

**Minutes
North Lebanon Township Municipal Authority
December 8, 2011**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, December 8, 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 four 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 November minutes or a motion to approve them.

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

Chairperson Demler asked if there were any additions or corrections to the November joint meeting with the Board of Supervisors minutes or a motion to approve them.

MOTION: Motion was made and seconded to approve the minutes from the November joint meeting with the Board of Supervisors. 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

Rockwood Sewer Project

Solicitor Wolf stated they were waiting for the response which will be made in January to the PENNVEST application. He reported he spoke with the Solicitor from Swatara Township and Swatara is going forward with getting quotes from banks. He explained that it was emphasized to Swatara that if they do receive the PENNVEST loan that we will not be responsible for their debt. He said they have revised the agreement to reflect how the loan process and the billing will work.

He explained another issue is what to do with the vacant lots and what the laterals will cost. He said they could allow the lot owner to lock into the current fee at the time of the project but they will need to pay the tapping fee and will then be placed on sewer billing for the user rate only. He said they could also choose to not lock into the tapping fee and pay whatever the fee may be at the time they choose to connect. Solicitor Wolf suggested they make a decision on this issue and then they can proceed. Scott Rights pointed out where all the vacant lots are located. Question was asked about what happens with the opening of the streets if they choose not to connect immediately. Discussion followed regarding the vacant lots. Solicitor Wolf said in the past they had always contacted the lot owner giving them the option to connect. He asked Sheila if there is a problem with billing the vacant lot owner if they decide to connect at the reduced rate, and Sheila responded that it should not be a problem. Discussion followed regarding contacting lot owners who may be determined to not have a buildable lot and that if they are in Swatara they may need to check their township regulations. Scott described his discussion with DEP.

Question was asked whether we will be sending out letters to all the property owners on the project or in the vicinity of the project area. The answer was in the sake of continuity we should send the letters.

MOTION: Motion was made and seconded that vacant lot owners have the option to pay the tapping fee which is established for the project and they will be billed for everything except treatment charges. With no further discussion, motion carried.

Solicitor Wolf reported Scott has been working with property owners regarding the right of ways and also the pumping station agreements. Scott pointed out some of the issues with these property owners. Question was asked about condemnation if that becomes necessary. Discussion followed regarding variables for condemnation and the issues regarding the acquisition of the properties involved. Question was asked about properties which involve the force main to which Scott pointed out which lots would be involved and explained the reasoning to not include them. Solicitor Wolf asked if there were any properties which would require a grinder pump to which Scott replied there is one in Swatara Township and in discussion with the property owner they had expressed

an interest in connecting. Discussion followed regarding this property which is not required to connect and what the consequences may be if they are permitted to connect. Scott explained that these homeowners were willing to give us any ROW's that we needed, and they aren't required to connect. Typically, Authorities provide a pump to these type of residents. Tod stated he didn't think they should receive a pump due to the cost to the Authority. Sheila explained what our cost would be for the pump and the short amount of time it would take to recoup that cost and then they would be rate payers. More discussion followed. Solicitor Wolf replied that everyone seems to be in agreement to allowing them to connect, but not for the Authority to provide them with a pump because of the cost.

Solicitor Wolf said there was an issue with three properties in Swatara which were told by Swatara that they would not need to connect but now that the project will be going through they will now be required to connect. Swatara's solicitor addressed this issue with them. Scott showed different areas on the map that could be included in the Grace Avenue area. Discussion followed regarding this area and whether they will be required to connect and what it would do to the project costs.

Scott displayed the plans for the subdivision of a lot in the project area. Discussion followed whether they would be required to connect in accordance with the present ordinance. Township Manager Grumbine said that because of the subdivision, the property owner needs to come up with a replacement septic system according to the ordinance but if the current system fails he will be required to connect to sewer because he is within 500 feet of the public sewer. Solicitor Wolf suggested they work with the property owner to pay the tapping fee now at the reduced rate. Scott explained that because of the 500 feet mandatory connection ordinance they would need to connect if they would decide to place a building on the currently vacant lot. Further discussion followed regarding this issue. Scott suggested they draft a letter to be included with the plan review with details of the cost of the connection now versus what it may be in the future.

Miller Street

Solicitor Wolf stated they had three property owners who signed agreements to be connected within three years. He mentioned the one had not come into the office as of last week to sign and have the agreement notarized. He said he would be notifying them of a timeline.

Todd Weindel agreement

Solicitor Wolf reported that they have the agreement for Todd Weindel to sign whereby the Authority will be paying for the connection with him making monthly payments to the Authority. Sheila asked if she should be contacting the contractor.

Delinquent customers

Solicitor Wolf mentioned that some of the issues on the list of delinquent customers have been resolved but there will be an additional eight who will be having liens placed on their properties including one on the sheriff sale list.

Pretreatment Ordinance

Solicitor Wolf reported there has been no report on the pretreatment ordinance from the City.

Joint meeting with Board of Supervisors

Solicitor Wolf said they had the joint meeting with the Board of Supervisors with the focus on replacement schedules of equipment and also other personnel issues which would be looked at again in 2013.

ENGINEER'S REPORT

Scott reported he had nothing more than what had already been covered.

ASSISTANT MANAGER'S REPORT

Sheila reported she would like to go over the water and sewer budgets. She said she had not made any additional changes in the distributed water budget which still includes a \$5 per quarter per EDU increase. She asked if there were any questions and if not could she have a motion to approve Resolution 05-2011? Chairperson Demler asked if there were any questions regarding the water budget.

MOTION: Motion was made and seconded to approve Resolution 05-2011 for the 2012 Water Budget. With no further discussion, motion approved.

Sheila stated the next one is Resolution 06-2011 regarding the Sewer Operating and Capital Reserve budgets. She mentioned she had sent the Board amended pages with no changes in Sewer Operating but the changes did reflect the discussion with the Board of Supervisors to remove the replacement of the 2004 Ford truck out of the Capital Reserve budget, leaving only Rockwood in the budget for Capital Reserve. Chairperson Demler asked for a motion to adopt Resolution 06-2011 which is the Sewer Operating and Capital Reserve budgets.

MOTION: Motion was made and seconded to pass Resolution 06-2011 for the 2012 Sewer Operating and Capital Reserve budgets. With no further discussion motion carried.

Sheila reported she had given the Board the proposed 2012 rate resolution which would be addressed in January. She said the only changes reflected are due to some of the city changes which reflects their two tiered system instead of three tiers, and also their delinquent fee posting will be increased to \$75 with ours then being increased to \$100 to cover our administrative fees.

WASTEWATER FOREMAN

Mike reported they cleaned out the pump stations on November 14th and 15th and cleaned the lines at Weavertown Terrace on the 17th. He said Abel Recon was televising and relined the bad section of the lines which are now satisfactory. He said they have been in televising other lines which will need to be relined and are already working toward next year.

Question was asked if he found out what is wrong with the crane to which Mike replied they do not know yet.

Tod Dissinger said he would like to go back to the truck issue which was discussed with the Board of Supervisors. He also asked if anyone was up for re-appointment to which Sheila replied Brian Hartman is up at the end of this year and Tod Dissinger is up at the end of 2012. He then proceeded to explain by way of a spreadsheet the research he had done regarding the service truck to reduce the number of vehicles. He asked what the Jeep was used for to which Sheila replied they use it for training and any other places they would need to go, and that the remaining trucks are used for work. Discussion followed regarding the uses of the trucks and the rotation of the trucks. A 12-year rotation was discussed, and Sheila asked for clarification of 12 years so the capital improvement chart could reflect those changes. Solicitor Wolf reiterated the decision the Board was making would be to keep the two service trucks plus the Jeep but lengthening the rotation to 12 years or less if needed.

With no more business for the good of the Authority the meeting was adjourned at 9:15 p.m.

Respectfully Submitted,

Barbara Bertin
Recording Secretary