

**Minutes  
North Lebanon Township Municipal Authority  
January 8, 2004**

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, January 8, 2004, at 7:00 PM at the North Lebanon Township Municipal Building, 725 Kimmerlings Road Lebanon, PA.

Thomas Parry	Chairman
Tod Dissinger	Treasurer
Ronald Ensminger	Secretary
Susan Switzer-Pierce	Asst. Secretary
Sheila Wartluft	Asst. Mgr.
Fred Wolf	Henry & Beaver
Scott Rights	Steckbeck Engineering

Also in attendance were Wastewater Foreman Mike Kneasel and 5 Township residents.

At this time, Chairman Parry turned the meeting over to Sol Wolf to conduct the nominations of officers of the Municipal Authority for 2004.

Sol Wolf read off the current list of members and officers of the 2003 Municipal Authority:

Thomas Parry Chairman  
Sam Fields Vice-Chairman (resigned, now vacant)  
Ron Ensminger Secretary  
Susan Switzer-Pierce Assistant Secretary  
Tod Dissinger Treasurer

He mentioned that we could do one of two things at this point. We can either open the floor to nominations or make a motion to keep the officers as they are currently, which would continue to leave the Vice-Chairman position open until such time a new member is appointed. At that time, the new member would be the Vice-Chairman. Or a motion could be made to make a change in the slate of officers, whatever the Board so chooses to do. The one thing that we all recognize with all of the projects that are going forward, is that changing responsibilities and offices, the new people would not be familiar with what is going on. The current officers would be familiar with the different situations and may be best. He then opened the floor to a motion to either change the officers or keep them the way they currently are.

**MOTION: Motion was made and second to keep the current membership and officers of the Municipal Authority Board for 2004. Motion approved.**

Sol Wolf then turned the meeting back over to Chairman Parry for the remainder of the meeting.

## **COMMENTS FROM THE PUBLIC**

There were no comments from the public this evening.

## **APPOINTMENTS/APPROVALS TO CONDUCT 2004 AUTHORITY BUSINESS**

Chairman Parry said it is now time to appoint the various personnel/business to conduct Authority business. We can either do them individually or as a blanket motion.

- A. MOTION TO APPOINT PERSONNEL COMMITTEE (Currently Chairman, Secretary, and newest Authority Board member)**
- B. MOTION TO APPOINT AUTHORITY DEPOSITORY FOR 2004 (Fulton Financial, Lebanon Valley Farmers Bank, Northwest, PLIGIT, First National Bank of Fredericksburg)**
- C. MOTION TO APPOINT AUTHORITY SOLICITOR FOR 2004 As set forth in Resolution 19-95 (Presently Frederick S. Wolf, Esquire)**
- D. MOTION TO APPOINT AUTHORITY ENGINEER FOR 2004 (Presently Steckbeck Engineering and Surveying, Inc.)**
- E. MOTION TO APPOINT AUTHORITY AUDITOR FOR 2004 (Presently Chubb and Associates)**
- F. MOTION TO APPOINT SEO FOR 2004 (Presently Gordie Sheetz, and Alternate, Lori Books-Lebanon County Planning Dept.)**

**MOTION: Motion was made and second to retain all appointments as listed, letter A through letter F. Motion approved.**

At this time, Chairman Parry called for a motion to approve the December minutes. Tod asked why the minutes were so late, as he did not have a chance to read them thoroughly before tonight's meeting? He said he realizes that the last meeting was only two weeks ago. Chairman Parry said the minutes are pretty much verbatim of the tapes. He did say they could delay the approval of the minutes if he so desires until the next meeting. Tod said, no, he did read them, so they can be approved.

**MOTION: Motion was made and second to approve the December minutes. Motion approved.**

Next, Chairman Parry asked for a motion to approve all invoices and requisitions for payment, all which are subject to audit.

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

## **SOLICITORS REPORT**

### **Water Project**

As we know from the last meeting, the contract has been awarded and the contracts have been distributed. The pre-construction conference will be held next week, on Tuesday, January 13<sup>th</sup> at 9:00 am here at the Township Building. The purpose of this meeting, which is open to public, is to review the project, to coordinate the start and the schedule, which direction it will be going, how many crews will be working the project, etc. The inspectors will be attending this meeting as well and we will be exchanging contact numbers, to make everyone knows whom to contact in the event of an emergency. He indicated at the last meeting, that they would decide on the maximum amount of money to be compensated for the temporary right-of-ways for the project. The time period to file an objection would run out the end of December. That did happen, as far as he knows. No objections have been filed that he has seen from the courthouse. There were some people that agreed with the compensation and others that did not. Those that do not agree would be entitled to a hearing to determine what the just compensation would be. But at this point, we are ready to proceed. We had also talked about the areas that are to be included in the rights-of-ways be marked, so the property owners know exactly where they are located. When we do the pre-construction meeting next week, we will set a time and date for that as well. Sol Wolf reminded Scott to make sure we have enough sets of plans for this meeting. Scott said he had already talked to Marks' about this and has it set up. Wolf then asked Scott if both of their inspectors will be attending the meeting as well? He said that John Jackson would definitely be there, he would have to check on the other one. Sol Wolf asked if anyone had anything else they would like to discuss on the water project before they go on to the next item? Scott said he had one thing that he would like to check on. He said that Marks' schedule shows them starting on the 26<sup>th</sup> of this month. Is this going to be addressed at the pre-construction conference and will a notice to proceed to be issued? Sol Wolf said is everything is satisfactory with the pre-construction conference then it will be issued. He will make sure he brings a notice along to the meeting.

Sol Wolf did have one question for Sheila. He has some expenditures for the engineers and permits that amount to \$13,682.32. Does this get paid to Steckbecks Office or the Authority? Sheila said we already paid these bills, so it comes to the Authority. He then said that these requisitions would be submitted to the trustees for payment.

### **Tapping Fees**

Sol Wolf said we have actually set the tapping fees as part of our standard resolution at our last meeting. There were two that were open for continuing discussion to review the numbers and research the statute of the law. Scott and he

## **Tapping Fees(cont'd)**

are continuing to study and research this. The first item is the North 8<sup>th</sup> Avenue Pump Station. When we reviewed last month, it looked like the Special Purpose Tapping Fee would be \$1,244. But then we needed to make a few changes, which would change this fee. In this service area and after checking the statute, we are allowed to use the edus that we definitely know are going in, rather than to speculate a service area that may never happen. We may have to use that entire service area for the purpose of planning the capacity of the pumping station in establishing the tapping fees, it can be set and be changed as you go along, which is consistent with what we have done before. We are also allowed to calculate in to that, any interest costs that we may have. We did review the agreement we already have with Briar Lake and that is somewhere in the neighborhood of \$2,000 per edu. At this point, we have to do the final numbers on it. But he feels they both agree that they are heading in the right direction and can remain in the \$2,000 range. We will have to add this as a supplement to the resolution, but he would ask that we set that as a special purpose-tapping fee for the North 8<sup>th</sup> Avenue Pumpstation at this time.

**MOTION: Motion was made and second to approve the Special Purpose Tapping fee for the North 8<sup>th</sup> Avenue Pumpstation at \$2,000. Motion approved.**

The second item for discussion is the tapping fees for the initial 440 customers in the water line project at \$1,000. This was established way back when we decided to do the water project. After research, they found that this is perfectly proper to do. As they went along and added more tracts, they had to consider adding them on to the service line as part of their plans. It was established and agreed that they would be paying \$2,000 per unit for the tapping fee. We have some other potential customers that may be added in that were not discussed previously. He is asking in this resolution that it be phrased in such a way, that the final number will be as justified under the statute. From running the calculation, it looks like the number will be between \$3,000 and \$3,500, which would make it around the same number as our sewer tapping fee. He would ask that it be established by the current statute that is in place to be set forth in that calculation. We would then add this to the resolution that we already have as a supplement. This would be the tapping fee for any other customers that come on after the project comes through. Tod asked if this would be for any vacant lots that did not have a lateral placed during the project? Sol Wolf said we gave all of the lot owners the opportunity to have a lateral placed during the project. So what they will be paying for is the lateral. When they begin a home, then they will come in and pay the tapping fee at the current price at that time. Chairman Parry said, unless they want to pay the \$1,000 now. Sol Wolf said we had decided that what we were doing there with tapping fees for the vacant lot owners, they would be paying for the cost of the installing of the lateral at this point. But they would not pay the tapping fee until such time as they were ready to get a permit and build a house. We do have some that are in

## **Tapping Fees(cont'd)**

process of building that know that they are part of the original project. But if someone waits 5,6 or 7 years to build a house, then they would have to pay the tapping fee at that current time. Ron said that is not the understanding that he had of the tapping fee. He thought these people would also pay the \$1,000 because they were part of the original project and had their lateral installed along with the others on the project. Sol Wolf said we didn't tell them that, but if that is the wishes of the Authority, then that is what we will go with. Tod then asked, what is the benefit for the vacant lot owners to put the lateral in now, what is the difference when they put the lateral in? What if they don't put it in? Sol Wolf said part of what we don't know is what the Township is going to do about paving there. By getting the lateral in now, it will probably cost less now than later. Especially if the lot is on the opposite side of the road from the water line. If they decide to do the lateral at a later date, they would then have to pay to have the bore done under the road as to not disturb the paving, which is very expensive. They would only be paying the actual cost of the installation of the lateral if it were done now. Regardless of when the lateral is placed, the tapping fee will always have to be paid. It would be to their benefit to have the lateral placed now if at all possible. Ron said he still thinks we should give them a break in the tapping fee. Sheila said that was already outlined in the letter that was sent to them. Sol Wolf said that is one thing he doesn't remember. Wolf said if it is your desire to allow the people the option, then that is what will be done. Sheila said there are not a lot of people that this affects. Tod just thinks it is fairer to allow these people the opportunity to pay the tapping fee since they are taking advantage of the installation ahead of time and taking the initiative to think ahead.

**MOTION: Motion was made and second to approve establishing the new tapping fee in accordance with the statutory requirements which require it be calculated and what ever number it comes out to be, is what we use. Motion approved.**

Chairman Parry just wanted to reiterate that we would be contacting the vacant lot owners and/or check the previous letter to make sure it is worded properly.

## **Pertinent Issues**

Sol Wolf said that Spruce Park has signed the settlement document. The figure that we had was \$12,000 in penalty and the agreement was to pay the \$9,000 that would have been used for escrow and to keep the other \$3,000. He is waiting for Bonnie to issue the check and Sol Wolf will be sending the check to the previous owner. This will eliminate that problem. Tod confirmed that there are new owners for Spruce Park, is that correct? Wolf said it is. He then asked if we are starting from square one in receiving the sewer payments and all the legal stuff. Does that cease now? Sol Wolf said there is a new owner, but not a new agent that is handling it. The same manager is there as was before. He did mention that the manager and

## **Pertinent Issues(cont'd)**

the owner were advised of the rate change for posting of the property. All of the other rules and regulations, the manager is aware of. Tod said he wanted to make sure that we were not asking for "up front" money for non-payment as we did the last owner. This last owner was a special circumstance that warranted the money up front and is the only customer that this was done for. Tod asked where the \$3,000 is going? Sol Wolf said that is going to us as part of the agreement we had with the previous owner. Tod said he wanted to make sure when he signs the check; he knows exactly what he is signing.

Sol Wolf stated that they had a pre-construction meeting with the contractor for Orchard View Development. It looks like they will be starting the end of February, or the beginning of March with the sewer connections. Mike interjected that they are talking about starting the first week of February now. Sol Wolf said unless they have changed their minds, they were planning on bringing the main sewer service over and connect the two lots that are along Narrows Drive. They have asked that we let them know exactly when the water line will be going in since, they want to get the sewer laterals in first because they are lower than the water line. They will have some restoration to do after the laterals are put in because they are doing an open cut for the sewer. Once we know what the schedule is for going in front of this property, we have to get to them and let them know.

Sol Wolf said we are getting down to the final plan approvals for the Briar Lake Development, so he would expect that it would not be too long before they get started. Chairman Parry asked where the Bross Property stands at this point? Wolf said there is a plan here in the office and also at County Planning, but that is all he knows. It is in the very early stages.

At this time, Tod asked if anyone has talked to the owner of the property that we need to acquire for the North 8<sup>th</sup> Avenue Pump Station? Wolf said Mike and Scott are still working on whose land we actually need to acquire for the project. There is a possibility that there are two landowners that we need to contact. Once Mike decides what he needs, then Scott will finish the plan and the plan will show what area is needed and taken. Sol Wolf will then talk to the property owners, but that has not yet happened. Scott said most of the property they are looking at is from the utility pole to the Ill property. Ideally, if we can go underground, then it makes the right-of-way the property of Met-Ed.

Sol Wolf said the last thing is more of a question than a comment. He said that the County has put a freeze on employees and with the work that we had been doing with the Sewage Enforcement Officer, and should we need to implement this program of inspecting on-lot systems, we could have a problem. This is due to the fact that another employee would have to be hired by the County to do these inspections and with the current status of the hiring of the County; it doesn't look like it will happen. Between the permit fees and the State grant, this person would

## **Pertinent Issues(cont'd)**

be paid for, so he is not sure if this will happen or not. Will the Commissioners view this as an exception? He is not sure. Chairman Parry said the hiring freeze has not yet been fully implemented, so we will have to wait and see. Sol Wolf hopes that the County will not do away with this person, because doing the inspections ourselves would be impossibility.

## **ENGINEERS REPORT**

### **Water Extension**

Scott said he only has one item on the water extension project. He said he had a conversation with Marks and they would like to start right in front of the Township Building and go down Kimmerlings and turn south on 8<sup>th</sup> Avenue and go down towards Maple Street. After they are done with that section, they will go back to Kimmerlings Road and North 8<sup>th</sup> Avenue. Mike asked if they would be going all the way south on 8<sup>th</sup> Avenue to where the project ends? Scott said he thinks that is the intent. Then they would install the corporation stops in the main while the main is dry. Some more of these details will be worked out at the pre-construction conference. By doing the project in this manner, they may be able to get some people on line as their section is completed, rather than waiting until the entire project is complete.

### **Reline Project**

A phone call has been made to Swerp and a date has been requested as to when they intend to come back and finish the job. Parry asked if they have a date? Scott said not at this time, hopefully they will have one shortly.

### **Plan Reviews**

There were none to report on this evening. Sheila mentioned that there are two plans that were just received that he has not yet seen. Scott asked if they were Briar Lake and Orchard View because he thinks they did not have water or sewer on those plans. It just layed out the lots that are included in the first phase, but he will double check.

## **ASSISTANT MANAGER'S REPORT**

### **Pertinent Issues**

Sheila said the only thing she has is that we need to send letters out to the people concerning the start of the project. These have to be sent out very soon. Scott asked if she is talking about the location of the stakes and when their area will be started? She said yes. Scott said once we know the schedule from the pre-

### **Pertinent Issues(cont'd)**

construction conference, we could have John go out with the stakes and locate the spots from the owners. That way the owners could place the stakes where they want them and they would not be placed too far ahead of time and pulled out. Sol Wolf said as Sheila had mentioned before, we should really inform the owners what the schedule is and tell them to expect that it is going to be started. Scott also said that John could also hand deliver the letters as well if need be.

### **SEWER DEPARTMENT REPORT**

#### **Pertinent Issues**

Mike said that Marlin Champ who lives at Mt. Zion and Hess Drive has to have his lateral located, as this is where the bore pit is to be located. We will probably be doing this next week. They serviced the portable pumps, all three of them. The next thing is to service the flush truck, which is done every year. He made contact with Gary Heisey today concerning the grease issue at the diner. He asked him if he pumped out his trap lately and he said no, but he would have it done as soon as possible.

Mike mentioned that Kline's Septic Service stopped in yesterday and told Mike that they are servicing Spruce Parks' facility, the pump stations. Mike explained to him what our situation is with the complex. Kline's' told Mike that there is a lot of grease in the manholes on the complex property itself.

He stated that the 4<sup>th</sup> flow tote has been returned back to the office and we will be trying to get it back out into the field and running.

With no more business for the good of the Authority the meeting was adjourned at 7:50 PM.

Respectfully Submitted,

Tina M. Haser  
Recording Secretary