

Minutes
North Lebanon Township Municipal Authority
October 13, 2005

The meeting of the North Lebanon Township Municipal Authority was held on Thursday, October 13, 2005, 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 Chairperson
Tod Dissinger	Treasurer
Susan Switzer Pierce	Assistant Secretary
Sheila Wartluft	Assistant Manager
Tom Harlan	Henry & Beaver
Scott Rights	Steckbeck Engineering

Also in attendance were Mike Kneasel, sewer foreman, and one North Lebanon Township resident.

COMMENTS FROM THE PUBLIC

There were no comments from the public this evening.

Chairperson Demler asked for a motion to approve the September minutes.

MOTION: Motion was made and seconded to approve the September minutes.

Next, 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

In the absence of Solicitor Wolf, Tom Harlan from Henry and Beaver stated the one thing which requires action from the memo Solicitor Wolf prepared is the right of way agreement for the water line on Bauer Drive for the mobile home park. It has been signed by Piazza and would need signature from the Authority. Chairperson Demler asked if anyone had questions about it. The owner, Mr. Piazza, would not be allowed to place anything on that right of way to interfere with the Authority's right to maintain it.

MOTION: Motion was made and seconded to approve the Piazza Right of Way.

Water Project Update

Regarding the water project, a question was asked when would be the final stage that we would take action on the remaining approximately 35 people. Tom Harlan stated that Solicitor Wolf's memo regarding the water project is that the final list will be the end of this month. He sent out letters to people asking them for information whether they require extensions or whether they have financial needs. We are hoping to get together later this month or early next and address those people that had taken the time to write in a request and we plan to work with them. To put things in perspective, January is when the third payment is going to be due for our last group of people. A question was asked if she had any idea how much money is owed to the Township. She stated everything together is about \$80,000 but that includes approximately 200 people that need to pay the final \$334.00. Tod Dissinger stated it is costing the Municipal Authority a lot of money with this ongoing issue and would like to see this taken care of and hand this system over to the city.

Tod Dissinger stated he believes this has been dragging out and the costs keep escalating because of this. We are looking at someday raising the rates and people are going to be asking why, and some of this has to do with things that drag out.

Pumpkin Ridge

Mr. Harlan stated that Solicitor Wolf is waiting for George Christianson to provide the location of the connection.

ROW's at Homestead Acres

Solicitor Wolf's memo mentioned the proposed letter and a copy of the letter was included with the packet Solicitor Wolf sent. Question was asked if Sheila had talked with the developer, and she answered he had not replied. The letters will be sent out when Solicitor Wolf returns. Chairperson Demler stated if the Authority needs to go in and something is destroyed at least they were notified.

Pertinent Issues

There were no pertinent issues.

ENGINEERS REPORT

8th Avenue Pump Station

Scott Rights said Marks is continuing progress on record drawings. We have been getting quite a few in the last two weeks. They will start work probably toward the latter part of December. It appears at that time the pumps should be done. Met Ed is in the process of putting in a new utility pole so we don't take the other station out of service while we are doing this new work. Met Ed will do that work for free.

Plan Reviews

On plan reviews, there were two that were looked at during the past month. One was Homestead Acres Phase IV. The existing sewer is located at the back of the subdivision down in the low lying areas which means we are locked into having some cross country sewers. Mike and I have been looking at a number of ways to make sure when the sewers are in we have suitable access to get back to the sewers to maintain them, flush them, or make repairs. We are looking at requiring the developer to use some type of sewer grid to stabilize it.

The other project that we reviewed is the Lebanon Valley Mall theater. The existing sewers were going underneath the old theater. The new sewer will still be underneath the floor. Everything they are doing will be privately owned and Mike and I talked that we really don't know if what they have there now is leaking into the system and if we are getting some I & I from them. Tod asked about additional EDUs to which Sheila replied they are purchasing additional capacity. We are going to have full-time inspection there while that is being installed so we don't have to worry about something being wrong.

Televising Bids

Bid documents are being prepared for the retainer pipe contract that we talked about for the maintenance televising of the lines. If we find leaks the contract includes the work to repair those leaks that are found. The contract would last for a year and if you like the work that is done you have the option to renew the contract for a second year at the same price. It's an open-ended, retainer type contract, where we have an initial work order set up for them with the clay pipe system. The way the contract is set up is that any time during that year if it is thought there are leaks we can tell them to televise those lines. Although we do have a map for the initial work, the contract is such that you are not obligated to them to do all that work. He establishes the pipes to televise 8", 10", 15 or 18" lines regardless of where they are and repair rates as well.

Briar Lake

Scott stated he had a call from the consultant for Briar Lake stating they ran into a problem on the water main. They need to loop their system into East Maple Street and what happened was the permit we obtained for the water project has expired. There is still a permit with Penn Dot and they said it is okay if they use it. Scott stated Solicitor Wolf may require some type of bonding from the developer because Penn Dot will require that we bond the work for two years. Scott stated he was planning to contact Penn Dot to see if they want the city to be the permittee as they will ultimately be the owner of the system.

ASSISTANT MANAGER'S REPORT

Business Park

Sheila reported at a meeting one item discussed was the bonding for \$56,000 that they are putting aside which has not yet been satisfied. We have not yet taken ownership of the line. We are going to keep that bonding for the five years in case of any problems and televise before the five years is up.

Tunnel Hill Project

Mike stated they are to going to deliver that manhole the last week of October or first week of November. That is when they are supposed to start the replacement.

Spruce Park

Sheila stated that the Board received copies of the letters. Basically what the letters insinuated were situations that couldn't physically exist on the property. Sheila had an extensive conference call with DEP. DEP and Lebanon County Planning both went out and didn't notice anything abnormal on the site. DEP has spoken to me about Spruce Park and they are going to try to pursue their operator certification program at Spruce Park. DEP has made it clear that ultimately even though we are not responsible, we are. We want to have some sort of plan so that park is functioning well so we don't have to take it over and maintain it. It is something Mike, Scott, and I discussed, that in future projects we need to make sure pump stations are built to Authority standards just in case DEP does say we must maintain the station. It would be a costly venture for us to upgrade the pump station since it is not up to our specs. We have talked with Solicitor Wolf regarding some sort of escrow fund so we actually have the money in advance if we are required to go out for maintenance. Questions were further asked why couldn't we have someone trained to manage this? Sheila replied there are very strict guidelines about licensing. Our license we hold is a grand fathered license and we are only grand fathered for our collection system. This question had been previously discussed with DEP and it is a "gray area."

Treasurer Dissinger stated the Concerned Citizens of North Lebanon Township are again costing the Authority a lot of money. "I believe this group is concerned about the way we operate this Authority and they sent this letter, which it seems as if we weren't doing anything wrong. DEP responded to the secretary of the Concerned Citizens of North Lebanon Township and again clarified that we weren't doing anything wrong. He further stated we don't see any of these people at any of these meetings and again here they are costing us money. If the rates go up, they are going to be the first coming in and complaining why the rates have gone up but they are the people causing the rates to go up because of these expenses."

Tod asked, regarding Mr. Peters because he has an on lot system, where does the Municipal Authority fall into his problem? Sheila replied he will need to go through the on lot pumping. Scott stated the Concerned Citizens group reported there was a problem and DEP went through it and recognized what the problem was. Now there is a report there is a failing on lot system so they need to respond. Sheila reported this is now the second letter sent to DEP from this group. Sheila stated she has given DEP every bit of information possible. We'll continue our reporting to DEP as we have always done, and remain proactive to protect our residents.

Budget

Sheila stated she put the draft budget together and sent everyone a copy trying to give a little bit of narrative about the budget. Sheila stated she did a five year projection for the Capital Reserve Fund to do future planning.

Tod questioned some line items and a discussion took place regarding calculations of wages, insurances, retainers, and plan review. Sheila further said the health insurance contract is due

in April and come that time it may go up again so a little extra is built in. Sheila said they do some checking with other municipalities and our insurance plan is still the most cost effective.

The bond issue payment is \$597,000. It follows an amortization schedule that increases next year.

Next question was regarding a new flusher truck, which Sheila stated is in the five year Capital plan for 2007. We are trying to get them on approximately a seven-year rotation. It was suggested that they put it in for 2008 for all the bugs to get worked out of the engines with the new emissions requirements.

Question asked what is wrong with the 1999 service truck, to which Mike replied it is up for seven-year rotation and has already had repairs. Question asked if they were working on it for 2006 and Mike replied Manderbach Ford has to re-bid and we will find out January 10th who has the Ford contract.

Tod asked about possibly an increase in rates. If the city increases their rate, we don't receive any of that money but our customers don't realize that. Sheila stated what she would like to do is have a five year plan so people know what is ahead.

SEWER DEPARTMENT REPORT

Mike discussed the Hillside Drive pump station. He stated that Hillside Drive will be eliminated in the future due to the Business Park.

Last month we talked about the manholes out on the railroad bed. Mike stated he is still working on it. There are 19 manholes out there that are affected.

MOTION: Motion was made to accept the report and seconded. Motion was approved.

With no more business for the good of the Authority the meeting was adjourned at 9:10 PM.

Respectfully Submitted,

Barbara Bertin
Recording Secretary