

**Minutes
North Lebanon Township Municipal Authority
August 14, 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, August 14, 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
Jared Balsbaugh	Public Works Director

Also in attendance were Brandi Trumbo, 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 July 10, 2025, minutes. Hearing none, he asked for a motion to approve the July minutes.

MOTION was made by Rodney and seconded by Dawn to approve the July 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

Manor View Estates – There has been no movement on the NLTMA side, as we await on signed agreements, financial security and capacity fees to be paid. The subdivision plan has recently undergone a change in developer. With the new developer planning to seek approval at next month’s meeting.

Sheetz – This plan was approved during last month’s meeting, contingent upon receiving of the actual financial security. The financial security has officially been received. An official motion to accept and approve these received funds is under Administrative Assistant Royle-Eby’s report.

Nolt Weaver Stoltzfus – This plan requires a highway occupancy permit from PennDOT to establish a sewer connection into the existing sewer facilities on Grace Ave., as this is a State Road. As the

Township holds the permit application number, and NLTMA owns and maintains the sewer facilities, we are required to be the official applicant on the HOP. An indemnification agreement between the developer and NLTMA has been prepared for this application. The agreement states the developer will be held responsible for all permit conditions and compliance with PennDOT, as well as fulfilling all necessary requirements in accordance with the agreement. This will ensure the Township is held harmless in the process. Motions will be made under Administrative Assistant Royles-Eby's report.

Delinquent Sewer Accounts – Solicitor Leonard provided a copy of her delinquent sewer account report. There was a total of 4 properties listed on the collection list that are also on the tax upset list for September.

ENGINEER'S REPORT – Scott Rights

Land Development Plan Reviews:

Manor View Estates – No change in status from last month. As reported at previous meetings, the Developer has satisfied all technical review comments related to the sanitary sewer design. The delay in approving the sewer plans is due to the developer not addressing all administrative related issues and providing executed agreements. Solicitor Leonard covered this project in her report.

Land Development Plans Ready for Action – None.

Land Development in Construction:

Town's Edge – The developer's engineer emailed the electronic CAD files, however, there were some discrepancies that require resolving before it can be imported into the GIS database and mapping. Engineer Rights is working with Chrisland Engineering to resolve this.

Briar Ridge Commons – All sanitary work has been completed and tested. All improvements made to the N. 8th Ave. Pump Station have been completed and is deemed fully operable. The developer requested a full reduction in the bonding for his Improvements Guaranty on Tuesday of this week. The amount of the bonding is \$122,519.00. As Built drawings have not been submitted so a full reduction is not in order. The developer was asked if he prefers a partial reduction now or to wait until after he completes the As Built drawings and a full reduction would be in order. A response is pending.

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 NLTMA's main on N. 25th Street. The testing is tentatively scheduled for a day sometime next week. The contractor for the sanitary sewer work is Sauder Excavating.

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. No change in status from last month. All sanitary sewer work and testing have been completed. NLTMA is still waiting on the as-built drawings from the contractor, which is Rock Road Construction.

Flexo-Pack – The approved land development plans propose construction of a 212,000 sq. ft. plastics

manufacturing facility on the lot situated on the south side of Hanford Dr. and just west of Sunny Lane Foods. Construction is anticipated to commence this fall. No change in status from last month.

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 Sewage Facilities Planning Module is under review by PADEP. In addition, Chrisland Engineering is preparing an application for a PADOT Highway Occupancy Permit (HOP) to make the connection in Grace Ave. As the owner of the sewer system, the Permittee will be NLTMA. Construction is expected to commence sometime after the planning module and PADOT HOP approval, which could be later in Fall.

Sheetz – The subdivision and land development plans propose the construction of a 6,100 square foot Sheetz gas station and convenience store on a 5-acre lot situated on the NW corner of Route 72 and Long Land. Plans were approved by the NLTMA at the July meeting. No updated information to report regarding the projected construction start date.

Sunny Lane Foods – The developer requested a full bond reduction for their Improvement Guaranty. The amount of the bonding is \$223,100.00. As indicated in our attached letter to the NLTMA, all work has been satisfactorily completed. We are recommending the NLTMA Board approve the full reduction. Motions will be made under the Administrative Assistant to accept this.

MBC/Sunny Lane Foods Expansion/Sewer Main Relocation – 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 NLTMA's existing sewer main. The NLTMA recommended the Developer reroute the sewer along the eastern edge of the new property and bore underneath the Norfolk Southern railroad tracks into N. 25th Street. Norfolk Southern is still reviewing the preliminary plans showing the railroad crossing and the Developer is still evaluating floor plan designs.

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 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.

Other Pertinent Issues:

Water System Dedication to CoLA – 3rd Party Leak Detection – Following our meeting with CoLA in July related to the dedication of the water system, CoLA is requesting that subdivisions connected to the water system subsequent to the original construction be tested for water leaks. This includes The Crossings, Mapledale, Orchard View, Briar Lake and Narrows Glenn. Quotes were solicited from two (2) firms in the area including Dynamic Leak Response and American Leak

Detection, and both estimated the work will take three (3) days to complete. We recommend NLTMA award the work to Dynamic Leak Response which came in at the lower quote. Motions will be made under the Administrative Assistant to accept this.

ADMINISTRATIVE ASSISTANT REPORT – Amber Royles-Eby

Briar Ridge Commons (Apts) – A request for a bond reduction was submitted by the developer. Due to the developer's pending task, we will re-address this matter.

Sheetz – Financial Security – Last month NLTMA approved the agreements and sewage planning module exemption. In addition to approving the sanitary sewer plans and design contingent upon receiving their financial security. Administrative Assistant Royles-Eby confirmed the official receipt of the financial security for the project and requested a motion to formally accept and approve it.

MOTION made by Rodney and seconded by Gary E to accept the financial security/bonding for the sewer installation on behalf of the Sheetz project. Motion approved unanimously.

Final Mandatory Sewer Connection Letters –Final mandatory connection notice letters were sent out at the end of July to two (2) property owners on E. Maple Street (1010 E. Maple Street and 1001 E. Maple Street). The letter states each property owner has 60 days to connect to public sewer and 90 days to connect to public water from the date the letter was issued. Since the issuance of the letters, Administrative Assistant Royles-Eby has been in communication with one of the property owners. Administrative Assistant Royles-Eby reminded the board in 2020, preliminary connection letters were sent to the property owners at that time, informing them of a five-year deadline to connect to public utilities. As these two properties changed ownership over the years, the new owners received our original letters from 2020 in addition to a secondary letter reiterating the mandatory connections. Within the letters the NLTMA offered to both property owners a discount on connection fees as well.

Sunny Lane Foods / Scout Cold Storage – Release Bond No. 9451572 – A formal request for a bond reduction has been submitted by the developer, as the project has commenced and the bond is set to expire. The bond was for the installation of sewer improvements made to their 98,000 sq. ft. expansion of their facility located on Hanford Drive. As Engineer Rights stated, he granted his full approval, indicating there were no additional matters to address on behalf of NLTMA. Administrative Assistant Royles-Eby requests that the Board fully release this bond in the amount of \$223,100.00 for sewer installation improvements back to the Developer.

MOTION made by Rodney and seconded by Gary E. to release Bond No. 9451572 in the amount of \$223,100.00 to Sunny Lane Foods/Scout Cold Storage. Motion approved unanimously.

Water Project Dedication – As stated in Engineer's report, CoLA is requesting NLTMA hire a third-party subcontract to perform leak detection testing, as a condition of the water system dedication. Engineer Rights presented two quotes to all NLTMA members. After review and discussion with all Board members, they were tasked with selecting one of the two quotes, which then authorizes Steckbeck Engineering to proceed with a subcontract. Administrative Assistant Royles-Eby asked the board to make a motion, to award the subcontract to the lowest quote to Dynamic Leak Response for 3 days of work in the amount of \$4,950.00.

MOTION made by Rodney and seconded by Tod to authorize Steckbeck Engineering to subcontract with Dynamic Leak Response to perform leak detection testing on behalf of NLTMA to fulfill

CoLA's request related to water facilities that we will be dedicating to CoLA in the amount of \$4,950.00. Motion approved unanimously.

Agreement with SESI for G.I.S. (Geographical Information System) Upgrades – The overall plan involves updating our G.I.S. data by integrating data from new constructions and developments with the existing G.I.S. data of our storm and sanitary sewer systems. There is an initial startup cost to cover expenses such as, software licenses, the number of users, employee training, data storage capacity and billing for the Engineer's hours worked. Following the initial startup cost, there is an annual expense associated with maintaining the program itself. This yearly cost will be an annual budgeted expense item, set to be split between NLTMA covering seventy percent (70%) of the cost, while the Township's stormwater maintenance account will be responsible for the remaining thirty percent (30%) of the cost. In this agreement, Steckbeck Engineering will serve as the consultant, and NLTMA will serve as the client.

MOTION made by Rodney and seconded by Dawn to approve the agreement between Steckbeck Engineering and NLTMA authorizing Steckbeck Engineering to provide their consulting services for the purpose of upgrading the Township's existing Stormwater and Sanitary Sewer System facilities, which will be executed through G.I.S. online database map, with NLTMA's share being seventy (70) percent. Motion approved unanimously.

Nolt Plan – Indemnification Agreement / Highway Occupancy Permit – The developer requested that NLTMA complete PennDOT Form M-950AA, which authorizes Chrisland Engineering permission to make application on their behalf. NLTMA is technically the responsible applicant of the HOP, as we operate and maintain the sewer facilities. In order for NLTMA to make application for the HOP, we require that the Developer signs off on an Indemnification Agreement prior to the application being made in NLTMA's name. This Agreement has been reviewed by Solicitor Leonard and is ready for consideration. During the meeting Engineer Rights mentioned that there are some outstanding sewer items for the developer to address prior to NLTMA proceeding with making application.

MOTION made by Rodney and seconded by Tod to approve the signing of the Indemnification Agreement with Nolt-Weaver-Stoltzfus, LCC, contingent upon Chrisland Engineering making the appropriate sewer detail connection changes suggested by Engineer Rights, on the HOP application. 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 July Activity report.

ADJOURNMENT

With no further business for the good of the NLTMA, the meeting was adjourned at 7:55 p.m.

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

Respectfully Submitted,

Brandi Trumbo,
Recording Secretary