

**Minutes
North Lebanon Township Municipal Authority
September 11, 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, September 11, 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, Attorney's Elizabeth Vanasse and Derek Dissinger from Barley Snyder.

COMMENTS FROM THE PUBLIC – None.

CONSIDERATION FOR APPROVAL OF THE MINUTES

Chair Heisey asked if there were any additions or corrections to the August 14, 2025, minutes. Hearing none, he asked for a motion to approve the August minutes.

MOTION was made by Rodney and seconded by Gary E. to approve the August 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

Manor View Estates – This land development project proposes 30 total lots, with 28 lots being buildable single family home lots on the west side of Grace Avenue. As discussed in previous meetings, the Developer has successfully satisfied all technical review comments related to the sanitary sewer plans and design. Attorney's Derek Dissinger and Ms. Elizabeth Vanasse of Barley Snyder participated in the meeting representing the Developer, presenting the executed agreements along with the required fees to secure approval from NLTMA.

MOTION was made by Rodney and seconded by Gary E. to approve the Sanitary Sewer Plans and Design, Sewer Capacity Agreement, Developer's Agreement, Sewer Extension Agreement, Reimbursement Agreement, Sewage Facilities Planning Module Exemption for the Manor View

Estates Subdivision and Land Development Plan, contingent upon receiving their financial security. Motion approved unanimously.

Delinquent Sewer Accounts – Solicitor Leonard provided a copy of her delinquent sewer account report. There was a total of 19 accounts on this report with 2 being now shown as paid in full.

ENGINEER'S REPORT – Scott Rights

Land Development Plan Reviews: None

Land Development Plans Ready for Action

Manor View Estates – Approval was provided during Solicitor Leonard's report

Land Development in Construction:

Town's Edge – No changes from last month's report. The Developer's engineer emailed the electronic CAD files over to Steckbeck Engineering last month. There still remains several outstanding discrepancies that require to be resolved before we can import the files into the GIS database and mapping. Engineer Rights continues to collaborate with Chrisland Engineering to address these issues.

Briar Ridge Commons – The plans propose the construction of 12 garden- style apartment buildings, each with 12 units, 5 single family residential dwelling units and a community building. The property is situated towards the southeast corner of Kimmerlings Rd. and N. 8th Ave. The proposed sewers shall connect to the existing sewers in the Crossings at Sweet Briar Subdivision and then drain to the N. 8th Ave. Pump Station. The proposed sewers shall remain privately owned. All sanitary work, including improvements to the N. 8th Ave Pump Station, have been completed and tested. As built drawings are still outstanding. In addition, the Developer's anticipated request for a bonding reduction for the improvements guaranty is still pending. The as built drawings are required before we consider recommending a full reduction to the Board.

Homes for Life (West Lebanon) – The land development plans propose 38 mobile home units on the east side of N. 25th St. just south of Hanford Dr. The property is actually located in West Lebanon Township; however, the plans propose connection to NLTMA's sewers in N. 25th St. The Developer's contractor, Sauder Excavating air tested the south leg sewer main last week that connects directly to the NLTMA's sewer main in N. 25th St. Vacuum testing of manholes on the same leg is still pending. The contractor must first complete site paving before vacuum testing is allowed.

The Estates at Hearthside – Phase 1 – This property is the former Cikovic tract 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 5 phases. Phase One consists of 29 single family 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 for the as built drawings from the contractor 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. No change in status from last month. Sanitary sewer construction is scheduled to

commence later in the year.

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 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. The proposed connection consists of 18 EDUs. As previously mentioned, Swatara Township has already approved the lot consolidation plan, Rockwood Sewer Service Agreement Amendment and Sewage Facilities Planning Module. The Sewage Facilities Planning Module continues to be reviewed by PADEP. Following their initial review, PADEP provided feedback to Chrisland Engineering, who will be working with CoLA in making the necessary minor revisions. 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 details on a tentative construction start date have been provided.

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. No change in status from last month as Norfolk Southern is still reviewing the preliminary plans showing the railroad crossing and the Developer is still evaluating floor plan designs.

Standard Sewer Specs – This month, we were able to make some progress on this. 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 Design: Steckbeck Engineering met with the NLT Sewer Department last week to review layout options for the new force mains. Based on the One Call utilities marked in the field, there is a gas main, storm sewer line and water main in close proximity to the existing force main in Kochenderfer Rd. We believe it might be best to have a firm specializing in utility locating to identify the exact line locations including the force mains before proceeding. As both force mains were constructed in the late 1980's, the NLTMA has no as built records detailing the precise location of where both force mains are located. Therefore, the plan is to also locate and identify all utilities at Frances Ann Dr as well. A quote was obtained from Peak Utility for the NLTMA's consideration to subcontract the work.

MOTION was made by Rodney and seconded by Gary E. to authorize Steckbeck Engineering to enter agreement with Peak Utility in the amount of \$4,050.00 to subcontract with them to locate and identify other utilities within the area of our projects. Motion approved unanimously.

Other Pertinent Issues:

Water System Dedication to CoLA – 3rd Party Leak Detection – The leak detection evaluation was completed during the month including Briar Lake, The Crossings, Mapledale and Orchard View. CoLA waived the requirement to test Narrows Glenn as it is not connected to the main loop. No leaks

were notated during the systems testing. A copy of the report was provided to the NLTMA board. In addition, CoLA continues to inspect the system to determine if any valve boxes require to be straightened or repaired prior to dedication.

10-Year Capital Improvement Plan – During the meeting with the NLT Sewer Department discussing the force main replacement project, we briefly examined last year’s schedule for updates related to the 10-year plan. Tables will be updated for the board once input is gathered and reviewed with Manager Books, Administrative Assistant Royles-Eby and Public Works Director Jared Balsbaugh. An updated draft should be available for the October meeting.

The Estates at Hearthside - Phase 2 – Today, the Developer submitted the next phase of the plans. Phase 2 proposes 23 single family residential dwellings. No changes have been made to the original preliminary designs, aside from minor modifications involving the repositioning of a few manholes. Upon the installation, inspection, and dedication of sewer facilities to NLTMA, the development will gradually extend public sewer accessibility closer to Jay Street.

ADMINISTRATIVE ASSISTANT REPORT – Amber Royles-Eby

Sale of 2007 Sterling Camel Flush Truck – A verbal agreement in 2024 with South Lebanon Township regarding the purchase of our flusher truck for \$75,000.00, contingent upon the NLTMA receiving their new flusher truck in August is now ready for action. With the sale being between two local government entities we are not required to advertise or sell through the bidding process. The NLT Sewer Dept. feels we are ready to sell as the new truck is inspected, decals completed, and the staff is comfortable with the new truck. Treasurer Dissinger questioned if agreement stated the truck is being sold “as-is” or “no warranties” and asked if an amended invoice could be created stating this.

MOTION was made by Rodney and seconded by Tod to approve the sale of the 2007 Sterling Camel Flush Truck to South Lebanon Township in the agreed upon amount of \$75,000.00 contingent upon an added amendment on invoice stating to the effect, “no warranty sold as is”. Motion approved unanimously.

Final Mandatory Sewer Connection Letters – A response was received from the owner of 1001 E. Maple St regarding the mandatory sewer connect letter. Owner expressed interest in accepting the offer from the NLTMA to enter into an agreement for a payment plan, as we outlined in section two of the letter. A drafted agreement was prepared and shared with the NLTMA board detailing the payment plan breakdown that fits the owner’s financial situation. Solicitor Leonard is asked to review and create a written agreement the NLTMA Board can officially sign during the October meeting after the owner has executed his portion and paid the initial fees.

MOTION was made by Rodney and seconded by Tod for NLTMA to approve working with property owner at 1001 E. Maple Street regarding a payment plan, with the agreement to include the property owner’s initial down payment of \$2,150.00, contingent upon Solicitor Leonard’s review of the drafted agreement. Motion approved unanimously.

Pertinent Issues – As budget season is coming up, during the October meeting the 2026 preliminary budget for Sewer Operating and Capital Reserve Accounts will be presented. There will no longer be a Water Operating account as the water debt was paid off in May and will just be shown as a line

item expense used to cover any costs associated to the water project dedication.

WASTEWATER DEPARTMENT REPORT – Jared Balsbaugh, Public Works Director

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

ADJOURNMENT

With no further business for the good of the NLTMA, the meeting was adjourned at 8:02 p.m.

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

Respectfully Submitted,

Brandi Trumbo,
Recording Secretary