

**Minutes
North Lebanon Township Municipal Authority
April 13, 2023**

The regularly scheduled meeting of the North Lebanon Township Municipal Authority was held at 7:00 p.m. on Thursday, April 13, 2023, 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
Cheri Grumbine	Township Manager

Also in attendance were Molly Lum, Sewer Billing Clerk, and James Cikovic, Township Resident.

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

COMMENTS FROM THE PUBLIC

There were no comments from the public.

Chair Heisey asked if there were any additions or corrections to the minutes. Hearing none, he asked for a motion to approve the March minutes.

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

Chair Heisey asked for a motion to approve the invoices and requisitions for payment subject to audit.

MOTION: Motion was made and seconded to approve the invoices and requisitions for payment subject to audit. Motion approved unanimously.

SOLICITOR'S REPORT – Atty. Amy Leonard

Nolt Parcels – Swatara Connection – Proposed sewer plans were submitted to Steckbeck Engineering, but it appears the owners still have not resolved the lot addition/consolidation issues with Swatara Township. NLTMA will hold off on reviewing the submitted plans until Swatara Township is satisfied.

Project TV – The force main relocation has been completed. The drafted Deed of

Dedication for the easement area around the relocated force main has been reviewed. Atty. Amy Leonard is still waiting on the finalized Deed of Dedication, Maintenance Guarantee, and 15% financial security.

891 Kathleen Street – A single-family home was built on an existing vacant lot on Kathleen Street. The sewer line was extended on Kathleen Street to enable this lot to connect to the public sewer system. The newly constructed sewer line and manhole are ready to be dedicated. The Municipal Authority has received the signed Deed of Dedication, Maintenance Guaranty and Warranty, and 18-month Financial Security.

MOTION: Motion was made and seconded to approve the Deed of Dedication Agreement, Maintenance Guaranty and Warranty, and 18-month Financial Security with Daniel Martin for the project on Kathleen Street. Motion approved unanimously.

Delinquent Sewer Accounts – Amy provided an updated copy of her delinquent sewer account report. There are no major concerns. #17 is paid in full. #15 has requested a payment plan.

ENGINEER’S REPORT – Scott Rights

Plan Reviews

NLT Warehouse & Trailer Storage – This project proposes the construction of a 1,000,000 SF warehouse. The property is located between Route 422 and Weavertown Road, just east of the Holiday Inn Express and Union Canal Elementary School. Revised plans have yet to be submitted.

Briar Ridge Commons – This project proposes the development of twelve (12) garden style apartment buildings, each with twelve (12) units, and five (5) single family dwelling lots. The property is situated toward the southeast corner of Kimmerlings Road and North 8th Avenue. The proposed sewers will connect to the existing sewers in the Crossings of Sweet Briar and then drain to the North 8th Avenue Pump Station. The five (5) single family dwellings will connect into the public sewer already available in North 8th Avenue and Kimmerlings Road. A preliminary review has been completed, resulting in minor comments. The sewers connecting into the Crossings will need to be adjusted around a stormwater basin.

The North 8th Avenue Pump Station will need to be upgraded as part of this proposed plan. The projected flows from this development will place the pump station over its current capacity. Scott will continue to work out the details with the developer as to what will be required to update the pump station, so it is able to handle the projected flows from this development. The developer will be financially responsible for any improvements needed.

Mt. Pleasant Ventures – This project proposes the development of 123 single family residential lots. The 73-acre property is situated on the north side of Jay Street at the intersection of Horizon Blvd. Revised plans were submitted on 4/6/23. The revised plans depict re-grading of the property, which will decrease some of the deeper sewer depths.

Land Development Construction

Town's Edge – All sanitary sewer construction and testing has been completed. As-built drawings have yet to be submitted.

Mapledale Estates – Sewer construction has been completed. All that remains is vacuum testing of the manholes (which will take place after paving in the Spring) and submission of the as-built drawings.

Crossings at Sweet Briar, Phase 4 – Sanitary sewer construction, air testing, and mandrel testing have been completed. Vacuum testing of the manholes is still required. Steckbeck's office has been providing full-time inspection. In addition, the repair of an existing manhole (CSB-22) has been made.

Caliber Car Wash – Construction of the sanitary sewer system continues. Progress is moving slowly as they encountered solid rock just beneath the surface. The sampling manhole and grease trap have been installed. Final connection to the existing sewer main is still pending. Inspection has been provided by the Wastewater Department.

AutoSuds West Car Wash – The property owner's contractor submitted shop drawings including the pump station and valve vault for the new service line connection. The initial review has been completed and comments were provided. Written notice was sent to both the contractor and engineer suggesting they hydrostatically test the existing 3-inch force main prior to making the connection. The start of construction is pending delivery of materials.

Nolt Plan – Discussed in Solicitor's report.

Always Bagels – The Municipal Authority received a letter from the City of Lebanon Authority (CoLA) regarding an issue with Always Bagels. This business has two (2) water lines, one for domestic purposes and the other for production.

CoLA recently learned that the production line has never been billed by them for the sewer treatment side of the billing process. Therefore, NLTMA never billed Always Bagels for the production line as a water reading was not provided by CoLA to the Authority. CoLA is now approaching the Municipal Authority regarding the usage/sewer treatment not billed over the past fifteen (15) years. CoLA is asking for payment for the last four (4) years of sewage treatment/usage, based on the statute of limitations for uncollected back-charges. CoLA's fee is a passthrough fee and each end user is billed by NLTMA for their usage/discharge to the City's treatment plant based on the water meter readings provided to NTLMA by CoLA.

Back in 2016/2017, the Municipal Authority was aware of the additional flows being discharged into the sewer system. At that time, Always Bagels was required by NLTMA to place a temporary meter on their discharge pipe allowing the Municipal Authority to get an accurate number on the flows being discharged. The results indicated Always Bagels needed to purchase seven (7) additional EDUs. This additional capacity was applied for through CoLA, who signed off on the additional need for capacity back in 2017.

Scott reviewed the proposal by CoLA. Scott then went over his calculations and offered

several options for the Municipal Authority Board to consider as a response to CoLA. Discussions continued as to how the Municipal Authority should respond to CoLA's letter. The Municipal Authority Board agreed to have Scott reach out to CoLA with our offer, contingent on Always Bagels agreeing with our proposal, as they will ultimately be paying the back charges.

MOTION: Motion was made and seconded approving Scott to provide a response to CoLA regarding the back charges after confirming the proposal with Always Bagels. Motion approved unanimously.

Sewer Specs – Lori, Ed, Tommy, and Scott met on 3/30/23 to review the technical specifications draft and discuss the updated administrative procedures. Revisions are being made per staff suggestions.

ASSISTANT TOWNSHIP MANAGER REPORT – Lori Books

Arnold Plan (lot additions A & B) – A property located on Long Lane is subdividing off lot addition A and B and adding them to a neighboring property, located on Sandra Drive. Lori is looking for a motion to approve the Planning Waiver and Non-Building Declaration (sewage exemption) as it is simply a lot addition, and no new lots or sewage disposal is being proposed.

MOTION: Motion was made and seconded to approve the request for Planning Waiver and Non-Building Declaration for the Arnold Plan. Motion approved unanimously.

Additional Principal Funds on Sewer Loan – Lori asked the Municipal Authority Board if they would like to place an additional \$50,000.00 on the sewer loan principal from the tapping fees collected so far this year. Tod suggested instead of putting \$50,000.00 directly on the sewer loan, the Municipal Authority Board place the money in a CD at a higher interest rate to earn more money. Once the CD term ends, the \$50,000.00, plus whatever interest was earned, could then be placed on the sewer loan as additional principal. After some discussion, all board members agreed.

MOTION: Motion was made and seconded to invest \$50,000.00 in a 6 month or 1 year CD, whichever has a better rate, then placing all funds on the sewer loan as additional principal when the term ends. Motion approved unanimously.

Additional Principal Funds on Water Loan – Lori asked the Municipal Authority Board if they would like to place an additional \$60,000.00 on the water loan principal from the water tapping fees collected so far this year. All board members agreed.

MOTION: Motion was made and seconded to place \$60,000.00 as additional principal on the water loan. Motion approved unanimously.

Ice Maker – An ice maker was donated to the Township a few years ago and has been appreciated by all employees. It has needed many repairs over the past year and is at the point where it cannot be repaired. The request is being made for the Municipal Authority Board to approve the purchase of a new ice maker, quoted at \$1,754.00 using the funds

from the conduit fees collected as they are not taxpayer money.

Tod stated he does not believe the Municipal Authority should absorb the entire cost if all employees are using the machine. Gary stated the Municipal Authority Board agreed a few years back they would like to use this money for employee appreciation. After much discussion, all board members agreed to the purchase of a new ice maker in appreciation for all employees.

MOTION: Motion was made and seconded to approve the purchase of an ice maker using the conduit fees collected. Motion approved unanimously.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

All members were provided with a copy of Tommy Camasta’s March Activity report.

COMMENTS FROM BOARD MEMBERS

With no further business for the good of the Municipal Authority, the meeting was adjourned at 8:39 p.m.

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

Respectfully Submitted,

Molly Lum
Recording Secretary