

Minutes
North Lebanon Township Municipal Authority
January 9, 2025

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 9, 2025, 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
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

The following members were absent:

Gary Heisey	Chair
Gary Echard	Secretary

Also in attendance was Brandi Trumbo, recording secretary, Jim Cikovic and Eric Alan Paul, Township residents.

COMMENTS FROM THE PUBLIC – None

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

REORGANIZATION OF THE BOARD FOR 2025

Amber Royles-Eby reported that she has received the completed Oath of Office from Rodney Lilley.

Nomination was made 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 Rodney and seconded by Tod for the officers to hold their same positions for 2025. Motion approved unanimously.

Solicitor Leonard then turned the meeting back over to Vice-Chair Hawkins.

APPOINTMENTS/APPROVALS TO CONDUCT AUTHORITY BUSINESS FOR 2025

Appoint Municipal Authority Solicitor for 2025, currently Amy Leonard, Esq. of Henry & Beaver, LLP.

MOTION: Motion was made by Rodney and seconded by Tod to appoint Amy Leonard, Esq. of Henry & Beaver, LLP as Municipal Authority Solicitor for 2025. Motion approved unanimously.

Appoint Municipal Authority Engineer for 2025, currently Scott Rights, PE of Steckbeck Engineering and Surveying, Inc.

MOTION: Motion was made by Tod and seconded by Rodney to appoint Scott Rights, PE of Steckbeck Engineering and Surveying, Inc. as Municipal Authority Engineer for 2025. Motion approved unanimously.

Appoint Municipal Authority Auditor for 2025, currently Brown Plus.

MOTION: Motion was made by Rodney and seconded by Tod to appoint Brown Plus as Municipal Authority Auditor for 2025. Motion approved unanimously.

Appoint depositories for Municipal Authority Funds for 2025. Currently Fulton Bank, Northwest, Jonestown, PLGIT and First Citizens Community Bank. Also, authorization for the Township Manager or Administrative Assistant / 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: Motion was made by Tod and seconded by Rodney to approve Fulton Bank, Northwest, Jonestown, PLGIT, and First Citizens Community Bank as the listed depositories of Municipal Authority Funds for 2025 and to authorize the Township Manager and Administrative Assistant / 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 2025, currently David Siminitus, primary SEO and Julie Cheyney, alternate SEO of the Lebanon County Planning Department.

MOTION: Motion was made by Rodney and seconded by Tod to appoint David Siminitus, primary SEO, and Julie Cheyney, alternate SEO of the Lebanon County Planning Department for 2025. Motion approved unanimously.

Affirm the 2025 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 commencing at 5:30 p.m.

MOTION: Motion was made by Tod and seconded by Rodney to approve the 2025 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 December 12, 2024 minutes. Hearing none, she asked for a motion to approve the December minutes.

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

SOLICITOR'S REPORT – Atty. Amy Leonard

On Lot Septic Program – Solicitor Leonard provided an update on the septic tank pumping program. Solicitor Leonard has filed the complaints and is awaiting proof of service upon the property owners.

Strong Waste Limits and Surcharges – Solicitor Leonard reviewed information provided by CoLA that they intend to amend the local limits on certain pollutants as part of their strong waste program. CoLA is also updating the strong waste surcharge for those businesses who exceed the limits. Because the Township Ordinance references the specific pollutant limits and surcharges, Solicitor Leonard is recommending that we acknowledge the new limits and surcharges, as CoLA applies them to NLTMA customers. The Township Ordinance says NLTMA has the authority to make changes, with Township approval. Solicitor Leonard has drafted a Resolution for review, to be presented to the Township and then approved by the Authority at their next meeting.

MOTION: Motion was made by Rodney and seconded by Dawn to authorize Solicitor Leonard to provide a draft resolution to the Board of Supervisors for their review and approval of updates to the strong waste ordinance to remain

consistent with CoLA's updates. Motion approved unanimously.

Delinquent Sewer Accounts – Solicitor Leonard provided a copy of her delinquent sewer account report. A handful of properties have moved along, while a couple have been removed.

ENGINEER'S REPORT – Scott Rights

Plan Reviews

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. No changes since last month.

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. NLTMA is awaiting a revised plan submission in response to our December 11, 2024, plan review comments. 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 easement.

Sheetz – NLTMA recently received subdivision and land development plans for the construction of a 6,100 sq. ft. Sheetz gas station and convenience store on a 5-acre lot situated on the NW corner of Route 72 and Long Lane. The proposed means for sewage disposal is a grinder pump connecting to NLTMA's sewer main on Long Lane. The project also proposes a 2,000 gal. grease trap. The plans are currently under review.

Land Development Construction

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. The Developer's Engineer continues to work on revising the as-built lateral schedule. No change in status since last month.

Briar Ridge Commons – This plan proposes twelve (12) garden apartments, five (5) single family residential dwellings plus a community building. The property is situated towards the southeast corner of Kimmerlings Rd. and N. 8th Ave. The proposed sewers shall connect to the existing sewers in the Crossings at Sweet Briar Subdivision and then drain to the N. 8th Ave. Pump Station. The proposed sewers shall remain privately owned. Sewer construction was completed in December with remaining work including system testing and final restoration. In addition, shop drawings for the new pump station control panel were approved last month and the order was released for fabrication. The anticipated lead time is 12 to 16 weeks, per Envirep.

Homes for Life (West Lebanon) – This land development plan proposes 38 mobile home units on the east side of N. 25th St. just south of Hanford Drive. 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 approved project proposes construction of a 98,000 sq. ft. building addition to the former Lebanon Valley Cold Storage facility located at 2750 Hanford Drive. All proposed facilities shall remain privately owned and operated by Sunny Lane Foods, including the pump station. Therefore, no facilities will be dedicated to the NLTMA. The sewer pump station shall be a duplex submersible station sized for 250 gpm while the total grease trap volume is 10,000 gallons. Construction of the sanitary sewers continued during the month of December. To date the grease traps, pump station and meter vault have been installed. Work is expected to continue during the month and should be completed by the February meeting.

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 first phase consisting of 29 lots with connection to Rolling Meadows Road in Homestead Acres. After being dormant for over a month sanitary sewer work resumed on December 19, 2024, and is now near completion.

Flexo-Pack – The approved land development plans propose construction of a 212,000 sq. ft. plastics manufacturing facility on the lot situated on the southside of Hanford Dr. and just west of Sunny Lane Foods. Sewer service includes a grinder pump with connection to the NLTMA's existing 15-inch railroad sewer interceptor running along the rear of the property. All new sewer construction shall remain privately owned by Flexo-Pack. Construction is only anticipated to commence later in the year towards summer or fall.

MBC / Sunny Lane Foods Expansion – Sunny Lane Foods is considering purchasing the lot to the east of their current property to accommodate a future expansion. Because they intend to connect the future expansion to the expansion currently in construction, it will be necessary to relocate NLTMA's existing sewer main crossing the existing lot. 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. Engineer Rights provided and reviewed two (2) additional options to the Developer's Engineer. Sunny Lane has yet to respond, and the evaluation has not been finalized.

Chapter 94 Annual Waste Load Management Report – The Chapter 94 report has been started. Scott should have some preliminary flow figures ready for review with NLTMA at the February meeting. This report is due to CoLA towards the beginning of March.

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

ADMINISTRATIVE ASSISTANT REPORT – Amber Royles-Eby

2024 Annual Activity Report – All members were provided the 2024 Annual Activity Report. This report will be provided to the Board of Supervisors to reflect the highlights of the actions of the Municipal Authority Board throughout the year. Administrative Assistant Royles-Eby is asking for approval from the NLTMA's Board so it can be forwarded to the Board of Supervisors.

MOTION: Motion was made by Rodney and seconded by Tod to approve the 2024 Annual Activity Report. Motion approved unanimously.

Resolution #1-2025 – All members were provided with a copy of the fee schedule for 2025.

Board member Dissinger inquired if equipment rental rates include the labor cost. Between Administrative Assistant Royles-Eby and Manager Books, they had confirmed equipment rental is one fee and labor hourly rates is a separate fee.

MOTION: Motion was made by Rodney and seconded by Tod to approve Resolution #1-2025 setting the fees and procedures for Wastewater & Water as well as setting the sewer rates for 2025. Motion approved unanimously.

WASTEWATER DEPARTMENT REPORT – Jared Balsbaugh

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

Comments from Board Members – Tod Dissinger questioned if the billing issue with Always Bagels has been resolved? Manager Books responded that CoLA continues to bill them for 100% of their water usage. The ball has been in Always Bagels court for some time. It is no longer a Township issue as the usage is a passthrough fee to the customer.

Tod also questioned whether we have an agreement with South Lebanon Township to purchase our flush truck? Manager Books stated that South Lebanon has verbally agreed to purchase our existing flush truck once our new truck arrives.

With no further business for the good of NLTMA, the meeting was adjourned at 7:50 p.m.

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

Respectfully Submitted,

Brandi Trumbo
Recording Secretary