

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
May 15, 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 Lizzy Pedersen, 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.

Public Hearing – Atty. Amy Leonard (Henry & Beaver LLP)

A.) Ordinance 3-2023 – Prohibiting the Use of Engine Brake Retarders.

Solicitor Leonard reviewed advertised Ordinance 3-2023, which proposes the prohibition of the use of engine brake retarders on certain roads within the Township. Those roads were already approved for prohibition by PennDOT and signage was previously placed, notifying the public of the prohibition. The ordinance was authorized for advertising at the April 17, 2023, Board Meeting which appeared in the *Lebanon Daily News* on May 2, 2023.

MOTION was made and seconded to adopt Ordinance 3-2023, prohibiting the use of engine brake retarders on certain roads in the Township. Motion unanimously carried.

B.) Ordinance 4-2023 – Amendments to Chapter 15 and Chapter 22.

Solicitor Leonard reviewed advertised Ordinance 4-2023, which is the proposed amendment of certain sections of Chapter 15 of the Code of Ordinances of North Lebanon Township, related to motor vehicles to restrict turning at certain intersections and restrict truck traffic on certain streets; and amending Chapter 22, Part 1, to repeal portions of Section 22-105 related to adoption of the Lebanon County Stormwater Management Ordinance (LSCWMO). The ordinance was authorized for advertising at the April 17, 2023, Board Meeting which appeared in the *Lebanon Daily News* on May 2, 2023.

MOTION was made and seconded to adopt Ordinance 4-2023, amending certain sections of Chapter 15 and Chapter 22, Part 1, of the Code of Ordinances of North Lebanon Township. Motion unanimously carried.

C.) Ordinance 5-2023 – Amendments to Chapter 27, Part 2 and Part 20.

Solicitor Leonard reviewed advertised Ordinance 5-2023, proposing amendments to the North Lebanon Township Code of Ordinances, Chapter 27. Zoning, Part 20, Section 2003, to amend our

current variance requirements to emulate the language stated in the Pa Municipalities Planning Code; and amending Section 27-204, which relates to uses not specifically permitted or prohibited, to clarify the procedure for proceeding under 27-204.E and the criteria related thereto. The ordinance was authorized for advertising at the April 17, 2023, Board Meeting which appeared in the Lebanon Daily News on April 28, 2023, and May 5, 2023 . The Ordinance was reviewed and recommended for approval by the Planning Commission on April 10, 2023. The Lebanon County Planning Department also reviewed and recommended approval in their response dated May 8, 2023.

MOTION was made and seconded to adopt Ordinance 5-2023, amending the North Lebanon Township Code of Ordinances, Chapter 27. Zoning, Part 20, Section 27-2003 and Part 2, Section 27-204. Motion unanimously carried.

The public hearing ended at 7:20. The Board resumed their regular meeting.

ANNOUNCEMENTS: None

COMMENTS FROM THE PUBLIC

Mary Ellen Blouch – Unlit Streetlights on Richard Drive.

Mary Ellen Blouch came forward with a concern pertaining to a streetlight near her home on Richard Drive being out of service. She stated that Met-Ed had been notified and gave the date of June 13, 2023, for the repair. Supv. Brensinger affirmed he would check on the pole himself to assess the light fixture. The Township cannot do anything other than report the outage to Met-Ed, which has already been submitted by one of the office clerks.

Susan Briskie – Jubilee on E. Kercher Avenue.

Susan Briskie inquired about the property on East Kercher Avenue that Jubilee Ministries recently purchased. Supv. Brensinger stated he received a letter from Jubilee of their intention to hold a public meeting regarding their plans for the property. As he understands it, the letter from Jubilee was sent to neighboring properties informing them that a meeting will be held to discuss the use of the property on May 23, 2023, at 6:30pm. The Township has not received any official plan submission and therefore cannot comment on something they have not seen.

APPROVAL OF MINUTES

MOTION was made and seconded to approve the meeting minutes from the 4/17/2023 Board of 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 – April 2023

The number of calls, responses, trainings, and aid for the month of April for three of the four (4) volunteer fire companies in the Township was reviewed by Chief Leonard. He did not receive the report from Rural Security Fire Company prior to tonight's meeting.

B.) Pertinent Matters –

Chief Leonard informed the Board that hose testing and ladder testing started for the fire companies.

Chief Leonard stated that he had received an email from the State Fire Commissioner’s office. There is a possibility of a new grant opportunity, however, it does not pertain to individual companies. The grant only pertains to municipal fire companies and Chief Leonard does not believe that North Lebanon Township qualifies for the grant because the Township fire companies are not organized under one banner. Chief Leonard intends to take this subject to the Chief’s Meeting to discuss what they can do moving forward.

Chief Leonard also stated that on May 24, 2023, there is a Township wide fire company training, and all four volunteer fire companies will be in attendance.

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

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

B.) Monthly Code Enforcement Report

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

C.) Monthly Fire Police Activity Report

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

D.) Update on DCED Police Regionalization Meeting

Chief Knight updated the Board on the introductory meeting with the Pa Department of Community and Economic Development (DCED) in reference to the study to be completed on a regionalization of North Cornwall Township and North Lebanon Township Police Departments. Supv. Brensinger and Supv. Snook were both in attendance of that zoom meeting.

E.) Pertinent Matters -**1.) Consideration of Sending a Police Officer Through the Academy –**

Chief Knight stated he had been conducting interviews for police officers. He would like to suggest to the Board that they allow him to send a candidate with no Act 120 Certification to the Academy contingent upon a signed letter of understanding to commit to the North Lebanon Township Police Department for three years. He respectfully asked if this topic could be added to the agenda for discussion.

MOTION was made and seconded to add the consideration of sending a prospective police officer through the academy to the agenda for tonight’s meeting. Motion unanimously carried.

Supv. Heisey asked Chief Knight if he would consider raising the commitment time to four years. The township will be covering the salary and benefits of the “employee” while attending the Academy. Considering the time and money that would be allocated by the township, Supv. Heisey felt a four-year commitment would be better for the township. Chief Knight replied that

the length of the time of commitment would be up to the Board and he has no problem changing it to four years if that is what they want.

Supv. Heisey also inquired about what would happen if the candidate did not live up to the standard our police department holds themselves to display. He suggested that a contingency be made that states if the Township would release said officer from his duties, he would need to pay back some of the money spent on his schooling at the academy. Supv. Heisey is aware that the state would pay for some of the schooling, so it would not be as much of the taxpayer's money. Chief Knight confirmed that the state would pay seventy-five percent (75%) of the schooling and forty-five percent (45%) of the cadet's salary while he would be attending the academy. There is no contribution from the state for pension or health benefits that the Township would also be required to provide.

Supv. Snook was asked if he had any questions or comments about the proposed idea. He stated that it is important for the public to know that the hiring process has been a long and hard journey and the Township is trying to be as creative as possible to recruit some young people. He supports the idea of sending a cadet through schooling at the Academy.

MOTION was made and seconded to have a candidate attend the police academy to get his certification, contingent upon an agreement that would be signed by the cadet and the Township Board for a four-year commitment, to be reviewed by the Township's labor attorney. Motion unanimously carried.

2.) Motorized Vehicles in the Parks and Motorboats in the Lake –

Supv. Brensinger expressed his concern about motorized vehicles, such as mini bikes, go karts, four-wheelers, and ATVs, using the Township's parks. Signage is already in place; however, he wondered if the verbiage needs to be changed to make the regulation clearer.

Supv. Heisey stated there had been a motorized boat on Lions Lake, Sunday afternoon. Chief Knight confirmed that is restricted, however, he did not receive a call about it from any of the residents.

TOWNSHIP MANAGERS REPORT – Lori Books, Assistant Manager

A.) Appointment to North Lebanon Township Safety Committee -

Due to the upcoming promotion of Lori Books, the Township will need to appoint another management level employee to the North Lebanon Township safety committee effective June 1, 2023. At the recent safety committee meeting it was recommended the Board appoint Molly Lum as the management representative to the North Lebanon Township Safety Committee.

MOTION was made and seconded to appoint Molly Lum as the management representative to the North Lebanon Township Safety Committee effective June 1, 2023. Motion unanimously carried.

Due to the upcoming promotion of Molly Lum, the Township will need to appoint another administrative employee to the North Lebanon Township safety committee effective June 1, 2023. At the recent safety committee meeting it was recommended the Board appoint Bonnie Grumbine as the administrative representative to the North Lebanon Township Safety Committee.

MOTION was made and seconded to appoint Bonnie Grumbine as the administrative

representative to the North Lebanon Township Safety Committee effective June 1, 2023. Motion unanimously carried.

B.) Ebenezer Beautification Committee Request to use Lion’s Lake parking lot at Dam Breast for BBQ Fundraiser – May 17th

The Township received a request from the Ebenezer Beautification Committee to use the parking lot at the Lion’s Lake dam breast to hold a BBQ Fundraiser on May 17, 2023, from 8:00am to 6:00pm, which includes set-up and clean-up.

MOTION was made and seconded to approve the use of Lion’s Lake parking lot at the dam breast for their BBQ fundraiser on May 17th from 8:00am to 6:00pm. Motion unanimously carried.

C.) Bench Request at Community Park -

The Parks and Recreation Board received a request to install a bench next to tree number seven at the Township Community Park, at the top of the walking path at the baseball field. Mrs. Troain purchased tree number seven in honor of her late husband and would like a bench to sit on beside or near this tree. She is willing to pay the five hundred dollars for the bench, which is what the Township charges for bench dedications. The Parks and Recreation Board recommended approving her request.

The bench would be like the other benches placed in various locations within our parks. The Township would need to purchase the bench and have it installed.

MOTION was made and seconded to approve the installation of a bench at or near tree number seven at Community Park contingent upon the requestor, Mrs. Troain, entering into a bench agreement for dedication and paying the five hundred (\$500.00) dedication fee. Motion unanimously carried.

D.) Jones Plan (2500 North 21st Street)

This plan was approved by the Board in April of 2022. The Jones’ are in the process of selling the lot created by this plan to new owners. As part of the transfer of this newly created lot, the new owners, Myron and Doreen Miller, were asked by the Jones’ to replace the existing agreements they have with the Township, as well as the letter of credit to install the storm water facilities and associated improvements on the lot. Atty. Leonard has prepared the new agreement with the Miller’s, and they have signed the Agreement. It is asked that the Board approve the new agreement with the Miller’s.

The second part of this request is to accept the replacement financial security provided for these improvements. Our Engineer, Steve Sherk, has approved the revised cost estimate. The Miller’s have provided a new Letter of Credit in the amount of twenty-two thousand four hundred and ten dollars (\$22,410.00) for said improvements, naming the Township as the beneficiary. The Jones’ respectfully ask that their existing Letter of Credit be released which is currently being held by the Lebanon County Planning Department.

Atty. Leonard stated that when the Jones’ did the subdivision planning creating the additional lot, they were required to do agreements on the Municipal Authority side for an additional EDU for sewer capacity and also on the Township side for a storm water operation and maintenance agreement. When the vacant lot is developed, they will need to do storm water improvements as

part of that development, and that is the amount in which the Jones' had posted for the financial security. The Jones' financial security will be released, and the Miller's financial security will then serve as the financial security for the new lot. The new owners understand they are responsible for meeting all of the requirements when they develop the property.

MOTION was made and seconded to approve the Agreement with the new owners, Myron and Doreen Miller, to accept the financial security posted by the Miller's, and to release the existing Letter of Credit posted by the Jones'. Motion unanimously carried.

E.) Authorization to Sign Agreement with DESCCO for Halfway Drive Bridge Partial Superstructure Replacement -

The Township has received the Agreement for the Halfway Drive Bridge Partial Superstructure Replacement. The Township has also received their Certificate of Liability Insurance which names North Lebanon Township and Steckbeck Engineering as additional insurers. Ms. Books reported that she has received both the Performance Bond and the Payment Bond. Our Solicitor, Amy Leonard, has reviewed all documents and they are ready for the Board's approval.

Supv. Heisey inquired on the completion date of the project. Supv. Brensinger replied that the project should be completed no later than the end of the summer. The only aspect of the project that may cause the need for an extension is the material supply, mostly for steel. Atty. Leonard confirmed that there are provisions in the Agreement for an extension. Supv. Heisy was concerned that if the project was not completed by the end of summer Halfway Drive would be closed for an extended period of time.

MOTION was made and seconded to authorize Ed Brensinger, as Chairman of the Board, to sign the Agreement between DESCCO and North Lebanon Township for the Halfway Drive Bridge Partial Superstructure Replacement. Motion unanimously carried.

F.) Resolution 18-2023 – The Disposition of Certain Municipal Records as set forth in the Municipal Records Manual.

Ms. Books respectfully asked to add the discussion of adopting Resolution 18-2023, the disposition of certain municipal records as set forth in the Municipal Records Manual, to the agenda.

MOTION was made and seconded to add discussion for Resolution 18-2023 to the agenda. Motion unanimously carried.

Resolution 18-2023 proposes that the Township disposes of certain records by shredding them as in accordance with the Municipal Records Manual. The records consist of old pension files, canceled checks, old statements, and investment statements that follows the Municipal Records Manual for disposition and those related records that Manager Grumbine determined were no longer of administrative value.

MOTION was made and seconded to adopt Resolution 18-2023 for the disposition of certain municipal records as set forth in the Municipal Records Manual. Motion unanimously carried.

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

A.) No additional items

COMMENTS FROM BOARD MEMBERS

A.) Supv. Heisey asked those in attendance to support the Ebenezer Beautification Committees BBQ on May 17th.

B.) Supv. Heisey also reminded everyone to get out and vote tomorrow.
Supv. Brensinger agreed and reminded everyone to get out and vote.

ADD-ON ITEMS IN THE LAST 24 HOURS

A.) Consideration of Sending a Potential Police Officer Through the Academy

B.) Resolution 18-2023 – The Disposition of Certain Municipal Records as set forth in the Municipal Records Manual

With no further business to discuss, the meeting was adjourned at 7:54 PM.

Respectfully Submitted,

Elizabeth M. Pedersen
Recording Secretary