

**Minutes
North Lebanon Township Municipal Authority
July 09, 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, July 09, 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
Amy Leonard	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: Rodney Lilley Assistant Secretary/Assistant Treasurer

Also in attendance was Scott Henry with Brown Plus.

COMMENTS FROM THE PUBLIC –

Scott Henry from Brown Plus was in attendance to review the 2025 Municipal Authority Audit. Tod questioned the financial health or rating of the authority. Mr. Henry stated the Municipal Authority is in good financial standing.

CONSIDERATION FOR APPROVAL OF THE MINUTES

Chair Hawkins asked if there were any additions or corrections to the June 11, 2026, minutes. Hearing none, she asked for a motion to approve the June minutes.

MOTION was made by Gary H. and seconded by Tod to approve the June 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 Gary H. 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 – Solicitor Amy Leonard

Moravian Manor Communities – The financing for this project is set to close on July 15. Solicitor Leonard asked the appropriate officers to execute all the paperwork at this time. At a previous

meeting, the Municipal Authority adopted a resolution authorizing the appropriate officers to sign the documents related to the conduit financing for Moravian Manor Communities.

Transfer of Water System to CoLA – The Deeds of Dedication are moving forward. Solicitor Leonard is continuing to work out all the details to complete the Deeds of Dedication.

Towns Edge – Solicitor Leonard and Engineer Rights continue to work on the Deed of Dedication documents for this development. They anticipate that within the next few months they may be ready for dedication.

Woodlea Sewers – Solicitor Leonard and Engineer Rights have been working with the executrix of the estate and their attorney to have the sewers within this development dedicated to the NLTMA. They anticipate this being completed within the next month or two.

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 – Reviews of the revised plans are currently being worked through with NLTMA staff. Comments are relatively minor.

Whispering Pines – The most recent plan submission has satisfied all the technical plan review comments. They are awaiting resubmission of the Improvements Guaranty Cost Estimate following comments given by Steckbeck Engineering.

275 Narrows Drive Townhomes – The most recent plan submission has satisfied all the technical plan review comments. They are waiting for the Improvement Guaranty Cost Estimate to be resubmitted following comments that were made by Steckbeck Engineering.

LCW Holdings – 754 Mechanic Street Apartments – 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 still pending, no movement since then.

Land Development Projects in Construction:

Towns Edge – Engineer Rights worked with the developer's engineer to create the exhibit needed for the Deed of Dedication. The final exhibit was forwarded to the developer's attorney earlier in the week. As Solicitor Leonard stated, they are close but not quite there.

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. Nothing has changed since last month.

The Estates at Hearthside – Phase 1 – The Developer's attorney provided Solicitor Leonard with a draft Deed of Dedication. There are still some issues and comments that need addressed.

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 August.

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 – There is nothing new to report on this project. Based on prior telephone calls with the contractor, SLH Excavating, their understanding is 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 – The final connection from the new grinder pump station to the NLTMA's existing manhole in Long Lane was completed during the month. In addition, the grinder pump operation and alarms were successfully tested, and the grease trap was tested for watertightness. Sanitary sewer construction is now complete.

Manor View Estates – Sanitary sewer construction was completed during the month, and air testing has commenced. Air testing is scheduled to continue during July. Vacuum testing of the manholes will be scheduled after the streets have been paved.

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

Kochenderfer Rd & Frances Ann Dr. Force Main Replacement Design – Steckbeck Engineering's office visited the PADOT URMS portal for updates on the roundabout design as suggested by PADOT, unfortunately, it does not appear that PADOT is updating the files for this project, so they contacted PADOT directly for an update. They are still waiting for a response.

Water System Dedication to CoLA – Engineer Rights' 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 Engineering's office has prepared draft exhibits showing the sewers to be dedicated. As Solicitor Leonard stated, these should be ready in the next month or two.

Other Pertinent Issues – None

ADMINISTRATIVE REPORT – Misty Bender

Sewage Management Program – Update - The 3-year sewage management program letters were sent in April to all residents in the Township with on-lot sewage disposal systems notifying them it is time to have their septic tanks pumped. As of today, 341 properties have complied out of the 721 notices that were mailed, which is about 47%. Compliance is due by the end of August. A second reminder notice will go out later this month.

Stronge Waste Permit Renewal – Three of the four business that needed to renew their strong waste permit this year have complied. They are still waiting for PA Natural Chicks to submit their application for renewal. A second notice was sent in May via mail, two emails were sent in June with received notifications, and a voice message was left in July. If contact is not made by week end, a more aggressive letter will be sent.

National Night Out – Tuesday, August 4th is National Night Out. This year, a group of individuals organized the event which will take place at the Kochenderfer Church located at 1105 Kochenderfer Rd from 6:00 p.m. to 8:00 p.m. To show Township support, it was suggested that Tommy could take out the new flush truck along with a themed game the office girls created to help spread the word about “the Do’s and Don’ts for proper flushing”. Misty asked the Municipality Board to authorize Tommy to take the flush truck to this event.

MOTION was made by Tod and seconded by Gary E. to authorize Tommy to take the flush truck to the National Night Out event which will be held on Tuesday, August 4th at Kochenderfer Church. Motion approved unanimously.

Pertinent Issues - None

WASTEWATER DEPARTMENT REPORT – Jared Balsbaugh

All members were provided with a copy of Tom Camasta’s monthly activity report. It was noted that this week there was a backup in the sewer line between the Avon Bridge and Wendy’s on E. Lehman St. Tommy took the flush truck out to help alleviate the issue. Upon investigation the following day, it appears as though someone tampered with the manhole under the Avon Bridge. A large chunk of asphalt was found in the bottom of the manhole. This in addition to excessive grease from a neighboring business and disposable wipes are what created the backup. Luckily there was no overflow onto the road, and the issue was fixed. The plan going forward is to replace the manhole lid with a locking lid to eliminate the risk of tampering in the future as well as sending a letter out to the nearby business to address the excessive grease.

With no further business for the good of NLTMA, the meeting was adjourned at 7:50 p.m.

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

Respectfully Submitted,

Misty Bender
Administrative Assistant