

**Minutes
North Lebanon Township Municipal Authority
January 11, 2024**

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, January 11, 2024, 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:

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
Jared Balsbaugh	Public Works Director
Scott Rights, P.E.	Engineer, Steckbeck Engineering

The following members were absent:

Gary Heisey	Chair
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Also in attendance was Cub Scout Pack #439, Den #1.

COMMENTS FROM THE PUBLIC –

Scout Leader Sherry Krall spoke on behalf of the attending pack. The Cub Scouts are currently ranked Arrow of Light and will be transitioning next year from Cub Scouts to Boy Scouts. A requirement of graduating Cub Scouts is learning about government.

Vice Chair Hawkins passed the meeting to Atty. Amy Leonard who chaired the meeting for the reorganization of the board.

REORGANIZATION OF THE BOARD FOR 2024

Molly Lum reported that she has received the completed Oath of Office from Dawn Hawkins. Her 5-year term will expire 12/31/2028.

Nomination was made by Rodney for all members to maintain the same positions.

Nomination and Election of Board Members

- Chair: Gary Heisey
- Vice-Chair: Dawn Hawkins
- Treasurer: Tod Dissinger
- Secretary: Gary Echard
- Asst. Secretary: Rodney Lilley
- Asst. Treasurer: Rodney Lilley

MOTION: Motion was made by Tod and seconded by Dawn for the officers to hold their same positions for 2024. Motion approved unanimously.

APPOINTMENTS/APPROVALS TO CONDUCT AUTHORITY BUSINESS FOR 2024

Appoint Municipal Authority Solicitor for 2024, currently Amy Leonard, Esq. of Henry & Beaver, LLP.

MOTION: Motion was made by Rodney and seconded by Gary E. to appoint Amy Leonard, Esq. of Henry & Beaver, LLP as Municipal Authority Solicitor for 2024. Motion approved unanimously.

Appoint Municipal Authority Engineer for 2024, currently Scott Rights, PE of Steckbeck Engineering and Surveying, Inc.

MOTION: Motion was made by Rodney and seconded by Gary E. to appoint Scott Rights, PE of Steckbeck Engineering and Surveying, Inc. as Municipal Authority Engineer for 2024. Motion approved unanimously.

Appoint Municipal Authority Auditor for 2024, currently Brown, Shultz, Sheridan, and Fritz, now known as Brown Plus as of January 1, 2024.

MOTION: Motion was made by Rodney and seconded by Tod to appoint Brown Plus as Municipal Authority Auditor for 2024. Motion approved unanimously.

Appoint depositories for Municipal Authority Funds for 2024. Currently Fulton Bank, Northwest, Jonestown, PLGIT and First Citizens Community Bank.

MOTION: Motion was made by Rodney and seconded by Tod to approve Fulton Bank, Northwest, Jonestown, PLGIT, and First Citizens Community Bank as the listed depositories of Municipal Authority Funds for 2024 and to authorize the Township Manager and Assistant Township Manager 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.

Appoint SEO for 2024, currently David Siminitus of the Lebanon County Planning Department and Julie Cheyney as the alternate.

MOTION: Motion was made by Rodney and seconded by Gary E. to appoint David Siminitus, primary SEO, and Julie Cheyney as alternate SEO of the Lebanon County Planning Department for 2024. Motion approved unanimously.

Affirm the 2024 Municipal Authority Board meeting Schedule. The meeting dates have been advertised for the 2nd Thursday of each month beginning at 7:00 p.m. The Joint Meeting with the Board of Supervisors is scheduled for the 2nd Thursday in November beginning at 5:30 p.m.

MOTION: Motion was made by Rodney and seconded by Gary E. to approve the 2024 Municipal Authority Board Meeting Schedule. Motion approved unanimously.

Authorize Payment of Invoices and Requisitions subject to audit between meetings.

MOTION: Motion was made by Rodney and seconded by Tod for the proper officers authorized to pay invoices and requisitions at discount or that would accrue a penalty between meetings, all subject to audit. Motion approved unanimously.

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

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

SOLICITOR’S REPORT – Atty. Amy Leonard

Delinquent Sewer Accounts – Amy provided a copy of her delinquent sewer account report. Leins were filed against #19, #20, and #21.

Briar Ridge Commons – An agreement will be prepared for the necessary improvements required at the N 8th Avenue pump station.

Sewage Management Program Update – Amy provided an update on the septic tank pumping program. An additional notice was sent to 9 property owners who did not claim their certified mail. There are 11 non-compliant properties.

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.

The Estates at Hearthside (Mt. Pleasant Ventures) – This project proposes the development of 122 single family residential lots. Plans were resubmitted on 12/7/23. Steckbeck Engineering has finished their review of the revised plan submission. A cross-country sewer line is designed to run through four (4) lots. NLTMA unanimously agreed there needs to be more footage separating the sewer line and the foundation of the homes. Scott will be drafting and sending a review letter to the Developer.

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. Landmark continues to communicate with Steckbeck Engineering regarding the improvements needed to the N. 8th Avenue Pump Station.

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. A review letter was sent to the Developer's Engineer on 12/20/23. Plan resubmission is still pending.

Manor View Estates – This project proposes the development of 31 lots on the west side of Grace Avenue. Plans were resubmitted on 11/10/23. A review letter was sent to the Developer's Engineer on 12/20/23. Plan resubmission is still pending.

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 still pending.

Flexo-Pack – This project proposes construction of a 212,000 SF manufacturing facility on the south side of Hanford Drive. Sewer service includes a grinder pump that will connect to the NLTMA's existing 15-inch sewer line which runs through the rear of the site. There is a railroad spur that goes over the top of our existing sewer line. Steckbeck Engineering has completed their initial review and has drafted a comment letter to send to the Developer's engineer. NLTMA will require the sewer pipe be encased to be able to withstand the load of the rail cars traveling above the line.

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 last month. Steckbeck Engineering continues to work with the Developer's Engineer to resolve the discrepancies.

Mapledale Estates – Sewer construction has been completed. The as-built drawings are still outstanding. All sanitary sewer work and system testing has been completed.

Crossings at Sweet Briar, Phase 4 – Sanitary sewer construction, air testing, and mandrel testing have been completed. The remaining manholes have been vacuum tested. The as-built drawings are still outstanding.

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, which the engineer for AutoSuds is working to schedule.

Nolt Parcels - This project proposes sewer connection to the NLTMA sewer lines from apartment units situated on Quarry Road within Swatara Township. All parties met and agreed the Developer must first submit the lot addition plans to Swatara Township, consolidating the two (2) lots. Sanitary sewers will occur once the consolidation is approved.

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

Chapter 94 Annual Waste Load Management Report – The Chapter 94 report has been started. Scott should have some preliminary flow figures by the next month.

ASSISTANT TOWNSHIP MANAGER REPORT – Molly Lum

2023 Annual Activity Report – All members were provided the 2023 Annual Activity Report. This report is provided to the Board of Supervisors to reflect the highlights of the actions of the Municipal Authority Board throughout the year. Molly is asking for approval from the Municipal Authority Board so it can be forwarded to the Board of Supervisors.

MOTION: Motion was made by Dawn and seconded by Gary E. to approve the 2023 Annual Activity Report. Motion approved unanimously.

Resolution #1-2024 – All members were provided with a copy of the fee schedule for 2024. The City of Lebanon Authority will be increasing their rates in April of 2024. This is a passthrough fee for the Municipal Authority.

MOTION: Motion was made by Rodney and seconded by Dawn to approve Resolution #1-2024. Motion approved unanimously.

WASTEWATER DEPARTMENT REPORT – Jared Balsbaugh

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

The new Godwin trash pump was scheduled to be tested at Rockwood. Before the test could occur, it was discovered the hose we were intending to use from the old pump was not rated sufficiently to handle the PSI of the new pump. A new hose needs to be ordered before we can test the pump. Once it arrives, another test of the new pump will be scheduled. Discussions also took place about installing an isolation valve outside the station should the shut-off valve fail.

With no further business for the good of NLTMA, the meeting was adjourned at 8:07 p.m.

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

Respectfully Submitted,

Kristin Zimmerman
Recording Secretary