

**Minutes
North Lebanon Township Municipal Authority
June 11, 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, June 11, 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
Roberta Santiago	Solicitor, Henry and Beaver, LLP
Lori Books	Township Manager
Misty Bender	Administrative Assistant
Jared Balsbaugh	Public Works Director
Scott Rights, P.E.	Engineer, Steckbeck Engineering

Absent: Amy Leonard Solicitor, Henry and Beaver, LLP

Also in attendance were Brandi Trumbo, Recording Secretary, Jim Cikovic, Township Resident, and Attorney Andrew Maher from Stevens & Lee.

PUBLIC HEARING – Moravian Manor (Solicitor Roberta Santiago of Henry & Beaver, LLP and Attorney Andrew Maher of Stevens & Lee)

Solicitor Santiago opened the public hearing and explained that the NLTMA has been asked to act as a conduit to enable Moravian Manor to pursue tax-exempt financing. NLTMA is required to hold a public hearing, called a TEFRA (Tax Equity and Fiscal Responsibility Act) hearing, to enable the NLTMA to issue bonds or notes on a tax-exempt basis for certain eligible projects, such as retirement homes/facilities.

Attorney Maher explained the process and asked if there were any questions. It was mentioned that no written comments were received. Hearing no comments or questions from the public, Solicitor Santiago closed the public hearing at 7:02 pm.

The Authority Board must adopt a Resolution that authorizes the issuance of notes for the project and authorizes officers of the Authority Board to execute any necessary documents. The Resolution makes it clear that the NLTMA is not responsible for the debt incurred by Moravian Manor, and no public funds or sewer revenues are pledged for the project. North Lebanon Township, as the governing body that created the Municipal Authority, will also need to adopt a Resolution, as will Lititz Borough, as the municipality where the project is located. All attorney fees are paid through this process, and the NLTMA is offered a fee for acting as the conduit entity for this project.

MOTION was made by Gary H. and seconded by Rodney to approve Resolution 2-2026. Motion approved unanimously.

COMMENTS FROM THE PUBLIC – None

CONSIDERATION FOR APPROVAL OF THE MINUTES

Chair Hawkins asked if there were any additions or corrections to the May 14, 2026, minutes. Hearing none, she asked for a motion to approve the May minutes.

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

CONSIDERATION TO APPROVE PAYMENT OF INVOICES & REQUISITIONS SUBJECT TO AUDIT

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 H. 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 – Solicitor Roberta Santiago

Solicitor Santiago explained she was filling in for Solicitor Leonard and asked if the Board had any questions on the report Solicitor Leonard provided earlier. There were no questions.

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 – Revised plans were received on June 1st.

Whispering Pines – Revised sanitary sewer sheets were submitted to Steckbeck's office by the Developer's Engineer this past month. The last set of review comments were sent to the Developer's Engineer this past Tuesday. All laterals to the 6 new lots have now been positioned to be no less than 10 feet off the property line, which was the primary concern reported last month. The remaining outstanding items are minor and are more for construction clarification.

275 Narrows Drive Townhomes – Revised plans were submitted to Steckbeck's office and plan review comments were provided to the Developer's Engineer on June 10th. Comments were minor in nature, and a plan resubmission is required.

754 Mechanic Street Apartments – LCW Holdings – Sanitary sewer plan review comments for the initial plan submission were provided to the Developer's Engineer on April 10th. Resubmission of revised plans in response to the comments is pending.

Land Development Projects in Construction:

Town's Edge – Revised exhibits were submitted to Steckbeck's office on June 2nd. Additional comments were provided and resubmission is pending. Engineer Rights also received the revised Maintenance Guaranty cost estimate in the amount of \$51,471.75 which he found to be acceptable.

Homes for Life (West Lebanon) – Outstanding work on this development includes vacuum testing manholes connecting to the NLTMA's sewers. Site paving has been completed so the testing can now proceed. The contractor, Sauder Excavating, has yet to schedule a date to complete.

The Estates at Hearthside – Phase 1 – The Developer's Engineer has prepared the deed of dedication exhibits and legal descriptions. The Developer's attorney provided Solicitor Leonard with a draft agreement today so it still needs to be reviewed.

The Estates at Hearthside – Phase 2 – The contractor, Rock Road Construction, has submitted shop drawings which are currently being reviewed. Sanitary sewer construction is scheduled to commence sometime in July. The pre-construction conference was held today, June 11th.

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

Nolt Plan – Construction is anticipated to start in the near future although the contractor, SLH Excavating, has not provided a schedule yet. CoLA is requiring the contractor to bore underneath their existing 16-inch water main. The boring subcontractor's availability is dictating the scheduling. SLH has been advised to contact the Sewer Department to schedule a preconstruction conference prior to commencing work.

Sheetz – Sanitary sewer work is essentially completed. Remaining work includes making the final connection to the NLTMA's existing manhole in Long Lane, testing the grinder pump operations and testing the grease trap for watertightness. The tie in work is scheduled for early next week while testing is scheduled for later in the week.

Manor View Estates – Construction commenced last week. To date, four sewer runs have been completed. The site contractor including sanitary sewer work is Rock Road Construction. Steckbeck's office is providing construction inspection services.

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 continued design work on the Frances Ann force main. The preliminary plans are

expected to be completed by end of June at which time they will review with Public Works Director Balsbaugh. Work on the Kochenderfer force main is on hold until PADOT completes the N. 7th St. roundabout design. Assuming PADOT completes their design by early fall, Engineer Rights is targeting to go out for bid for the force main replacements sometime in early 2027. PADOT previously advised that they are scheduled to put the bid for the roundabout construction out in March 2028.

Water System Dedication to CoLA – Steckbeck’s office continues to work with Solicitor Leonard’s office in completing the exhibits required for the deed of dedication.

Woodlea Sanitary Sewers Deed of Dedication – Steckbeck’s office has prepared draft exhibits showing the sewers to be dedicated. Solicitor Leonard is reviewing.

Other Pertinent Issues – None

ADMINISTRATIVE REPORT – Misty Bender & Lori Books

Sewage Management Program – Update - The 3-year sewage management program letters went out in April to the residents in the Township with on-lot sewage disposal systems. Administrative Assistant Bender updated the Board that as of today, out of the 721 notices mailed out, 240 properties have complied, which is about 33%.

Stronge Waste Permit Renewal - There were 4 businesses that needed to renew their Strong Waste Permits this year. Of those 4, 3 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 3 of those permits have been renewed and issued a new permit for another 3 years. We are still waiting for PA Natural Chicks to submit their information. A second notice has been sent, and we are currently waiting for them to respond.

Deed of Dedication for Water Line Easement – Acceptance – At the May Board of Supervisors meeting, the Board granted a Deed of Dedication which outlines a 20 foot right of way easement for the water lines on Township property along N 7th St. and N 8th Ave. This easement was requested to grant access to the lines on Township property in preparation for NLTMA’s plan to dedicate the remaining water lines in the Township to the City of Lebanon Authority. Administrative Assistant Bender asked the Board for a motion to accept the Deed of Dedication for the water line easement.

MOTION was made by Rodney and seconded by Tod to accept the Deed of Dedication granting NLTMA access via an easement to the water lines on Township property along N 7th St. and N 8th Ave. Motion approved unanimously.

Audit Update – All members were provided with a copy of the Audit from Brown Plus for 2025. They were asked to review over the next month and contact Manager Books with any questions. Scott Henry from Brown Plus will be at the July 9th meeting to review the final audit with the Board.

Pump Stations Annual Inspections - All members were provided a copy of the safety inspection report. On June 5th, Wastewater Foreman Tom Camasta and Administrative Assistant Bender went out to each of the pump stations to perform the annual inspections. The Wastewater Department does a tremendous job with the upkeep at the stations. The only things noted were minor and already a part of planned projects for the near future.

Request for Reduction of Sanitary Sewer Capacity – The NLTMA received an application from Jacqueline Reece requesting reduction of her sanitary sewer capacity. She owned 2 separate parcels, 3112 and 3116 Tunnel Hill Road. Last year she had these parcels combined into 1 with a main address of 3116 Tunnel Hill Road. Wastewater Foreman Camasta was out and capped the second lateral which was never connected to the accessory building. Administrative Assistant Bender asked the Board to approve the application to reduce the number of EDUs for this property from 2 to 1.

Ms. Reece provided a letter to the Board asking for consideration regarding the transferred balance from 3112 to 3116. Mr Camasta confirmed that the lateral for 3112 was never used and never connected to any structures. In researching the files, we believe this lateral was installed by the previous owners in anticipation of converting the garage into an apartment which never happened. Manager Books provided some additional background. She also explained the transferred balance breakdown of fees incurred on the property at 3112 that was never connected to the public sewer. These fees included penalties, NLTMA's operation and maintenance fees, and CoLA's treatment facility fees. The Board continued with discussions on how to respond to Ms. Reece's letter.

MOTION was made by Rodney and seconded by Gary H. to approve the Application/Request for reduction of sanitary sewer capacity to 1 EDU for the property at 3116 Tunnel Hill Road. Motion approved unanimously.

MOTION was made by Rodney and second by Gary E. to partially forgive a portion of the balance from 3112 Tunnel Hill Road in the amount of \$446.40 which consists of penalties and O & M fees, leaving the remaining \$539.72 consisting of water/sewer usage already paid to CoLA for this property. By a three to two roll call vote, with Gary E., Rodney and Gary H. voting yes and Tod and Dawn voting no, motion carried.

Pertinent Issues - None

WASTEWATER DEPARTMENT REPORT – Jared Balsbaugh

All members were provided with a copy of Tom Camasta's monthly activity report.

With no further business for the good of NLTMA, the meeting was adjourned at 7:45 p.m.

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

Respectfully Submitted,

Brandi Trumbo
Recording Secretary