

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

The regularly scheduled meeting of the North Lebanon Township Municipal Authority (NLTMA) was held at 7:00 p.m. on Thursday, July 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
Lori Books	Township Manager
Molly Lum	Assistant Township Manager
Edward Brensinger	Roadmaster/Supervisor
Absent:	Scott Rights

Also in attendance were Kristin Zimmerman, Recording Secretary, and Jim 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 June minutes.

MOTION: Motion was made and seconded to approve the June 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 have not resolved all issues with Swatara Township. Amy had discussions with Swatara Township's counsel and the property owner, who had questions about amending the intermunicipal agreement between Swatara and NLTMA. A

meeting will be scheduled between NLTMA, Swatara Township, and the property owner so that everyone is on the same page. NLTMA will hold off on reviewing the plans until an official submission is provided along with the appropriate review fees, Swatara Township is satisfied, and the intermunicipal agreement is amended.

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 for the finalized Deed of Dedication, Maintenance Guarantee, and 15% financial security from the developer. Amy has followed up with counsel and is pushing to get a response for finalization.

Always Bagels – NLTMA received a letter in March from the City of Lebanon Authority (CoLA) regarding a billing issue with Always Bagels. This business has two (2) water lines, one for domestic purposes and the other for production. After much discussion, NLTMA proposed their solution to rectify the issue. CoLA rejected NLTMA's proposal via letter on June 21st. CoLA's intention is to amend their wastewater rules and regulations regarding consumptive use of water and accurate sewer billing but will follow their current policy and charge 100% of water usage in the absence of a sewer metering system. No change will be made until the amended regulations are approved and provided to the applicable municipalities. NLTMA has forwarded the information to Always Bagels and they acknowledged CoLA's position.

The NLTMA Board members would like input on the regulations as it appears CoLA intends to have the municipalities enforce them. Lori will respond to CoLA's letter with the NLTMA Board's comments and concerns.

Delinquent Sewer Accounts – Amy provided an updated copy of her delinquent sewer account report. There are no major concerns. #22 and #24 have paid in full.

ENGINEER'S REPORT – prepared by Scott Rights, presented by Molly Lum

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.

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. Plan resubmission is still pending after our last comment review letter.

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. The resubmitted plans were reviewed and resulted in minor comments. It was requested a note be added to the plans that state if the Developer elects not to install grease traps, NLTMA reserves the right to request them later if deemed necessary. It was also requested to note the proposed wastewater facilities will remain privately owned by the property owner and not be offered for dedication to NLTMA.

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. A letter has been issued to the Developer indicating the pump station does not have sufficient capacity to accommodate the project and improvements including a larger pump motor and generator are required. CoLA has yet to comment if their facilities can accommodate an increase in the pump discharge rate from the current 290gpm.

Land Development Construction

Town's Edge – As built drawings have been reviewed and comments were sent to the Developer's Engineer on 7/10. The primary concern was the lack of a lateral schedule.

Mapledale Estates – Sewer construction has been completed. Vacuum testing of a few manholes and the as-built drawings are still outstanding. Final paving is required before vacuum testing can be completed. Construction of several homes has begun.

Crossings at Sweet Briar, Phase 4 – Sanitary sewer construction, air testing, and mandrel testing have been completed. Vacuum testing of a few manholes and submission of as-built drawings are still outstanding.

Caliber Car Wash – Construction of the sanitary sewer system was completed. The facilities were tested and inspected by NLTMA personnel. Construction of other facilities on site continues. The facility is projected to go on-line sometime during Fall of this year.

AutoSuds West Car Wash – Construction of the revised sanitary sewer facilities continued during the month which included setting the new precast concrete pump station wet well. Delivery of the new pump is still pending. The existing pump station remains in service during the interim.

Sewer Specs – The administrative procedures were completed. Scott met with Lori and Ed to review. Their comments will be incorporated into updated documents and resubmitted for final review.

Homes For Life (West Lebanon) – A developer is proposing to put 38 manufactured homes off N 25th street on the N side of the Lebanon Valley Mall in West Lebanon Township. 26 units would connect directly to NLTMA's sewer line, and 12 homes would connect to West Lebanon Township's sewer line. All flows would eventually end up in our sewer lines. Formal plans have not been submitted and the review fees remain unpaid. A comment letter will not be released until those requirements are met. Lori and Molly have both reached out to the developer with no response.

ASSISTANT TOWNSHIP MANAGER REPORT – Molly Lum

The LC Strong Foundation (1691 Grace Ave) – Due to increased enrollment, the school is looking to add a new modular building to accommodate 15 additional students. They currently have one (1) EDU and would need to purchase two (2) additional EDUs to account for their usage/increase in students. All fees have been paid and the Purchase of Additional Sewer Capacity Agreement has been signed and returned. NLTMA will monitor the situation for one (1) year to be sure that they have the proper amount of EDU's. If needed, they will be required to purchase additional capacity to meet their usage.

MOTION: Motion was made and seconded to approve the Purchase of Additional Sewer Capacity Agreement with The LC Strong Foundation, situated at 1691 Grace Avenue, for two (2) additional EDUs. Motion approved unanimously.

Daniel Martin Letter of Credit – Daniel Martin contacted the office to request his Letter of Credit for 891 Kathleen Street be released as the project is completed and he has fulfilled all requirements. We have received the Maintenance Guaranty and Warranty and 18-month financial security for this project.

MOTION: Motion was made and seconded to approve the request from Daniel Martin to release the Letter of Credit in the amount of \$20,963.25 for work completed at 891 Kathleen Street. Motion approved unanimously.

MuniBilling Cost Increase – MuniBilling is the software used to maintain the stormwater and sewer billing. Molly and Bonnie met with MuniBilling the end of June as MuniBilling wanted to discuss improvements being made to the system as well as notify us of increases that will be coming for their services. The increase presented was very substantial and instinctively, other companies were researched to compare pricing. The Board members were provided with our current costs, the proposed price increase from MuniBilling, and prices from another company, MuniLink, that offers similar software billing programs. All costs would be split 50/50 between the Township and Municipal Authority as both entities utilize the program for billing purposes. Lori and Molly pointed out some new features with the MuniLink that we currently do not have with MuniBilling. There would be a start-up fee associated with MuniLink if we were to switch for them to gather and convert all of our data. Lori is asking the Board for direction as to what they would like to do moving forward.

MOTION: Motion was made and seconded to approve the pursuit of transferring the sewer billing from MuniBilling to MuniLink, contingent on approval from the Board of Supervisors. Motion approved unanimously.

COMMENTS FROM BOARD MEMBERS – Discussion/Action Items

Additional Payment on Sewer Loan – Tod proposed the Municipal Authority Board cash in a \$500,000 CD maturing on 8/3 and place the funds on the sewer loan as additional principal. The NLTMA Board previously committed to placing an additional \$200,000 on the loan every year and that commitment would be part of this \$500,000.00 payment. After some discussion between members, all agreed to cash in the CD and put the entire amount of the sewer loan. As a result, the sewer loan will now be paid in full before the

end of 2024. The original payoff date was the end of 2027.

MOTION: Motion was made and seconded to approve placing an additional \$500,000.00 on the sewer loan principal using the CD maturing on 8/3 with the next regularly scheduled payment. Motion approved unanimously.

Flusher Truck – Tod would like to begin discussions pertaining to the flusher truck as it is a reoccurring item on the 10-year capital improvement plan for replacement. The crew was asked to begin documenting the use of the flusher truck to determine how often it is used, the purpose of the use, etc. This will help determine the need for the flusher truck and a potential cost split between the Township and the Authority.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

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

Ed added the OmniSite Dialer at the Rockwood Pump Station seems to have been struck by lightning. It is no longer working properly. EnviRep was contacted to get a loaner installed while the repairs are being made.

With no further business for the good of the NLTMA, the meeting was adjourned at 8:33 p.m.

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

Respectfully Submitted,

Kristin Zimmerman
Recording Secretary