

Minutes
North Lebanon Township Municipal Authority
December 13, 2007

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, December 13, 2007 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 Chairman
Susan Switzer Pierce	Assistant Secretary
Tod Dissinger	Treasurer
Frederick Wolf	Solicitor
Scott Rights	Steckbeck Engineering
Sheila Wartluft	Assistant Manager

Also in attendance were four North Lebanon Township residents and Mike Kneasel, wastewater foreman.

COMMENTS FROM THE PUBLIC

Bruce Sattazahn, Pansy Hill Nursery, 2131 Maple Street, Route 72 stated he has a property which is for sale. He stated he wanted to discuss getting information for potential buyers as far as getting permits in order to obtain water and sewer for that property. He would like to extend the lines under Route 72 and is asking the Board if there were any issues regarding doing this. He stated this is in the initial stages, and he is looking for options at this time. He asked how much time would be needed for the Authority to make a decision, what he would need to provide, and what his possible costs might be. It was explained to him he would need to have the surveyor give them some information first.

Solicitor Wolf stated Attorney David Tshudy was in attendance on behalf of the prospective builder of the hotel located at the corner of Narrows and Route 422. Solicitor Wolf stated the hotel would most likely be assigned 32 EDUs at a cost of \$1,575 per EDU for sewer capacity at the treatment plant which goes directly to the treatment plant. He stated there is the normal tapping fee of \$3,100 with a special purpose tapping fee of \$2,000 per EDU that is paid to the Authority. Attorney Tshudy said he is in the process of getting a land subdivision plan approved for that lot and the lot next to it. He stated he is requesting an agreement to make payments on these fees. Solicitor Wolf explained the process the Authority had adopted to collect the sewer capacity, tapping, and special purpose fees. Sheila stated this process has assured that the Authority would collect the necessary fees on a timely basis.

The Board decided they would like to continue with the process that was in place to collect the fees before the permits were released.

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 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

Resignation of Board Member

Solicitor Wolf stated Ron Ensminger had written a letter stating that even though he had a continued interest in the Authority due to health issues he would not be able to attend any meetings. He requested that the Authority accept his resignation.

MOTION: Motion was made and seconded to accept the resignation of Municipal Authority board member Ron Ensminger. Motion carried.

Spring Creek Development

Solicitor Wolf stated regarding Spring Creek development, which has been on hold due to the original developer backing out, there has been a request to again review the plan. We need a developer agreement to obtain the \$10,000 and the sewer capacity agreement that gets signed by us, plus the Township requirements.

Bruster Ice Cream Plan

Solicitor Wolf stated they have requested their plan be withdrawn.

Slip Lining Project

Solicitor Wolf stated he would like to meet with Scott to start putting together the specs and bid documents to get that out by the end of the year so the Authority can review it in January.

Maeder Plan

Solicitor Wolf stated this property is located on Tunnel Hill Road. This plan is a subdivision with the existing house having public sewer with a new line to serve a new house. He demonstrated where the existing and new lines are located. He stated they will be signing a developer's agreement which will then be presented to the Authority at the next meeting.

Sandhill Road and Beta Avenue lots

Solicitor Wolf stated there are two lots on Sandhill Road and Beta Avenue. We had an agreement with the prior owner that if the Authority needs to go in to repair a line and the driveway needs repaired it is the owner's responsibility for restoration. He stated they now have a similar agreement which has been signed by the new owner, Brooke LP, for two EDUs. He stated the developer has signed the document but hasn't paid all the fees. He stated that if the agreement was signed by the Board it would not go into effect until the fees were paid.

MOTION: Motion was made and seconded to approve the agreement for the Brooke LP plan for sewer capacity and lateral. Motion carried.

Rudolf Agreement

Sheila stated this is the Ketchem property on Miller Street which had been discussed previously. This is a vacant lot which is next to the former Ketchem house and across from three trailers which were owned by Pushniks. These trailers and the vacant lot are not currently connected and if the lot is sold, the trailers, the vacant lot, and also one additional property would need to be connect to the sewer line.

Solicitor Wolf stated they would include in the agreement that he would cooperate with the Authority regarding the extension of this line and also run the line to the end of the property. They will need to meet all requirements and pay all applicable fees. We will need to contact the surrounding property owners.

Heist Property

Solicitor Wolf stated this property is a lot addition along Route 72. He stated he and Sheila had been working on this to get the appropriate notes on the plan for the Authority. He said they are currently working with County Planning to determine whether it is going to be one or two lots being transferred.

Machamer Plan

Sheila stated the Machamer's are working with their attorney on the planning module.

ENGINEER'S REPORT**Arnold Tract**

Scott stated he had met with Sheila and Mike regarding getting a letter prepared for the comment phase. He stated one of the issues which has been taken into account is the provision for the future to extend the sewer on Kimmerlings Road and also off of Mount Zion Road.

Hillside Drive pump station

Scott stated last month they had discussed the Windsor property and the elimination of the Hillside Drive pump station. He stated he had looked at how they could develop flows and what type of building or warehouse might be allowed on that property which is industrial. A special purpose tapping fee will be assessed to this tract.

ASSISTANT MANAGER'S REPORT

Sheila stated they had some new plans including the Dundore plan which includes townhomes at Fourth and Canal Streets. She stated Marlin's Diagnostic will be going into the business park on Suzy Street across from Comcast.

Budget

Sheila asked if the Board had any questions regarding the budget. Question was asked about a line item on the Sewer Operating fund. Sheila explained the line item and why it changes. She explained the line item for plan review in regard to the developer fees. She stated this item fluctuates. Question was asked about the differences from the past year to the next year regarding the sewer saddles and signage. Sheila stated this number varies due to the number of permits which may be issued. Question was asked regarding one of the CDs. She explained what this particular CD was for and where it shows up on the balance sheet. She stated under Sewer Operating there would be no Operating and Maintenance rate increase. The only increase would occur in the Water Operating account where the debt would increase from \$47 to \$50. Sheila stated that back in 2000 when the project began \$50 had been discussed. Costs had been incurred since that time which now makes it necessary to go back to that figure. Sheila stated there is a large outstanding amount in Water Operating due to the fact that many customers who are required to pay debt reduction to the city are not paying it. Also, the city had not been charging one of the mobile home parks for each EDU for the debt service for a significant amount of time.

She stated the next item is the Capital Reserve Fund. There was a discussion regarding the CDs in the Capital Reserve Fund and how the funds might be used. Question was asked if there was a reserve which must be maintained. Additionally, no specific reserve amount must be kept in this fund. Sheila stated they had worked extensively on trying to determine the areas which may need repair that would come out of Capital Reserve Funds. She and Solicitor Wolf explained how revenues are an unknown because it is hard to predict how many permits will be issued in a given year, but in the past it has worked out that the revenue and the expenses have been fairly equal. Sheila explained the list of potential projects for 2008. Solicitor Wolf explained the issue of the higher debt service being paid by Authority customers versus Township customers who are not paying the same amount of debt. The Township customers live in the areas where the clay lines are located and the ones which are targeted for repair.

MOTION: Motion was made and seconded to adopt the 05-2007 Resolution for the Sewer Operating and Capital Reserve budget. Motion carried.

There was a discussion of the Water Operating budget in regard to the debt reduction fees to be collected. Sheila stated this number is also hard to predict due to the unknown of future development.

MOTION: Motion was made and seconded to adopt the 06-2007 Resolution for the Water Operating budget. Motion carried.

Sheila stated they could adopt the Rate Resolution in January. She stated the rate for repair/reconnect permit had changed and also the debt reduction for the water. Otherwise almost everything else had remained the same.

She stated the Authority had received a plaque from the Eastern Pennsylvania Water Pollution Control Operators Association for 2007 Excellence Award for the Collection System Operation and Maintenance.

SEWER DEPARTMENT REPORT

PA Natural Chicks

Mike stated they had contacted him to set up a meeting for the following Monday. They want to clean things up.

Mike stated he and Sheila had gone to see a demonstration on slip lining. He would like to show the Authority the tape demonstrating how the slip lining works at a future meeting.

Mike stated they had completed the Growing Greener Grant application in an attempt to get funds to fix some of the problem areas. He explained that they had met with our

representatives to get letters of support. He and Sheila took the grant to Harrisburg to deliver it personally.

MOTION: Motion was made and seconded to accept the report. Motion was approved.

With no more business for the good of the Authority the meeting was adjourned at 10:00 p.m.

Respectfully Submitted,

Barbara Bertin
Recording Secretary