

Minutes
North Lebanon Township Municipal Authority
June 9, 2022

The regularly scheduled meeting of the North Lebanon Township Municipal Authority was held at 7:00p.m. on Thursday, June 9, 2022, at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA. The following people were present:

Gary Heisey	Chair
Dawn Hawkins	Vice Chair
Tod Dissinger	Treasurer
Gary Echard	Secretary
Rodney Lilley	Assistant Secretary/Assistant Treasurer
Amy Leonard	Solicitor, Henry and Beaver, LLP
Scott Rights	Engineer, Steckbeck Engineering
Lori Books	Assistant Township Manager
Edward Brensinger	Roadmaster/Supervisor

Molly Lum, Sewer Billing Clerk, Cheri Grumbine, Township Manager, Brian Marchuck, BSSF, Patti Mumma, Township resident, and James Cikovic, Township resident, were also in attendance.

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

COMMENTS FROM THE PUBLIC

Patti Mumma – 2035 Mallard Lane – Patti Mumma attended the Municipal Authority meeting to request the late fees of \$34.74 be waived from her sewer account. She explained they never received their February sewer bill and therefore, didn't pay it. It was only discovered the bill was outstanding when the delinquent administrative letter was received in the mail. They have paid every bill on time since they moved here. She is unsure as to why they didn't get the bill but doesn't feel they should be penalized for something out of their control.

The Municipal Authority has adopted by Resolution a Sewer Billing and Payment Policy that states late fees cannot be waived and the NLTMA is not responsible for lost or misplaced mail. The information is available on the Township signboard, website, newsletter, and office. A 24/7 drop box is offered for residents who cannot come in during work hours. The sewer bill is due the same date every March, June, September, and December of every year. All board members agreed the late fees cannot be waived from Mrs. Mumma's account in accordance with the adopted Sewer Billing and Payment Policy.

Brian Marchuck – BSSF – Brian attended the meeting to review the final annual audit for 2021. He went over the key highlights in the report. BSSF granted the Municipal Authority a "clean" opinion which translates to no issues regarding the financial side of business. Brian stated the Municipal Authority is in good shape financially and is a very healthy authority. He went on to explain the health stems from being able to support any future expenses that may arise. A ten (10) year Capital Improvement Plan prepared by Steckbeck Engineering is provided to board members annually, which allows them to make such plans

for the future. All board members would like to see the 10-year Capital Improvement Plan included in the audit next year. Having cash on hand helps in the event loans are needed in the future.

Discussion comparing previous years income and expenses then occurred. Gary commented he would like to see a separate line item for the additional principal payments (current and historic) the Municipal Authority Board makes every year on the long-term debt. Brian will make this a separate line item in next year's audit.

MOTION: Motion was made and seconded to accept the 2021 North Lebanon Township Municipal Authority Annual Audit and Financial Report as prepared by Brown, Schultz, Sheridan & Fritz (BSSF). Motion approved unanimously.

Chair Heisey asked for a motion to approve the May minutes.

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

Chair Heisey 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 unanimously.

SOLICITOR'S REPORT – Atty. Amy Leonard

Delinquent Sewer Accounts – Atty. Amy Leonard provided an updated copy of her delinquent sewer account report. The Writs of Execution have been filed for the four (4) properties discussed last month. This will place the properties on the August Sheriff Sale list. Payoff requests for two (2) of the properties have already come in. All properties still hold mortgages.

Project TV (Heilmandale Road Owner, LLC)/Force Main Relocation Easement – Last month Amy informed the Municipal Authority Board that an additional easement agreement will be needed with the landowner for this project. The agreement has been drafted and was sent to the property owner's counsel. Amy emailed their counsel for an update.

Extension of Term of Existence of the Municipal Authority – The Municipal Authority's term of existence currently ends on December 31, 2036. The Board of Supervisors adopted the Ordinance approving the amendment to the Municipal Authority's Articles of Incorporation at their February meeting. Amy executed the Articles of Amendment, and everything was submitted for the required advertising. All proofs of publications were received back, and all required paperwork was submitted to the Department of State for approval. The Municipal Authority's term of existence will be extended 50 years from the date of approval from the state.

Upcoming Sewer Improvements to be Dedicated – Amy reported the Homestead Acres Phase 4 documents were not ready this month but should be ready for the July meeting. She is working with the developer's attorney to finalize the paperwork.

ENGINEERS' REPORT – Scott Rights

Project TV (Heilmandale Road Owner, LLC)/Force Main Relocation Easement – As part of the Walmart Distribution Center project the site owner, Heilmandale Road Owner, was required by PennDOT to relocate a section of Heilmandale Road fronting their property. While making various road cuts, the contractor exposed the existing force main owned by the Municipal Authority in several locations, requiring it to be relocated. Because of this, an additional easement agreement is needed with the property owner. The design for the relocation has been completed. Materials were ordered. Construction is anticipated to begin within the next four (4) weeks. All work associated with the relocation shall be at the cost of Heilmandale Road Owner. Amy is working with the developer's attorney on the easement agreement.

Plan Reviews – Steckbeck Engineering continues to work with the Municipal Authority staff in reviewing plans for the following projects:

1. The Crossings at Sweet Briar Phase 4 – The plans propose the construction of 58 single family residential dwelling units. Revised plans and a financial security cost breakdown were received. All technical comments have been satisfactorily addressed. Ed and Scott attended the pre-construction meeting. Clay dikes will now be required for all sewer line installations and will be reflected in the as-built drawings.

All agreements have been signed and returned to Municipal Authority personnel. The only outstanding item is for the developer to post the Surety Bond. The original bond submitted left out specific wording the Municipal Authority requires. A revised bond is on its way. Scott and Lori both recommend plan approval contingent on receiving an acceptable surety bond.

MOTION: Motion was made and seconded to approve The Crossings at Sweet Briar, Phase 4 contingent on receiving an acceptable surety bond for the water and sewer improvements. Motion approved unanimously.

MOTION: Motion was made and seconded to approve the sewer design for the Final Subdivision and Land Development Plan for The Crossings at Sweet Briar, Phase 4. Motion approved unanimously.

MOTION: Motion was made and seconded to approve the Sewer Capacity Agreement, the Water and Sewer Extension Agreement, and the Reimbursement Agreement for The Crossings at Sweet Briar, Phase 4. Motion approved unanimously.

2. 2203 W. Cumberland St – The plan proposes construction of a 5,200 square foot retail space building which will be divided into three (3) units. Plan review comments on behalf of the Municipal Authority were issued to the Developer's Engineer on 4/7/22. A revised submission is pending.

Land Development Construction –

1. Town's Edge – This project proposes 48-townhouse units and 40 garden apartment units (5 buildings with 8 units in each building). Steckbeck Engineering provided on-site construction observation with assistance from Ed while work progressed. Sanitary sewer construction has been completed. Air and mandrel testing of the installed sewers has been completed. Vacuum testing manholes and flushing the sewer mains to remove any remaining construction debris was recently completed. A reminder was sent that as-built drawings are required.
2. Mapledale Estates – This project is a 38 single-family residential lot subdivision. Construction of the public sewer in E. Maple Street commenced the week of April 11th. Steckbeck Engineering is providing the on-site construction inspections. They have installed about 7 to 8 sewer runs. Work will continue this month.

Sewer Specs – No additional work was completed this month.

ASSISTANT TOWNSHIP MANAGER REPORT – Lori Books

Caliber Car Wash – The Strong Waste Permit for Caliber Car Wash has been issued.

1702 Heilmandale Road – The Greater Lebanon Refuse Authority has purchased and demolished the home located at 1702 Heilmandale Road. The lateral was capped, and they would like to voluntarily return one (1) EDU of sewer capacity. Three (3) original agreements were signed and returned along with this request.

MOTION: Motion was made and seconded to approve the reduction of one (1) EDU of sewer capacity for 1702 Heilmandale Road. Motion approved unanimously.

Pertinent Issues – Lori reported that 5 Fawnwood Drive will be having their private lateral flushed tomorrow. Our Wastewater crew will be on site to vacuum the grease, oils, and fats out of our line once the homeowner's line is flushed.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

The Board members were provided a copy of Tony Oxenreider's May Activity report. There were 102 PA One Calls this past month. Three (3) were emergencies. Four (4) grease trap inspections including Lebanon Valley Cold Storage, Always Bagels, Cedar Grill, and Godshall's.

All Right-of-Ways were mowed, and all manholes were painted and inspected. The manholes at Laurel Lane and Buck Run Road were flushed due to a buildup. The sewer line in Water Street was videoed due to a complaint. No issues were found in our line.

Pumps were checked for oil and valve operation. All pump stations were scrubbed and cleaned. The bolts on the piping were checked and tightened and the check valves were inspected.

The generator for the Frances Ann Pump Station has arrived. They are still waiting on the transfer switch. DynaTech, who was bought out by another company, has offered an alternative at no price change. Ed is waiting on the change order. The concrete pad will be constructed prior to July.

Tommy Camasta has returned to work. He and Tony have been catching up on items that require them both. The wet wells have been inspected and cleaned.

COMMENTS FROM BOARD MEMBERS

With no further business for the good of the Municipal Authority, the meeting was adjourned at 8:20 p.m.

MOTION: Motion was made and seconded to adjourn. Motion approved unanimously.

Respectfully Submitted,

Molly Lum
Recording Secretary