

**Minutes
North Lebanon Township Municipal Authority
July 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, July 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
Amber Royles-Eby	Administrative Assistant
Scott Rights, P.E.	Engineer, Steckbeck Engineering
Amy Leonard	Solicitor, Henry and Beaver, LLP

Absent: Jared Balsbaugh Public Works Director

Also in attendance were Misty Bender, Recording Secretary and township resident Jim Cikovic.

COMMENTS FROM THE PUBLIC – None.

CONSIDERATION FOR APPROVAL OF THE MINUTES

Chair Heisey asked if there were any additions or corrections to the June 12, 2025, minutes. Hearing none, he asked for a motion to approve the June minutes.

MOTION was made by Rodney and seconded by Dawn to approve the June 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 – As provided by Atty. Amy Leonard

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. The agreement and a supporting resolution have been completed and are ready for adoption and approval.

MOTION was made by Rodney and seconded by Tod to approve and adopt Resolution 7-2025, which authorizes the execution of the Intermunicipal Agreement to provide sanitary sewer services and establish billing procedures between NLTMA and West Lebanon Township. Motion approved unanimously.

Sheetz – Both executed agreements and capacity fees have been received. They are requesting conditional approval contingent on posting financial security. The cost estimate has already been approved by the Authority’s Engineer.

Manor View Estates – The NLTMA is still waiting for the signed agreements, financial security and capacity fees to be paid. On the Township side they are waiting on a resubmission to address one issue that arose, so no movement is reported for this plan at this time.

Delinquent Sewer Accounts – Solicitor Leonard provided a copy of her delinquent sewer account report. There was a total of 18 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 still waiting for the signed agreements, financial security, and the capacity fees to be paid. No changes from last month.

Land Development Plans Ready for Action –

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. Engineer Rights reviewed the plan briefly and recommended approval of the sanitary sewer design as long as the Authority Board is satisfied with the status of financial security & agreement matters.

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.

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.

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. No changes have been made since last month.

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 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, which they are still waiting on at this time.

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 late this summer or fall. No change in status from last month, and the sanitary sewer construction is scheduled to take place towards fall.

Nolt Plan – The project proposed a sewer connection from apartment units situated on properties at 1813 and 1805 Quarry Rd in Swatara Township. The Developer proposed to consolidate the two (2) lots into a single and make a single lateral connection to NLTMA's sewer system at the intersection of Grace Ave and Water St. The connection proposed consists of 18 EDUs. The lot consolidation plan, Rockwood Sewer Service Agreement amendment and Sewage Facilities Planning Module have all been approved by Swatara Township. The Developers Engineer plan to submit to PA DEP for review. They expect construction to begin shortly thereafter the review process which could take upwards of two (2) months. Engineer Rights let the Developers Engineer know that a preconstruction meeting before work commencing is desired, to review procedure to connecting into the NLTMA's existing manhole properly.

MBC/Sunny Lane Foods Expansion - As discussed at recent meetings, Sunny Lane Foods is considering purchasing the lot to the east of their current lot to accommodate a future expansion. Because they intend to connect the future building expansion to the expansion currently in construction, it will be necessary to relocate the NLTMA's existing sewer main crossing the existing lot. As discussed at prior meetings, the Authority Board recommended the Developer reroute the sewers along the eastern edge of the new property and bore underneath the Norfolk Southern railroad tracks into N. 25th St. The Developer has agreed to pursue the recommendation. The preliminary plans showing the railroad crossing are still being reviewed by Norfolk Southern and the Developer is still evaluating floor plan designs. No changes have been noted this month.

Standard 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 and the basemap has been prepared. 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.

Meeting about GIS – A meeting between Township staff and Steckbeck's office is set to take place

on Wednesday, July 16th to discuss upgrades to the Township's existing version of their GIS system database. Currently, with their GIS version, the Township crewman must run back to the Township building to obtain their visual data. With a new upgrade this will create less time wasted for the staff and allow for faster on the spot information sharing with the residents when required.

Meeting with CoLA – A meeting is scheduled with CoLA regarding the dedication of the water project area on Thursday, July 17th, at CoLA. Where both the Township and Water Authority will start to discuss what is required of NLTMA so we can dedicate the water system/ lines from the water project area to CoLA.

ADMINISTRATIVE ASSISTANT REPORT – Amber Royles-Eby

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 for these 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 the NLTMA from the property. NLTMA has received the Developers Agreement and Sewage Facilities Planning Module Exemption. Sheetz has requested conditional approval, pending the posting of financial security. Sheetz seeks to acquire plan approval from both the Township and the NLTMA Board prior to proceeding with the necessary steps and expenses entailed with obtaining financial security. Within a few days of obtaining conditional approval from both boards, they intend to acquire and post the financial security. Administrative Assistant Royles-Eby requested the Authority Board make a motion for conditional approval.

MOTION was made by Rodney and second by Gary E to approve the sanitary sewer plans and design, contingent upon receiving their financial security. Motion approved unanimously.

MOTION was made by Rodney and seconded by Gary E to approve the Developers Agreement, the Sewer Capacity Agreement and Sewage Planning Module Exemption for the Sheetz plan. Motion approved unanimously.

ACNB Bank Water Loan - At the end of June NLTMA received an official letter from ACNB Bank stating the water loan has been paid in full. In addition they included a signed original copy of the Loan Agreement and a final bank statement showing a zero balance for our records.

Water Project Dedication Meeting with CoLA – As mentioned, a meeting is scheduled with CoLA regarding the dedication of the water project area on Thursday, July 17th, at CoLA.

Quarterly Sewer Billing Services – Update – Ready for Action – All of our printing, mailing and postage related to sewer billing was managed by PMSI (Professional Mailing Services Incorporated). In May, the NLTMA's Sewer Billing Clerk observed that this company abruptly stopped responding to her usual quarterly emails and phone calls. After further investigation, it was discovered that the company had suddenly ceased all operations and filed for bankruptcy without any notification. PMSI cashed the NLTMA's check for \$2,150.00 in April, which was intended for the unsent quarterly printing and mailing services for May. The NLTMA staff had to scramble to find an alternative method of getting the billing out on time. Bruce Phillips with BPMC, who was the liaison with our current service supplier, was able to secure another printing/ mailing company in a crunch. Mr.

Phillips covered the money we lost with PMSI, which was to cover the postage costs for the May billing. The NLTMA spent \$2,736.73 on the 4th quarter sewer bills. Each board member was provided with a copy of the quotes the NLTMA staff obtained from four different printing and mailing companies. Laser Print Plus, which is the company that Mr. Phillips was able to connect with in a pinch, is the most cost-effective option. Amber requested a motion for approval to utilize Laser Print Plus as the NLTMA's utility printing and mailing services provider going forward.

MOTION made by Dawn and seconded by Tod to approve Laser Print Plus as the new utility printing and mailing service provider for the NLTMA. Motion approved unanimously.

Pertinent Issues – None.

WASTEWATER DEPARTMENT REPORT – Jared Balsbaugh, Public Works Director

All members were provided with a copy of Tommy Camasta's June Activity report. Administrative Assistant Royles-Eby reviewed Tommy's monthly activity report. She noted during the month there were ninety-one (91) PA one calls and three (3) emergency calls during work hours, and one (1) after-hours call. There were seven (7) new sewer connections, and various businesses had their grease trap inspections performed.

All right of way mowing was completed for the month. Both the NLTMA and Highway departments have shared the expenses for renting the paving machine in June. The paver rental was utilized to pave sewer trenches on Kathy Drive and Joyce Street and was also used to fix the base around the manhole on Joel Drive. In total, 140 tons of asphalt was used for the completion of these projects.

The final phase for the 8th Ave Pump Station upgrades is underway, although an official start date for the project has not been established yet. Meanwhile, the Water Street Pump Station control panel has been delivered, with installation scheduled to take place later this summer.

The flush truck is close to being completed. Recent updates, including progress photos, were shared with the Authority Board members during their meeting. Once delivered, Tommy intends to utilize the new truck as a training opportunity to clean the wet wells at the pump stations which will provide a good training opportunity for the newer maintenance crewman.

Tod brought up concerns about the manhole in the intersection of 7th Street and Kimmerlings Road being loose. It was noted that this has already been brought to the NLTMA's attention and will be taken care of.

ADJOURNMENT

With no further business for the good of the NLTMA, the meeting was adjourned at 7:37 p.m.

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

Respectfully Submitted,

Misty Bender,
Recording Secretary