

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
March 20, 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 a few members of the public.

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

ANNOUNCEMENTS: None

COMMENTS FROM THE PUBLIC

A.) Brianna Laliberte– Lebanon County DES

Brianna reviewed a briefing about what has happened in the township since Lebanon County DES was appointed as the township EMA Coordinator in November of 2022. She mentioned a fire that took place on Weaver Ln on November 21, 2022. There are also cases of the Avian Influenza in the County, but none have been reported in North Lebanon Township. She also mentioned multiple training exercises that are scheduled in the next six months. Once she has more information on these trainings, she will contact the Police Department and Fire Companies.

B.) John Carroll – Curbing/Paving Project

Mr. Carroll owns a property located in the 2023 Paving Project Area and discussed curbing.

Supv. Brensinger told Mr. Carroll that he would call him before the end of the week to set up a date to meet with him on site to discuss this issue.

APPROVAL OF MINUTES

MOTION was made and seconded to approve the meeting minutes from the 2/20/2023 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 – Chief Mike Leonard, Ebenezer Fire Company**A.) Monthly Summary – February 2023**

The number of calls, responses, trainings, and aid for the month of February for all four (4) volunteer fire companies in the Township was reviewed by Chief Leonard.

B.) Pertinent Matters – Township wide training

Chief Leonard informed the Board that all four volunteer fire companies have agreed to do township wide trainings. These trainings will alternate between Thursdays and Sundays.

CHIEF OF POLICE REPORT – Timothy Knight, Chief of Police**A.) Calls for Service – February 2023**

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

B.) Monthly Code Enforcement Report (Brenner)

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

C.) Monthly Fire Police Activity Report

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

D.) Wild Animal Permit Renewal – Patrick Miller

Mr. Miller has applied to renew his Wild Animal Permit.

Supv. Heisey asked Chief Knight if they have received any complaints or issues at this property over the past year.

Chief Knight informed him that they had no issues with this property and Mr. Miller takes very good care of his animals. He complies with all the requirements of the Wild Animal Permit.

MOTION was made and seconded to approve the renewal of the Wild Animal Permit for Patrick Miller contingent on receiving a current Certificate of Liability Insurance and copies of any renewal or other permits/licenses that Mr. Miller has been issued by the State for his animals. Motion unanimously carried.

E.) Brightbill Bus - Thefts

Between May and October of 2022 Brightbill Bus reported a total of five different thefts of catalytic converters. Officer Behney interviewed a suspect in February of 2023 and was able to get a confession for the five thefts as well as other thefts that the suspect committed throughout the County.

F.) Officer Behney – incident that occurred on March 14, 2023

On Tuesday March 14, 2023, Officer Behney was on patrol and at 00:59 hours he overheard a robbery in progress at the Turkey Hill at 12th and Maple St in Lebanon City. Officer Behney responded to the call and was able to stop a subject meeting the description given out to law enforcement. After talking to this person in our interview room for a few minutes Officer Behney learned that this person was the one who had committed the armed robbery. Chief Knight wanted to recognize Officer Behney for taking an armed robber off the street.

TOWNSHIP MANAGERS REPORT – Cheri Grumbine, Manager**A.) Award of Bids****1. Paving Project Bid**

Pennsy Supply was the lowest bidder, of 3 bids received, for paving in the amount of \$826,398.15. The streets included in the bid packet for the paving project are:

Alpha Ave	Willow Ln	Parkway Dr
Beta Ave	Maple Ln	Greenwood Dr
Cappa Ave	Oak Ln	
Sholly Ave	Sycamore Ln	

MOTION was made and seconded to award the 2023 paving project bid to the lowest bidder, Pennsy Supply, Inc., in the amount of \$826,398.15. Motion unanimously carried.

2. Fuel Bid

Only 1 bid was received for diesel fuel to be delivered to the Twp. The bid was received from Meyer Oil at \$3.032/gal with a \$.03/gal winter additive fee for a total bid of \$30,380.00.

MOTION was made and seconded to award the 2023 fuel bid to the lowest bidder, Meyer Oil Company. Motion unanimously carried.

B.) Resolution #13-2023

Resolution #13-2023 outlines the disposition of certain municipal records as set forth in the Municipal Records Manual.

MOTION was made and seconded to adopt Resolution #13-2023 approving the disposition of certain municipal records as listed. Motion unanimously carried.

C.) Letter of Retirement

The township received a letter of retirement from Rich Evans, Highway Department, effective June 2, 2023. Rich has been an employee of the township for 37.5 years and will be taking a lot of knowledge he acquired over the years with him when he leaves. His knowledge and understanding of the township will be missed by everyone. Rich also served on the Safety Committee since its inception.

Supv. Brensinger stated Rich Evans is a very valuable employee and commended Mr. Evans for all his work and knowledge he gained over the years and his willingness to share that information with others. He will be missed.

MOTION was made and seconded to acknowledge the retirement notice of Rich Evans from the township effective June 2, 2023. Motion unanimously carried.

D.) Appointment to NLT Safety Committee

Due to the retirement of Rich Evans, we will need to appoint another highway employee to the NLT safety committee effective May 1, 2023. At the recent quarterly employee meeting it was recommended the board appoint Kirk Artz to the NLT Safety Committee.

MOTION was made and seconded to appoint Kirk Artz to the NLT Safety Committee effective May 1, 2023. Motion unanimously carried.

E.) 2023 Bridge Inspections Proposal

The County Commissioners contracted with Wilson Consulting Group to perform the inspections on those bridges that are greater than 20ft span (NBIS). Those bridges which are less than the required NBIS length of 20ft are the Township's responsibility to perform the inspections. There are two bridges in North Lebanon Township that fall under the 20ft (short span) length, Emma Road and Long Lane. The township received a proposal from Wilson Consulting Group to perform this bi-annual inspection for 2023 in the amount of \$2,000.00 plus mileage. If a load rating analysis is recommended following the inspections, they will inform the township of the findings and ask for written approval to proceed. The cost for the load rating analysis is \$500.00. All work is to be completed by August of 2023.

MOTION was made and seconded to approve the proposal from Wilson Consulting Group for the inspection of Emma Road and Long Lane Short Span Bridge Inspections for 2023 in the amount of \$2,000.00. Motion unanimously carried.

F.) Lebanon County Planning Department – 2022 Zoning Administrator Report

The 2022 Zoning Administrator Report from the Lebanon County Planning Department was provided to the Board to review. The report provides information on the number and type of zoning permits issued in 2022.

G.) Keystone Novelties Fireworks Tent

The Park & Recreation Board recommended approval for Keystone Novelties to erect their fireworks tent at the dam breast of Lion's Lake again this year. Set up would begin June 22nd. Sales will end on July 5th and the tent removal would be completed by July 10th. The Park & Recreation Board also recommended increasing their fee from \$800.00 to \$900.00 this year.

MOTION was made and seconded to approve Keystone Novelties to erect their fireworks tent at the dam breast of Lion's Lake for a fee of \$900.00. Set up to start June 22nd with tent removal to be complete by July 10th. Motion unanimously carried.

H.) Zoning Hearing Board Case #2-2023 – 1555 E Cumberland St

A Zoning Hearing Board hearing is scheduled for Tuesday, March 28th at 6:30 PM to hear a petition for a variance for 1555 E. Cumberland Street. The 2.44-acre property is in the General Commercial District (C2B) and is vacant. The petitioner proposes to subdivide the property into two lots and construct a Take 5 Oil Change and a Take 5 Car Wash. A variance is sought for relief of the minimum lot width requirement of 200ft. The Petitioner proposes lot widths of 118.01ft and 150.55ft respectively.

MOTION was made and seconded to appoint Supv. Heisey to represent the Board and voice their concerns pertaining to Zoning Hearing Board Case 2-2023. Motion unanimously carried.

I.) Resolution #14-2023 – Operational Support Activities of Fire Companies as defined by Act 108-2020

As Act 108-2020 evolves, the township is working towards compliance with the regulations pertaining to workers compensation insurance for the Township's four fire companies and their operational support volunteers.

The Fire Chiefs met with their insurance agent March 1st. Bob Longley sent an email to Manager Grumbine with information including a sample Resolution to consider based on Act 108-2020.

Supv. Heisey suggested a revision be made to paragraph K. to include conventions.

MOTION was made and seconded to approve Resolution #14-2023 with the revisions to paragraph K. to include conventions. Motion unanimously carried.

J.) Hiring of Two Township Highway Personnel

Manager Grumbine asked the Board to ratify the hiring of Shawn Neiman effective March 20, 2023, and the hiring of Matt Bachman effective March 27, 2023. Both individuals will work in the maintenance department where needed.

MOTION was made and seconded to ratify the hiring of Shawn Neiman effective March 20, 2023, and to hire Matt Bachman effective March 27, 2023. Both men will work in the maintenance department of the township. Motion unanimously carried.

Supv. Snook mentioned that these two employees filled vacant positions, there is still one vacant position, and another position will become vacant when Rich Evan retires in June.

SOLICITOR’S REPORT Solicitor Amy B. Leonard -- Henry & Beaver

A.) Escambia Re-zoning Request

A Public Hearing was held on January 16, 2023, for the Petition for a Zoning Amendment of the Escambia Properties, LLC, equitable owner of portions of 1675 and 1677 Grace Avenue. The Petition for a Zoning Amendment requests the re-zoning of a portion of the real estate located at 1675 and 1677 Grace Ave from Rural Residential (RR) to Low Density Residential (R-1).

MOTION was made and seconded to authorize Solicitor Leonard to advertise the Zoning Amendment for Escambia for portions of 1675 and 1677 Grace Avenue. Motion unanimously carried.

COMMENTS FROM BOARD MEMBERS

A.) Supv. Brensinger - Appointment of Sergeant/ Detective

MOTION was made and seconded to promote Officer Behney from Patrol Officer III to Sergeant/Detective effective March 20, 2023. Motion unanimously carried.

B.) Supv. Snook - Retirement of Rich Evans

Supv. Snook worked with Rich Evans on the Highway crew for 16 years. He is a great employee, with lots of skills. Mr. Evans taught him how to work on equipment and was the go-to guy, he knew how to fix any equipment that was broken, where the part was, or vendor to order the part.

C.) Supv. Heisey - Speed Detective Equipment

Supv. Heisey informed the residents that the Police Department has placed two speed detection signs around the township in order to help decrease the amount of speeding that has been happening throughout the township. These signs track the time and speed of cars that pass by. The police department will use this information to help determine what time during the day that officers should be running speed traps at these locations. The signs are currently placed in the Homestead Acres Development and will be moved around frequently.

ADD-ON ITEMS IN THE LAST 24 HOURS

A.) None

With no further business to discuss, the meeting was adjourned at 7:58 PM.

Respectfully Submitted,

Cheri F. Grumbine
Township Manager/Secretary