

**Minutes
North Lebanon Township Municipal Authority
December 9, 2010**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, December 9, 2010 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 Mike Kneasel, Wastewater Foreman; and two residents.

Public Comments:

There were no comments from the public.

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

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

Chairperson Demler asked for any additions or corrections or a motion to approve the minutes from the September 16th joint meeting with Swatara Township.

MOTION: Motion was made and seconded to approve the minutes for the joint meeting with Swatara Township. Motion approved.

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

Miller Street

Solicitor Wolf stated this is the area where the contractor extended the sewer and we have some people hooking on. He said in that area there is also the Tobias's who have three years to connect. He further explained Scott Rights, engineer, looked at the area and there should be three additional properties to hook on. Scott showed the Board on the map which properties should be connecting. Question was asked when the three years would begin. Solicitor Wolf stated since we know who should be connecting that we set the policy and notify them. Discussion followed how the letter should be worded and whether formal letters had been previously sent to notify them.

MOTION: Motion was made and seconded to send out letters of notice to connect for the Miller Street property owners who have not yet connected and that we expect they will have three years to connect from the date the letter goes out. With no further discussion motion carried.

Solicitor Wolf said they would need to establish a tapping fee with an initial \$2,290 for capacity from the City plus our tapping fees which would normally include \$3,100 tapping fee plus \$2,000 special purpose tapping fee. Scott explained the special purpose tapping fee. Discussion followed regarding what the tapping fees should be and that it should not be more than the tapping fees for the proposed Rockwood Project and also be consistent for future projects. An amount of \$2,000 for the tapping fee was discussed.

MOTION: Motion was made and seconded for pre-existing homeowners who have to hook up to public sewer because of a developer's sewer project that we will set the tapping fee at \$2,000 per EDU and also pay the City capacity fee whatever that is at the time. With no further discussion motion carried.

MOTION: Motion was made and seconded to amend the motion that was just made regarding pre-existing homes hooking up to the sewer that in addition to the tapping fee which was specified that they would be required to hook up within three years of the date of the notice to connect. Also, that when the owner of a vacant lot chooses to connect they would pay whatever the going applicable tapping fees are. With no further discussion motion carried.

Landmark Plan

Solicitor Wolf mentioned that Scott had sent them a letter notifying them they would need to resolve the agreement with he and Sheila. Due to the fact they have not yet replied, the plan is at a standstill.

PA Natural Chicks

Solicitor Wolf stated he and Mike had read Mike's written deposition. Sheila stated there is a sheet which needs to be filled out and there is an error which needs to be changed. She explained there is a 30 day deadline to which Solicitor Wolf replied to go ahead and fill it out that it is not correct.

Hillside Pump Station

Solicitor Wolf asked engineer Scott Rights if they were ready to close out this project to which Scott replied he had looked at it and it was fine but he had asked Ed Brensinger, Roadmaster, to look at it also to confirm and they would report at the January meeting.

Swatara Township

Solicitor Wolf asked Scott to report regarding the announcement of the awarding of the H₂O Grant to which Scott replied that they announced this week that they would be meeting on December 14th. He explained he assumed this would be to announce the awarding of the grant. Scott stated he had asked PENNVEST for a list of all the projects which were requesting funds but had not heard anything further. Solicitor Wolf mentioned about checking into USDA loans but Scott further explained he had checked with RUS and they gave him all the information but he had not yet sent anything because they want to see what other commitments we have and that we have nothing until we hear from the H₂O Grant and also that the project is affordable.

Solicitor Wolf explained they had also talked about making application to the Housing Authority in the County for Block Grant money but that may depend on the numbers. Scott explained that it depended again on what other money we may receive.

Outstanding water connection issue

Solicitor Wolf stated he had contacted the person who owed back water payments to which he requested working out a payment plan to start in January.

Outstanding sewer issues

Solicitor Wolf stated regarding two bankruptcy cases he has not received hearing dates for those two cases which involve an unpaid sewer bill and also a water connection and unpaid sewer bill. He explained he believed the bankruptcy court will allow us to collect the unpaid bill in the one case and have the court enforce the connection on the water in the other.

He also explained we had two cases with delinquent sewer bills one of which went back to the bank and the other is scheduled for Sheriff Sale next week.

Pre-treatment Ordinance

Solicitor Wolf stated there was no pre-treatment ordinance yet.

Joint meeting with Supervisors

Solicitor Wolf stated the Board of Supervisors would be meeting next Monday and we would like to set up times for a joint meeting and he would be getting back to the Board with dates for next year. He explained they may need to have two separate meetings due to the timing of the budget discussions including health insurance and salaries. Sheila explained the budget meetings the Board of Supervisors hold are open to the public. Solicitor Wolf explained the restrictions the Board of Supervisors need to abide by before adopting the budget. Sheila explained how the budget workshops were handled. Discussion followed regarding having input regarding the budget in regard to salaries and health insurance.

ENGINEER'S REPORT

Plan Review

Scott said he has one plan review to discuss which is a lot add-on plan on Mount Zion Road. The father is dividing a lot and giving the son an acre to add to the property he already owns. He stated these properties each have on-lot systems with no public sewer involved and no record of a failing system. He explained because this is considered a subdivision and with the new ordinance both properties may be required to do perks and probes. The property owner doesn't understand why the lot which got larger would need another perk and probe. Gordie Sheetz, Lebanon County Planning, is recommending and would like an opinion from the Board that the smaller lot give perks and probes for a secondary system but not the larger lot. It was also pointed out that the father's lot has three tax parcels on the property. Discussion followed regarding what would happen if the sewer came through this area and the ordinances regarding mandatory connection issues. The Board decided they would go along with whatever decision Gordie Sheetz, Sewage Administrator, makes.

Abel Recon

Scott explained Abel Recon did televise 3,000 feet and they are asking for payment in the amount of \$1,189.76 and that the request is accurate.

MOTION: Motion was made and seconded to pay Abel Recon in the amount of \$1,189.76. With no further discussion motion carried.

ASSISTANT MANAGER'S REPORT

Sheila stated she gave Lebanon County Planning the substantial completion letter from Scott along with our last two invoices for Hillside Drive. She said they kept 10% of our \$25,000 and we would like to get that remainder to complete the grant. She mentioned she hadn't heard from them yet. She said the final step is to go the County Commissioners and get on the agenda to do a presentation showing them what we did.

Budget

Sheila stated she has the Wastewater Budget and Water Budget for 2011 for approval. Sheila said she had distributed the budget after the last meeting. She briefly explained some of the line items on the budget including the Capital Reserve fund. Solicitor Wolf said Scott had done an update on the rate study to which Scott replied it showed there would be no rate increase needed at this time.

Questions were asked regarding the health insurance and pension line items to which Sheila replied that the pension requirements were based on Minimum Municipal Obligation and they re-evaluated the contribution. Solicitor Wolf explained we are required by law to keep the pension financially sound.

MOTION: Motion was made and seconded to pass Resolution 07-2010 which would be Wastewater Budget for 2011. With no further discussion motion carried.

Chairperson Demler asked if there were any questions regarding the Water Budget for 2011. Sheila reported as of 11/12/2010 that we now have 607 water EDUs which is up from 585 last year. Solicitor Wolf asked how many EDUs there were for sewer to which Sheila replied approximately 4692 EDUs. Chairperson Demler again asked if there were any question regarding the Water Budget for 2011 which is Resolution 08-2010.

MOTION: Motion was made and seconded to pass the 2011 Water Budget Resolution 08-2010. With no further discussion motion carried.

SEWER DEPARTMENT REPORT

Mike reported two events occurred. The first event involved one of the pumps which ran for eight hours a day for two days as opposed to the norm of one hour a day. He explained the dialer fried and they do not know what happened. He explained the second event was a high water alarm at Orange Street with the water being five feet

from the top and it pumped down in about an hour. On Monday they found a tree root in the manhole and also some stones. He said it will need to be sprayed to make sure of proper flow.

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