

**Minutes  
North Lebanon Township Municipal Authority  
November 10, 2011**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, November 10, 2011 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
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 guests.

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

**Comments from the Public**

There were no comments from the public.

Chairperson Demler asked if there were any additions or corrections to the October minutes or a motion to approve them.

**MOTION: Motion was made and seconded to approve the October 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**

**Miller Street**

Solicitor Wolf reported all of the parties involved in the Miller Street project have signed their agreements for public sewer connection within three years. One needs to be notarized. He explained they would need a motion for our signing of the agreements.

**MOTION:** Motion was made and seconded to sign the agreements for Miller Street that they have three years to make the sewer connection. With no further discussion, motion carried.

### **Plans**

Solicitor Wolf reported nothing further had progressed on the Ralph Mase development which is adjacent to the Rockwood Sewer Project.

He also reported the Crossings is proceeding with their plan and the Township will be considering a provision in the ordinance that the Township will be accepting the roads as public rather than private within the over 55 development.

### **Rockwood Project**

Solicitor Wolf reported that they would be reviewing the intermunicipal agreement with Swatara Township. He explained that Swatara would be meeting this evening also and that we would need to proceed because of the timeline for the H<sub>2</sub>O grant. He said Swatara needed to make a decision as to their financing, and he stated we would be making a call to them during the meeting regarding their decision on the financing. He said they did receive the comments back from Swatara on the intermunicipal agreement. He said he had completed the changes in the agreement and would like to review these with the Board.

He explained they wanted a reference in the agreement regarding the H<sub>2</sub>O grant. He reported that since we are not receiving a PENNVEST loan or a block grant that they would need to go ahead with other types of financing. He explained that if the costs are within the estimate the requisition will go to them first for approval and the bill will be paid within the recommended timeframe. He said there may be change orders which may need to be dealt with immediately and the engineer will review that with a representative from each township. He explained they would need a mechanism in place if the two entities do not agree on an emergency change order and need to have a third party engineer intercede.

Scott Rights placed a conference call to Swatara Township requesting information regarding their decision on the financing of their part of the project. Solicitor Wolf stated Swatara needs to get their loan documents and DCED approval. Solicitor Wolf said there is concern regarding the timeframe as we need to move ahead. He explained Swatara is moving forward with putting proposals out to the banks but they would like to have the bid amounts so they can be sure they will be requesting a sufficient loan. He said we would need to meet with Swatara to go over the bids once we receive them so they can proceed with their loan application with the possibility of closing in February. He mentioned we would need to move forward with the land acquisition for the pump station, right of ways, and the bids, and they need to move

forward with the loan applications so we can start in the spring. Solicitor Wolf explained the customers would need to have meters even if they do not have public water.

Solicitor Wolf stated Sheila, Cheri, and Barb had met regarding the billing process. He described how the billing process may work with us billing their customers and giving Swatara a copy of the billing for their customers. An escrow account for Swatara was also discussed in the event the bills were not paid. Solicitor Wolf said that regarding tapping fees Swatara would need to fund the tapping fees for their customers because we will need those funds for the construction costs. He mentioned they would be adopting an ordinance similar to ours regarding mandatory connection. He reported there is a provision in the agreement for maintenance. He explained there is also a provision for upgrading the pump station due to development that may occur in the future. He indicated that there is a provision if there is a dispute between the two townships that we would go to the Court of Common Pleas.

Solicitor Wolf stated they hoped by next week to have a final draft to distribute to everyone. Scott had a question regarding the footage mentioned in the agreement for mandatory connection.

### Water connection

Solicitor Wolf stated Todd Weindel has requested an agreement where he would connect to the public water and set up a payment plan to us so he can get connected. He has supplied two estimates from plumbers. Solicitor Wolf explained he has paid all of his tapping fees and delinquent water debt fees and that the Board would need to approve the plan for an agreement. There would be a lien against the property until his loan is paid off. Discussion followed regarding approving of the agreement.

**MOTION: Motion was made and seconded to allow Mr. Weindel to make the water connection where we would front the money and work out a repayment agreement with us having a lien against the property in the event he does not keep up with his payments. With no further discussion motion carried.**

### Delinquent Fees and Liens

Solicitor Wolf stated they are working on filing liens against property owners who are delinquent.

### Joint Meeting with the Board of Supervisors

Solicitor Wolf stated they have set up a joint meeting with the Board of Supervisors on November 22<sup>nd</sup>. He asked if there are any other issues they would like to discuss at the meeting if they would please let him know this evening. He mentioned the Board of

Supervisors would like an update on the Rockwood Project. The Municipal Authority Board had asked to discuss health care insurance and employee contributions. He explained we do give them our budget every year. Sheila reported the City of Lebanon Authority has released their fees for 2012. Solicitor Wolf said the Board of Supervisors had asked to discuss our capital replacement plan. He asked if there were any other issues the Authority would like to discuss to which no one replied. He said he would send the agenda out next week.

Solicitor Wolf explained there were issues they would need to discuss when they adjourn for executive session.

Solicitor Wolf mentioned there was a property on 2440 Long Lane who is on public sewer but has never disconnected from the on lot system. He said he would need a motion to file a complaint if they do not contact Sheila within five days

**MOTION: Motion was made and seconded to send a letter along with the complaint to the address of 2440 Long Lane and if they don't respond within five days we will file a complaint. With no further discussion, motion carried.**

### **ENGINEER'S REPORT**

Scott Rights reported we had reached an agreement with one of the property owners as to how to run the sewer through his property. He mentioned they would be staying out of the wetlands and the line will impact possibly two other property owners across the rear of their properties which ultimately would keep their lateral costs lower because the sewer would be closer. He mentioned after they talk in executive session they will be able to finalize the pump station layout and hammer out an agreement with the property owner for purchase of the land.

### **ASSISTANT MANAGER'S REPORT**

Sheila reported she and Mike would be filing a FEMA application to try to recoup some of the losses they ran into during tropical storm Lee. She explained there is a stormwater pipe under the pump station on Kochenderfer Road which had wash out occur around the pipe, and there were also wash out problems at the Eighth Avenue pump station and Hillside Drive. None of the actual equipment or infrastructure was damaged. Mike explained that there had been some issues with settlement of the driveway where the sewer was installed on Hillside Drive. Mike reported that the Leonard's vehicles had some minor damage. Mike showed the Board pictures of the problem. He then explained how they had gone out and compacted the area which had opened to an approximately four foot hole and then they added stone to the area. Sheila stated the Leonard's have been very cooperative and have not asked for compensation for the alignment but have given the Authority an invoice for the tire that needed to be replaced. Sheila said she is recommending that the Authority reimburse them for the tire. Discussion followed as to what had occurred. Scott explained that

possibly it had been dry when the work was originally done but with the heavy rains the ground water table rose.

**MOTION: Motion was made and seconded to pay the invoice for replacement of the tire for Mr. Leonard. With no further discussion, motion carried.**

Sheila reported she had received the rate increases for the City of Lebanon Authority. She explained they have gone to a two tier system instead of three tiers and that the administration charges have changed. A residential rate chart has been prepared but it will not reflect commercial and some of the mobile home rates. She said she would be posting the new rates on our website once the Authority's budget is passed.

**WASTEWATER FOREMAN**

Mike reported they had previously discussed almost everything and that they had completed the root control.

The Board adjourned to Executive session at 8:25 p.m.

The meeting reconvened at 8:50 p.m. to discuss payment to Marks Contracting for the final payment for Grace Avenue's retainage, as well as the televising work that was authorized by the Authority to look into a suspected leak into the system.

**MOTION: Motion was made and seconded to pay Marks \$4,405, \$3,600 for the retainer and \$805 for the televising. With no further discussion, motion carried.**

With no more business for the good of the Authority the meeting was adjourned at 8:52 p.m.

Respectfully Submitted,

Barbara Bertin  
Recording Secretary