

**MINUTES**  
**NORTH LEBANON TOWNSHIP**  
**BOARD OF SUPERVISORS**  
**December 19, 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
	Tim Knight	Chief of Police
	Amy B. Leonard	Henry & Beaver LLP
	Cheri Grumbine	Township Manager

Also, present was, Erika Sheibley, Recording Secretary, James Skipper representing Chrisland Engineering, Bob Gearhart representing Mathew and Hockley, Emily Bixler, *LebTown* reporter, and a few members of the public.

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

**ANNOUNCEMENT:** Chairman Brensinger announced that meetings were held on 12/08/2022 at 7:30 AM, 12/12/2022 at 3:00 PM, and 12/15/2022 at 7:30 AM to discuss Police Contract Negotiations.

**COMMENTS FROM THE PUBLIC**

**A.) Hanford Minor Subdivision Plan (Lot Additional Plan)**

This plan is to dissolve an existing lot located along the east and south sides of North 25<sup>th</sup> Street with the remnants divided into five lot additions to be annexed to three adjoining lots located at 2499 W Cumberland Street. There is no development associated with the plan.

**MOTION** was made and seconded to approve the Hanford Minor Subdivision Plan. Motion unanimously carried.

**B.) Kenneth and Regina Martin Stormwater Only Plan**

This plan is for the construction of a pole barn, extension of a stone driveway, and a stormwater management facility located at 2300 Weavertown Rd.

**MOTION** was made and seconded to approve the Kenneth and Regina Martin Stormwater Plan, the BMP O&M Agreement, the Improvements Guarantee Agreement, and the Letter of Credit in the amount of \$26,000.00 from Fulton Bank. Motion unanimously carried.

**C.) 310 Sunset Lane Stormwater Only Plan**

This plan is for a driveway addition and a stormwater management facility located at 310 Sunset Lane.

**MOTION** was made and seconded to approve the 310 Sunset Lane Stormwater Plan, the BMP O&M Agreement, and the Improvements Guarantee Agreement contingent on receiving financial security to be posted in the amount of \$8,514.00. Motion unanimously carried.

**APPROVAL OF MINUTES**

The meeting minutes from the 11/21/2022 Supervisor’s meeting, the 11/22/2022 Special meeting with the Walmart Distribution Center representative and neighbors, and the 11/10/2022 Joint meeting with the North Lebanon Township Municipal Authority are ready for action.

**MOTION** was made and seconded to approve the meeting minutes from the 11/21/2022 Supervisor’s meeting, the 11/22/2022 Special meeting with Walmart, and the 11/10/2022 Joint meeting with the North Lebanon Township Municipal Authority. 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 –****A.) Monthly Summary – November 2022 Summary**

Chief Firestine was not in attendance to present the Fire Chief’s Report. The Board reviewed a copy of the written report.

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

Chief Knight reviewed the report on various calls for service for the month of November.

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

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

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

Chief Knight reviewed his report on the NLT Fire Police Activity for the month of November.

**TOWNSHIP MANAGERS REPORT – Cheri Grumbine, Manager****A.) Resolution #27-2022 Adoption of Final 2023 All-Funds Budget**

The 2023 All-Funds Preliminary Budget was presented at the November Board meeting. Subsequently the preliminary budget was advertised for inspection at the township office. A copy of the presentation is on the township website and printed copies are available in the administrative office.

Supv. Brensinger presented Township Manager Grumbine with a “Conflict of Interest” abstention memorandum.

**MOTION** was made by Supv. Heisey and seconded by Supv. Snook to adopt the 2023 All-Funds Budget. Motion carried with two votes in favor and Supv. Brensinger abstaining from a vote.

Next, Manager Grumbine read aloud Resolution #27-2022, setting certain tax rates for the year 2023. There is no tax increase for 2023.

**MOTION** was made and seconded adopt Resolution #27-2022 setting tax rates for 2023. Motion unanimously carried.

**B.) Resolutions #28-2022, #29-2022, and #30-2022 Relating to Pension**

Resolutions #28-2022 Non-Uniform Employee Pension, #29-2022 Uniform Employee Pension, and #30-2022 Uniform Employee Pension Contribution were presented to the Board for adoption.

**MOTION** was made and seconded to adopt Resolutions #28-2022, #29-2022, and #30-2022 relating to the Non-Uniform Pension Plan, Police Pension Plan, and employee contribution requirement for 2023. Motion unanimously carried.

**C.) 2023 Contract with IntermixIT**

The Board previously approved a contract with IntermixIT that commenced on December 1, 2021. That contract expired November 30, 2022, and the township is now requesting the Board to approve entering a 13-month contract with IntermixIT.

Supv. Heisey questioned if the township is charged \$150.00 per call? He was informed that the township would only be charged the \$150.00 if the scope of work were outside of the contract such as increasing the number of users or a special project.

**MOTION** was made and seconded to approve the Master Services Agreement and Scope of Work contract with IntermixIT from December 1, 2022, to December 31, 2023. Motion unanimously carried.

**D.) Glenn-Lebanon Fire Company Non-Emergency Activity**

Manager Grumbine received a phone call and follow-up email from Brian Vragovich, Fire Chief of Glenn-Lebanon Fire Company. The GLFC had several members of their fire company travel to Florida on December 14-16 to review their new truck.

**MOTION** was made and seconded to ratify the approval of the non-emergency trip to Florida to view the new piece of apparatus by members of the Glenn-Lebanon Fire Company. Motion unanimously carried.

**E.) Release of \$30,000.00 to Ebenezer Fire Company for Payment on Apparatus Loan**

The township received a request from the Ebenezer Fire Company to release \$30,000.00 from the Fire Company Capital Reserve Fund for payment on their equipment loan to Kansas State Bank. The amount of \$25,871.60 is their annual payment with \$4,128.40 to be applied as an additional principal payment on the loan.

**MOTION** was made and seconded to approve the release of \$30,000.00 from the Fire Company Capital Reserve Fund to Ebenezer Fire Company for payment and additional principal on their equipment loan with Kansas State Bank. Motion unanimously carried.

**F.) PA Small Water and Sewer Grant Application – Slip-lining Project**

The PA Small Water and Sewer Grant Application has been submitted in the amount of \$425,000.00 (\$75,000.00 match by township for total project cost of \$500,000.00). The Board was provided with a Project Description, budget costs showing pipe sizes, and a map showing location of various stormwater pipes.

Manager Grumbine commended Ed Brensinger for providing the required information to the engineer for the submission of the application, which was approximately thirty pages in length.

This grant required an engineer to sign and seal the project cost and other documentation as part of the application process. Supv. Snook also commended Ed Brensinger for his work on the Grant.

### **G.) Notifying Property Owners of Curb Replacement**

As part of the paving project, notification letters should be sent to property owners where deficient curbs exist. Manager Grumbine was requesting a decision regarding the curb replacement costs, but no decision was made by the Supervisors at this time. Item to be carried over to the January meeting.

### **H.) CLSD Regional Comprehensive Plan Update**

On June 6, 2013, the Board adopted the Cornwall-Regional Comprehensive Plan after a two-year review by the appointed Steering Committee. Manager Grumbine outlined the purpose and benefits of adopting a Regional Comprehensive Plan.

A proposal for updating the Regional Comprehensive Plan was received from Gannett Fleming, the consultant for the 2013 Regional Comprehensive Plan. The amount of the proposal is \$60,000.00. Jeff Steckbeck, representing West Cornwall Township and Cornwall Borough confirmed their agreement to the proposed \$12,000.00 per municipality split contingent on receiving a 50% grant for the project bringing the cost down to \$6,000.00 per municipality. Should the project not receive a grant, they would like to hold further discussions with all participants.

Gary Heisey had reached out with his questions to Manager Grumbine before the meeting and stated he now has a better understanding of Comprehensive Plans. Manager Grumbine provided a copy of DCED Planning Series Booklet regarding The Comprehensive Plan in PA to each board member to review.

Manager Grumbine requested that the Board consider moving forward with the project as outlined in the proposal from Michelle Brummer with Gannett Fleming and the proposed \$12,000.00 cost to North Lebanon Township for updating the 2013 Cornwall-Lebanon Comprehensive Plan.

The Board agreed to review the information for a decision at the January 3, 2023, Organization Meeting.

### **I.) Advertising 2023 Meeting Dates**

Manager Grumbine informed the Board that the administrative staff will be advertising the 2023 meeting dates for the various Boards and Commissions. The Board agreed with the 2023 dates and proceeding to advertise prior to the January 3, 2023, Organization Meeting at 3:00 PM.

### **J.) County Commissioners Public Safety Fee Increase**

Manager Grumbine reported that she read in *LebTown* the Lebanon County Commissioners approved an increase in the Public Safety fee from \$0.70 per Capita to \$1.20 per Capita. North Lebanon Township's per capita from the 2020 census is 12,041 thus this is an additional \$6,000.00 expense above what was budgeted for 2023.

**SOLICITOR'S REPORT; Solicitor Amy B. Leonard -- Henry & Beaver****A.) Advertisement for Escambia Zoning Amendment Hearing**

The Zoning Amendment Application requests the rezoning of 1675 and 1677 Grace Ave from Rural Residential (RR) to Low Density Residential (R1). Previously the Board had agreed with the petitioner to hold this hearing at the January 16<sup>th</sup> meeting.

**MOTION** was made and seconded to authorize Solicitor Leonard to advertise for the Zoning Amendment Hearing to be held on January 16, 2023, at 7:15 PM. Motion unanimously carried.

**B.) Advertisement for Curb and Sidewalk Ordinance**

The Board was provided with a draft Curb and Sidewalk Ordinance at their November meeting to review. Solicitor Leonard reviewed several highlights from the ordinance and the Second-Class Township Code relating to sidewalk and curb maintenance and asked for authorization to advertise for a public hearing at the January 16<sup>th</sup> meeting.

**MOTION** was made and seconded to authorize Solicitor Leonard to advertise the Curb and Sidewalk Ordinance for a public hearing to be held on January 16, 2023. Motion carried with two votes in favor and Supv. Snook opposing.

Supv. Snook expressed his opinion pertaining to Section 9 of the Ordinance. He does not agree that curbs should be the responsibility of the resident.

**COMMENTS FROM BOARD MEMBERS****A.) 2023-2025 North Lebanon Township Police Contract**

Supv. Heisey explained that the township and police have a proposed contract that the Board is reviewing, as there are some questions on wording and other items. The Board remains hopeful that these items can be resolved by the Board in January of 2023.

**B.) Police Grant**

Supv. Heisey commended Chief Knight on receiving a grant through the PA Commission on Crime and Delinquency (PCCD) for body worn cameras and in-car cameras. Supv. Heisey received a call from the State Senator's office, commending Chief Knight on his application. The total amount of the grant is approximately \$67,000.00.

**ADD-ON ITEMS IN THE LAST 24 HOURS**

No items for deliberation or action by the Board were added to the agenda.

With no further business to discuss, meeting adjourned at 7:56 PM.

Respectfully Submitted,

Erika Sheibley  
Recording Secretary