

**Minutes
North Lebanon Township Municipal Authority
September 14, 2023**

The regularly scheduled meeting of the North Lebanon Township Municipal Authority (NLTMA) was called to order by Vice-Chair Hawkins at 7:00 p.m. on Thursday, September 14, 2023, at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA. The following Authority members and Township staff were present:

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	Township Manager
Molly Lum	Assistant Township Manager
Edward Brensinger	Roadmaster/Supervisor
Absent:	Gary Heisey

Also in attendance were Kristin Zimmerman, Recording Secretary, and Jim Cikovic, Township resident.

The Pledge of Allegiance was recited.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

Vice Chair Hawkins asked if there were any additions or corrections to the minutes. Hearing none, she asked for a motion to approve the August minutes.

MOTION: Motion was made by Rodney and seconded by Gary Echard to approve the August minutes. Motion approved unanimously.

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

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

SOLICITOR'S REPORT – Atty. Amy Leonard

Nolt Parcels - Swatara Connection – This project proposes sewer connection to the NLTMA sewer lines from apartment units situated in Swatara Township. All parties agreed the Developer will submit the lot addition plans to Swatara Twp and sewer design drawings

to NLTMA simultaneously. There has been no new update since our last meeting. We are still waiting for the plan submission.

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 provided the Deed of Dedication, Maintenance Guaranty and Warranty Agreement, and the 18-month Integrity Bond to dedicate the water and sewer lines, along with a 50-foot easement, for The Crossings at Sweet Briar, Phase 2.

MOTION: Motion was made by Rodney and seconded by Gary E. to accept the Deed of Dedication, Maintenance Guaranty and Warranty Agreement, and 18-month Integrity Bond with Landmark Builders for the Crossings of Sweet Briar Phase 2 water and sewer lines.

Delinquent Sewer Accounts – Amy provided an updated copy of her delinquent sewer account report.

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. Revised plans have yet to be submitted.

Mt. Pleasant Ventures – This project proposes the development of 123 single family residential lots. The 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. Revised plans were received on 8/8/23 in response to the most recent comment letter. The Developer has satisfied the plan review comments, however, the NLTMA Board is requiring the Developer to enter into an agreement to make the needed improvements to the N. 8th Avenue Pump Station. Steckbeck Engineering sent a letter to the Developer outlining the next steps. PADEP has confirmed there is no permit needed for the upgrades.

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. A review letter has been provided to the Developer. Revised plans have yet to be submitted.

Manor View Estates – This project proposes the development of 31 lots on the west side of Grace Ave. Scott has provided the NLTMA Board members with a draft comment letter for review.

Land Development Construction

Town's Edge – As built drawings have been reviewed and comments were sent to the Developer's Engineer on 7/10. Revised drawings were submitted today, 9/14.

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.

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.

AutoSuds West Car Wash – Construction of the revised sanitary sewer facilities continued during the month. The new pumps have been installed and the system was tested by the contractor in the presence of NLTMA personnel. The pump station is in service. Scott has requested a pump draw down test of the new pumps.

Sewer Specs – The administrative procedures were completed, including incorporation of Lori and Ed's comments. Scott forwarded the revised document to Lori today, 9/14, for 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, 652 properties have pumped their tanks and turned in the report form. 46 properties have yet to comply. Final notices were sent on 9/14.

MuniBilling/MuniLink Update – The Board of Supervisors made a motion to approve the transition from MuniBilling to MuniLink at their last meeting. Lori and Molly have been working with staff from MuniLink.

Additional Principal Funds on Water Loan – Molly asked the Municipal Authority Board if they would like to place an additional \$100,000.00 on the water loan principal from the water tapping fees collected so far this year. All board members agreed.

MOTION: Motion was made by Rodney and seconded by Tod to approve placing an additional \$100,000.00 on the water loan as additional principal with the next regularly scheduled payment. Motion approved unanimously.

Kirk Artz – Release Escrow Funds – 1214 Lochwood Dr. – A request was made by the owners to release any remaining escrow funds for 1214 Lochwood Drive. All requirements and inspections have been completed and all bills have been paid.

MOTION: Motion was made by Rodney and seconded by Tod to approve the release of the remaining escrow funds held by the Municipal Authority for the project located at 1214 Lochwood Drive to Kirk and Janelle Artz. Motion approved unanimously.

WASTEWATER DEPARTMENT REPORT – Ed Brensinger

All members were provided with a copy of Tommy Camasta’s August Activity report. Tommy assisted with sewer trench settlements located throughout the Township.

COMMENTS FROM BOARD MEMBERS

With no further business for the good of NLTMA, the meeting was adjourned at 7:45 p.m.

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

Respectfully Submitted,

Kristin Zimmerman
Recording Secretary