

**MINUTES**  
**NORTH LEBANON TOWNSHIP**  
**BOARD OF SUPERVISORS**  
**June 19, 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, Esq.	Henry & Beaver LLP
	Cheri Grumbine	Township Manager
	Lori Books	Assistant Township Manager

Also, present were Lizzy Pedersen, Recording Secretary, Emily Bixler, *LebTown* reporter, Michael Bingham, ARRO consultant, and many members of the public were there, creating a full house.

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

**ANNOUNCEMENT: (Asst. Manager Books)**

**A.)Opening Statement**

“As there are a lot of residents here tonight to share their thoughts with the Board of Supervisors regarding the Jubilee property, before moving on with public comment, we would like to provide the following information to the residents.

- 1.) To date, the Township has not received an official submission of a Land Development Plan outlining a proposal for the E. Kercher Avenue property recently acquired by Jubilee Ministries. The Township was provided with a copy of the sketch plan similar to what was shown to residents at the meeting held by Jubilee Ministries.
- 2.) The meeting held on May 23<sup>rd</sup> by Jubilee Ministries, was held at their discretion with the neighborhood residents. According to Jubilee, the purpose of this gathering was to review their outlook on the E. Kercher Avenue property for input by the area residents before submission to the Township. As Jubilee confirmed at the meeting, no official plan was submitted to the Township.
- 3.) Should a Land Development Plan be submitted, it will be reviewed by Township Staff and the Township Engineer. It will also be presented to the Planning Commission for a recommendation. All Land Development Plans must be approved by the Board of Supervisors at a public meeting. This is the way all Land Development Plans are handled in the Township. Again, the Township has not received a Land Development Plan from Jubilee Ministries as of this time.
- 4.) At the Jubilee meeting, two supervisors (Ardy Snook and Ed Brensinger), as well as the manager and assistant manager attended their meeting to listen to the information being shared by Jubilee and to hear comments by the residents. Jubilee’s legal counsel announced they were looking to go in the direction of requesting a zoning ordinance amendment to

the Township's Agricultural District regulations. The Township has not received a proposed zoning ordinance amendment to date.

- 5.) Should a proposed zoning ordinance amendment be submitted to the Township, the Township will follow the procedure set forth in the Municipalities Planning Code for zoning amendments, as it always does. The amendment will be reviewed by the Township staff, Board of Supervisors, and Township Solicitor, as well as the Lebanon County Planning Department and the Township's Planning Commission for the purpose of providing a recommendation to the hearing, which will be advertised in the *Lebanon Daily News*, and on the Township's website. A copy of the proposed zoning amendment will also be placed on the Township's website and will be available at the administrative office. At a public hearing, the proposed zoning amendment will be presented by the proponent. The public will have an opportunity to share their comments and concerns and ask questions at that time. At least one public hearing must be held before any zoning ordinance amendments can be adopted. In addition, the Township must advertise its intention to act on any proposed zoning amendment before taking any action to adopt a zoning amendment. All zoning amendments are adopted at a public meeting.
- 6.) Lastly, we are here to listen to your concerns. Please be advised that we cannot comment on the proposed project because there is no official submission for us to act on nor do we know what their final proposal may be.

### **COMMENTS FROM THE PUBLIC**

#### **Michael Bingham – Professional Services Agreement for Jay Street Wall Replacement.**

Mr. Bingham, ARRO Consulting, Inc., came before the Board and explained the Professional Services Agreement. He was there to answer any questions the Board may have pertaining to the Jay Street Wall Replacement. The Board responded that they have no questions.

**MOTION** was made and seconded to authorize the Chairman, Ed Brensinger, to execute the Professional Services Agreement with ARRO Consulting, Inc. for the design and bidding of the Jay Street Wall Replacement Project. Motion unanimously carried.

#### **Residents - Jubilee**

Many concerned residents came forward to express either their concern or support for the Jubilee presentation that was presented by Jubilee Ministries at a non-township meeting. They stated many reasons why they were not in favor of this project moving forward. A few of the common concerns voiced included the safety of the residents, decreased property value, and fear. A couple of residents expressed why they were in favor of the project, such as everyone deserves a second chance. One person stated she lives within one minute of the existing facility located in the City of Lebanon and has never had any problems and does not feel afraid.

The Board listened to the residents' concerns. However, because no plans have been submitted to the Township, there is nothing before them to act on.

#### **Laura LeBeau**

Ms. LeBeau voiced her concern for the cars racing up and down on Sholly Avenue. She is concerned that someone may get hurt.

**Lee Spencer – Cheri**

Mr. Spencer shared with the Board his appreciation for Mgr. Grumbine and the work she has done for the Township. This is Manager Grumbine's last meeting as she is retiring from her position of township manager after 37 years of service.

**APPROVAL OF MINUTES**

**MOTION** was made and seconded to approve the meeting minutes from the 5/15/2023 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 – May 2023**

The Board was provided with a copy of the Fire Chief's Report. Because of the length of time allotted to public comments, Chief Leonard left the meeting before reviewing his report.

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

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

**B.) Monthly Code Enforcement Report**

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

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

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

**D.) Ratify the Hiring of a Police Officer to go through the Academy and Submittal of Grant to the State**

Chief Knight updated the Board on the hiring of potential police cadet and proposed the Township send a second cadet, Jessica Coyt, to the Academy to obtain her certification. Supervisor Heisey stated he was in favor as long as she signs a four-year commitment with the Township as we had the previous cadet do.

**MOTION** was made and seconded to have a second candidate attend the police academy to obtain her certification. Motion unanimously carried.

**E.) Pertinent Matters -****1.) Officers Commendation –**

Chief Knight praised several officers, Officer Gross, Officer Gallese, and Officer Himmelberger on the quality of their work this past month. They assisted the City of Lebanon with the recent homicide and did a great job.

**2.) Countywide Burn Ban –**

Chief Knight reminded the Board and the members of the public the Lebanon County Commissioners adopted a Resolution establishing a temporary county-wide burn ban in effect commencing at 12:00 p.m. on Thursday, June 8<sup>th</sup>, prohibiting open burning. The temporary County-wide burn ban on outdoor burning will be in effect for thirty (30) days, expiring on July 8<sup>th</sup>, 2023, unless extended prior to the expiration. This ban includes the use of fireworks.

**TOWNSHIP MANAGERS REPORT – Lori Books, Assistant Township Manager**

**A.) Release of Semi-annual Contribution to Four Volunteer Fire Companies -**

Asst. Mgr. Books respectfully asked the Board to authorize the release from the Fire Protection Tax Fund of the \$24,000.00 semi-annual contribution to each of the Township's four volunteer fire companies. The Township has received the 2022 financial statements from all four fire companies as required.

**MOTION** was made and seconded to approve the release of \$24,000.00 to each of the four volunteer fire companies, as their semi-annual contribution for 2023. Motion unanimously carried.

**B.) Request from Glen Lebanon Fire Co. to Release \$30,000.00 from the NLT Fire Co. Capital Reserve Fund -**

In an email dated June 12, 2023, the Township received a request from Rich Werni, the President of Glenn Lebanon Fire Co., to release \$30,000.00 from the NLT Fire Company Capital Reserve Fund for their annual payment which is due August 15, 2023.

**MOTION** was made and seconded to release to the Glenn Lebanon Fire Co. from the NLT Fire Company Capital Reserve Fund the amount of 30,000.00 to be used in its' entirety to make their annual loan payment to Kansas State Bank. Motion unanimously carried.

**C.) Bench Dedication Agreement -**

The Township has received a Bench Dedication Agreement, with payment for a new bench at the Township Community Park. This agreement is the Township's standard agreement.

**MOTION** was made and seconded to approve the Bench Dedication Agreement with Patricia Troain for a new bench at the Township Community Park. Motion unanimously carried.

**D.) 2023 Mobile Home Park License Renewal – Lakeside MHP**

The Township has received the remaining application and payment for the 2023 Annual Mobile Home Park License Renewals.

**MOTION** was made and seconded to approve the 2023 renewal application for Lakeside Mobile Home Park in North Lebanon Township. Motion unanimously carried.

**E.) Sale of Items under \$2000.00 -**

The Township placed the following items on Municibid: ground pounder plate tamper, echo hedge trimmer, echo grass trimmer/brush cutter, echo backpack power blower, echo handheld power blower, and several light bulb fixtures.

As per Resolution #16-2022, the Township Manager authorized the sale of these items to the highest bidder as follows:

Item	High Bid	Bidder
Ground Pounder Plate Tamper	\$390.00	Stephen Yulick
Echo Hedge Trimmer	\$50.00	Daniel Edgar
Echo Grass Trimmer/Brush Cutter	\$36.00	Daniel Edgar
Echo Backpack Power Blower	\$100.00	Joseph Egan
Echo Handheld Power Blower	\$26.00	Hugh Lester
Fixtures w/ Bulbs	n/a	No bids rec'd

No additional action is required by the Board.

**F.) Stormwater Plan for 310 Sunset Lane – Release of Letter of Credit**

The Township received an email from Steve Sherk on June 6 recommending full release of the letter of credit. All improvements have been completed as per the plan.

**MOTION** was made and seconded to release the Letter of Credit for Bryan Nixon for the property at 310 Sunset Lane in the full amount of \$8,514.00. Motion unanimously carried.

**G.) Truck Restriction Study – Tunnel Hill Road**

Back in March, Mgr. Grumbine had reached out to PennDOT to request a traffic study along Tunnel Hill Road for restrictions on truck traffic that are perceived to be causing a safety hazard, as the Township has received numerous requests from residents. The Board was provided a copy of the response letter from PennDOT dated May 30, 2023. The letter states that PennDOT conducted engineering and traffic studies based on the Township’s request. The elements considered in the study were a five-year crash analysis, geometric review, speed data, and traffic volume. The results of the studies indicate that trucks are able to travel on this roadway safely, therefore, the roadway should remain truck accessible.

No action is required by the Board.

**H.) SR343 Improvements Project – Update**

MPMS number 116163, the scoping field view was completed on May 16, 2023, and the District is negotiating engineering tasks and hours with the consulting firm. The estimated let date is January 2025. It should be noted that several factors can impact that date during the project delivery process. The “Let Date” as explained by Jon Fitzkee of the Lebanon County Planning Department is the estimated date the project will be put on the street for bids to be submitted by approved eligible contractors for the construction phase at which point bids are reviewed and if eligible funds are available the contractor is selected and gotten under contract before notice to proceed is given. The “Let Dates” are usually best estimates, subject to change depending on how a project progresses.

No action required by the Board.

**SOLICITOR’S REPORT Solicitor Amy B. Leonard -- Henry & Beaver  
New Covenant Christian School – Lease Agreement**

Sol. Leonard reported that the agreements with NCCS are not ready for tonight’s meeting. The Township and NCCS are looking to update the existing lease at Long Lane. They are also negotiating the potential selling of some additional land to the school in that area.

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**COMMENTS FROM BOARD MEMBERS****A.) Appointment of Township Manager, Township Secretary, and Assistant Township Treasurer**

Due to Mgr. Grumbine's upcoming retirement, it is necessary to appoint a new Township Manager, a new Township Secretary, and a new Assistant Township Treasurer effective July 1<sup>st</sup>.

**MOTION** was made and seconded to appoint Lori A. Books as the Township Manager, Township Secretary, and Assistant Township Treasurer effective July 1, 2023. Motion unanimously carried.

**B.) Appointment of Assistant Township Manager**

Due to the promotion of Lori Books, it is necessary to appoint a new Assistant Township Manager effective July 1<sup>st</sup>.

**MOTION** was made and seconded to appoint Molly Lum as the Assistant Township Manager effective July 1, 2023. Motion unanimously carried.

Supervisor Brensinger commented that he has been a resident of the Township for over 40 years and a Township Supervisor for 24 years. He stated that he heard the residents' concerns in relation to the Jubilee project and will take them into consideration when making his decision when the matter is before the Board.

Supervisor Heisey stated to the public, the power is in your hands. Let Jubilee know where you stand. If we receive a proposal, we will do the right thing.

Supervisor Snook expressed his opinion on communicating potential projects in the future.

It was noted that until a project is officially submitted to the Township, we cannot predict what a submission might look like nor if a submission will even occur. We receive many inquiries that never materialize.

Manager Grumbine asked the Board if she could speak. Manager Grumbine stated: As the Manager of North Lebanon Township her duties include the oversight of the day-to-day operations of the township. This includes meeting with various individuals and businesses that have questions on certain procedures. What it does NOT include is her making decisions on subdivision and land development plans, ordinances, including zoning amendments, etc. This has never been and will never be a part of the manager's duties and responsibilities. She does not vote on any matter, only the Board of Supervisors have that responsibility. She purely meets with individuals to answer their questions regarding the process.

Manager Grumbine reminded the board and public that approximately ten years ago, Tenaska purchased farmland at the intersection of E. Kercher Avenue and SR343 prior to any township discussions or approvals. Following the purchase of the land, Tenaska proposed construction of a gas-powered power plant. Subsequently no approvals were provided by the township and Tenaska resold the land back to the farmer(s).

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

**None.**

With no further business to discuss, the meeting was adjourned at 9:58 PM.

Respectfully Submitted,

Elizabeth M. Pedersen  
Recording Secretary