

Minutes
North Lebanon Township Municipal Authority
December 14, 2023

The regularly scheduled meeting of the North Lebanon Township Municipal Authority (NLTMA) was called to order by Chair Heisey at 7:00 p.m. on Thursday, December 14, 2023, at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA. The pledge of Allegiance was recited. The following Authority members and Township staff 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	Township Supervisor
Jared Balsbaugh	Public Works Director
Scott Rights, P.E.	Engineer, Steckbeck Engineering

Also in attendance was Cheri Grumbine, Township Resident, and Kristin Zimmerman, Recording Secretary.

COMMENTS FROM THE PUBLIC - There were no comments from the public.

Chair Heisey asked if there were any additions or corrections to the Joint Meeting minutes. Hearing none, he asked for a motion to approve the Joint Meeting minutes from November.

MOTION: Motion was made by Rodney and seconded by Dawn to approve the Joint Meeting minutes from November. Motion approved unanimously.

Chair Heisey asked if there were any additions or corrections to the minutes. Hearing none, he asked for a motion to approve the November minutes.

MOTION: Motion was made by Rodney and seconded Gary Echard to approve the November 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 by Rodney and seconded by Dawn 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. Amy has received all the

required documentation. The Deed of Dedication and Easement Agreement, the Maintenance Guaranty and Warranty, and the 18-month Integrity Bond with the Heilmandale Road Owner, LLC for the GLRA Force Main Relocation are ready for the Board's acceptance.

MOTION: Motion was made by Dawn and seconded by Rodney to accept the Deed of Dedication and Easement Agreement, the Maintenance Guaranty and Warranty, and the 18-month Integrity Bond with the Heilmandale Road Owner, LLC for the GLRA Force Main Relocation. Motion approved unanimously.

Sewage Management Program Update – Amy provided an update on the septic tank pumping program. As of today, 14 property owners remain non-compliant and were sent a "final notice" letter from her office.

Delinquent Sewer Accounts – Amy provided a 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. Revised plans have yet to be submitted. There have been no changes since last month.

Mt. Pleasant Ventures – This project proposes the development of 122 single family residential lots. Plans were resubmitted on 12/7/23, however, Steckbeck Engineering hasn't had a chance to review the revised submission yet.

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 Developer has satisfied the plan review comments, however, the NLTMA Board is requiring the Developer enter into an agreement to make the needed improvements to the N. 8th Avenue Pump Station before approval will be granted. These improvements are necessary to accommodate the anticipated flows from this development. Scott sent a letter to Landmark informing them of improvements needing to be made. Scott met with Landmark, per their request, to obtain a better understanding of the improvements needed at the pump station. Landmark is only required to retrofit the panel for an upgrade. NLTMA agreed to pay the difference to purchase a new panel as the existing panel is over 20 years old and parts have been hard to find.

Homes For Life (West Lebanon) – This project proposes 38 manufactured homes off N. 25th Street behind the Lebanon Valley Mall. Plans were resubmitted on 11/16/23 and a review letter has been drafted.

Manor View Estates – This project proposes the development of 31 lots on the west side of Grace Ave. Plans were resubmitted on 11/10/23. A review letter has been drafted.

Stanley Martin Subdivision – This plan proposes subdividing an existing single family

residential lot into two lots. The parcel is located at 275 Narrows Drive. Plan resubmission is pending.

Land Development Construction

Town's Edge – As built drawings have been reviewed and comments were sent to the Developer's Engineer. Revised drawings were submitted during the month with minor issues that still need to be addressed.

Mapledale Estates – Sewer construction has been completed. The as-built drawings are still outstanding. All manholes are now repaired and have been successfully retested.

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. There has been no change in status.

Caliber Car Wash – Construction of the sanitary sewer system is complete. The facilities were inspected by NLTMA personnel. Construction of other facilities on site continues.

AutoSuds West Car Wash –The new pumps have been installed and the system was tested by the contractor in the presence of NLTMA personnel. Scott requested a pump draw down test of the new pumps. The engineer for AutoSuds has been in contact with Scott, and they are working to schedule the draw down test.

Sewer Specs – The administrative procedures are near completion. Finalizing the insurance requirements is all that remains. Scott will finalize with Lori and Amy.

ASSISTANT TOWNSHIP MANAGER REPORT – Molly Lum

2024 Budget Review and Approval – Molly provided the latest copy of the budget to all board members. There were no changes to the preliminary wastewater budget as reviewed last month.

MOTION: Motion was made by Tod and seconded by Rodney to approve the 2024 Wastewater Budget Resolution #3-2023. Motion approved unanimously.

There were no changes to the preliminary water budget as reviewed last month.

MOTION: Motion was made by Tod and seconded by Rodney to approve the 2024 Water Budget Resolution #4-2023. Motion approved unanimously.

AutoSuds West – Molly has continued to monitor the usage for AutoSuds West. The business still does not have enough capacity for what they are using. Mr. Jernigan has agreed to purchase an additional 36 EDUs over the course of 2024. The agreement states NLTMA will still monitor the usage and if additional EDUs are still needed, they will need to be purchased. Molly requested a motion to approve the purchase of additional sewer capacity agreement with AutoSuds West.

MOTION: Motion was made by Rodney and seconded by Tod to approve the Purchase of Additional Sewer Capacity Agreement with AutoSuds West, LLC. Motion approved unanimously.

WASTEWATER DEPARTMENT REPORT – Jared Balsbaugh

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

Jared had one “add on” to the report. On Tuesday 12/12/23, Jared was dispatched to Greenacres Mobile Home Park for a sewer backup. The owner of the park was unable to be reached. It was an emergency as sewage was backing up into resident’s yard. This was due to a clog in the line of grease, wipes, and other miscellaneous objects. Jared and Tommy were able to unclog the line using the flusher truck. The owner of the park has been billed for NLTMA’s services.

Tod requested an update on the flusher truck log being kept monitoring how much it is used.

With no further business for the good of NLTMA, the meeting was adjourned at 8:04 p.m.

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

Respectfully Submitted,

Kristin Zimmerman
Recording Secretary