

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
January 16, 2023**

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
	Lori Books	Assistant Township Manager

Also, present was, Erika Sheibley, Recording Secretary, Emily Bixler, *LebTown* reporter, and members of the public.

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

**PUBLIC HEARING – Ordinance 1-2023 Curb and Sidewalk**

At 7:01 PM the regularly scheduled Board Meeting was paused, and the Public Hearing for Ordinance 1-2023 was opened.

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

**ORDINANCE 1-2023:**

The purpose of this Ordinance is to establish regulations requiring the construction, maintenance, and the repair of curbs and sidewalks. It is also to ensure that property owners construct and maintain sidewalks when they are required to do so. The Ordinance sets forth regulations for snow and ice removal as well as vegetation maintenance.

There being no comments from the public, the public hearing was closed at 7:04 PM and the regularly scheduled meeting was resumed.

Supv. Heisey asked what determines when the event is over?

Sol. Leonard informed him that once you get to the point where no precipitation is falling, and the weather clears up enough for you to go out and clear your sidewalk without it being immediately covered in snow.

**MOTION** was made and seconded to adopt Ordinance 1-2023 Sidewalk and Curb Ordinance. Motion carried with two favor and Supv. Snook opposing.

**PUBLIC HEARING – Escambia Properties – 1675 & 1677 Grace Avenue**

At 7:12 PM the regularly scheduled Board Meeting was paused, and the Public Hearing for a Zoning Amendment Request for was opened.

Solicitor Leonard opened the hearing and reviewed the legal advertising and publication date of the Zoning Amendment Request in the *Lebanon Daily News*. Solicitor Leonard then reviewed the Zoning Amendment Request.

The purpose of this hearing is to consider the Petition for a Zoning Amendment of the Escambia Properties, LLC, equitable owner of 1675 and 1677 Grave Avenue. The Petition for a Zoning Amendment requests the re-zoning of the real estate located at 1675 and 1677 Grace Ave from Rural Residential (RR) to Low Density Residential (R-1).

See separate minutes on this Public Hearing.

**ANNOUNCEMENT:** Chairman Brensinger announced that a meeting was held on 1/6/2023 to discuss Police Contract Negotiations with the township's labor attorney.

**COMMENTS FROM THE PUBLIC**

A.) N/A

**APPROVAL OF MINUTES**

**MOTION** was made and seconded to approve the meeting minutes from the 1/3/2023 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 –****A.) Monthly Summary – December 2022 & 2022 Year End Summary**

The Board received a report on calls for the month of December and the year-end summary.

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

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

**B.) Monthly and 2022 Year End Code Enforcement Report (Brenner)**

The Board received a written report on Code Enforcement from John Brenner for the month of December and the 2022 Year End.

**C.) Monthly Fire Police Activity Report and 2023 Roster.**

Chief Knight reviewed his report on the NLT Fire Police Activity for the month of December. Chief Knight also provided a copy of the 2023 Fire Police Roster for Board approval.

**MOTION** was made and seconded to approve the 2023 Fire Police Roster. Motion unanimously carried.

**D.) Pharmaloz – 500 N 15<sup>th</sup> Ave**

Chief Knight commended Office Behney for his work pertaining to thefts at 500 N 15<sup>th</sup> Ave.

**TOWNSHIP MANAGERS REPORT – Cheri Grumbine, Manager****A.) Authorization to Advertise for the Administrative Office Position**

Manager Grumbine asked the board to authorize to advertise for the vacant position of a full-time sewer billing clerk.

**MOTION** was made and seconded to authorize the advertisement of a full-time sewer billing clerk position. Motion unanimously carried.

**B.) 2023 Mobile Home Park License Renewals**

The township received six of the seven applications for the 2023 Annual Mobile Home Park License Renewals. A late notice was sent certified and regular mail to the Lakeside Mobile Home Park owners with no response received to date. Manager Grumbine recommend that the Board authorize Solicitor Leonard to proceed with the necessary steps regarding the delinquent Lakeside license.

**MOTION** was made and seconded to approve the 2023 renewal applications for the six mobile home parks, Countryside, Green Acres, Lincoln Village, Northcrest Acres, Ridgeway, and Sandhill in North Lebanon Township. Also, to direct Solicitor Leonard to proceed with the necessary steps on the outstanding license application and payment from Lakeside MHP. Motion unanimously carried.

**C.) Curb repairs in paving project and property owner notification letters**

At the December meeting, the Board tabled action on this item until tonight's meeting. In preparing for the bidding process for the 2023 proposed paving project, a decision on the content of the letters to be mailed to the property owners where it has been determined there is deficient curbing must be decided. It is important that a notification letter be mailed in January to these property owners. Much discussion ensued regarding how best to handle the curb repairs.

**MOTION** was made and seconded to approve the Manager to send letters to the property owners listed as having deficient curbing along their property and notify them to replace their curb before the paving project. The letter is to contain language asking them to contact the township if they have hardship concerns. Motion carried with two votes in favor and Supv. Snook opposing.

**D.) Resolution #4-2023 Appointing Voting Delegates for the Lebanon County Tax Collection Committee**

**MOTION** was made and seconded to adopt Resolution #4-2023 appointing Joshua Haines from Mt. Gretna Borough as the Tax Collection Committee voting delegate and Bonnie Grumbine, as the alternate delegate for 2023. Motion unanimously carried.

**E.) ZHB Case #1-2023 1610 North 7<sup>th</sup> Street; ZHB hearing to be held 2/16/2023 at 6:30 PM**

A petition was filed by Hanover Engineering on behalf of the property owner of 1610 N. 7<sup>th</sup> Street (Sunoco/Subway). The property is zoned C2A-General Commercial. They are requesting two variances:

Variance #1 - Chapter 27, Section 1208 – More than One Principal Use on a single lot.

Variance #2 – Chapter 27, Section 1304.1.A(2) Vegetation Removal on Steep Slope Areas

Due to the magnitude of this proposed project and the two variances sought, Manager Grumbine recommend that the Board authorize Solicitor Leonard, Engineer Steve Sherk, and township representatives attend the hearing stating their concerns for the number of proposed buildings and businesses on the property. As well as concerns on disturbance of steep slopes with stormwater issues residents have had in the past below this property.

**MOTION** was made and seconded to authorize the attendance at the ZHB hearing regarding Case #1-2023 for 1610 N. 7<sup>th</sup> Street, by Solicitor Leonard, Engineer Steve Sherk, Assistant Manager Books and Manager Grumbine. Testimony to be provided on behalf of the Board regarding concerns on the variances being sought for development of this property. Motion unanimously carried.

**F.) 2023 Application for County Liquid Fuels in the amount of \$12,041.00**

The Application for County Liquid Fuels is in the amount of \$12,041.00 (2020 census per capita). We have earmarked the project description as road salt.

**MOTION** was made and seconded to approve the submission of the 2023 Application for County Liquid Fuels in the amount of \$12,041.00. Motion unanimously carried.

**G.) Border Patrol Goose Management Contract for 2023**

The 2023 Contract from Border Patrol for goose management at Lion's Lake Park is in the amount of \$6,930.00. The contract includes visits to the park from March 1 through November 30, 2023, at \$90.00 per visit, for 28.5 weeks/77 visits. Visits will be concentrated during those times when the geese are most abundant.

**MOTION** was made and seconded to approve the 2023 contract with Border Patrol for goose management at Lion's Lake Park in the amount of \$6,930.00. Motion unanimously carried.

**SOLICITOR'S REPORT; Solicitor Amy B. Leonard -- Henry & Beaver**

**A.) None listed on agenda.**

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

Supv. Heisey explained that the police union has submitted a proposed contract for consideration by the Board. Supv. Heisey stated the union said the Board can sign the proposed contract as submitted or the union will request going to arbitration.

**MOTION** was made by Supv. Heisey and seconded by Supv. Snook to sign the Police Contract as presented. Motion carried with two votes in favor and Supv. Brensinger opposing.

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**ADD-ON ITEMS IN THE LAST 24 HOURS****A.) Appeal to ZHB Case #11-2022 205 Prescott Dr**

Solicitor Leonard informed the Board that we received an appeal regarding the 205 Prescott Drive ZHB decision for Case #11-2022, that she is asking the board to add to the agenda tonight for discussion and direction.

**MOTION** was made and seconded to add the Appeal to ZHB Case #11-2022 to the agenda. Motion unanimously carried.

Solicitor Leonard informed the board that the applicant has appealed the decision of the Zoning Hearing Board. This case started as a violation that the township recognized. Sol. Leonard is recommending that the township takes a position on the appeal. The Zoning Hearing Board ruled in favor of the township.

**MOTION** was made and seconded to approve the township taking a position in support of the Zoning Hearing Board's decision on Case 11-2022 pertaining to 205 Prescott Drive. Motion carried with two votes in favor and Supv. Snook abstaining from a vote because it involves his personal attorney, George Christianson.

With no further business to discuss, meeting adjourned at 9:26 PM.

Respectfully Submitted,

Erika Sheibley  
Recording Secretary