

**MINUTES**  
**NORTH LEBANON TOWNSHIP**  
**BOARD OF SUPERVISORS**  
**February 21 , 2022**

The regularly scheduled meeting of the North Lebanon Township Board of Supervisors commenced at 7:00 PM at the Municipal Building located at 725 Kimmerlings Road, Lebanon, PA with the following people present:

In person:	Ed Brensinger	Chairman
	Gary Heisey	Vice-Chairman
	Arden Snook Sr	Treasurer
	Cheri Grumbine	Township Manager
	Tim Knight	Chief of Police
	Amy B. Leonard	Henry & Beaver LLP

Also, present was, Doug Stump, *Lebanon Daily News* reporter, Erika Sheibley, Recording Secretary, Patrick Miller with Fern the screech owl to talk about wildlife education and several members of the public.

Also present via ZOOM was Chief Allen Firestine with Rural Security Fire Company.

The meeting was called to order and the pledge to the flag was made.

**COMMENTS FROM THE PUBLIC**

**A.) Patrick Miller Wild Animal Permit Application**

Patrick Miller has now provided all required documentation with his completed application for a Wild Animal Permit.

Patrick introduced a screech owl by the name of Fern that he brought along tonight. He also has 2 redtail hawks, peregrine falcons, black rat snakes and a box turtle. All his animals are native to Pennsylvania that he uses for his wildlife education. He has no exotic animals.

**MOTION** was made and seconded to approve Patrick Miller’s Wild Animal Permit Application for 2022. Motion unanimously carried.

**B.) Living Waters Chapel Sign Permit for SR72 & Jay St**

The Township received a request with payment of the review fee (\$175) from Living Waters Chapel pertaining to the replacement of a directional sign at the corner of SR72 & Jay St. There are two items for the Board to consider and issue a decision.

- 1) Sign location in township Right-of-Way of Jay St/Lion’s Lake property.
- 2) Size of double-sided replacement sign to be same dimensions of current sign, which is 36 inches high by 60 inches wide . The sign will be placed 36 inches above grade and overall height will be 96 inches which meets township requirements. They will be using 4x4 pressure treated posts with new black colored plastic sleeves. The existing sign and proposed replacement sign are larger than 3 SF permitted for Directional Signs.

Section 27-1505. D States “The Board of Supervisors may permit an additional sign or signs in excess of the of the requirements, provided that the Township finds that the proposed sign and/or signs is in keeping with the residential or agricultural district in question and does not create a traffic hazard.”

Chairman Brensinger visited the site and took pictures of the current sign and recommends the Board's consideration to have the post of the existing sign, which is closest to Jay St moved to the furthest signpost, moving that post to the east.

**MOTION** was made and seconded to approve the Living Waters Chapel Sign, with the slight relocation. as recommended by Chairman Brensinger. Motion unanimously carried.

**C.) 3631 Hill Church Road Land Development Plan – Stormwater Existing Lot of Record**

This plan proposes the construction of a single-family dwelling, an access driveway onto Hill Church Road, and Stormwater Management structures and features. The property will be serviced with an on-lot sewage system and on-lot well. The Township received a clean letter from Lebanon County Planning Department dated 2/9/2022 recommending approval of the plan. The Township has also received a sign BMP & O&M Agreement.

**MOTION** was made and seconded to approve the 3631 Hill Church Road Land Development Plan and BMP & O&M agreement to be recorded following posting of financial security. Motion unanimously carried.

**PUBLIC HEARING -**

At 7:17 PM the regularly scheduled Board Meeting was paused, and the Public Hearing for Ordinance 3-2022 was opened.

Solicitor Leonard opened the hearing and reviewed the legal advertising and publishing date of the two ordinances in the *Lebanon Daily News*. Solicitor Leonard then reviewed the ordinance.

**ORDINANCE 3-2022:**

An Ordinance adopting an amendment to the articles of incorporation of the North Lebanon Township Municipal Authority to extend the term of existence of the North Lebanon Township Municipal Authority.

Following Solicitor Leonard's review of Ordinance 3-2022, Chairman Brensinger invited comments on the items reviewed.

There were no comments from the public or the Board.

**MOTION** was made and seconded to approve Ordinance 3-2022 Amending the Articles of Incorporation of the North Lebanon Township Municipal Authority to extend the term of existence of the North Lebanon Township Municipal Authority. Motion unanimously carried.

The public hearing was closed at 7:19 PM and the regularly scheduled meeting was resumed.

**D.) 122 West Brookfield Drive Land Development Plan – Stormwater**

This plan proposes the construction of an addition to the existing single-family dwelling, proposed driveway, and associated stormwater management facilities. The Township received a clean letter from Lebanon County Planning Department dated 1/26/2022, recommending approval of the plan. The Township has also received a signed BMP & O&M Agreement. Due to the proposed driveway being located under a Met-Ed easement, the owner of the property is required to sign a Consent Agreement with Met-Ed.

**MOTION** was made and seconded to approve the 122 West Brookfield Drive Land Development Plan and BMP & O&M agreement to be recorded following posting of financial security. Motion unanimously carried.

**E.) East Canal Street Pocket Neighborhood Land Development Plan**

The Land Development Plan for East Canal Street Pocket Neighborhood by Community Homes of Lebanon County was submitted November 30, 2021, prepared by SESI. The project consists of a 23-unit Pocket Neighborhood community with a private access drive extending between 6<sup>th</sup> and 7<sup>th</sup> Avenues, traffic circulation, parking, and stormwater management on an existing 2.38-acre parcel of land. Chad Smith from SESI was in attendance and discussed various aspects of the plan. Alex Kinzey from SESI was in contact with Don Steiner, Jr., Fire Chief at Weavertown Fire Company regarding Knox Box keys, fire hydrants, and fire apparatus access into parking areas and they have no other concerns from a Fire Department aspect.

**MOTION** was made and seconded to approve the Park & Recreation Agreement and Fees and the BMP & O&M Agreement for the East Canal Street Pocket Neighborhood Land Development Plan. Motion unanimously carried.

**MOTION** was made and seconded to approve the East Canal Street Pocket Neighborhood Land Development Plan contingent on a clean letter of recommendation from County Planning, any outstanding comments from the Township, NPDES Permit, E & S Permit, and the posting of financial security. Motion unanimously carried.

**F.) BMP & O&M Agreement – Zimmerman Family Properties, LLC**

Mr. Gearhart from Matthew & Hockley, engineer for the Zimmerman Family Properties, LLC, Land Development Plan reached out to the Township stating that a separate BMP O&M Agreement must be approved and recorded for that project. The BMP & O&M Agreement was included on the plan for 2555 East Cumberland St but was not processed as a separate document for recording, as the Township now requires.

**MOTION** was made and seconded to approve the BMP & O&M Agreement for 2555 East Cumberland St. Motion unanimously carried.

**APPROVAL OF MINUTES**

**MOTION** was made and seconded to approve the meeting minutes from the 1/17/2022 Supervisor's meeting. Motion unanimously carried.

**APPROVAL OF PAYROLL, FUND BALANCES and PAYMENT OF INVOICES**

**MOTION** was made and seconded to approve payroll, fund balances, and invoices for payment subject to audit. Motion unanimously carried.

**FIRE CHIEF'S REPORT – Allen Firestine, Chief Rural Security Fire Co**

**A.) Monthly Summary – January 2022 Summary**

The number of calls, responses, trainings, and aid for the month of January 2022 for all four volunteer fire companies in the Township was reviewed by Chief Firestine via ZOOM videoconference.

**CHIEF OF POLICE REPORT****A.) Calls for Service.**

Chief Knight reviewed the report on various calls for service for the month of January. There was a total of 6,799 miles driven for patrol in January.

**B.) Monthly Code Enforcement Report (Brenner)**

The Board received a written report on Code Enforcement from John Brenner for the month of January.

**C.) Monthly Fire Police Activity Report**

The Board received a written report on the NLT Fire Police Activity for the month of January.

**D.) Departmental Notes of Interest**

There were three incidents this month that the Chief shared with the Board.

- 1) Narcan had to be used twice in January.
- 2) Officer Innocent responded to a call about a weapon located on the Walmart property. Officer Innocent was able to retrieve the weapon.
- 3) Officer Himmelberger responded to call that resulted in a foot chase. Officer Himmelberger was able to catch the suspect.

**TOWNSHIP MANAGERS REPORT – Cheri Grumbine, Manager****A.) Resolution #10 – 2022 – Various Fees For 2022**

Resolution #10-2022 establishes the fees for services of the Township. The fees for SALDO Plan review have been transferred to a standalone resolution (Res 9-2022) because of contracting services with Steckbeck Engineering and ARRO as a consulting engineers. The fees for Highway Excavation Permit application and permit fees section have also been transferred to a standalone resolution (Res 11-2022).

**MOTION** was made and seconded to adopt Resolution #10-2022. Motion unanimously carried.

**B.) Resolution #11-2022– Highway Excavations**

Resolution #11-2022 establishes the fee schedule for highway excavations.

**MOTION** was made and seconded to adopt Resolution #11-2022. Motion unanimously carried.

**C.) Resolution #12-2022 – Approving the Disposition of Certain Municipal Records**

Resolution #12-2022 lists specific records to be destroyed in accordance with adopted State Municipal Records Manual.

**MOTION** was made and seconded to adopt Resolution #12-2022. Motion unanimously carried.

**D.) Resolution #13-2022 – Local Share Account Authorized Officials**

The Township received contact from both the State Representatives regarding the Local Share Account grant opportunity (Act 2004-72, as amended) to provide for the distribution of gaming revenues through the Commonwealth Financing Authority (CFA) to support projects in the public interest within the Commonwealth. The maximum to be requested according to Rep. Diamond's office is \$25,000.

The Township is submitting Resolution #13-2022, as required by the Statewide Guidelines that we received from Representative Diamond's office. The Resolution must appoint two officials to execute all documents and agreements between the Township and CFA to facilitate and assist in obtaining the requested grant.

Lori Books, Assistant Manager is working on the grant application. The CFA charges a \$100 non-refundable application fee for the Local Share Account application. The grant application is being submitted for Lenni Lenape Park paving project for the existing stoned parking area, and expansion to the parking lot to the new pavilion for access, as budgeted for in 2022.

**MOTION** was made and seconded to adopt Resolution #13-2022 authorizing the Chairman and Vice-Chairman to execute all documents and agreements between the Township and CFA to facilitate and assist in applying for the \$25,000 grant application. Motion unanimously carried.

#### **E.) County Liquid Fuels Application**

The 2022 application for County Aid is being submitted for the Board's approval and signature. The listed project description is for road salt. The Grant amount matches the most recent 2022 population census and is for \$12,041.

**MOTION** was made and seconded to approve the signing of the 2022 County Liquid Fuels Application in the set amount of \$12,041. Motion unanimously carried.

#### **F.) Authorization to Advertise for Bids – Paving Project, Fuel**

The bidding specifications have been prepared for the 2022 paving project, and estimated fuel needs for the township. The following streets are included in the 2022 paving project bid:

##### **Project #1**

**Alpha Ave (Kochenderfer to Sholly)**

**Beta Ave (Alpha to End)**

**Cappa Ave (Beta to Sholly)**

**Sholly Ave (Kochenderfer through loop)**

**Horizon Blvd – SCRATCH ONLY from Sandhill Rd west 1000 LF. This does NOT include Colonial Circle.**

##### **Project #2**

**Lenni Lenape Expanded Parking Lot**

##### **Fuel Bids:**

**10,000 gallons 15 PPM ULSD Highway Diesel Fuel (Delivered to the Township)**

**1,500 gallons pure 90 ethanol-free gasoline (Delivered to the Township)**

Chairman Brensinger stated he feels he must state his concerns regarding the scratch coat being included as part of our 2022 paving project for Horizon Blvd. Gerald Musser, the owner of the farm that is located on both sides of the undeveloped end of Horizon Blvd., stated he has contracted with a local engineering firm that is working on preparing a subdivision plan for a development. This new development will be along Horizon Blvd. Chairman Brensinger stated he feels he must share his concern with heavy truck traffic that will be a part of the ongoing

development and the wear and tear on the scratch coat. He would recommend that his department make repairs to the road instead of applying a scratch coat.

**MOTION** was made and seconded to approve the advertisement for bids for the 2022 paving project and fuel, as shown in the current bid documents. Motion unanimously carried.

### **G.) Appointment to Park & Rec Board Audrey Blauch**

The Park & Rec Board is recommending the appoint of Audrey Blauch to fill the current vacancy. Her term would expire on 12/31/2024. (3-year term)

**MOTION** was made and seconded to appoint Audrey Blauch to a 3-year term on the Park & Rec Board. Term to expired 12/31/2024. Motion unanimously carried.

### **H.) Fireworks Tent – Keystone Novelties**

The Park & Rec Board reviewed the request from Keystone Novelties to again place their sales tent at the base of the dam breast at Lion’s Lake. They recommended the fee be increased to \$800.00.

Set Up Date (not before): June 17<sup>th</sup>

Sales Date (approximate): June 22<sup>nd</sup> – July 5<sup>th</sup>

Removal Complete by: July 10<sup>th</sup>, unless otherwise agreed to. Trash & Debris are removed by July 6<sup>th</sup>, but tent, storage or portable toilet may remain not longer than July 10<sup>th</sup>.

Co-Named Insurance Certificate Required

Following set up, the NLTPD will visit the site to review the items for sale for compliance with the regulations.

**MOTION** was made and seconded to approve the Keystone Novelties to set up at the base of the dam breast at Lion’s Lake for a fee of \$800.00 during the July 4<sup>th</sup> holiday. Motion unanimously carried.

### **I.) Lebanon Community Library/Well Span Go Lebanon! Program**

The Park & Rec Board received a request to participate in the Go Lebanon! Program at Lion’s Lake. At their February 1<sup>st</sup> meeting, the Park & Rec Board fully supported this program and recommend participation in 2022.

**MOTION** was made and seconded to approve the participation in the Go Lebanon! Program at Lion’s Lake Park. Motion unanimously carried.

### **J.) Benecon Wellness Grant Application**

Lori Books, Assistant Township Manager prepared the PMHIC Wellness Grant that is available to the Township. The grant application describes the intended use of the \$1,000 grant requested by the Township, which includes quarterly “breakfast and learn” sessions to promote healthy behaviors, and reminding employees of the importance of good health, exercise, and healthy eating habits. The Township also intends to hold a Certified CPR Training Class for those employees who wish to renew or obtain their CPR certification.

**MOTION** was made and seconded to approve Lori Books to apply for the Benecon Wellness Grant. Motion unanimously carried.

**K.) Retirement Notice**

The Township received a letter of retirement from Arden Snook, Sr. a full-time employee with the Maintenance Department. The retirement is effective January 1, 2022. Mr. Snook stated he would work part-time until a full-time replacement can be hired.

**MOTION** was made and seconded to accept the retirement letter from Arden Snook, Sr. Motion unanimously carried.

**MOTION** was made and seconded to proceed to fill the full-time open position from Mr. Snook's retirement from the Maintenance Department. Motion unanimously carried.

**L.) 2022 MHP License Renewals**

The Township has received the renewal application and payment from all seven of the Mobile Home Parks in the Township.

Countryside – 66 units  
Green Acres – 94 units  
Lakeside – 23 units  
Lincoln Village – 86 units  
Northcrest Acres – 202 units  
Ridgeway – 40 units  
Sandhill – 14 units

**MOTION** was made and seconded to approve the 2022 Mobile Home Park licenses for the seven parks in the township, as discussed. Motion unanimously carried.

**M.) Various Annual Reports**

- 1) Safety Committee Report & 2022 Goals
- 2) Park & Rec Annual Report

The Board received the Safety Committee Annual Report for 2021 and the 2022 Safety Goals. The Board also received the Park & Rec Annual Report for 2021.

**SOLICITOR'S REPORT; Solicitor Amy B. Leonard -- Henry & Beaver****A.) Resolution #14-2022 – Revised #7-2022**

Solicitor Amy Leonard reviewed Resolution #14-2022, which is a revision from Res 7-2022 that was adopted last month. After review by the insurance agent for the volunteer fire companies there was a request for some additional specificity regarding the operational support activities that are covered under the Worker's Compensation policy. Just as a reminder, Solicitor Leonard stated when Act 108 of 2020 did go into effect it did require clarification as to what are necessary operational support activities and making them eligible for coverage for WC coverage. The revision specify that these are operational support activities that have been approved by the township at the beginning of the policy year, January 1, 2022, it also specifies that operational support activities include both organizing and participating in fundraising activities approved by the township. We also attached to Resolution 14-2022, all the activities list that each of the fire companies had approved by the Board, so it is clear what activities were approved by the Board as non-emergency activities. These are mostly clarification issues only for the Board's consideration.

**MOTION** was made and seconded to adopt Resolution #14-2022. Motion unanimously carried.

**B.) Apiary Ordinance 4-2022; Solar Farm Ordinance 5-2022**

The Board had previously approved the advertising for the Apiary Ordinance and the Solar Farm Ordinance. The public hearing will be held on March 21, 2022, during the regularly scheduled Board meeting. Both Ordinances have been sent to County Planning and they have a 30-day review period in which they can issue comments on these Ordinances to the Board.

Currently the Township Ordinance does not include Solar Farms. Ordinance 5-2022 pertains to the commercial production and sale of Solar energy. This Zoning Ordinance will only allow Solar Farms to be a conditional use in the Industrial (I-1) Zoning District.

This Ordinance does not apply to solar, wind and alternate energy systems installed for the benefit of the property owner, with the energy generated being used on site and not generated for commercial distribution. This Ordinance is to regulate Energy systems installed for the purpose of generating energy for commercial production, distribution or sale or off-site distribution.

The Board recognizes that amendments may need to be made at a future time to add additional regulations to this Ordinance, but the Board feels that it is important that some regulations are needed to be put in place due to the recent boom in the Solar Industry in the County.

**COMMENTS FROM BOARD MEMBERS**

**A.) Stormwater Relining Project for 2022 – Mr. Rehab**

Chairman Brensinger informed the Board that in 2021, the township started slip-lining some of the corrugated metal stormwater pipes and set aside a certain dollar amount in the 2022 budget to continue this type of work. The proposal is from the same vendor used in 2021, Mr. Rehab, a CoStars Vendor, and they are giving us the same per foot price as last year. There are some larger diameter pipes for 2022, but the same size pipe is the same price as 2021. Chairman Brensinger stated that he would like to move forward with contracting this work and getting this scheduled. The line is first to be cleaned and then they come in and video the line and take measurements, so they can order the lining needed for the project. In answer to Supv. Snook's question, Chairman Brensinger estimated the lead time for the 2021 work was about 5 to 7 weeks from the time they measured until they come back to install. Some of the proposed stormwater pipes in the project this year run parallel to and under existing curb. If we were to replace the actual stormwater pipes instead of slip-lining, we would lose the curbing and must replace, adding additional expense and disruption for the residents. Replacing corrugated metal with plastic pipe also requires a slightly larger diameter size and a conflict may arise with separation requirements for other public utilities. With the slip-lining project the vendor parks in the street with a lot less disruption, as the road is not closed. If we replace the stormwater pipe, we would close the road. Slip-lining does not compromise the integrity of the street. This year a lot of the slip-lining is also located in the same area as our paving project. When asked about the process by Supv. Heisey, Chairman Brensinger described how the slip-lining process works in comparison to how it was accomplished for sewer and the thickness of the material based on various size pipe. They would not slip-line stormwater pipes in very bad condition with sharp edges. That section would be dug up by township crew, as done on Greenwood Drive last year.

Chairman Brensinger stated there are areas where the stormwater pipe crosses the road and actual replacement could be provided by township crew. This would save us about \$10,000 off the quoted price by Mr. Rehab when looking at the various areas. For us to dig up existing



stormwater pipes and put in new plastic pipe our material cost (pipe, stone, blacktop) would be about half of the relining cost of Mr. Rehab. We would have to consider the profile of the other utilities that run in the street. If there is a conflict, we must look at the separation distance with replacing with plastic pipe that may narrow that separation. Supervisor Snook stated that he does agree that slip-lining is good for areas where the pipe runs under and/or parallel to the curbing and be lost. This doesn't make sense to dig up the stormwater pipe ourselves, but we need to be conscious where we can do it ourselves to save the money and do it economically. Along the curb and under the curb he agrees to slip-line. Supv. Brensinger also said the depth of the pipe is also a concern to which Supv. Snook acknowledged his agreement.

Mr. Rehab is giving us the same price in 2022, as received in 2021 and Supervisor Brensinger said that they had 3 price increases in product over the past year. He anticipated a much higher price for 2022. However, since it is the same per foot price, he would like the Board to consider adding to the project this year to accomplish more slip-lining. When stormwater pipes start deteriorating then the water starts migrating down around the outside of the pipe and moving the stone and soil creating depressions and problems in the street.

Supv. Heisey asked if we have areas where we can do ourselves, can we then do different areas under Mr. Rehab's current proposal at the same quoted price? Supv. Brensinger said yes, they will honor that price and we can move around to get a set dollar amount of the contract without any increase in price. Supv. Brensinger said he would like the Board to commit to a certain dollar amount and he can move around the area until he reaches that point. Where we do the work ourselves, we can then move somewhere else with slip-lining more stormwater pipes.

There are some cross pipes in country roads and these we do ourselves. Chairman Brensinger stated we had the contractor replace a 400' section of stormwater pipe off N 8th Avenue because the contractor was in the area working. He had previously had this section on the list for slip-lining but has now been replaced with plastic.

**MOTION** was made and seconded to approve the stormwater relining project for 2022 of stormwater pipes proposed by Mr. Rehab (\$323,588.50) with the Township replacing smaller pipes where we can and the additional savings going towards additional slip-lining. Motion unanimously carried.

Chairman Brensinger asked if the other Board members want to consider additional funding for slip-lining above this 2022 proposal now knowing that they maintained the same price as 2021? Supv. Heisey and Supv. Snook stated they did not wish to add additional funding for slip-lining at this time. Maybe later.

#### **B.)FROMM Quote**

The Board previously approved the change out of the overhead fluorescent lights in the storage building to LED sensor lights. This work has been completed. The guys involved felt that the lighting under and above the mezzanine area should also be upgraded as well as the placement of a few lights on the two sides of the wash bay for better lighting when washing down vehicles, especially the large trucks. The total cost of the fixtures would be \$1,500.00, with installation by the township crew.

**MOTION** was made and seconded to approve the lighting upgrade. Motion carried with two favorable votes and Supv. Heisey opposing.

**C.) Halfway Drive Bridge Structure**

The Township received cost estimates to repair the bridge and to replace the bridge.

The cost estimate to replace the entire superstructure would be around \$300,000.00 and the cost estimate to repair the superstructure would be around \$100,000.00. It is unknown at this time if the Township roadcrew will be able to handle the type of repairs that are needed as this superstructure has heavy traffic and due to extra environmental precautions, that will be needed due to the high-quality stream that runs under it. While completely replacing the superstructure with concrete beams would require less maintenance than replacing with metal beams the cost is also much greater.

Several questions and thoughts were discussed by the Board and Manager Grumbine was asked to set up a meeting with the engineers to gain more information before deciding.

**D.) Windsor Drive- No Parking Signs**

The roadcrew had recently replaced roads signs that were missing or damaged. No parking signs were placed on Windsor Drive as there should have always been signs there per the original plan and the Township Ordinance book. The residents who live along Tunnel Hill Rd across from Windsor drive usually park along Windsor Drive. They are now having problems finding places to park now that the signs have been installed along Windsor Drive.

The Board discussed what options there are to resolve this problem and decided to have the road crew remove one of the no parking signs along Windsor Drive to allow for these residents to park.

**ADD-ON ITEMS IN THE LAST 24 HOURS****A.) None**

With no further business to discuss, meeting adjourned at 9:04 pm.

Respectfully Submitted,

Erika Sheibley  
Recording Secretary