

Minutes
North Lebanon Township Municipal Authority
March 12, 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, March 12, 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 Heisey	Vice 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

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

COMMENTS FROM THE PUBLIC – None

CONSIDERATION FOR APPROVAL OF THE MINUTES

Chair Hawkins asked if there were any additions or corrections to the February 12, 2026 minutes. Hearing none, she asked for a motion to approve the February minutes.

MOTION: Motion was made by Rodney and seconded by Gary H. to approve the February 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 continues to work on preparing the Deeds of Dedication to transfer the water system to CoLA. Briar Lake Deed of Dedication has been recorded. The Orchard View Deed was sent to Clyde Patches for his

review and was signed this morning.

ESTATES AT HEARTHSIDE PHASE 2 – The Developer has provided financial security in the form of a letter of credit, and all agreements have been signed by the Developer and ready for approval from the NLTMA. Approval was covered during Administrative Assistant Royles-Eby's report.

TOWN'S EDGE - This development is moving toward offering sewer facilities for dedication to the NLTMA. As usual, they will need to complete a Maintenance Guarantee and Warranty Agreement and post the 15% maintenance security for a period of 18 months. Solicitor Leonard was provided with a draft Deed of Dedication and the Maintenance Guarantee document, but the drawings were incorrect. The Developer's attorney is working on getting the correct drawings showing the facilities to be dedicated.

MORAVIAN MANOR – NLTMA has acted as a conduit entity for Moravian Manor in the past. This allows Moravian Manor to take advantage of certain tax exemptions financially as allowed by the Internal Revenue Code (IRS). When NLTMA acts as a conduit, it receives a fee for its services. NLTMA served as a conduit for Moravian Manor in 2016 and later approved certain note amendments around 2021.

Bond councilman, Peter Edelman reached out to Solicitor Leonard to request NLTMA to approve execution of certificates that identify the hedge contracts between Moravian Manor and Fulton Bank. The reason for the hedge contracts is that they allow Moravian Manor to engage in interest rate swaps that are advantageous when there is a variable interest rate. NLTMA is requested to sign the certificates identifying the hedge contracts, execution of the certificates does not impose any liability on NLTMA. Moravian Manor will pay all attorney fees associated with this matter in addition to paying a small fee to NLTMA for its cooperation in executing the certificates. Solicitor Leonard asked for a motion.

MOTION: Motion was made by Rodney and seconded by Gary H. to execute Certificates for 2016 notes Series A and Series C. Motion approved unanimously.

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

ENGINEER'S REPORT – Scott Rights

Land Development Plan Reviews:

R&L Carriers – New plans were provided proposing a gravity connection to the existing sewers situated towards the Northeast corner of the Salvation Army property along Route 422. The plans were reviewed and we concurred with the concept, however, they have a few minor technical issues to be resolved. A review letter will be issued next week after further review with the NLT Sewer Department.

Whispering Pines – Plans were reviewed and comments were provided to the Developer's

Engineer on February 6th. A revised plan submission in response to our review comments is still pending.

275 Narrows Drive Townhomes – Steckbeck Engineering’s office reviewed these plans and provided minor comments to the Developer’s Engineer on February 6th. A revised plan submission in response to our review comments is still pending.

Land Development Plans Ready for Action:

The Estates at Hearthside – Phase 2 – Engineer Rights is recommending that the NLTMA take action to approve the sanitary sewer design. Approval was covered during Administrative Assistant Royles-Eby’s report.

Land Development Projects in Construction:

Town’s Edge – As indicated in Solicitor Leonard’s report, the deed of dedication documents including exhibits have been submitted, however, revisions are needed.

Homes for Life (West Lebanon) – It appears as though site work has resumed on this development. Outstanding items still include vacuum testing the manholes, which will only be completed after the paving is completed. The contractor for the sanitary sewer work is Sauder Excavating.

The Estates at Hearthside – Phase 1 – Engineer Rights stated the as-built plans and draft deed of dedication documents have been prepared and their office is currently reviewing.

Flexopack – There has been no changes in the status of this project. As reported at the December meeting, the Developer requested and was granted a time extension from the Township to October 24, 2028, to complete the site improvements including the sanitary sewers. The Developer has not provided any additional details on a possible start date.

Nolt Plan – The Contractor, SLH, informed the Township they intend to start construction sometime in the late March to early April. They have been advised to contact the NLT Sewer Department to schedule a preconstruction conference.

Sheetz – Sitework has commenced for this property. Sanitary sewer work is expected to start in the upcoming weeks. Shop drawings for the sanitary sewer components have been reviewed and approved.

Manor View Estates – The contractor for the site and sanitary sewer work will be Rock Road Construction. They anticipate commencing sewer construction early to mid-April. The contractor continues to submit shop drawings for our review and comment.

MBC/Sunny Lane Foods Expansion/Sewer Main Relocation – No change from last month. The Developer is still evaluating options.

Standard Sewer Specs – The most recent revisions requested by the NLTMA staff have been completed. The final documents will be reassembled and provided to the NLTMA after the Chapter 94 Report is completed.

Kochenderfer Rd & Frances Ann Dr. Force Main Replacement Design – The grant application made for the PA Small Water & Sewer Program was approved for the full \$246,347 requested. According to the grant acceptance agreement, the money must be spent in full by June 30, 2029. PennDOT was contacted for an update on design status, and we were advised they are still seeking environmental clearances and will provide us with a new design when it is available. Their projected construction date is March 23, 2028. Target date recommended for early 2027 to go to bid for the force main replacement with construction to start spring/summer 2027.

Water System Dedication to CoLA – As indicated in Solicitor Leonard’s report, Orchard View documents have been forwarded and signed by Mr. Patches.

Chapter 94 Annual Wasteload Management Report – Engineer Rights continues to work on completing the Chapter 94 report and affiliated flow tables. The purpose of the report is to identify potential overloads and to develop measures to prevent the overload from occurring, if any are identified. Findings have indicated that none of the NLTMA’s facilities were overloaded in 2025 and none are projected to be overloaded in the upcoming 5 years. The draft was reviewed with the NLTMA.

Other Pertinent Issues – None

ADMINISTRATIVE ASSISTANT REPORT – Amber Royles-Eby

2025 Special Purpose Tapping Fees – The Board was provided with the previous year’s revenue on Special Purpose Tapping Fees. Administrative Assistant Royles-Eby reviewed the total expenses for each as well as the revenues collected to date.

Mapledale Estates – Release Escrow Funds – Administrative Assistant Royles-Eby requested the board’s approval to release the remaining escrow funds back to the Developer, in the amount of \$999.99, as there is nothing further to address with this project.

MOTION: was made by Rodney and seconded by Tod to release remaining escrow funds in the amount of \$999.99 back to the developer for the Mapledale Estates land development project. Motion approved unanimously.

Estates at Hearthside Phase 2 – Agreements & Financial Security – The NLTMA received the signed Sewer Extension Agreement, Reimbursement Agreement & Sewer Capacity Agreements from the Developer. In addition, their financial security for the sewer improvements for phase 2 in the form of a Letter of Credit has been received and reviewed by Solicitor Leonard.

MOTION: was made by Rodney and second by Gary H. to approve the Sanitary Sewer Plans and Design, Sewer Extension Agreement, Reimbursement Agreement & Sewer Capacity Agreement, in addition to accepting their Financial Security in the form of a letter of credit for the Estates at Hearthside Phase 2 plan. Motion approved unanimously.

Authority CD Investments – The NLTMA recently transferred funds into CD investments with First Citizen Community Bank. They offered the NLTMA a special interest rate of 3.85% for 9-month CDs, where PLGIT Prime is currently offering 3.79%. Two CDs were opened, one for the Sewer Operating account and one for the Capital Reserve account. Both CDs are set to expire in November 2026.

Other Pertinent Issues – None

WASTEWATER DEPARTMENT REPORT – Jared Balsbaugh

All members were provided with a copy of Tom Camasta’s February activity report.

Public Works Director Balsbaugh recognized Tommy Camasta for his 25 years of service to the NLTMA, highlighting his dedication and proactive response regarding a recent PA 1 call. All Board members collectively recognized both of Tommy's contributions and expressed their gratitude for his efforts.

With no further business for the good of NLTMA, the meeting was adjourned at 8:09 p.m.

MOTION: Motion was made by Gary H. and seconded by Rodney to adjourn. Motion approved unanimously.

Respectfully Submitted,

Brandi Trumbo
Recording Secretary