

**Minutes
North Lebanon Township Municipal Authority
April 10, 2025**

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, April 10, 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:

Gary Heisey	Chair
Dawn Hawkins	Vice Chair
Gary Echard	Secretary
Tod Dissinger	Treasurer
Rodney Lilley	Assistant Secretary/Assistant Treasurer
Amy Leonard	Solicitor, Henry and Beaver, LLP
Lori Books	Township Manager
Jared Balsbaugh	Public Works Director
Scott Rights, P.E.	Engineer, Steckbeck Engineering

Absent: Amber Royles-Eby Administrative Assistant

Also in attendance was Misty Bender, the recording secretary, and several residents of the Township.

COMMENTS FROM THE PUBLIC – None

CONSIDERATION FOR APPROVAL OF THE MINUTES

Chair Heisey asked if there were any additions or corrections to the March 13, 2025, minutes. Hearing none, he asked for a motion to approve the March minutes.

MOTION was made by Rodney and seconded by Gary E. to approve the February minutes. Motion approved unanimously.

CONSIDERATION FOR APPROVAL OF PAYMENT OF INVOICES AND REQUISITIONS SUBJECT TO AUDIT

Chair Heisey asked for a motion to approve the invoices and requisitions for payment subject to audit.

MOTION was made by Dawn and seconded by Rodney to approve the payment of 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. She noted there are 4 non-compliant properties remaining out of the 5. The next step is to move towards scheduling a hearing.

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 Sewer Capacity and Developer's Agreement have been drafted. It was determined that an addendum was required to the Developer's Agreement to account for the special purpose tapping fees. As for amending the existing Rockwood Agreement with Swatara Township, no language will need to be amended. We are only revising Exhibit "A", which is a map showing the Rockwood sewer service area to include both Nolt parcels. Engineer Rights has completed the revised map. This Agreement should be ready for next month's meeting.

1370 Twigg Ave – Solicitor Leonard reported that the sewer connection for this property has been completed. She will work on preparing a termination agreement so that if anyone does a title search on this property, it will be recognized that the original agreement requiring this property to connect to public sewer has been completed.

Homes For Life – West Lebanon Township – Solicitor Leonard reviewed the intermunicipal agreement she is working on between West Lebanon Township and NLTMA regarding the billing process for the 26 mobile homes that will be connecting to NLTMA's system that are within West Lebanon Township.

Lien Report – Solicitor Leonard provided a copy of her delinquent sewer account report. Discussions followed regarding the next step to a few of the properties from her list.

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 has submitted notes back to the developer's engineer regarding some outdated information that will need to be added. We are pending receipt of the updated revisions.

Sheetz – This plan is 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. Revised plans were submitted on April 3rd that addressed all but one of the items in response to comments issued on March 12th. They have also provided us with copies of their grease trap and pump station sizing calculations which were then forwarded to the sewer department for their files.

Land Development Plans Ready for Action – None**Land Development in Construction**

Town's Edge – The revised as-built drawings were submitted to Engineer Rights office. The developer's engineer submitted the revised as-built drawings. Engineer Rights has edited the lateral schedule and forwarded to their Engineer for importing into their as-built drawing CAD files. Once updated files from their engineer are received, copies will also be sent to the sewer dept & imported into the Authority's GIS database.

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. Site sewer construction has been completed along with paving. Vacuum testing the manholes should be scheduled soon. The control panel and generator are scheduled to be delivered the end of this month for the improvements to the N 8th Ave Pump Station.

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 May of 2024. 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. Work was halted until an agreement was reached between West Lebanon Township and the NLTMA. We are currently working out the details of that agreement. The contractor has been authorized at this point to go back on site and resume sanitary sewer work next Monday.

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. Phase One consists of 29 lots connecting from Rolling Meadows Road in Homestead Acres. Phase One installation of all sanitary sewer mains and laterals were completed. There have been no changes since last month. Outstanding work that remains is to perform vacuum testing of the manholes which is dependent upon the completion of paving. They anticipate the manholes to be vacuumed within the next several weeks, as the contractor is preparing to proof roll the road subgrades. Paving should follow soon after.

Manager Books stated she was recently made aware by their engineer that they are currently working on Phase Two plans. He wanted to inform her that they intend to swap Phase Two with Phase Four because Met Ed can only provide power coming from the south rather than continue to come from the north.

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. Construction is anticipated to commence either this summer or fall. No change in status from last month.

Sunny Lane Foods Expansion/Sewer Main Relocation – The developer's engineer has finished the field work survey. Preliminary plans were provided to Engineer Rights earlier this week and he was able to review them with the Sewer Department staff. Discussion was held regarding their recently submitted layout plans, relocating NLTMA's existing sewer mains.

Chapter 94 Annual Waste Load Management Report – Annually the NLTMA board members review the drafted Chapter 94 Report. This report confirms that none of the facilities are overloaded or projected to become overloaded during the next five (5) years. The plans were finished and sent over to COLA March 19, 2025.

MOTION was made by Dawn and seconded by Rodney to ratify the acceptance of the Chapter 94 Annual Waste Load Management Report to COLA. Motion approved unanimously.

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 – Given By Manager Lori Books

1370 Twigg Ave – Wastewater Management reported that they are officially connected to public sewer as of March 24th. Tommy was present on sight for the inspection and stated that they did a great job.

Project TV/ Heilmandale Road Owner LLC – Release Maintenance Bond/ Escrow Manager Books requested the board's approval to release both their remaining escrow funds and 18-month Maintenance Integrity Bond back to the Developer. The bond was utilized for the work entailed in relocating a force main, which is set to expire in the amount of \$14,588.00. The remaining escrow funds in the amount of \$2,756.34 can also be released, as there is nothing further to address with this project .

MOTION was made by Rodney and seconded by Gary E. to release the 18-month Maintenance Integrity Bond in the amount of \$14,588.00 and the remaining escrow funds in the amount of \$2,756.34. Motion approved unanimously.

Water Loan – Manager Books asked for approval to place an additional \$100,000 as additional principal on the water loan. With all the extra payments on principle, we are scheduled to pay off the water loan six years early.

MOTION was made by Rodney and seconded by Tod to approve the additional principal funds of \$100,000.00 to be paid on the water loan. Motion approved unanimously.

Pertinent Issues – None

WASTEWATER DEPARTMENT REPORT – Jared Balsbaugh

Jared discussed the force mains that are on the 10-year plan to be replaced in 2026 for

Kochenderfer & Francis Ann. The current force mains were installed in 1986, making them about 40 years old. Engineer Rights stated that depending on the land, the layout and other factors, the typical life expectancy for a force main could range from 30 to 50 years. With the anticipated work at the intersection of Kochenderfer Road and Route 343 that PennDOT is currently working on, Jared would like to start the discussion on having Engineer Rights work on the design, so we are ready to go in 2026 prior to the improvements PennDOT is planning on making. Engineer Rights reported several options for replacing or rehabilitating the force mains. Technology is out there, but it is difficult to find contractors who can perform slip lining on a force main.

MOTION was made by Rodney and seconded by Tod to authorize Engineer Rights to begin sewer designs for replacement of the two force mains. Motion approved unanimously.

The NLTMA Board also discussed the possibility of applying for the PA Small Water and Sewer Grant which is due April 30th to help with the costs of replacing the force mains.

MOTION was made by Rodney and seconded by Tod to authorize Steckbeck Engineering to complete the grant application process including the resolution and the preparation of the grant documents. Motion approved unanimously.

All members were provided with a copy of Tommy Camasta's March Activity report. Jared reviewed Tommy's monthly activity report with the board members. He also mentioned that we did not renew the annual maintenance contract to service the generators. Our new mechanic used to work for a generator company and did that for a living. He is confident that he and Tommy can perform the necessary service on all the generators at the pump stations moving forward.

EXECUTIVE SESSION

MOTION was made by Rodney and seconded by Tod at 8:02 p.m. to adjourn into executive session. Motion approved unanimously.

RECONVENE

The regular meeting was reconvened at 8:07 p.m.

ADJOURNMENT

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

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

Respectfully Submitted,

Misty Bender
Recording Secretary