
Tod Dissinger	Treasurer
Frederick Wolf	Solicitor
Scott Rights	Steckbeck Engineering
Sheila Wartluft	Assistant Manager

Also in attendance were Cheri Grumbine, Township Manager; Mike Kneasel, Wastewater Foreman; and two visitors.

**COMMENTS FROM THE PUBLIC**

There were no comments from the public.

Chairperson Demler asked for a motion to approve the October minutes and the minutes from the joint meeting with the Board of Supervisors.

**MOTION: Motion was made and seconded to approve the October minutes and the joint meeting 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 the first topic he wanted to discuss is the budget. He said they would discuss health insurance issues in executive session.

Solicitor Wolf said as far as developer agreements the Authority had agreed that everyone would be treated equally in that they would have three years to connect. Sheila stated Mr. Tobias had informed her that they had the electrical service upgraded

and run some of the wire for a pump with the possibility of paying the tapping fees in payments. Sheila said he recognized he would need to be within the timeframe of the three years to connect.

Solicitor Wolf stated regarding the Restoration Connection development which was taken over by Ralph Mase and his stepbrother the signing of the agreement has taken place. He said they would need to meet with him regarding what his responsibility would be.

Solicitor Wolf explained the sewer connection which Clyde Patches is doing for a property on Tunnel Hill Road will require digging up the yard of Mr. and Mrs. Holtry. He said Mr. Patches was to contact the Holtry's to work out a plan and sign an agreement with them as to what he would be doing and provide for returning their plants to their original condition. A \$500 escrow was to be set aside from their original escrow in case the plants did not survive.

Regarding Hillside Drive Solicitor Wolf stated he had prepared releases for the three property owners to sign that they were satisfied with the finished work. Scott Rights stated he was not satisfied with the way the driveways were restored.

Solicitor Wolf discussed the issue regarding Swatara Township and the customers which would be affected within our Township. Scott explained Swatara Township had finished their 537 Plan but had not yet submitted it to the State.

### **Unification of sewer rates**

Solicitor Wolf said in the last few months we have been discussing the unification of sewer rates with Scott presenting a sewer rate study. He said they had a joint informational meeting with the Township Supervisors to review the study. He explained that after looking at Scott's worksheet it showed it would take \$77 per quarter per EDU to balance everything equally. He stated at the meeting tonight we have Resolution 09-2009 which provides whereas the North Lebanon Municipal Authority engaged its engineer to complete a sewer rate study and the study has been completed and provided to the North Lebanon Township Municipal Authority in North Lebanon Township, and whereas the North Lebanon Township Municipal Authority is ready to adopt the sewer rate study and the sewer rates for 2010. Solicitor Wolf said even though the study showed a ten year projection the Board would only be approving the sewer rates for 2010. Therefore, be it resolved that the sewer rate study is attached with Scott's most recent one showing the \$77 per quarter per EDU attached. Please hereby set that if adopted the sewer rate set forth are hereby adopted to commence with the sewer billing of February 2010.

He asked if there was any discussion regarding the resolution. Solicitor Wolf explained that with this we are adopting the final study and report so that in the unifying of the rates if residents would ask questions we would have the figures available. Solicitor

Wolf explained that the Township customers have not been contributing into the reserve account or capital purchases and the lines which will most likely need repair will be the older Township lines.

**MOTION: Motion was made and seconded to adopt Resolution 09-2009. With no further discussion the motion carried.**

**Sewer connection issues**

Solicitor Wolf stated he had notified Coble's Bait Shop that they would be required to connect. He said Sheila had received a letter from Mr. Coble requesting that he be allowed to connect in April.

**MOTION: Motion was made and seconded to allow Mr. Coble an extension until April to connect to public sewer. With no discussion motion carried.**

Solicitor Wolf explained there is another property owner who was a widow and had very little income when the connection was to be made. She asked to have an extension due to her financial situation. The Authority allowed her to not make the connection at that time. She was to update us annually on her financial condition. An agreement was signed and recorded that if her property was sold they would need to make the sewer connection if she had not already done so. He said he had contacted her and told her she needed to update us on her financial situation to which she replied nothing had changed.

He stated we had previously discussed a property on Tunnel Hill Road where there was a question due to the depth of the lateral connection that there could be the possibility of the line freezing. He said Mike had been looking at this property because we have an arrangement with him regarding getting access to the sewer right of way through his driveway and at this point it is still under evaluation.

Question was asked what procedure is in place regarding different issues that are outstanding to which Sheila answered in the minutes and reports. Sheila explained that it was up to the Board to decide how they would like to proceed on each of these issues and what their priorities are.

He stated as far as collecting delinquent sewer bills that if they are on a well the first recourse is to file a complaint with the District Judge and if this is not effective a sewer lien will need to be placed on the property.

Solicitor Wolf explained there is one of the mobile home parks in the Township which was originally set up to bill individual residents. He explained the process which was put in place at that time. He further explained at all of the other mobile home parks the owners are given one bill and are responsible for collecting payments from their tenants.

**MOTION: Motion was made to convert the one mobile home park that is not the same as the other existing mobile home parks to be billing the same way. With no further discussion, the motion carried.**

Solicitor Wolf stated the property which is scheduled for Sheriff Sale in December is continuing and he has not heard anything yet.

Solicitor Wolf said regarding the property which was given until next April to connect, it is now ready for a hearing. He said he will go ahead with the hearing.

Solicitor Wolf explained they will be discussing another property in executive session which will be going into litigation.

### **ENGINEER'S REPORT**

Scott Rights stated he has no plan reviews for this evening. He stated they had discussed the Crossings at Sweet Briar at the last meeting and sent them a comment letter. He stated one issue was because a lot of the sewer was going cross country they are requesting a geo grid being put in those areas so that when they need to take the truck across there it is not tearing everything up. He said the developer had originally agreed to it but then asked to take a step back to look at it and make sure it is cost effective.

### **Hillside Drive**

Scott said Marks did make a pay request asking for 100% payment with the final amount requested being \$12,207.50. He stated his thoughts were that we still retain at least \$5,000. He explained there were some issues which need to be resolved. Scott said at last month's meeting he had said they would come in about \$2,000 under budget but ended up coming in about \$2,000 above because he had missed the manhole frames and cover costs. Scott is recommending that a payment of \$7,000 be made.

**MOTION: Motion was made and seconded to pay Marks Contracting \$7,000 and keep a retainage of \$5,207.50. With no discussion the motion carried.**

### **Abel Recon**

Scott stated they have a contract with Abel Recon for manhole rehab work for them to go in and spray bases and wall of manholes. He explained Mike put together a work order for the first round of work for the first seven manholes. They have submitted a pay request for that work for \$8,850.00. He stated they looked at it and there is no extra work required and he would recommend that it be paid.

**MOTION:** Motion was made and seconded that we pay Abel Recon \$8,850.00 for the spraying of the seven manhole bases. With no discussion the motion carried.

**Line Televising**

Scott stated the line televising is scheduled to start on Monday. They now have the software needed to proceed that is compatible with our Wincam system. He is not recommending that they make a payment at this time.

**Slip Lining**

Scott stated that the slip lining for Gibble Avenue, Gary Avenue, North Eighth and a little bit on Ninth which was done by Abel Recon was complete although it was realized that they were missing the video of one run. He explained he had looked at the video and would like Mike to review it before the final payment is made. He is asking for recommendation to make final payment after Mike reviews the video. He said the final amount is \$40,783.40. He said that would put a close on the contract for the year with the final amount being \$103,427.38. He stated that amount was much less than in 2008.

**MOTION:** Motion was made and seconded to pay Abel Recon \$40,783.40. With no discussion the motion carried.

**Hillside Drive**

Scott stated at the last meeting the Board took action to consider Hillside Drive substantially complete. He did prepare the certificates which came back from Marks signed and are ready for Board signature.

**ASSISTANT MANAGER'S REPORT**

**Hillside Drive project**

Sheila stated they did receive a grant for \$25,000 for the Hillside Drive project. She explained they need to close this out with a presentation to the County Commissioners in order to receive payment which will not most likely occur until 2010.

**November 2010 meeting date**

Sheila asked the Board about the meeting date for November 2010 due to the fact that the Thursday meeting falls on Veteran's Day. After discussion it was decided to hold the meeting on the third Thursday of November 2010.

**Rate Resolution 06-2009**

Sheila stated she would like to go over the rate resolution for 2010. She explained for sewer customers the first change would be for the returned check fee which would be increased to \$50.00. She said she had received the usage rates from the City of Lebanon Authority for 2010. She explained our user rate would now be \$77.00 per quarter plus the usage charges from the City. The usage charges from the City would be passed on to the customers. She explained she had put together a chart to show what the new fees would be based on number of gallons, the City's charges, and our charges. She said the rate for posting for water termination would be \$10.00 per posting for all users. She stated the capacity part of the tapping fee changed because the City raised their rate from \$1,575 to \$2,290 per EDU. She said the equipment rates are attached on back and there were no changes to those fees.

She stated as far as the water rates the tapping fee would be the same with the quarterly debt charge going from \$50 to \$55.

**MOTION: Motion was made and seconded to adopt Resolution 06-2009. With no discussion the motion carried.**

Sheila explained the unification and that a chart of the new rates would be placed in the newsletter at the beginning of January. All of the information will also be put on the website. Solicitor Wolf stated there would be some customers who have multiple EDUs that will receive an individual letter.

**Wastewater and Water Budget**

Sheila asked if anyone had any question regarding these budgets. Solicitor Wolf stated they would be discussing the health insurance issue in executive session. Treasurer Dissinger stated they would not be making any capital purchases for 2010. Question was asked about the Trustee line item to which Solicitor Wolf explained it would be minimal and Sheila explained they don't know exactly what it would be for 2010. With no further questions, the budget was put on hold.

**SEWER DEPARTMENT REPORT**

Mike stated the elimination of the pump station was nearly complete and the only thing remaining was to have the electric pole removed.

**MOTION: Motion was made and seconded to accept Mike's report. With no discussion motion carried.**

With no more business for the good of the Authority the meeting was adjourned at 8:25 p.m.

Respectfully Submitted,

Barbara Bertin  
Recording Secretary