Minutes
North Lebanon Township Municipal Authority
October 8, 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, October 8, 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
Scott Rights, P.E.	Engineer, Steckbeck Engineering
Lori Books	Township Manager
Misty Bender	Administrative Assistant
Jared Balsbaugh	Public Works Director
Absent: Rodney Lilley	Assistant Secretary/Assistant Treasurer

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

COMMENTS FROM THE PUBLIC –
There were no comments from the public.

CONSIDERATION FOR APPROVAL OF THE MINUTES
Chair Hawkins asked for a correction to the minutes. A word was spelled incorrectly and was asked to be corrected. She then asked if there were any other additions or corrections to the September 10, 2026, minutes. Hearing none, she asked for a motion to approve the September minutes with the noted change.

MOTION was made by Tod and seconded by Gary H. to approve the September minutes with the change that was mentioned. 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

Whispering Pines – The Sewer Capacity Agreement and payment, Developers Agreement and financial security have all been signed and received. A request was made to approve the Sewer Design and corresponding Agreements, in addition to accepting the Financial Security.

MOTION was made by Tod and seconded by Gary H. to approve the Sewer Design, Sewage

Facilities Planning Module, Capacity Agreement, Developers Agreement, and to accept and approve Financial Security. Motion approved unanimously.

SOLICITOR'S REPORT – Solicitor Amy Leonard

Delinquent Sewer Accounts – Lien Report – Solicitor Leonard provided a copy of her delinquent sewer account report for all NLTMA Board members to review. She requested to discuss further in Executive Session the collection matters that are ready for Writs of Execution to be filed, which would result in the properties being listed for Sheriff's sale.

Transfer of Water System to CoLA –Solicitor Leonard mentioned that she is continuing to work on the Deeds of Dedication so that the water system can be transferred to CoLA.

Woodlea Sewer Dedication – Solicitor Leonard stated she has drafted the Deed of Dedication and is in the process of finalizing to send to the estate's attorney. As the principal of the development company has passed away, we are trying to work with the attorney and executor of the estate to accomplish any remaining dedications. The attorney for the estate has been very helpful, and the Executrix has indicated willingness to dedicate any undedicated facilities to the NLTMA.

Towns Edge Sewer Dedication – Solicitor Leonard stated we now have a signed Deed of Dedication, Maintenance Guaranty and Warranty Agreement, and Financial Security. The NLTMA can now accept dedication of the facilities.

MOTION was made by Gary H. and seconded by Tod to accept the Deed of Dedication, Maintenance Guaranty and Warranty Agreement and 18 month Financial Security for Town's Edge. Motion approved unanimously.

Estates at Hearthside Phase 1 Sewer Dedication – Solicitor Leonard stated we have now received the Deed of Dedication, Maintenance Guaranty and Warranty Agreement, and Financial Security for the Phase 1 sewers. The NLTMA can accept dedication of the facilities.

MOTION was made by Tod and seconded by Gary E. to approve the Deed of Dedication, Maintenance Guaranty and Warranty Agreement and 18 month Financial Security for the Estates at Hearthside Phase 1. Motion approved unanimously.

ENGINEER'S REPORT – Scott Rights

Land Development Plan Reviews:

R&L Carriers – Revised plans were submitted to Steckbeck Engineering's office on September 16th. The only remaining outstanding item is required confirmation from Met-Ed stating they will allow the proposed sewer line serving the site to cross their right-of-way.

LCW Holdings – 754 Mechanic Street Apartments – Revised plans were received earlier this week. Steckbeck Engineering's office intends to complete their review by end of next week and to review them with Public Works Director Balsbaugh. In addition, the Developer's Engineer is required to prepare a cost estimate for the Improvements Guaranty.

Godshall's Building Addition - The Developer has yet to submit the required plan review fees to the NLTMA, so a comprehensive plan review has not commenced. Through discussions with the

Developer's Engineer, we have been advised the expansion will be used for additional food processing. This will generate additional wastewater flows although they have yet to provide us with any projections. Projected flow volumes will be needed before a review can be started.

Walmart Building Addition - The plans propose an 8,000 sq. ft. building expansion to accommodate pick-ups at the existing facility at 1355 E. Lehman St. The plans do not propose any new sewer connections although the plans do indicate it will be necessary to relocate existing building sewers which are currently located within the building expansion footprint. None of the existing sewers impacted by the project are owned by NLTMA. Walmart has not requested any additional sewer capacity. Because the plans propose relocating existing on-site sewers and reconnecting the existing grease traps, we recommended they submit plans to the NLTMA for review and comment. The Developer has yet to submit the required plan review fees to the NLTMA, so a comprehensive plan review has not commenced.

Prescott Mennonite Church - The plans propose subdividing an existing 27-acre tract on the southeast corner of Grubb Ave. and Snow Dr. into a 9-acre tract for the construction of an 8,040 sq. ft. church and an 18-acre residual tract. The nearest public sewer is at the intersection of Narrows Dr. and Mt. Zion Rd. which is over 6,000 ft. away from the site, therefore, on-lot sewage disposal is proposed. The Developer's Engineer submitted plans to the Township earlier in the week.

Land Development Projects in Construction:

Homes for Life (West Lebanon) – Engineer Rights stated that sanitary sewer construction and system testing has been completed. A reminder was sent to the Developer's Engineer and Contractor that as-built drawings showing the sewer mains, manholes and laterals are required and are still outstanding.

The Estates at Hearthside – Phase 2 – To date, all sewers except for the proposed sewers in Horizon Blvd and Jay St. have been completed. Sanitary sewer work has ceased and work in Horizon Blvd is scheduled to be completed after the school year ends in June 2027. The contractor completing the work is Rock Road Construction.

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 – As previously reported, the new contractor, KW Excavation, is scheduled to commence work sometime in October and complete in late November/early December. The preconstruction conference with the contractor was held several weeks ago.

Sheetz – Engineer Rights is still waiting on the as-built drawings to be submitted. Sanitary sewer construction and system testing have been completed. The new facilities will not be dedicated to the NLTMA. All sanity sewers shall remain privately owned and maintained by Sheetz.

Manor View Estates – All construction and testing are completed except for vacuum testing of manholes. Site paving was completed in early September so vacuum testing is anticipated within the upcoming weeks.

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

Kochenderfer Rd & Frances Ann Dr. Force Main Replacement Design – PADOT is still working

on the environmental clearances required for their project on the roundabout design for the N. 7th Street/Kochenderfer Rd intersection. Once PADOT completes their design we will be able to move forward with our design for the relocation of the Kochenderfer Road force main. Until more information is received, no movement is being made on this project. Updates will be provided when they are received.

10-Year Capital Improvement Plan/User Rates – In collaboration with NLTMA staff, we commenced updating the plan. Draft copies were shared and presented to the NLTMA Board. Due to future projects, the Board indicated they intend to keep rates the same for now. There will be no increase or decrease in the sewer rate charged to customers.

Other Pertinent Issues – None

ADMINISTRATIVE REPORT – Misty Bender

Sewage Management Program – Update - August 31st was the 3-year sewage management program deadline. Each property with an on-lot system was to submit their sewage management report form by the end of August to remain in compliance with Ordinance No.1-2025. On September 9th, 72 final notice letters were mailed out, giving them an additional 15 days to comply. As of today, 684 of the 716 properties in the program (96%) have complied. The remaining noncompliant properties have now been turned over to the Solicitor for further action and possible prosecution. Updates will continue to be provided as the process moves forward.

2027 Preliminary Budget Discussion – Manager Lori Books – Copies of the Preliminary Budget were given to the NLTMA Board. Manager Books reviewed the Preliminary Budget line by line. It was mentioned that some line items were just placeholders until they received exact numbers for the new year. Of the items discussed, there were also certain items that would be discussed at the Joint Meeting with the Board of Supervisors in November.

Pertinent Issues - None

WASTEWATER DEPARTMENT REPORT – Jared Balsbaugh
All members were provided with a copy of Tom Camasta's monthly activity report.

MOTION was made by Gary H and seconded by Supervisor Gary E at 8:16 PM to recess the regular meeting and go into Executive Session to discuss legal matters regarding some of the delinquent sewer accounts.

The Board reconvened the regular meeting at 8:54 PM. The meeting was then adjourned at 8:55 PM.

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

Respectfully Submitted,

Brandi Trumbo
Recording Secretary