

**Minutes
North Lebanon Township Municipal Authority
June 12, 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, June 12, 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
Amber Royles-Eby	Administrative Assistant
Jared Balsbaugh	Public Works Director
Scott Rights, P.E.	Engineer, Steckbeck Engineering

Absent Amy Leonard Solicitor, Henry and Beaver, LLP

Also in attendance were Misty Bender, Recording Secretary, Scott Henry, CPA with Brown Plus and several township residents.

COMMENTS FROM THE PUBLIC

Scott Henry, CPA, MBA with Brown Plus was in attendance to review the 2024 Municipal Authority Audit. Scott went over key highlights in the report. Brown Plus issued NLTMA a “clean” opinion which translates to no issues regarding the financial side of business. The current financial condition is well balanced and under control.

CONSIDERATION FOR APPROVAL OF THE MINUTES

Chair Heisey asked if there were any additions or corrections to the May 8, 2025, minutes. Hearing none, he asked for a motion to approve the May minutes.

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

SOLICITOR’S REPORT – As provided by 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. Swatara had no concerns with the amendment to the Agreement. The Amendment and the accompanying Resolution approving the execution of the Amendment are ready for NLTMA approval.

Manor View Estates – NLTMA is still waiting for them to return the signed Agreements, provide financial security, and pay the capacity fees. No changes have been reported since the last meeting.

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 26 mobile homes that will connect to the NLTMA system will have individual water meters. 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 Township would like NLTMA to use the individual meter readings for the 26 units, which they will provide, and then NLTMA will bill the property owner based on the total of all 26 units. Solicitor Leonard has drafted and provided an intermunicipal agreement to West Lebanon Township and their Solicitor. They are moving forward with working out the last few details before the agreement is completed.

Sheetz – This plan is moving forward in process; however, the NLTMA is still waiting on a signed Developers Agreement and Financial Security.

Delinquent Sewer Accounts – Solicitor Leonard provided a copy of her delinquent sewer account report. There was a total of 16 properties listed in this report.

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. NLTMA is waiting for the signed agreements, financial security, and the capacity fees to be paid.

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. The revised plans were submitted, and all technical design issues have been addressed to our satisfaction. In addition, they concur with the Improvements Guarantee cost estimate prepared by the Developer's Engineer. NLTMA is waiting for the executed agreements, fees, and financial security to be submitted.

Land Development Plans Ready for Action –

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 plans to make a single lateral connection to NLTMA's sewer system at the intersection of Grace Ave. and Water St. The developer has requested 18 EDUs. 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 Board requires an amendment to the NLTMA/Swatara Township Intermunicipal Agreement to add the newly created parcel to the delineated Rockwood Sewer Service Area Map. As mentioned in Solicitor Leonard's report, the amended agreement has been forwarded to the Swatara Township Solicitor for execution by Swatara. NLTMA has received financial security, and this plan is ready for action.

Heisey's Diner Lot Addition - This project proposes a 0.39-acre lot addition from the 11.13-acre softball field lot situated on the east side of S.R. 72 and adding the 0.39-acre piece to the existing 1.14-acre diner property to the south. The project is strictly a lot addition plan. No site improvements are proposed including any sewage facilities. The existing diner is connected to public sewer. The plans do show NLTMA's GLRA and abandoned Orange Ln. Pump Station force main and easements on the plan. The plans also include a note acknowledging that sewage facilities planning will be required if future improvements are proposed to either of the parcels.

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. The updated files will be imported into NLTMA's GIS database. Revised as-built drawings were requested from them today.

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 manholes have been vacuum tested. The NLTMA has requested the as-built drawings from the Developer's Engineer. Landmark has ordered a new electric panel sized to handle the larger pump motors and the new control panel.

Homes for Life (West Lebanon) – This plan proposes 38 mobile home units on the east side of N. 25th St. All sanitary sewer mains have been completed. The sanitary sewer contractor has completed the installation of all sewer mains. All that remains at this point is air testing for the main servicing the 26 units connecting directly to the Authority's main on N. 25th Street. Solicitor Leonard continues to work with Solicitor Gallo to complete the agreement as well.

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. All manholes have been vacuum tested, which brings all the work to a completion. NLTMA has requested the as-built drawings of the new sewer system be submitted.

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:

Steckbeck Engineering completed the field survey work last week. They are currently preparing the existing conditions basemap. After the base mapping is completed, their next step is to meet with the Townships Public Works Director, Jared, to discuss layout options for the new force main. As reported at the May meeting, grant awards are only expected to be announced in late winter. Work cannot start prior to the grant award, so the preliminary schedule is to bid shortly after the first of the year so that they can be in position to commence construction in spring 2026. The PADOT roundabout work is scheduled for either 2027 or 2028 depending on funding availability.

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.

ADMINISTRATIVE ASSISTANT REPORT – Amber Royles-Eby

Strong Waste Permit Renewal – Shiny Shell Car Wash - The current strong waste permit for Shiny Shell was set to expire at the end of May. They paid the renewal fee and submitted their renewal application. The new permit was approved and is valid for another three (3) years which will expire in May of 2028. Shiny Shell is included in the Grease Trap Program which requires them to pump the tank and provide all documentation to the wastewater staff at the Township. Furthermore, they are also required to inform Tommy of their pumping schedule, so he can observe while it is being done.

Heisey's Lot Addition Plan – Planning Waiver & Non-Building Declaration/ Lot Addition – As previously stated, this plan proposes a lot addition from one parcel to another on the ES of SR 72. There will be no site improvements taking place, nor any sewage facilities. New deeds are to be prepared and recorded for both parcels, which represent the lot addition. The NLTMA has received an abstention letter from Gary Heisey citing a conflict of interest because he is co-owner of the plan. Amber asked the Authority Board to approve the Planning Waiver and Non-Building Declaration for this lot addition plan.

MOTION was made by Rodney and seconded by Dawn to approve the Planning Waiver, the Non-Building Declaration for the Gary & Lillian Heisey Lot Addition Plan and Plan Approval. Motion unanimously approved with Gary Heisey abstaining from the vote.

Resolution #6-2025 – Second Amendment to the Rockwood Agreement with Swatara Township to include the Nolt parcel – Resolution 6-2025 authorizes the execution of the amended agreement with Swatara Township. Solicitor Leonard, in collaboration with Solicitor Gallo from Swatara Township, provided an amendment to the existing Rockwood Agreement to include the Nolt parcel in the sewer service area. Swatara Township's meeting is also tonight and they will be approving this agreement at their meeting as well.

MOTION was made by Rodney and seconded by Tod to approve Resolution 6-2025 which authorizes the execution of the Intermunicipal Agreement with Swatara Township to amend the Rockwood Agreement with Swatara Township. Motion unanimously approved.

Nolt Plan – Swatara Township – NLTMA has received the Sewer Capacity Agreement along with all required fees. We have also received the Developer’s Agreement and the Addendum to Developer’s Agreement which includes language for Special Purpose Tapping Fees I & II. The Component 3 Planning Module is also ready for approval. Financial Security for all sanitary sewer site work has also been received.

MOTION was made by Rodney and seconded by Gary E to approve the Sanitary Sewer Plans and Design, the Sewer Capacity Agreement, the Developer’s Agreement, the addendum to the Developer’s Agreement, Section J3 Parts A, B and C of the Component 3 Planning Module, and to accept financial security as presented. Motion unanimously approved.

Sheetz Plan - At the end of April, Sheetz addressed all the Engineer’s comments related to Sanitary Sewer Plans and Design. Engineer Rights recommends approval of the plans. NLTMA has received the signed Capacity Agreement with the required Sewer Capacity fees. The Sewage Facilities Planning Module Exemption is ready for approval. No lines are being dedicated to NLTMA from the property. NLTMA is still waiting for the Developers’ agreement and financial security.

Pertinent Issues – None

WASTEWATER DEPARTMENT REPORT – Jared Balsbaugh, Public Works Director

All members were provided with a copy of Tommy Camasta’s May Activity report. Jared reviewed Tommy’s monthly activity report. He noted during the month there was 71 PA one calls and 1 emergency PA on call. Four (4) new sewer connections, and various businesses had their grease trap inspections performed.

Projects upcoming this month will include wet well cleaning for all pump stations. The new flush truck is expected to be delivered in June.

The generator at the N 8th Ave pumping station has been installed. They are waiting on PSI to come out to take photos of the wiring to get the electrical upgrade work scheduled.

The three-point attachment does not attach easily to the new Tiger Mower that they purchased this year. They feel as though it is unneeded and could potentially be sold. They do have the mower that was purchased for the Bobcat for mowing the rights-of-way.

The Wastewater Department has been helping other departments as needed for projects such as paving different areas in preparation for the large paving project this summer. They have also been assisting them with sewer trench repairs throughout the township.

Second Amendment to the Agreement between Swatara Township and North Lebanon Township Municipal Authority – Rodney Lilley noted the Second Amendment to the Agreement between Swatara Township and NLTMA was a separate document requiring a separate set of Board signatures, which had not been included in the prior motion regarding Resolution 6-2025. A motion

approving the Second Amendment to the Agreement between Swatara Township and NLTMA is necessary to ensure that NLTMA Board Officers have the authorization to sign off on all agreements and amendments.

MOTION was made by Rodney and seconded by Gary E. to approve the Second Amendment to the Intermunicipal Agreement between Swatara Township and North Lebanon Township Municipal Authority to provide and receive public sanitary sewer services. Motion unanimously approved.

ADJOURNMENT

With no further business for the good of NLTMA, the meeting was adjourned at 8:00 p.m.

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

Respectfully Submitted,

Misty Bender
Recording Secretary