

**Minutes  
North Lebanon Township Municipal Authority  
January 8, 2026**

The regularly scheduled meeting of the North Lebanon Township Municipal Authority (NLTMA) was called to order by Chair Hawkins at 7:00 p.m. on Thursday, January 8, 2026, 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:

Dawn Hawkins	Chair
Gary Echard	Secretary
Tod Dissinger	Treasurer
Rodney Lilley	Assistant Secretary/Assistant Treasurer
Amy Leonard	Solicitor, Henry and Beaver, LLP
Amber Royles-Eby	Administrative Assistant
Jared Balsbaugh	Public Works Director
Scott Rights, P.E.	Engineer, Steckbeck Engineering

The following members were absent: Gary Heisey Vice Chair

Also in attendance was Jim Cikovic, Township resident.

**COMMENTS FROM THE PUBLIC** – None

Chair Hawkins passed the meeting to Solicitor Leonard who chaired the meeting for the reorganization of the board.

**REORGANIZATION OF THE BOARD FOR 2026**

Amber Royles-Eby reported she intends to receive Gary Heisey's executed Oath of Office, prior to his official duties.

**Nomination and Election of Board Members**

- Chair: Dawn Hawkins
- Vice-Chair: Gary Heisey
- Treasurer: Tod Dissinger
- Secretary: Gary Echard
- Asst. Secretary: Rodney Lilley
- Asst. Treasurer: Rodney Lilley

**MOTION: Motion was made by Rodney and seconded by Tod for Dawn Hawkins to be nominated as Chair and Gary Heisey as Vice-Chair, with all remaining officers to hold their same positions for 2026. Motion approved unanimously.**

Solicitor Leonard then turned the meeting back over to Chair Hawkins.

**APPOINTMENTS/APPROVALS TO CONDUCT AUTHORITY BUSINESS FOR 2026**

Appoint Municipal Authority Solicitor for 2026, currently Amy Leonard, Esq. of Henry & Beaver, LLP.

**MOTION: Motion was made by Rodney and seconded by Tod to appoint Amy Leonard, Esq. of Henry & Beaver, LLP as Municipal Authority Solicitor for 2026. Motion approved unanimously.**

Appoint Municipal Authority Engineer for 2026, currently Scott Rights, PE of Steckbeck Engineering and Surveying, Inc.

**MOTION: Motion was made by Tod and seconded by Rodney to appoint Scott Rights, PE of Steckbeck Engineering and Surveying, Inc. as Municipal Authority Engineer for 2026. Motion approved unanimously.**

Appoint Municipal Authority Auditor for 2026, currently Brown Plus.

**MOTION: Motion was made by Rodney and seconded by Gary E. to appoint Brown Plus as Municipal Authority Auditor for 2026. Motion approved unanimously.**

Appoint depositories for Municipal Authority Funds for 2026. Currently Fulton Bank, Northwest, Jonestown, PLGIT and First Citizens Community Bank. Also, authorization for the Township Manager or Administrative Assistant / Assistant Township Manager to open CD's, renew or withdraw from CD's as necessary, only in the name of North Lebanon Township Municipal Authority.

**MOTION: Motion was made by Rodney and seconded by Tod to approve Fulton Bank, Northwest, Jonestown, PLGIT, and First Citizens Community Bank as the listed depositories of Municipal Authority Funds for 2026 and to authorize the Township Manager and Administrative Assistant / Assistant Township Manager to open CD's, renew or withdraw from CD's as necessary, only in the name of North Lebanon Township Municipal Authority. Motion approved unanimously.**

Appoint SEO for 2026, currently David Siminitus, primary SEO and Julie Cheyney, alternate SEO of the Lebanon County Planning Department.

**MOTION: Motion was made by Rodney and seconded by Gary E. to appoint David Siminitus, primary SEO, and Julie Cheyney, alternate SEO of the Lebanon County Planning Department for 2026. Motion approved unanimously.**

Affirm the 2026 Municipal Authority Board meeting schedule. The meeting dates have been advertised for the 2<sup>nd</sup> Thursday of each month beginning at 7:00 p.m. The Joint Meeting with the Board of Supervisors is scheduled for the 2<sup>nd</sup> Thursday in November commencing at 5:30 p.m.

**MOTION: Motion was made by Tod and seconded by Gary E. to approve the 2026 Municipal Authority Board Meeting Schedule. Motion approved unanimously.**

Authorize Payment of Invoices and Requisitions subject to audit between meetings.

**MOTION: Motion was made by Rodney and seconded by Gary E. for the proper officers authorized to pay invoices and requisitions at discount or that would accrue a penalty between meetings, all subject to audit. Motion approved unanimously.**

Chair Hawkins asked if there were any additions or corrections to the December 11, 2025 minutes. Hearing none, she asked for a motion to approve the December minutes.

**MOTION: Motion was made by Rodney and seconded by Gary E. to approve the December minutes. Motion approved unanimously.**

Chair Hawkins asked for a motion to approve the invoices and requisitions for payment subject to audit.

**MOTION: Motion was made by Rodney and seconded by Tod to approve the invoices and requisitions for payment subject to audit. Motion approved unanimously.**

### **SOLICITOR'S REPORT – Atty. Amy Leonard**

**Transfer of Water System to CoLA** – Solicitor Leonard is working on preparing the Deeds of Dedication to transfer the water system to CoLA, and has received exhibits from Engineer Rights. As discussed at the December meeting, there were no documents evidencing the transfer of water/sewer facilities for Briar Lake or Orchard View in our records or in the Recorder of Deeds Office. Briar Lake has signed a Deed of Dedication, which is ready for the Authority board to accept. Solicitor Leonard is working on the Orchard View dedication also, as Clyde Patches has indicated he is willing to complete this step.

**Delinquent Sewer Accounts** – Solicitor Leonard provided a copy of her delinquent sewer account report for all board members to review.

### **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 completed his review and provided comments to the Developer's Engineer. He anticipates all comments will be satisfied prior to the February NLTMA meeting.

**R&L Carriers** – The project proposes the construction of a truck terminal, office building, maintenance garage, fuel station and truck wash on an existing 90-acre tract at 2225 E. Cumberland St. (just east of Narrows Dr.). The plan proposes the use of a small pump station with the force main connecting to the NLTMA's existing terminal manhole situated towards the back of the Penny Ln cul-de-sac. Prior to conducting a comprehensive plan review, we have suggested to the Developer's Engineer that they first evaluate connecting to the NLTMA's existing manhole situated towards the SE corner of R+L's existing property at 200 Narrows Dr. possibly via a gravity connection to eliminate the pump station. R&L's Engineer informed us they will conduct some field work to determine if the existing manhole invert elevation is conducive for a gravity connection. In addition, Public Works Director Balsbaugh provided old plans showing invert elevations of the manhole.

**275 Narrows Drive Townhomes** – The plan proposes subdividing the existing 5.3-acre lot on the west side of Narrows Dr. just south of Narrows Glen for the purpose of constructing 3 new townhomes. The NLTMA has existing sewers fronting the property so the sewer review will be limited to lateral connections to the existing main. The plans were only received in our office on January 5, so we have yet to start the review. This is the former Stanley Martin property for which the NLTMA previously approved a sewer design on April 11, 2024.

**Whispering Pines** – The plan proposes subdividing the existing 13.6-acre parcel at 500 Narrows Dr. (SE corner of Narrows Dr. and Weavertown Rd.) for the purpose of constructing 6 new single family residential dwellings. NLTMA has existing sewer facilities located in Narrows Drive, therefore the sewer review will focus on lateral connections to the existing main. The plans were only received in our office on January 5, so we have yet to start the review.

**Land Development Plans Ready for Action:** None

**Land Development Projects in Construction:**

**Town's Edge** – Work has been completed to the satisfaction of the NLTMA, the system is in service, and as-built drawings have been prepared. We are currently working with the Developer to commence deed of dedication preparation. The NLTMA will be taking dedication of the sewer facilities that are located within the street only. Sewer lines that branch off from the apartments will not be dedicated to the NLTMA.

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

**The Estates at Hearthside – Phase 1** – Following the completion of all sanitary sewer work and testing, Engineer Rights stated the as-builts have been completed with the plans currently being prepared.

**Flexopack** – No change from last month. In December, NLTMA granted the Developer's request for a time extension to complete site improvements at their Hanford Dr facility, setting the new deadline for October 2028.

**Nolt Plan** – This month PADEP has officially approved the revised Sewage Facilities Planning Module. We advised the Developer's Engineer a sewer permit and preconstruction conference are still required. Engineer Rights confirmed SLH Construction will be the contractor for this project. This company is acquainted with NLTMA's requirements, having successfully completed several projects within The Township in the past.

**Sheetz** – Sitework has begun this week on the property, while sanitary sewer work remains pending. Steckbeck Engineering continues to review shop drawings submitted by the Developer's Engineer and Contractor.

**Manor View Estates** – Preparations are underway to arrange the preconstruction conference, with the final date yet to be determined. We anticipate construction will start sometime in February.

**MBC/Sunny Lane Foods Expansion/Sewer Main Relocation** – No change from last month. Norfolk Southern is still reviewing the preliminary plans showing the railroad crossing and the Developer is still evaluating floor plan designs.

**Standard Sewer Specs** – Manager Books is continuing to review our latest set of revisions.

**Kochenderfer Rd & Frances Ann Dr. Force Main Replacement Design** - Our office completed the preliminary design for the Frances Ann Dr. force main. Paper copies of the preliminary design will be shared with Public Works Director Balsbaugh at the meeting for his review and comment. Further design of the Kochenderfer force main is on hold until we receive additional details from PADOT regarding the roundabout design. PADOT is continuing to work on the updated design. The updates will likely include revised right-of-way limits which could impact our design. PADOT also noted they are in the process of obtaining the environmental clearances needed for the project to move forward. PADOT suggested we follow up again in the Spring of 2026 for an update. According to PADOT's current timeline, their construction is planned to begin in 2028, provided that the necessary funding is secured.

**Water System Dedication to CoLA**– Our office finished preparing the draft deed of dedication exhibits. Solicitor Leonard is currently making minor edits, so the exhibits match the agreement text and references. In addition, we continue to assist Solicitor Leonard with the intermediate step of having both Briar Lake and Orchard View water systems first dedicated to the NLTMA before we can transfer to CoLA.

**Other Pertinent Issues:** None

## **ADMINISTRATIVE ASSISTANT REPORT – Amber Royles-Eby**

**2025 Annual Activity Report** – All members were provided the 2025 Annual Activity Report. This report will be provided to the Board of Supervisors to reflect the highlights of the actions of the NLTMA Board throughout the year. Administrative Assistant Royles-Eby is asking for approval from the NLTMA's Board so it can be forwarded to the Board of

Supervisors.

**MOTION: Motion was made by Rodney and seconded by Gary E. to approve the 2025 Annual Activity Report. Motion approved unanimously.**

**Resolution #1-2026** – All members were provided with a copy of the fee schedule for 2026. This does reflect the increasing sewer rates with The City of Lebanon Authority effective in April 2026. This is a pass-through fee for the Municipal Authority. The water rates will remain the same for 2026.

**MOTION: Motion was made by Rodney and seconded by Tod to approve Resolution #1-2026 setting the fees and procedures for Wastewater & Water as well as setting the sewer rates for 2026. Motion approved unanimously.**

**WASTEWATER DEPARTMENT REPORT – Jared Balsbaugh**

All members were provided with a copy of Tommy Camasta’s December Activity report.

With no further business for the good of NLTMA, the meeting was adjourned at 7:40 p.m.

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

Respectfully Submitted,

Brandi Trumbo  
Recording Secretary