

Minutes
North Lebanon Township Municipal Authority
November 14, 2024

The regularly scheduled meeting of the North Lebanon Township Municipal Authority (NLTMA) was called to order by Vice Chair Hawkins at 6:40 p.m. on Thursday, November 14, 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
Amber Royles-Eby	Administrative Assistant
Jared Balsbaugh	Public Works Director
Scott Rights, P.E.	Engineer, Steckbeck Engineering
Ed Brensinger	Board of Supervisors Chairman

Absent: Gary Heisey – Chair

Also in attendance was Brandi Trumbo, recording secretary, Jim Cikovic, Township resident, Eric Paul, Township resident, Kevin Dickman, Sunny Lane Foods, and Todd Lange, MBC/Murray Steaks

COMMENTS FROM THE PUBLIC –

MBC/Sunny Lane Foods– Todd Lange with MBC/Murray Steaks and Kevin Dickman with Sunny Lane Foods were present to give their proposal to the NLTMA Board regarding a future building expansion plan. This plan would consist roughly of a 100,000 sq. ft. facility addition connecting to the East of their previously approved addition located at 2750 Hanford Drive. Their goal is to move MBC/Murray Steaks’ existing operation along with their 300 employees from their current building located on Willow Street to this location. For them to accomplish what they desire, our main sewer line would need to be rerouted around their proposed building expansion. Before they move forward with purchasing the property to the East, they asked for the NLTMA’s Board input on the proposal presented tonight.

Eric Paul – Inquired about a farm on Jay Street which is up for auction on November 23rd and if it was related to the farm equipment moving on the old Cikovic Tract. Solicitor Leanord noted the farm property for sale is not related to the subdivision property located off Jay Street.

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

MOTION: Motion was made by Rodney and seconded by Gary E. to approve the October 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

Nolt Parcels – Swatara Connection – The project proposes sewer connection from several apartment units situated on properties at 1813 and 1805 Quarry Rd in Swatara Township. The Developer has received approvals from Swatara Township. The next step is the sewer design review and approval. The project requires an amendment to the existing Rockwood Sewer Agreement to include the new consolidated property in the sewer service area. Solicitor Leonard will work with Swatara Township to amend the agreement to include the additional parcel.

Manor View Estates – This development proposes 30 lots on the west side of Grace Avenue. The Developer has satisfied all technical review comments related to the sanitary sewer design. NLTMA is waiting for the signed agreements, financial security, and the capacity fees to be paid.

Sewage Management Program Update – Solicitor Leonard provided an update on the septic tank pumping program. She is in the process of preparing a complaint against those who remain non-compliant. There are currently only five (5) properties that remain non-compliant. The complaint will be filed as soon as final administrative tasks are complete.

The Estates at Hearthside – Phase 1 – This property is situated on the north side of Jay St. between Homestead Acres and Horizon Boulevard. The overall project includes 120 single family residential dwellings divided into five (5) phases. The first phase will consist of 29 lots with connection to Rolling Meadows Rd. in Homestead Acres. This is ready for approval as the signed plans and agreements have been received, capacity fees have been paid, and they provided their Financial Security Agreement.

Flexopack USA – This project proposes construction of a 212,000 sq. ft. manufacturing facility on the south side of Hanford Drive. There is a proposed rail spur that crosses over the top of our existing sewer main. Solicitor Leonard provided the developer's counsel with an agreement that requires Flexopack to be financially responsible for all costs for any repairs made by NLTMA to the 15-inch sewer interceptor line that will be under the rail spur. Flexopack has provided NLTMA with final signed plans and executed agreements. They still need to provide their financial security which will be in the form of a letter of credit which is expected to be received soon.

1370 Twigg Ave – Solicitor Leonard and Township Manager Books have both spoken to Ms. Hollinger, the Executor of the Estate. Ms. Hollinger has indicated her intention to list the property for sale. Connection requirements will still need to be made and tapping fees paid which will be required by the new owners.

Delinquent Sewer Accounts – Solicitor Leonard 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 sq. ft. warehouse off Route 422, just East of Narrows Drive. Revised plans have yet to be submitted.

Manor View Estates – This development proposes 30 lots on the west side of Grace Avenue. The Developer has satisfied all technical review comments related to the sanitary sewer design. This project is still pending as NLTMA is waiting for the signed agreements, financial security, and the capacity fees to be paid.

Nolt Plan – The project proposes a sewer connection from apartment units situated on properties at 1813 and 1805 Quarry Rd in Swatara Township. The Developer consolidated the two (2) lots into a single lot and intend to make a single lateral connection to NLTMA's sewer system at the intersection of Grace Ave. and Water St. The Developer was directed to submit sewer design plans to NLTMA after Swatara Township approves the lot consolidation. The Developer's Engineer submitted sanitary sewer design plans to NLT office on November 7th and were reviewed.

Flexopack USA – The subdivision and land development plans propose construction of a 212,000 sq. ft. plastics manufacturing facility. Sewer service shall include a grinder pump with connection to the Authority's existing 15-inch sewer interceptor running through the rear of the site. The proposed project includes construction of a rail spur crossing over the NLTMA's existing sewer easement containing a 15-inch interceptor. All new sanitary sewer construction shall remain privately owned and will not be offered for dedication to NLTMA. Final signed plans and agreements have been received with the financial security portion still pending.

Plans Ready for Action

The Estates at Hearthside – Phase 1 – This property is situated on the north side of Jay St. between Homestead Acres to the north and the Ebenezer Elementary School to the east. The overall project includes 120 single family residential dwellings divided into five (5) phases. This is the initial phase consisting of 29 lots with connection to Rolling Meadows Road in Homestead Acres. Construction of the sewers commenced on October 24th, which is allowed under the PA. Municipal Planning Code (MPC), but at their own risk, following the Preliminary Plan approval which was obtained from the Township several months ago. The plans being used for construction are the Final Phase I Plans which are being recommended for approval at this meeting and not the Preliminary Plans as a few minor changes were made to the Final Plans per the NLTMA's request. To date, the contractor, Rock Road Construction, has installed approximately 800 ft of sewer main including five (5) manholes. A plan showing progress to date was provided.

Administrative Assistant Royles-Eby asked for a motion to approve the Subdivision and Land Development Plan for The Estates at Hearthside, Phase I, as well as the Developers Agreement, Sewer Capacity Agreement, Sewer Extension Agreement and Reimbursement

Agreement.

MOTION: Motion was made by Rodney and seconded by Gary E. to approve the Subdivision and Land Development Plan for The Estates at Hearthside, Phase I, as well as the Developers Agreement, Sewer Capacity Agreement, Sewer Extension Agreement and the Reimbursement Agreement. Motion approved unanimously.

Administrative Assistant Royles-Eby asked for a motion to accept the Financial Security Agreement which came in the form of a letter of credit.

MOTION: Motion was made by Rodney and seconded by Gary E. to accept the Financial Security Agreement which came in the form of a letter of credit. Motion approved unanimously.

Land Development Construction Updates

Town's Edge – The revised as-built drawings were submitted. Upon review, it was noted that several lateral locations shown on the drawings differ from NLTMA field records. The changes needed were reviewed with the developer's engineer. Their engineer is working on the revisions.

Briar Ridge Commons – This plan proposes twelve (12) garden apartments, five (5) single family residential dwellings plus a community building. Sewer construction commenced on November 4th and is continuing. The contractor is Concept Excavating. The shop drawings for the new control panel are also in the process of being prepared.

Homes For Life (West Lebanon) – Completed work to date includes the connection to the NLTMA's existing manhole on N. 25th St. and extending the sewer stub to the edge of right-of-way. No changes since last month.

Sunny Lane – Scout Cold Storage – This approved plan consists of a 98,000 sq. ft. building addition located at 2750 Hanford Drive. The proposed sewer design includes replacing the existing grease interceptor (traps) in addition to their privately owned pump station. None of the facilities proposed for this project will be offered to NLTMA for dedication. All proposed facilities, including the pump station, shall remain owned and operated by Sunny Lane Foods. The new facilities shall connect to the existing lateral so a new connection to the NLTMA's business park interceptor is not required. The sewer pump station shall be a duplex submersible station sized for 250 gpm while the total grease trap volume is 10,000 gals. Construction of the sanitary sewers has commenced, and work is expected to continue during the month.

MBC/ Sunny Lane Foods Expansion – Sunny Lane Foods is considering purchasing the lot to the east of their current property for a future expansion. During public comment, they reviewed their proposal which is to connect the future addition to the addition currently under construction. This would require the NLTMA's existing sewer main to be rerouted. The Board members discussed several options with the developers.

Sewer Specs – The consolidated document including administrative procedures, technical

specification and standard details are being combined into a single document for final review by Authority staff.

10-Year Capital Improvement Plan – Engineer Rights prepared and presented several options during the November joint meeting between the NLTMA Board and the Board of Supervisors. Everyone agreed to table any decisions until the next meeting when all Municipal Authority Board Members are present.

Pertinent Issues - Woodlea Phase 1 & 2 – Engineer Rights was in communication with the developer's engineer. It was discovered that the water and sewer facilities for Woodlea Phases 1 and 2 were never dedicated to the Municipal Authority. No records were found in the courthouse, NLTMA records or from their attorney, Attorney Christianson. When preparing Phase 3 for dedication, Phases 1 and 2 should also be completed.

ADMINISTRATIVE ASSISTANT REPORT – Amber Royles-Eby

Water Loan – Administrative Assistant Royles-Eby asked for a motion to approve placing an additional principal payment of \$75,000.00 on the water loan.

MOTION: Motion was made by Rodney and seconded by Gary E. to approve placing an additional principal payment of \$75,000.00 on the water loan. Motion approved unanimously.

JBT Bank Update – The transition of switching NLTMA accounts from JBT to FCCB went smoothly. The only items left with JBT account were any outstanding checks, leaving the account with enough funds to cover those. As of today, all deposits will be made in the FCCB account. As of November 1st, the new account through FCCB went live on Muni-Link.

Kathleen Street – Release remaining escrow funds – Administrative Assistant Royles-Eby asked for a motion to release the remaining escrow funds of \$828.30 for Kathleen Street which was posted for development of an existing lot by Dan Martin.

MOTION: Motion was made by Rodney and seconded by Gary E. to release the remaining escrow funds for Kathleen Street. Motion approved unanimously.

Update on Security Footage Storage – The security footage upgrade has been completed with a cost to NLTMA of \$225. Footage can now be viewed up to 70 days versus the prior 21 day limitations.

Nolt Plan - Swatara Township - Update – New plans were submitted in early November.

801 Kimmerlings Road – North Lebanon Township purchased the property at 801 Kimmerlings Road to improve site distance at the intersection of Kimmerlings Road and North 8th Avenue. The sewer lateral will be capped off prior to the house being demolished next week. All other utilities were already disconnected, allowing no usage of the property. The Township is requesting a reduction in capacity and would like to return one (1) EDU to the Municipal Authority. When homes are demolished, the owner of the lot has the option to return the EDU to the Municipal Authority. This helps to ensure the owner of the lot does not get charged \$78.00 for an EDU on a vacant lot. Application to return the EDU

was completed. Amber asked the Board to approve the EDU reduction request.

MOTION: Motion was made by Rodney and seconded by Gary E. to approve the reduction of the one (1) EDU for 801 Kimmerlings Road. Motion approved unanimously.

Quigley/Pharmaloz Manufacture Update –The office manager of Pharmaloz provided an update regarding the newly installed piping system. She acknowledged the main portion of the system had been installed, but there was a problem with the recirculatory pump component. She indicated that Pharmaloz is working with the warranty manufacturer from Italy to address the faulty piece of equipment. At the time she stated the company was unable to provide NLTMA with a timeframe as to when the project would be completed. Administrative Assistant Royles-Eby will continue to monitor this situation.

Strong Waste Permit Renewal – AutoSuds – The current permit for AutoSuds is set to expire at the end of December. They have paid their renewal fees and submitted a new permit application in October. The new permit was approved and is valid for another three (3) years and will expire in 2027. AutoSuds was added to the Grease Trap Program which requires them to pump the tank and provide all documentation to the wastewater staff at the Township.

Flexopack, USA – All original notarized agreements have been signed and received. NLTMA is still waiting for their financial security. This has been tabled for November, pending posting of financial security.

Sewer User Rate – User rate scenarios were addressed during November’s joint meeting with the Board of Supervisors. Several scenarios were provided on new lower user rates. Everyone agreed to table any final decisions until the next meeting when all Municipal Authority Board Members are present.

Pertinent Issues - Fulton Bank Sewer Loan – NLTMA received an official letter from Fulton Bank stating the sewer loan has been paid in full.

WASTEWATER DEPARTMENT REPORT – Jared Balsbaugh

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

With no further business for the good of NLTMA, the meeting was adjourned at 7:48 p.m.

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

Respectfully Submitted,

Brandi Trumbo
Recording Secretary