

Minutes
North Lebanon Township Municipal Authority
August 10, 2023

The regularly scheduled meeting of the North Lebanon Township Municipal Authority (NLTMA) was held at 7:00 p.m. on Thursday, August 10, 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
Amy Leonard	Solicitor, Henry and Beaver, LLP
Scott Rights	Engineer, Steckbeck Engineering
Lori Books	Township Manager
Molly Lum	Assistant Township Manager
Edward Brensinger	Roadmaster/Supervisor
Absent:	Rodney Lilley

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 July minutes.

MOTION: Motion was made and seconded to approve the July 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

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. No

documents have been received as of today.

Crossings at Sweet Briar – Phase 2 Sewers – Landmark Builders intends to dedicate the Phase 2 sewer and water lines of the Crossings at Sweet Briar along with a 50-foot easement to the North Lebanon Township Municipal Authority. An acceptable Deed of Dedication has been received. We are still waiting on an executed Maintenance Guaranty and Warranty Agreement along with the 15% maintenance financial security. Amy anticipates the paperwork to be ready for next month.

Nolt Parcels - Swatara Connection – This project proposes sewer connection to the NLTMA sewer lines from apartment units situated in Swatara Township. A meeting was held 8/1/23 with the Developer, Developer’s Engineer, representatives from Swatara Twp, NLTMA, and Steckbeck Engineering to discuss steps moving forward. The Developer indicated he intends to consolidate the two (2) lots into one single parcel which will allow him to make a single lateral connection to NLTMA’s sewer system. All parties agreed the Developer will submit the lot addition plans to Swatara Twp and sewer design drawings to NLTMA simultaneously. Once received, NLTMA will review the plans and provide comments to the Developer and copy Swatara. In addition, preparation for the amendments to the Rockwood Sewer Intermunicipal Agreement shall commence at the cost of the Developer. Final execution of the agreement will take place at the same time as the plan approval.

Delinquent Sewer Accounts – Amy provided an updated copy of her delinquent sewer account report. There are no major concerns. #9 and #18 have paid in full.

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.

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 proposed sewers will remain privately owned. Revised plans were received on 8/8/23 in response to the most recent comment letter. The Developer’s Engineer has been advised improvements are needed to the N 8th Avenue pump station to accommodate the additional flows projected from the site. The current state of the pump

station cannot handle the additional flows. The improvements necessary will include larger pump motors and a new generator. An agreement will be prepared between the Municipal Authority and the Developer to cover these costs.

Homes For Life (West Lebanon) – This project proposes the development of 38 manufactured homes off N. 25th Street, on the North side of the railroad tracks behind the Lebanon Valley Mall, in West Lebanon Township (WLT). Of the 38 units, 26 will connect directly into NLTMA’s sewer line. These would be considered NLTMA sewer customers. The remaining 12 homes will connect to West Lebanon Township’s sewer line, but eventually flow into NLTMA sewer lines. These connections would be considered WLT customers, but would fall under the existing intermunicipal agreement requiring a conveyance cost be paid for each unit. Plans were submitted 8/1/23 and were reviewed by Steckbeck Engineering. A review letter has been provided to the Developer.

Land Development Construction

Town’s Edge – As built drawings have been reviewed and comments were sent to the Developer’s Engineer on 7/10. We are awaiting resubmission.

Maple Dale 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.

Scott mentioned the approved plans required the Developer to extend sewer and water laterals to two (2) properties outside the development which fall within the mandatory connection requirements due to the creation of this development. Sewer laterals were installed, but the water laterals were not. The Developer has been made aware of the error, and he will need to rectify the issue.

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.

Grace Avenue Activity – Scott wanted the Board to be aware of all inquiries being made in the Grace Avenue area. He showed a partial map outlining the parcels that have contacted either himself or Molly with intentions of connecting to our sewer system. We are already aware of the Nolt Property (in Swatara Township) and the Perry Tract which is proposing approximately 30 new lots. We have also provided additional sewer capacity to the LC Strong Foundation (formerly Youth for Christ). In addition, Living Word Ministries has inquired about possibly developing an 11-acre parcel on the east side of Grace Avenue.

There is one (1) property owned by Gary Marks near the intersection of Grace Avenue and Quarry Road which would like to connect to public sewer. This was all informational so the Board is aware of potential development coming soon to this area.

Sewer Specs – The administrative procedures were completed, including incorporation of Lori and Ed’s comments. Scott will forward to Lori for her final review.

ASSISTANT TOWNSHIP MANAGER REPORT – Molly Lum

Sewage Management Program Update – Molly provided an update on the septic tank pumping program. As of today, 493 properties have pumped their tanks and turned in the report form. There are 205 properties that have not yet complied. The due date is 8/31/23. A second notice was mailed mid-July, and a final notice will be mailed mid-September before we turn any outstanding properties over to Amy.

New Signatures for 2023 Municipal Authority Fund Depositories – Due to transitions within the office, Molly is requesting a motion be made to update the signatures for the 2023 Municipal Authority Fund Depositories. This will authorize both Lori and/or Molly to open, renew, or withdraw CD’s on behalf of NLTMA if needed.

MOTION: Motion was made and seconded to authorize the Township Manager (Lori Books) or the Assistant Township Manager (Molly Lum) to open CD’s, renew or withdraw from CD’s as necessary, only in the name of North Lebanon Township Municipal Authority. Motion approved unanimously.

MuniBilling Cost Update – Last month Lori and Molly explained to the Municipal Authority Board their current sewer billing program, MuniBilling, has contacted them notifying them of a substantial fee increase as well as the implementation of a contract. Last month a motion was made to pursue switching from MuniBilling to MuniLink, contingent on Board of Supervisor approval as well.

The Supervisors directed them to reach out to MuniBilling to try and negotiate a better price. MuniBilling was appreciative of the feedback and offered to revise their proposal.

The Municipal Authority Board members were provided with the revised proposal from MuniBilling as well as their original quote and the quote from MuniLink. After much discussion, the members decided to stick with their original decision from last month as the revised proposal still came in higher than the quote we received from MuniLink. The transition is still pending Board of Supervisor approval.

COMMENTS FROM BOARD MEMBERS

Tod thanked the road crew for all their hard work on the paving project this year. It is much appreciated, and the crew did a great job.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

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

Tommy completed the installation of all 67 manhole rings for the 2023 paving project. Ed wanted to add his compliments to Tommy for a job well done.

An existing restaurant has been renovated and reopened under new management at 1663 N 7th Street. Several letters have been sent to the new owner informing them they are required to install a grease trap and have it pumped/cleaned regularly. In the letter, they were advised to contact our office for inspection of the grease trap. We are waiting on contact from the owner.

Godshall's has added additional pretreatment measures to the property at 1415 Weavertown Road. Molly will contact the manager to get copies of the specs and placement for our files.

With no further business for the good of the NLTMA, the meeting was adjourned at 8:00 p.m.

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

Respectfully Submitted,

Kristin Zimmerman
Recording Secretary