

**Minutes
North Lebanon Township Municipal Authority
August 13, 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, August 13, 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
Rodney Lilley	Assistant Secretary/Assistant Treasurer
Tod Dissinger	Treasurer
Amy Leonard	Solicitor, Henry and Beaver, LLP
Misty Bender	Administrative Assistant
Scott Rights, P.E.	Engineer, Steckbeck Engineering
Absent: Lori Books	Township Manager
Jared Balsbaugh	Public Works Director

Also in attendance was township resident Jim Cikovic.

COMMENTS FROM THE PUBLIC –

There were no comments from the public.

CONSIDERATION FOR APPROVAL OF THE MINUTES

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

MOTION was made by Rodney and seconded by Gary E. to approve the July 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 Amy Leonard

Moravian Manor Communities – Solicitor Leonard informed the Municipal Authority Board that the conduit fees were received from Moravian Manor.

Transfer of Water System to CoLA – The Deeds of Dedication are moving forward. Solicitor Leonard is continuing to work out all the details so that the water system can be transferred to CoLA.

Towns Edge – Solicitor Leonard informed everyone that we received the Maintenance Bond for the Deed of Dedication. However, there are a few hold ups with the agreements. She expects that this will be a few months before we see movement.

Woodlea Sewer Dedication – Solicitor Leonard and Engineer Rights have been working on the final exhibits for the Deed of Dedication that has been drafted. The Executrix of the estate has been more than helpful during the process, and they expect to wrap up things within the next month or two.

Estates at Hearthside Phase 1 Sewer Dedication – Solicitor Leonard updated the Municipal Authority Board that the developer of Phase 1 of the Estates at Hearthside has begun taking steps to dedicate the phase 1 sewer facilities. She has made the developers' attorney aware of the documents that are required. This was mentioned for informational purposes only.

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

Payment Plan Requests – Solicitor Leonard reviewed a request that was made last billing cycle from a resident who inquired about a payment plan two days before water termination for their sewer bill. Payment plans are not common practice in such situations, so she wanted to get the Municipal Authority Board's input on the matter. In the end, it was decided that the policy was not changing, and specialized payment plans will not be accepted for quarterly bills to avoid termination. Customers have the option to make multiple small payments over the course of the billing cycle to offset the cost at the due date. Termination of services will not be postponed if bills are not paid in full by the scheduled date of termination.

Chair Hawkins asked where things stood with the dedication of facilities within the Orchard View Development. Solicitor Leonard stated that despite receiving no responses from the few properties needed for dedication within the development, they do have sufficient documentation to move forward with that section of the dedication.

ENGINEER'S REPORT – Scott Rights

Land Development Plan Reviews:

R&L Carriers – Review of the revised plans have been completed and overall, this plan is just about ready for approval. Outstanding bonding and executed agreements are the only things they are waiting for at this point.

Whispering Pines – The most recent plan submission has satisfied all the technical plan review comments. Engineer Rights has deemed the Guaranty Cost Estimate of \$43,180 acceptable. They are getting very close on both the Municipal Authority and Township sides and are expected to be approved within the next few meetings.

275 Narrows Drive Townhomes – The most recent plan submission has satisfied all the technical plan review comments. Engineer Rights has deemed the Guaranty Cost Estimate of \$9,080 acceptable. This plan is expected to be approved within the next few meetings.

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) – Engineer Rights stated that the manholes were successfully vacuum tested on July 20th and August 6th. Sanitary sewer work and testing is now complete for this project.

The Estates at Hearthside – Phase 1 – Solicitor Leonard continues to review the revised draft Deed of Dedication agreement and supporting documents provided by the developer's attorney. Engineer Rights reviewed the Maintenance Guaranty Cost Estimate in the amount of \$46,914 and deemed it reasonable.

The Estates at Hearthside – Phase 2 – Sanitary sewer work began on July 27th. At this point, approximately 1,000 ft of sewer main has been installed.

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 – Nolt has changed contractors for their project. Engineer Rights and the Public Works Director, Jared Balsbaugh, will be in contact with the developer to have a preconstruction meeting set up in the near future.

Sheetz – Engineer Rights has requested as-built drawings and is waiting on submission. None of the new facilities will be dedicated to NLTMA. All sanity sewers shall remain privately owned and maintained by Sheetz. Steckbeck Engineering has provided copies of inspection records including photographs to the NLTMA for their records.

Manor View Estates – All sewers installed in the streets have been successfully air tested. Outstanding testing includes air testing sewer mains outside of the streets, mandrel testing all sewer mains, and vacuum testing the manholes.

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 has reached out to PADOT again in the last month. PADOT is still working on the environmental clearances required of the project and preliminary design. Until more information is received, no movement is being made on this project.

Water System Dedication to CoLA – Engineer Rights continues to work with Solicitor Leonard 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 is coming to its conclusion at the end of August. Reminder letters were sent out on July 17th to residents who still have not submitted their proof of pumping and administrative fee. Forms are currently rolling in by the dozens daily. As of today, 492 properties have complied out of the 721 notices that were mailed out, which is about 68%. This is for your information only, and no action is required.

Stronge Waste Permit Renewal – To date, all 4 companies that were set to renew their Strong Waste Permits in May of this year are now in compliance. The final application and fee from PA Natural Chicks to renew their strong waste permit has been received. The permit was renewed and issued for another three years to expire in 2029. There are two more businesses with strong waste permits. One expires in December of 2027 and the other expires in May of 2028.

National Night Out – Tuesday, August 4th was National Night Out. This year there was a group of individuals that worked to bring the event back to life. It was held at the Kochenderfer Church located at 1105 Kochenderfer Rd. To show our support, Tommy brought the new flush truck and the office staff put together a themed game called the “toilet toss”. This was a fun way to engage the residents while sharing knowledge about the “Do’s and Don’ts” of flushing, and wastewater management. Vice-Chair Heisey confirmed that the event was deemed successful with an estimated attendance of 500 people. He stated that the group at the Kochenderfer Church is already planning for the event again for next year and that North Cornwall has expressed interest in joining us.

Pertinent Issues - None**WASTEWATER DEPARTMENT REPORT – Misty Bender**

All members were provided with a copy of Tom Camasta’s monthly activity report. It was noted that there were numerous new connections to the system last month, and a handful of grease trap inspections in addition to their typical workflow that kept the wastewater department busy.

With no further business for the good of NLTMA, the meeting was adjourned at 7:30 p.m.

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

Respectfully Submitted,

Misty Bender
Administrative Assistant