

**Minutes
North Lebanon Township Municipal Authority
December 12, 2024**

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 12, 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:

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
Amber Royles-Eby	Administrative Assistant
Scott Rights, P.E.	Engineer, Steckbeck Engineering
Ed Brensinger	Board of Supervisors, Chairman

Absent: Jared Balsbaugh Public Works Director

Also in attendance was Brandi Trumbo, recording secretary, Jim Cikovic, Pat Strain, and Linda Arnold, Township residents.

COMMENTS FROM THE PUBLIC – Linda Arnold questioned if we could provide a name or any information regarding the contractor working on the potential new development being built near her house on Penny Lane. Her concern is the unknown people and trucks driving through her property ruining her yard. Manager Books explained that plans have not yet been submitted or approved so we do not have that information. Solicitor Leonard also suggested she contact the police department.

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

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

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

MOTION: Motion was made by Rodney and seconded by Gary E. to approve the November Municipal Authority 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

Nolt Parcels – Swatara Connection – The project proposes sewer connection from apartment units situated on properties at 1813 and 1805 Quarry Rd in Swatara Township. The Developer now has approvals from Swatara Township which means the sewer review can move forward on the NLTMA's end. The project requires an amendment to the existing Rockwood Sewer Agreement to include the new consolidated property in the sewer service area. The Sewer Capacity and Developer's Agreements have been drafted.

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.

Sewage Management Program Update – Solicitor Leonard provided an update on the septic tank pumping program. Solicitor Leonard has prepared the complaints against those who remain non-compliant. Township Manager Books has signed the verification and checked all the notices/exhibits. The complaints will be filed this week, and all notices have been sent.

Flexopack USA – This project proposes construction of a 212,000 sq. ft. manufacturing facility on the south side of Hanford Drive. Flexopack has provided all executed Agreements and the required financial security in the form of a letter of credit. NLTMA acknowledged that the financial security is in place and the conditional approval has been met.

1370 Twigg Ave – The property has now been sold and all tapping fees, permit fees, and legal fees have been paid as part of the settlement. The new owner is aware that the sewer connection needs to be made. Solicitor Leonard will be issuing another mandatory connection notice, so NLTMA has official documentation of the requirement being communicated to the owner.

Delinquent Sewer Accounts – Solicitor Leonard provided a copy of her delinquent sewer account report. A handful of properties have moved along for collection, a couple 30-day notices have been sent, along with a couple default judgments filed.

ENGINEER'S REPORT – Scott Rights

Plan Reviews

NLT Warehouse & Trailer Storage – This plan has not had any movement since early in 2023. The developer submitted a letter to the Township officially withdrawing this plan.

MOTION: Motion was made by Rodney and seconded by Dawn to officially accept the plan withdrawal of the North Lebanon Township Warehouse and Trailer Storage Land Development Plan. Motion carried unanimously.

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’s Engineer submitted sanitary sewer design plans for review. Our review comments were provided to the Engineer. The most relevant concerns are the location of the new sewer line in relation to the existing Lentz property line and CoLA’s water main.

Flexopack USA – The subdivision and land development plans propose construction of a 212,000 sq. ft. plastics manufacturing facility. Sanitary sewer plans were conditionally approved by the NLTMA’s Board at the October meeting. Agreements and financial security are in order and were approved under the Solicitor’s Report.

Land Development Construction Updates

Town’s Edge – The revised as-built drawings were submitted to our office. As a result of our review, locations for several of the laterals shown on the drawings differ from our field records. No change in status since last month as the Developer’s Engineer continues to work on the as-built lateral schedule.

Briar Ridge Commons – This plan proposes twelve (12) garden apartments, five (5) single family residential dwellings plus a community building. Sewer construction continued throughout the month and was essentially completed. The remaining work includes system testing and final restoration. Shop drawings for the new pump station control panel were submitted and approved. Landmark has placed the order. There is no current delivery date available and is estimated to be a few months until the order arrives.

Homes For Life (West Lebanon) – The sanitary sewer construction commenced during the month of May. No additional sanitary sewer work has been completed since then. Completed work included making the connection to the NLTMA’s existing manhole on N. 25th St. and extending the sewer stub to the edge of right-of-way.

Sunny Lane – Scout Cold Storage – This project proposes construction of a 98,000 sq. ft. facility addition located at 2750 Hanford Drive. All proposed facilities, including the pump station, shall remain owned and operated by Sunny Lane Foods.

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. Sanitary sewer work commenced on October 24th and temporarily ceased on November 1st as the contractor, Rock Road Construction, moved to another construction site. To date, approximately 500 foot of sewer main including five (5) manholes have been installed. No updates have been provided on when the contractor intends to return.

MBC/ Sunny Lane Foods Expansion – Sunny Lane Foods is considering purchasing the lot to the east of their current property for a future expansion. Their intent is to connect the future addition to the addition currently under construction which will require the existing sewer main crossing the site to be relocated. The November meeting was attended by representatives from Scout and Sunny Foods who presented one option to reroute the sewers on the new lot to the east. NLTMA's board was not supportive of the proposal and suggested they consider different options. Tonight, Engineer Rights provided and reviewed two additional options provided by the Developer's Engineer. The evaluation has not been finalized.

Sewer Specs – The consolidated document including administrative procedures, technical specification and standard details are being combined into a single document for final review by NLTMA's staff.

10-Year Capital Improvement Plan – An updated draft of the ten-year plan was prepared and reviewed with the Authority Board. Various capital purchases and improvements were discussed as listed on the ten-year plan. Various user rate scenarios were also provided to the NLTMA Board for review and discussion on reducing the rates.

After some discussion, Chair Heisey asked for a motion to reduce the quarterly sewer user rate from \$78 to \$60 to become effective with the February 2025 billing.

MOTION: Motion was made by Dawn and seconded by Rodney to reduce the quarterly sewer user rate from \$78 to \$60 to become effective with the February 2025 billing. Motion approved unanimously.

ADMINISTRATIVE ASSISTANT REPORT – Amber Royles-Eby

Administrative Assistant Royles-Eby asked for a motion to ratify the executed agreements for Flexopack USA which include the Sewer Capacity Agreement, Developer's Agreement, and Railroad Spur Agreement.

MOTION: Motion was made by Rodney and seconded by Gary E. to approve the executed agreements for Flexopack USA. Motion approved unanimously.

Administrative Assistant Royles-Eby asked for a motion to accept the financial security in the form of a letter of credit for Flexopack USA.

MOTION: Motion was made by Dawn and seconded by Rodney to approve the Financial Security in the form of a letter of credit for Flexopack USA. Motion approved unanimously.

Administrative Assistant Royles-Eby provided the final version of both the sewer operating and capital reserve budget to all board members. She asked for a motion to approve the 2025 Wastewater Budget.

MOTION: Motion was made by Rodney and seconded by Gary E. to approve the 2025 Wastewater Budget Resolution #3-2024. Motion approved unanimously.

Administrative Assistant Royles-Eby stated there were no changes to the water budget as reviewed last month and asked for a motion to approve the 2025 Water Budget.

MOTION: Motion was made by Rodney and seconded by Gary E. to approve the 2025 Water Budget Resolution #4-2024. Motion approved unanimously.

WASTEWATER DEPARTMENT REPORT

All members were provided with a copy of Tommy Camasta's November Activity report. Administrative Assistant Royles-Eby reviewed the report since Jared was not present.

COMMENTS FROM BOARD MEMBERS

Tod commented that he feels the NLTMA Board did well again this year and appreciates working with everyone. Dawn expressed it's been a good year. Rodney commented it has been another successful year. Chair Heisy praised everyone and said they are all doing an awesome job.

With no further business for the good of NLTMA, the meeting was adjourned at 7:52 p.m.

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

Respectfully Submitted,

Brandi Trumbo
Recording Secretary