

**Minutes  
North Lebanon Township Municipal Authority  
May 8, 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, May 8, 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
Amber Royles-Eby	Administrative Assistant
Jared Balsbaugh	Public Works Director
Scott Rights, P.E.	Engineer, Steckbeck Engineering

Also in attendance was Brandi Trumbo, recording secretary, Rob Anspach, Township resident, and Jim Cikovic, Township resident.

**COMMENTS FROM THE PUBLIC**

Rob Anspach was present to inquire as to what the Township is doing about the property located at 701 N. 7<sup>th</sup> Street. He wanted the Township to know there is excessive trash and rodents. Solicitor Leonard responded that the Township is aware of the situation and the property owner has been cited several times for code violations. The Township is doing everything they can legally to remedy the situation.

**CONSIDERATION FOR APPROVAL OF THE MINUTES**

Chair Heisey asked if there were any additions or corrections to the April 10, 2025 minutes. Hearing none, he asked for a motion to approve the April minutes.

**MOTION** was made by Rodney and seconded by Dawn to approve the April 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 Rodney and seconded by Gary E. to approve the payment of 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 project requires an amendment to the existing Rockwood Sewer Agreement to include the new consolidated property in the sewer service area. Solicitor Leonard sent a proposed amendment to the Rockwood Agreement to Swatara's Solicitor along with a new sewer service area map and a proposed Resolution to adopt the amendment. Awaiting a response from Swatara.

**Manor View Estates** – We are still waiting for them to return the signed Agreements, provide financial security, and pay the capacity fees. There has been some communication on the Township side that they wish to move forward, but nothing has changed in terms of the status of the agreements, financial security, and capacity fees.

**1370 Twigg Ave** – The sewer connection is complete. Solicitor Leonard asked the NLTMA Board to authorize execution and recording of the termination of the old Truran Agreement now that the property has been connected to the sewer system.

**MOTION** was made by Rodney and seconded by Gary E. to authorize Solicitor Leonard to move forward with the termination of the agreement for 1370 Twigg Ave. Motion approved unanimously.

**Homes For Life – West Lebanon** – This land development plan proposes 38 mobile home units on the east side of N. 25<sup>th</sup> St. just South of Hanford Drive. The 26 mobile homes connected to the NLTMA system will have individual water meters, but our standard practice is to bill the property owner of a mobile home park, as municipal claims attach to the property and not the person. West Lebanon would like us to use the individual meter readings for the 26 units, which they will provide to us, and then we will bill the property owner based on the total. We have drafted and provided an intermunicipal agreement to West Lebanon and their Solicitor to address this and we are close to having a final agreement. Solicitor Leonard will make the final revisions. West Lebanon plans to approve the agreement at their June meeting.

**Delinquent Sewer Accounts** – Solicitor Leonard provided a copy of her delinquent sewer account report. Noted some accounts have moved forward and two (2) new accounts have been added to the list.

**ENGINEER'S REPORT – Scott Rights****Plan Reviews:**

**Manor View Estates** – This development proposes 30 lots on the west side of Grace Avenue just North of Homestead Acres. The Developer has satisfied all technical review comments related to the sanitary sewer design. We are still 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 is proposing to consolidate the two (2) lots into a single lot and to make a single lateral connection to NLTMA's sewer system at the intersection of Grace Ave. and Water St. Proposed connections include 18 EDUs. The lot consolidation plan has been approved by Swatara Township. None of the new facilities will be offered for dedication to the Authority.

The revised plans were submitted on April 17 and all technical design issues have been addressed to our satisfaction. Final plan approval by the Authority requires an amendment to the NLTMA/Swatara Township intermunicipal agreement to add the newly created parcel to the delineated Rockwood Sewer Service Area. As Solicitor Leonard reported, the amended agreement has been forwarded to the Swatara Township Solicitor for execution by Swatara. In addition, we concur with the Improvements Guarantee cost estimate in the amount of \$157,803.25 prepared by the Developer's Engineer. We are still waiting for them to submit their financial security.

**Sheetz** – This plan is for the construction of a 6,100sq. ft. Sheetz gas station and convenience store on a 5-acre lot situated on the NW corner of Route 72 and Long Lane. The revised plans were submitted, and all technical design issues have been addressed to our satisfaction. In addition, we concur with the Improvements Guarantee cost estimate prepared by the Developer's Engineer. We are waiting for the executed agreements, fees, and financial security to be submitted.

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

#### **Land Development in Construction:**

**Town's Edge** – The Developer's Engineer submitted the revised as-built drawings. Engineer Rights office forwarded a revised lateral schedule to The Developer's Engineer for importing into their as-built drawings CAD file. Copies will be provided to the Sewer Department after the updated files from the Engineer are received and the updated files will be imported into the NLTMA's GIS database.

**Briar Ridge Commons** – This plan proposes twelve (12) garden apartments, five (5) single family residential dwellings plus a community building. No Change in status regarding site sewer construction this month. All that remains is to vacuum test the manholes. Site paving was recently completed, and we anticipate the testing will be scheduled soon.

Both the new control panel and generator have been delivered to the site for improvements to the N. 8th Ave. Pump Station. While conducting an inspection of the existing pump station building it was discovered that the main circuit is only 150 amps while the new Gorman Rupp panel requires a 200-amp breaker. Because the Developer is responsible for making all improvements necessary to create the additional capacity needed, we advised Landmark that they are responsible for modifying or replacing the panel at their cost as necessary to make for a complete and operating system.

**Homes for Life (West Lebanon)** – This plan proposes 38 mobile home units on the east side of N. 25<sup>th</sup> St. All sanitary sewer mains have been completed. The sanitary sewer contractor is currently installing the laterals for each of the proposed housing units. Air testing of the new lines will be scheduled after the laterals are completed.

**The Estates at Hearthside – Phase 1** –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 (1) installation of all sanitary sewer mains and laterals were completed. Outstanding work that remains is to perform vacuum testing of the manholes. The site contractor Rock Road Construction recently completed the base course paving such that the testing can now be scheduled. Testing is anticipated to be conducted sometime during the next several weeks.

**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 forwarded the preliminary design drawings to Norfolk Southern for review and comment as a first step to making application for a permit for the railroad crossing. It will probably be several months before we see an official submission.

**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.

**Kochenderfer Rd & Frances Ann Dr. Force Main Replacement Grant Application:** The PA Small Water and Sewer System Program grant application to replace the force mains was prepared and submitted. In making the submission, we also solicited letters of support from State Senator Gebhard's and Representative Schlegel's office. Preliminary comments were received from the grant application reviewer to which we provided a response. A copy of the entire application was provided to the NLTMA Board. The grant requires a 15% match from the applicant. We were advised that awards will be announced sometime during late winter 2026. Work cannot start prior to the award, so the preliminary schedule is to bid shortly after the first of the year so that we can be in position to commence construction in spring 2026. As part of the grant submittal, a Resolution was required to be executed by the Applicant.

**MOTION** was made by Dawn and seconded by Rodney to ratify Resolution 3-2025 which authorized the submittal of the PA Small Water and Sewer Grant Application. Motion approved unanimously.

#### **ADMINISTRATIVE ASSISTANT REPORT – Amber Royles-Eby**

**MuniciBid Sale** – In March the NLTMA Board authorized the listing of the 2000 Godwin Dri Prime Bypass pump to be sold on MuniciBid. Amber asked for a motion to approve the

MuniciBid sale of the 2000 Godwin Dri Prime Bypass Pump to the highest bidder, Elizabeth Ditchcreek, for a price of \$5,000.00.

**MOTION** was made by Rodney and seconded by Tod to approve the MuniciBid sale of the 2000 Godwin Dri Prime Bypass Pump to the highest bidder, Elizabeth Ditchcreek, for a price of \$5,000.00. Motion approved unanimously.

### **Release Remaining Escrow Funds**

**NLT Warehouse & Storage-** NLTMA approved this plan withdrawal in December 2024. All outstanding invoices have been received to date. Amber requested permission to return the remaining escrow balance of \$4,310.53 to the owners for the North Lebanon Township Warehouse Plan.

**MOTION** was made by Rodney and seconded by Tod to return the remaining escrow balance of \$4,310.53 to the owners for the North Lebanon Township Warehouse Plan.

**2203 W. Cumberland St (Starbucks / Jersey Mike's)-** This project was completed in 2024. All outstanding invoices have been received to date. Amber asked for a motion to return the remaining escrow balance of \$3,325.33 to the owner for the Land Development Plan for 2203 W. Cumberland Street.

**MOTION** was made by Rodney and seconded by Dawn to return the remaining escrow balance of \$3,325.33 to the owner for the Land Development Plan for 2203 W. Cumberland Street.

**Water Loan** – We received the bank statement following our last meeting. We then realized we have enough funds in the bank account to pay the water loan in full. The remaining balance on the loan is \$220,373.25. We currently have \$251,228.49 in the bank account. We would have a balance of \$30,855.24 left in the bank account after we pay off the loan. For now, we would like to keep this account active as we will need funds to cover any legal and engineering expenses that we may incur with dedicating this system to CoLA. We will also need funds to complete the 2025 Annual Audit by Brown Plus. Lori emailed our auditors on April 30<sup>th</sup> to ask for guidance on what to do with the remaining funds after all invoices have been paid since this money was collected solely for the water project. Once all fees are paid, we can transfer any remaining monies to the sewer operating or sewer capital reserve fund as the fees collected were for collection and conveyance.

**MOTION** was made by Tod and seconded by Dawn to authorize paying the water loan in full in the amount of \$220,373.25.

**Resolution 4-2025** – After the water loan is paid in full, we no longer need to collect the water tapping fee or the water debt fee as these were strictly created for bills related to the water project and to pay down the debt on the water loan.

**MOTION** was made by Tod and seconded by Gary E. to adopt Resolution 4-2025 to terminate the North Lebanon Township Municipal Authority water tapping fee and water debt fee.

**Resolution 5-2025** – A revised fee schedule was prepared and presented which reflects the changes to the water tapping fee and the water debt fee as well as the increases in usage for both water and sewer by the City of Lebanon Authority.

**MOTION** was made by Dawn and seconded by Rodney to adopt Resolution 5-2025 to revise the Municipal Authority Fee Schedule.

**Transfer of Water System within Water Project Area to CoLA** – Now that the water loan will be paid in full, Lori contacted Jon Beers at CoLA on April 30<sup>th</sup> to start the discussions on dedicating the water lines, etc. to them. At a minimum we will need to have Amy prepare the Deed of Dedication. Lori reported that CoLA responded to her email stating they will come up with a checklist of items to be completed prior to them taking over the water project area lines.

**Pertinent Issues** – None

**WASTEWATER DEPARTMENT REPORT – Jared Balsbaugh**

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

Jared reviewed Tommy's monthly activity report with the board members. He noted during the month there was 111 PA one calls and 1 emergency PA on call. Two (2) new sewer connections. Various businesses had their grease trap inspections performed.

The discharge check valves were cleaned, and an internal inspection was completed at the Rockwood Pump Station. The 8<sup>th</sup> Ave Pump Station generator arrived and was installed. The new motors and control panel are scheduled to be replaced. The service panel needs to be upgraded from a 150 amp to a 200 amp.

Lines extending to Popeye's Chicken and Longhorn Steakhouse were flushed as a large grease accumulation in the manhole was noticed during the routine inspection.

**ADJOURNMENT**

With no further business for the good of NLTMA, the meeting was adjourned at 8:08 p.m.

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

Respectfully Submitted,

Brandi Trumbo  
Recording Secretary