

**Minutes
North Lebanon Township Municipal Authority
November 13, 2025**

The regularly scheduled meeting of the North Lebanon Township Municipal Authority (NLTMA) was called to order by Chair Heisey at 6:30 p.m. on Thursday, November 13, 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
Lori Books	Township Manager
Edward Brensinger	Board of Supervisors, Chairman
Arden Snook	Board of Supervisors, Treasurer

Also in attendance was Brandi Trumbo, Recording Secretary and Jim Cikovic, Township Resident.

COMMENTS FROM THE PUBLIC – Township Resident Jim Cikovic asked a question unrelated to the NLTMA which was answered by Supervisor Snook.

CONSIDERATION FOR APPROVAL OF THE MINUTES

Chair Heisey asked if there were any additions or corrections to the October 9, 2025, minutes. Hearing none, he asked for a motion to approve the October minutes.

MOTION was made by Rodney and seconded by Gary E. to approve the October 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 - Atty. Amy Leonard

Manor View Estates – This plan was granted conditional approval contingent upon providing financial security for the project. They have now provided a bond as financial security for the sewer improvements, which satisfies the condition that was placed by the NLTMA when conditional approval was granted in September.

FlexoPack – Flexopack is delaying the commencement of construction of its facility and is requesting an amendment to the development agreements for both the NLTMA and the Township to add an

additional two years to complete the site work and sewer extensions. The NLTMA was agreeable to this extension. Flexopack's attorney will prepare amendments for Solicitor Leonard's review, and approve at a future meeting.

Godshall Additional EDU Purchase – An agreement is being prepared to allow Godshall's to purchase additional capacity, per their recent request.

Transfer of Water System to CoLA – Solicitor Leonard and Engineer Rights have been in communication and continue to work on the drawings, legal descriptions, and any easements that may be needed to complete the Deeds of Dedication to transfer the water system to CoLA.

Delinquent Sewer Accounts – Solicitor Leonard provided a copy of her delinquent sewer account report. There was a total of 18 accounts in this report with two (2) asking for a payment plan to be established.

ENGINEER'S REPORT – Scott Rights

Land Development Plan Reviews:

Estates at Hearthside Phase 2 – There has been no change since last month. We are still waiting for resubmission in response to the latest review comments. One of the mandatory connection property owners reached out to Engineer Rights as to which street they would prefer to connect into as it relates to where their existing on lot sewage disposal system is located.

Land Development Plans Ready for Action: None

Land Development in Construction:

Town's Edge – The as-builts have now been imported in the NLTMA's GIS sewer database.

Briar Ridge Commons – The project is now complete and the as-built drawings were imported into the GIS database.

Homes for Life (West Lebanon) – No change from last month. Outstanding items include vacuum testing the manholes, which will only be completed after the paving is done.

The Estates at Hearthside – Phase 1 – No change in status from last month. All sanitary sewer work and testing have been completed. The as-built drawings are still outstanding.

Flexo-Pack – The start of construction has been delayed indefinitely.

Nolt Plan – The revised Sewage Facilities Planning Module is still being reviewed by PADEP. Construction is expected to commence sometime after the planning module and PADOT HOP approvals are granted.

Sheetz – Sheetz is planning to commence construction soon. They have indicated they would like to schedule the pre-construction meeting within the next month.

Manor View Estates – No change since last month. No details on a tentative construction start date

have been provided. The Township is still waiting for financial security.

MBC/Sunny Lane Foods Expansion/Sewer Main Relocation – No change from last month. It is believed that Norfolk Southern is still reviewing the preliminary plans showing the railroad crossing.

Standard Sewer Specs – The consolidated document had been forwarded to Manager Books, Public Works Director Balsbaugh and Administrative Assistant Royles-Eby for final review and comment. Manager Books reviewed the draft and provided comments. Her comments are being incorporated and should be completed soon.

Kochenderfer Rd & Frances Ann Dr. Force Main Replacement Design: Peak Utility completed their field work to locate the actual force mains, gas mains and water mains in Kochenderfer Rd., N. 7th St. and Frances Ann Dr. The basemap plans have been updated to reflect the actual locations. Engineer Rights and Public Works Director Balsbaugh have discussed preliminary layout locations for the new force mains. Engineer Rights also reached out to PennDOT and is waiting on a response from them with more information on the proposed round-about location.

Water System Dedication to CoLA– Steckbeck Engineering continues to work with Solicitor Leonard in assembling deed of dedication exhibits. To date Steckbeck Engineering has prepared an overall exhibit depicting the service area to be dedicated to CoLA. The original 2002 drawings have been updated for the deed of dedication. In reviewing the 2002 plans, it was noticed a section of the water main crosses the Township's property on the east side of N. 7th St. and south of the intersection of N. 7th St. and N. 8th Ave. which will require an easement between the Township and the NLTMA. The easement will be included in the dedication.

10-Year Capital Improvement Plan / 2026 User Rates – User rates were reviewed with the NLTMA at the October meeting. The NLTMA Board agreed to keep the current rate of \$60 per EDU. This was reviewed with the Supervisors at the joint Board of Supervisors and NLTMA Board meeting.

Other Pertinent Issues: None

ADMINISTRATIVE ASSISTANT REPORT – Amber Royles-Eby

Crossings at Sweetbriar Phase 4 – Release Integrity Bond – Jared performed an inspection of the sewer facilities and recommended release of the 18-month integrity bond which is set to expire.

MOTION was made by Rodney and seconded by Gary E. to approve the release of Integrity Bond in the amount of \$33,825.00 to the Developer for the Crossings at Sweet Briar, Phase 4.

Manor View – Financial Security – Conditional approval was granted at the meeting in September. The developer has now provided a bond as financial security for the installation of the sewer improvements. This now satisfies the condition that was placed by the Authority Board.

MOTION was made by Rodney and seconded by Dawn to accept the financial security provided for the sewer installation for the Manor View Subdivision and Land Development Plan.

Godshalls EDU Discussion – Administrative Assistant Royles-Eby reviewed Godshall's monthly usage of their two sewer accounts. After an onsite visit and discussions with Godshall's management,

it was determined that Godshall must purchase additional sewer capacity within our sewer system to cover the amount of sewage they are currently discharging into the system. This would be achieved through an additional sewer capacity agreement which would allow Godshall's to purchase three EDUs per month for two years. Administrative Assistant Royles-Eby asked NLTMA for approval to send the drafted additional sewer capacity agreement to Godshall's for their review and approval.

MOTION was made by Dawn and seconded by Tod to send the drafted agreement with Godshall's to purchase additional sewer capacity in the NLTMA's system.

Online Payment Portal Company Changes – At the end of October, the Township was notified our current online payment portal company NCR has recently been bought out by Global Payments. Our current company will handle the transfer of all our existing sewer and stormwater customer accounts. Our current rates will not change for customers who opt to continue utilizing the online payment portal.

E. Maple Street – Payment Plan Agreement – During the September meeting the Board agreed to working with property owner at 1001 E. Maple Street regarding the mandatory connection notice they received, contingent upon Solicitor Leonard's review of a drafted agreement. All board members received a copy of the proposed agreement. The owner has since made partial payment and signed their portion of the agreement. Administrative Assistant Royles-Eby asked NLTMA Board to approve the agreement as reviewed.

MOTION was made by Rodney and seconded by Gary E. to approve the agreement as written for property owner at 1001 E. Maple St to make public sewer connection.

Pertinent Issues – None.

WASTEWATER DEPARTMENT REPORT – Jared Balsbaugh, Public Works Director

All members were provided with a copy of Tommy Camasta's October activity report. There were five new connections, and he performed eight grease trap inspections. The new control panel at the Water Street Pump Station has been installed and appears to be working as it should. Several floats were replaced at the Hill Street Pump Station. The wastewater staff also assisted other departments with some projects.

ADJOURNMENT

With no further business for the good of the NLTMA, the meeting was adjourned at 7:25 p.m.

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

Respectfully Submitted,

Brandi Trumbo
Recording Secretary