

**Minutes
North Lebanon Township Municipal Authority
May 14, 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, May 14, 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
Lori Books	Township Manager
Scott Rights, P.E.	Engineer, Steckbeck Engineering

Absent: Jared Balsbaugh Public Works Director

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 Hawkins asked if there were any additions or corrections to the April 9, 2026, minutes. Hearing none, she asked for a motion to approve the April minutes.

MOTION was made by Rodney and seconded by Gary H. to approve the April minutes. Motion approved unanimously.

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

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

PLANS READY FOR ACTION

There are no plans ready for action at this time.

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. The Orchard View Deed has

been executed by Clyde Patches, but because a portion of the sewer lines are located within an existing easement that crosses through 3 properties, the property owners will need to sign off on the deed so it can be recorded. A portion of the water line also crosses Township property. Steckbeck Engineering (Steckbeck) has prepared an easement drawing and legal description to have the Township convey an easement for that line to NLTMA. This will enable NLTMA to then transfer the easement, along with the other facilities and easements to CoLA.

Town's Edge – Solicitor Leonard has been provided with a draft Deed of Dedication and Maintenance Guarantee document, and she has received updated drawings. Engineer Rights has reviewed the cost estimate for the 15% security and requested changes.

Woodlea Sewers – Solicitor Leonard and Township Manager Books have been reviewing old plans, agreements, and other documents to determine whether all the sewer facilities located in the Woodlea development have been dedicated to the NLTMA. Solicitor Leonard, Manager Books and Engineer Rights continue to work with the attorney and executor of the estate to accomplish any remaining dedications.

Moravian Manor – NLTMA has been asked to act as a conduit to enable Moravian Manor to pursue tax-exempt financing for their new projects, as well as some refunding of old debt. This will not be a bond issue, but a loan to Moravian Manor through Fulton Bank. Solicitor Leonard reviewed the process and the conduit fee and anticipates that this will be ready to proceed with at the June meeting.

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 –The plans were reviewed and a review letter was issued on March 31st. They are still awaiting plan resubmission.

Whispering Pines – Revised plans were submitted to the Engineer's office in response to their most recent plan review letter requesting the proposed lateral locations serving each lot be relocated to provide 10 feet minimum clearance from the property lines. The revised plans addressed the request for all but Lot #2. Steckbeck advised the Developer's Engineer on May 8 to revise the lateral location serving Lot #2.

275 Narrows Drive Townhomes – Revised plans have been received late on May 13th and are pending Steckbeck review and comment.

754 Mechanic Street Apartments – The sanitary sewer design was reviewed, and comments were provided to the Developer's Engineer on April 10. We are waiting plan resubmission in response to Steckbeck's comments.

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 and are under review. Engineer Rights has also reviewed the cost estimate for the Maintenance Guaranty and requested that they increase the amount.

Homes for Life (West Lebanon) – Outstanding work on this development includes vacuum testing manholes connecting to the NLTMA's sewers, which can only be conducted after site paving is completed. Site work has resumed; it is anticipated this might be completed prior to the June meeting. The contractor doing the sanitary sewer work is Sauder Excavating.

The Estates at Hearthside – Phase 1 – Revised as-built drawings have been submitted addressing all review comments. The drawings are currently being imported into NLTMA's GIS database. The Developer's Engineer is currently preparing the Deed of Dedication documents as well.

The Estates at Hearthside – Phase 2 – The sanitary sewer work is scheduled to commence sometime in July. No changes to this project or status were reported.

Flexopack – There has been no changes in the status of this project. The Developer has still not provided any additional details on a possible start date.

Nolt Plan – The start of construction has been delayed until late May. CoLA is requiring the contractor, SLH, to bore underneath their existing 16-inch water main. The boring subcontractor's availability is driving the scheduling. SLH has been advised to contact the Sewer Department to schedule a preconstruction conference prior to commencing work.

Sheetz – Sanitary sewer work commenced during the month and other than making the final connection to the NLTMA's existing manhole in Long Ln. and some system testing including operation of the grinder pump station, the sanitary sewer work is just about completed.

Manor View Estates – The contractor, Rock Road Construction, informed Engineer Rights that the sanitary sewer work is anticipated for late-May. The contractor continues to submit shop drawings for review and comment.

Standard Sewer Specs – NLTMA's staff is continuing to review the final draft documents.

Kochenderfer Rd & Frances Ann Dr. Force Main Replacement Design – Steckbeck's office began preliminary work on the contract drawings during the month. The focus has primarily been on the Frances Ann Dr. force main since the PADOT roundabout design at the intersection of Kochenderfer Rd. and N. 7th St. is still pending. Assuming PADOT completes their design by early fall, Engineer Rights is targeting to go to bid for the force main replacements sometime in early 2027. PADOT previously advised us they are scheduled to bid the roundabout construction in March 2028.

Water System Dedication to CoLA – As indicated in Solicitor Leonard’s report, they continue to prepare exhibits needed for the sewers located in the prior dedicated sewer easement crossing the 3 properties fronting Narrows Drive.

Other Pertinent Issues – None

TOWNSHIP MANAGERS REPORT – Lori Books

Sewage Management Program

It is time again for our residents with on-lot sewage disposal systems to have their septic tanks pumped. This is something that must be done every three years. The Township mailed 721 notices on April 6, 2026. The deadline for them to comply is August 31, 2026. As of Monday, May 11th, 165 properties have complied, which is approximately 23%.

Stronge Waste Permit Renewal

There were four businesses that needed to renew their Strong Waste Permits this year. Of those four, three of them have submitted their application and paid the renewal fee. They are Always Bagels, Godshall’s, and Sunny Lane Foods/Scout Cold Storage (formerly Lebanon Valley Cold Storage). All three of those permits have been renewed and issued a new permit for another three years. We are still waiting for PA Natural Chicks to submit their information.

Pertinent Issues

Manager Books explained that during a routine one call, Tom Camasta came across a property on Laurel Street that is not connected to either public water or sewer. It is believed they were originally installed in the late 70’s. Reasons given by the homeowner could not be verified by any documentation in our files. At this point the property owner is connecting to public water due to a failing well. Manager Books asked what the NLTMA Board’s thoughts were regarding whether to have the property owner also connect to the public sewer since we do have a mandatory connection in place now. After discussion, it was decided that the NLTMA would send out a letter to the property owner, making them aware of their requirement to hook up to the public sewer lines at this time.

WASTEWATER DEPARTMENT REPORT – Manager Books

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

With no further business for the good of NLTMA, the meeting was adjourned at 7:44 p.m.

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

Respectfully Submitted,

Misty Bender

Recording Secretary