

**Minutes**  
**North Lebanon Township Municipal Authority**  
**December 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, December 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
Gary Echard	Secretary
Tod Dissinger	Treasurer
Rodney Lilley	Assistant Secretary/Assistant Treasurer
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
 Absent:	
Dawn Hawkins	Vice Chair
Amber Royles-Eby	Administrative Assistant

Also in attendance was Misty Bender, Recording Secretary and Jim Cikovic, Township Resident.

**COMMENTS FROM THE PUBLIC** – None.

**CONSIDERATION FOR APPROVAL OF THE MINUTES**

Chair Heisey asked if there were any additions or corrections to the November 13, 2025, Joint Meeting minutes with the Board of Supervisors. Hearing none, he asked for a motion for approval.

**MOTION** was made by Rodney and seconded by Tod to approve the November Joint Meeting minutes. Motion approved unanimously.

Chair Heisey asked if there were any additions or corrections to the regularly scheduled November 13, 2025 Municipal Authority Meeting minutes. Hearing none, he asked for a motion for approval.

**MOTION** was made by Rodney and seconded by Tod to approve the November Municipal Authority Meeting 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 Tod to approve the payment of invoices and requisitions for payment subject to audit. Motion approved unanimously.

**SOLICITOR'S REPORT - Atty. Amy Leonard**

**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. An amending document was received from Flexopack which states they shall have until October of 2028 to complete the sewer improvements. After review of the amendment, Solicitor Leonard has no concerns, as it does not adjust anything other than the completion date of the project.

**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. It was discovered that there are two older developments that have not officially dedicated the water and sewer systems to the Municipal Authority. Solicitor Leonard feels confident that they will be able to bring those developments into compliance by early next year.

**Godshall Additional EDU Purchase** – An agreement has been proposed to allow Godshall's to purchase additional capacity, over a two-year time frame.

**Delinquent Sewer Accounts** – Solicitor Leonard provided a copy of her delinquent sewer account report. There was a total of 19 accounts in this report with three (3) on the sheriff's sale list, and another in bankruptcy.

### **ENGINEER'S REPORT – Scott Rights**

#### **Land Development Plan Reviews:**

**Estates at Hearthside Phase 2** – Revised plans were submitted to the Township on Tuesday December 9<sup>th</sup>. Engineer Rights plans to review the plans and have an update at the next meeting.

**R&L Carriers** – New plans came in from Manhard Consulting, and Engineer Rights briefly went over the layout for their new terminal building, as well as the truck wash building, the fuel station and the maintenance garage.

#### **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. We are waiting on the deed of dedication documents to be prepared and received from the developer.

**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** – All sanitary sewer work and testing have been completed. The system is currently in service. The as-built drawings are still outstanding as are the deed of dedication documents. Engineer Rights was in communication with the developer and was told that they would be getting that taken care of right away.

**Flexopack** – The start of construction has been delayed, and an amendment has been received to give them until October 2028 to finish the project, as was reported on in the Solicitor's report.

**Nolt Plan** – The revised Sewage Facilities Planning Module has been approved by Swatara Township and submitted to PADEP. The submission is presently under review by the PADEP.

**Sheetz** – Sheetz held their pre-construction meeting on Tuesday December 9<sup>th</sup>. Sitework is scheduled to commence January 5<sup>th</sup>. They will be making a connection to an existing manhole in Long Lane.

**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.

**Standard Sewer Specs** – Manager Books submitted several comments last month. Her comments were addressed and the document was forwarded to her for final review. Manager Books indicated she is also waiting for the sewer department staff to comment on the drawings.

**Kochenderfer Rd & Frances Ann Dr. Force Main Replacement Design:** Engineer Rights and Public Works Director Balsbaugh reviewed the layout for Francis Ann force main relocation with the NLTMA Board at the November meeting. After speaking with PennDOT representatives, they decided to delay further design on the Kochenderfer force main until after PennDOT updates the roundabout design at the intersection of N 7<sup>th</sup> Street. The updates will likely include revised right-of-way limits which could impact our design. PennDOT is in the process of obtaining environmental clearances and suggested we follow up in Spring 2026 for an update. At this time, Engineer Rights suggested the Authority Board move forward with the Frances Ann Drive portion. We should know early next year if we are awarded any funds from the grant for which we applied. Once we learn the details of PennDOT intentions on the roundabout, we can re-evaluate at that time.

**Water System Dedication to CoLA** – Steckbeck Engineering continues to work with Solicitor Leonard in assembling deed of dedication exhibits.

**Other Pertinent Issues:** None

#### **ADMINISTRATIVE ASSISTANT REPORT – given by Lori Books, Township Manager**

##### **2026 Budget Review and Approval – Resolution #8-2025**

The only change made to the budget was to reflect the additional EDUs Godshall's will be purchasing which shows up in the Capital Reserve Fund. This will increase both the Tapping Fees and Capacity Fees as additional revenue and will increase the EDUs purchased from the City under expenses. Manager Books asked the NLTMA Board to adopt Resolution 8-2025 which authorizes and approves the 2026 Wastewater Budget for both the Sewer Operating and Capital Reserve Funds.

**MOTION** was made by Rod and seconded by Gary E. to adopt Resolution # 8-2025 which approves the 2026 Wastewater Budget. Motion approved unanimously.

##### **Crossing at Sweetbriar Phase 4 – Release Maintenance Bond (Water)**

The developer for the Crossings has reached out requesting the release of the maintenance bond for the water facilities. Amber has been in communication with Bob Sentz at the City of Lebanon Authority and they agree we can now release the bond. Manager Books asked the NLTMA Board to approve the release of the Maintenance Bond (Bond No. 800177203) in the amount of \$55,350.00 for the Crossings at Sweetbriar Phase 4 Water Maintenance.

**MOTION** was made by Rod and seconded by Gary E. to approve the release of the Maintenance Bond for the Crossings at Sweetbriar Phase 4 Water Maintenance. Motion approved unanimously.

**Godshall's – Purchase of Additional Sewer Capacity Agreement**

As discussed last month, Godshall's would like to purchase three additional EDUs every month starting in January of 2026 and going through December of 2027 for a total of 72 additional EDUs. The NLTMA has received the executed "Purchase of Additional Sewer Capacity Agreement" from them, and Manager Books asked the NLTMA Board to approve the Agreement with Godshall's.

**MOTION** was made by Rod and seconded by Gary E. to approve the Agreement with Godshall's to Purchase Additional Sewer Capacity and to authorize the Chairman to sign the Agreement. Motion approved unanimously.

**Flexopack – Amended Agreement**

As Solicitor Leonard mentioned, Flexopack is asking for an amendment to the Developer's Agreement. They would like to extend the time frame outlined in the agreement by two years to October of 2028. Manager Books asked the NLTMA Board to approve the amended agreement and authorize the Chairman to sign the agreement.

**MOTION** was made by Rod and seconded by Gary E. to approve the First Amendment to the Developer's Agreement and to authorize the Chairman to sign said agreement. 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 November activity report. There was one (1) new connection, and he performed seven (7) grease trap inspections. The Wastewater Department handled a dispatch call for a backup on Lake Drive. They also received a quote for replacement parts for all four rotating assemblies for the Rockwood Pump Station from Envirep. This station has had no internal parts replaced since being built in 2013. The wastewater staff also assisted the Highway Department with winter maintenance.

**COMMENTS FROM THE BOARD MEMBERS**

Tod wished everyone a Merry Christmas.

**ADJOURNMENT**

With no further business for the good of the NLTMA, the meeting was adjourned at 7:33 p.m.

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

Respectfully Submitted,

Misty Bender  
Recording Secretary