

**Minutes  
North Lebanon Township Municipal Authority  
December 11, 2008**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, December 11, 2008 at 7:00 PM at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following Board members present:

Wyanne Demler	Chairperson
Richard Miller	Vice Chairman
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.

**COMMENTS FROM THE PUBLIC:**

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 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**

**Plan Updates**

Solicitor Wolf stated regarding the Brooke LP Sandhill Road project, which we discussed previously, that their HOP expires in 2009.

The Maeder plan has been withdrawn.

He stated the hotel project on Narrows Drive is continuing.

He stated, regarding Restoration Connection, Ralph Mase and his stepbrother are taking over the project. He said they had previously talked about revisions to the agreement where they will be extending the sewer line which will allow us to have some additional connections. He will need to pay the tapping fees and special purpose fees. He stated they may be doing the four lots separately. However, once he starts with the first lot he will need to pay the developer's escrow with the tapping fees and special purpose fees being paid as the permits are requested.

**MOTION: Motion was made and seconded to approve signing the developer's agreement with Ralph Mase. With no discussion the motion carried.**

Solicitor Wolf stated the Dundore agreement has been signed and returned to Sheila along with the fees.

Solicitor Wolf stated the Always Bagels, Inc. settlement has taken place and those developer agreements and fees have been paid. Sheila stated they are working on the strong waste requirements and when they want to get together we will require the escrow money be paid.

Solicitor Wolf stated they will discuss financial agreements with two parties who will be hooking up to public water. These agreements will be discussed in Executive session. He asked that the Authority approve authorizing the Chairperson and the Secretary to sign those agreements.

**MOTION: Motion was made and seconded to have the Chairperson and Secretary sign the two agreements concerning hook up. With no discussion motion carried.**

### **PA Natural Chicks**

Solicitor Wolf stated Sheila has been monitoring their usage. Sheila stated their usage has been averaging their nine EDUs.

### **Godshall's**

Solicitor Wolf stated they have worked out an agreement with Godshall's to purchase extra capacity. They have a payment plan with Sheila.

### **Spring Creek Development**

Solicitor Wolf stated the plan was submitted and had been close to approval. We received checks for the sewer capacity and they signed the developer agreement. He stated we did deposit the \$10,000 developer fee but the other checks are being held. The plan was rejected by the Township because they did not complete everything within the allotted time period. He stated they are waiting to hear if they are going to withdraw the plan and resubmit it at a later date.

### **LVEDC and Always Bagels**

Solicitor Wolf stated when they have settlement with Always Bagels that LVEDC will be going ahead with their portion of the design fee. He stated Scott reviewed a possible change of location of the right of way that we received from the Windsor plant which goes from LVEDC's property over to Hillside Drive where there is a fence located. Scott stated they would like us to remove the fence and we will take the fence to a location which they are requesting.

### **Spruce Park**

Solicitor Wolf stated that the new owners are still not complying with what they are supposed to be doing. Solicitor Wolf stated they should keep monitoring the situation so it doesn't deteriorate again. Mike stated it wasn't as bad as it had previously been.

### **Shaak Plan**

Solicitor Wolf stated they had looked at this plan at the last meeting. He said they had discussed there was sewer nearby and they may be able to extend the line eventually and make the connection to public sewer.

Solicitor Wolf stated there were some errors found on the deed descriptions which need to be corrected. The corrections will need to be approved. A lot near this area is also being discussed. Mike and Sheila met with the contractor and the people. In order to bring the sewer service in, they would need a right of way over an adjacent property owner's land. He stated they were looking at making a swap of land in order to make this possible. Mike and Sheila stated this would be the best option.

### **On Lot sewer program non-compliance**

Solicitor Wolf explained that Lebanon County Planning Department Sewage Enforcement Office was in charge of enforcing the on lot sewage program where property owners are required to have their septic systems pumped every three years. He stated there were two property owners which were not complying. He stated he had sent letters to these two persons of which one had replied to Lebanon County

Planning but the other had not responded. He said they would be filing a complaint to require them to meet the requirements.

### **ENGINEER'S REPORT**

#### **Dundore Plan**

Scott stated all the agreements were in place and fees had been paid. He stated the plans were reviewed in June and is asking the Board to approve those. He stated they are subdividing the lot into three parcels on East Canal.

**MOTION: Motion was made and seconded to approve the Dundore sanitary sewer plan. With no discussion the motion carried.**

#### **Kreider Chicken Farm**

Scott stated there is no public sewer requested for this plan. However, they are checking to see if there is a sewer easement on that property.

#### **Grossfillex**

Scott stated they are requesting an addition to their facility which would be a warehouse. We would be requesting they verify that this would be a warehouse facility only and not have any sanitary facilities.

#### **Abel Recon**

Sheila stated they have been holding a part of the payment and is requesting approval for the payment. It had been discussed but not approved at the previous meeting.

**MOTION: Motion was made and seconded to pay the final payment of \$5359.02 to Abel Recon. Motion carried.**

#### **Strong Waste Management Plan**

Scott stated they have been working on two permits. He stated it is now in the final form and Sheila intends to release it next week for PA Natural Chicks where they would be required to submit a sample once a year to check their flows. Mike and Sheila would have the ability to go to their property to take samples if they think there is a problem. He stated the other one is Always Bagels, Inc. He stated a letter is going out to clarify certain issues. He explained the problems which may occur with the type of operation they will be performing.

### **Cleona project**

Solicitor Wolf asked if payment had been made by Cleona for the work which was done for them. Sheila stated she had previously received one check from them. Treasurer Dissinger asked if they would need a motion to sign the check from Cleona to pay Abel Recon.

**MOTION: Motion was made and seconded to pay the Abel Recon invoice for the work which was done in Cleona Boro contingent upon us receiving a check equal to the amount of the invoice from Cleona. With no discussion, motion carried.**

### **Televising and manhole lining**

Scott stated they are working on the televising for 2009. He stated Mike is looking at having some of the manholes relined. He stated he is looking at two types of methods, one of which is for structural repair and the other would be for hydrogen sulfide. He said the specs would be similar to the Abel Recon specs. He stated the contract would be similar to the reline contract.

## **ASSISTANT MANAGER'S REPORT**

### **Budget**

Sheila stated they would need to approve the Sewer Operating, Capital Reserve, and also the Water Operating Budget.

Treasurer Dissinger asked a question regarding the medical insurance increases. Sheila explained that they were finding that increases were occurring for most everyone they spoke to. Manager Grumbine explained the circumstances regarding the health insurance. Discussion followed.

Question was asked regarding the line item for sewer treatment. It was explained that if the City of Lebanon Authority raises their costs that we will need to pass the increase on to our customers. Another question was asked regarding the line item for the televising of the lines. Sheila explained that some of the funds would come from Capital Reserve. Treasurer Dissinger asked if anything was being done regarding the unification. Sheila explained the problems which could occur and that we need to be careful that we collect enough to cover our expenses. Discussion followed regarding this issue with suggestion made to phase in the lower rate customers over possibly a three year period.

A question was asked by Treasurer Dissinger regarding the Water Operating budget first under revenue and then expenses. Sheila stated she would like to place a

provision in the budget to remind us that we need to pay the sewer accounts back, and that is why the change was made to the budget.

The Board adjourned to the Manager's Office for Executive Session to speak with the residents who came to discuss agreements.

After Executive Session, the meeting reconvened.

**MOTION: Motion was made and seconded to approve Resolution 08-2008 Sewer Operating and Capital Reserve funds. With no further discussion, motion carried.**

**MOTION: Motion was made and seconded to approve Resolution 09-2008 the Water Operating Fund. With no further discussion, motion carried.**

### **Dundore Agreement**

Sheila stated she had the Dundore developer's agreement which Fred and Scott discussed and also the EDU agreement. Both need to be signed.

### **Walmart/Sunoco Plan**

Sheila stated this plan has been withdrawn.

### **Rate Resolution**

Sheila stated she had distributed the rate resolution which doesn't need to be passed until the next meeting. She stated they had changed the mileage rate which is listed as the federal rate. She said the extra capacity fee which had already passed will be on the rate resolution. Another proposed fee change is the shut-off fee.

### **Bonding for the Business Park**

Sheila stated she wanted to discuss the bonding fee. She said she wanted to clarify whether they wanted to hold on to county bonding too. Sheila said they have a number for the sewer pipe which was in the fill area, plus the tensor reinforced trench of 694 feet, and also the precast manholes which were part of that system as well. She stated the only thing they didn't do was the temporary paving around the frame and cover. It was confirmed that we could release the county bonding for everything except the paving. The special bonding for the "fill" area will be in place until 2013.

### **SEWER DEPARTMENT REPORT**

Mike Kneael stated they did some root control work with Duke's where they treated the lines which needed to be treated. They guarantee the treatment in the contract for two

years and if you re-treat them within the two year period they guarantee it for three years. He said by that time they will have the camera back there and see what it did.

Mike stated on November 28<sup>th</sup> we had a possible sewer back up when a resident thought it was our problem but it wasn't. He said everyone knew about the water break. He said Water Street's pressure main was in proximity to where that occurred.

Mike stated he had a call from an engineer in the Pittsburgh area who asked if they were pleased with the results of the project on Sandhill Road. Mike said they were looking for a reference.

**MOTION: Motion was made and seconded to accept Mike's report. Motion carried.**

With no more business for the good of the Authority the meeting was adjourned at 10:45 p.m.

Respectfully Submitted,

Barbara Bertin  
Recording Secretary