

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
July 17, 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
	Lori Books	Township Manager

Also, present were Lizzy Pedersen, Recording Secretary, Emily Bixler, *LebTown* reporter, Doug Stump, Lebanon Daily News, Atty. Zimmerman, and Mr. Peach representing New Covenant Christian School, Inc, as well as several members of the public.

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

ANNOUNCEMENTS

A.) None

COMMENTS FROM THE PUBLIC

A.) New Covenant Christian School, Inc. – Sales Agreement

The Township has been in discussions with New Covenant Christian School to sell New Covenant Christian School a piece of property, which is located at 452 Ebenezer Rd. This is adjacent to the existing New Covenant Christian School property. The property consists of 4.1957 acres. The agreement of sale has a purchase price of \$94,000.00, which is the appraised value of the property. It was noted that because of the zoning of this property, the Township cannot sell this land to just anyone. It can only be used for recreation or educational purposes. This is not the first time the Township has sold property to New Covenant Christian School, and it is the understanding of the Township that New Covenant Christian School, with its expansion, is looking for more land to provide additional recreational space to its students. New Covenant will have a sixty-day due diligence period to do everything they need to do as the prospective buyer of the property and closing will occur within thirty days after that sixty-day period.

Atty. Zimmerman, representing New Covenant Christian School, came before the Board and expressed his and New Covenant Christian School's appreciation of their ongoing relationship with the Township and his gratitude for the consideration of this purchase.

Supv. Heisey stated that he believes this sale is exactly what the school and the Township need.

MOTION was made and seconded to authorize the Chairman, Ed Brensinger, to execute the Sales Agreement with New Covenant Christian School, Inc. Motion unanimously carried.

B.) Phillip Ronco

Mgr. Books relayed to the Supervisors that Mr. Ronco called the office and said he no longer wished to be on the agenda. Due to the agenda already being posted, she did not have the opportunity to remove him from the agenda.

Allen Heagy

Mr. Heagy inquired about the status of a Stormwater Management Plan submitted to the Township. He thought the plan would be on the agenda tonight. Mgr. Books explained that the Planning Commission did not have a meeting this month due to a lack of a quorum, so the Plan was unable to be officially accepted. Mgr. Books explained that at the next Planning Commission meeting the Plan would be on the agenda to be accepted. She also stated that the review process has begun with our engineer and continues to move through the process.

Mr. Heagy asked what the time period would be, along with the reasoning for certain fees paid to the Township regarding the application for his Stormwater Management Plan. Mgr. Books replied she cannot speak about how long either of the engineers would take to complete the process. Typically, the process takes about two to three months for the review and the submittal of revised plans. The fees paid were a deposit fee, which goes towards the Township's engineer for their review of the plans and to the attorney to prepare any agreements that may be needed. The application fee is for work done by the Township staff for the project. Mgr. Books states if Mr. Heagy has any additional questions, he should not hesitate to call her at the Township building.

David Calhoun

Mr. Calhoun inquired about the status of the approval for the roads within the Crossings of Sweet Briar that are to be paved. Supv. Brensinger stated the wearing course that has been put on Phase Two and Phase Three of The Crossings at Sweet Briar are to his satisfaction as the Roadmaster. Supv. Brensinger believes the Township is still waiting for some deed descriptions, deeds of dedication, and the required bonding.

Sol. Leonard shared that the Township does have some submissions from the engineer that are pending legal review, but generally the Township makes sure all the deed of dedications are reviewed and maintenance guarantees are in place. The goal is to take action at the August Supervisors meeting. Supv. Brensinger mentioned that Landmark is aware of our deadline, which is the August Board of Supervisors meeting. The Township would need all information by that meeting because of the deadline for yearly submissions to PennDOT for the streets to be included in the Township's allotment for liquid fuels funding.

Mr. Calhoun asked if the Township to reach out to him when any new information comes to light, so he can share the information with his fellow residents through his monthly meetings.

Susan Mann

Ms. Mann expressed her and some of her fellow residents' opinions and fears regarding the Jubilee Ministries proposal. The reduction of real estate values, types of offenders, security, and environmental concerns, as well as the proximity of a local elementary school are just a few of the concerns in the forefront of many resident's minds. She would like the Board to know that she and her fellow residents are opposed to a project of this nature being approved.

APPROVAL OF MINUTES

MOTION was made and seconded to approve the meeting minutes from the 6/19/2023 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 – June 2023

The number of calls, responses, training, and aid for the month of June for all four volunteer fire companies in the Township was reviewed by Chief Leonard.

Supv. Heisey inquired on the combined training the fire companies are participating in. Chief Leonard reported that the training is going well and the next one is scheduled for this coming Sunday morning from 9:00-11:00 AM. They will be doing cutting, search and rescue, and other drills of that nature.

CHIEF OF POLICE REPORT – Timothy Knight, Chief of Police

A.) Calls for Service – June 2023

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

B.) Monthly Code Enforcement Report

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

C.) Monthly Fire Police Activity Report

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

Linda Bates questioned the Board and Chief Knight about a vehicle that had been parked by Calvary Church for two days. She is worried they will come back. Chief Knight affirmed he had personally gone out to deal with the issue and if they would come back, he and his officers would come back out and deal with the problem.

TOWNSHIP MANAGERS REPORT – Lori Books, Township Manager

A.) Curb Replacement Agreement – 918 Maple Lane

The property located at 918 Maple Lane is the only property that had not completed their curb replacement in advance of the Township's paving project. The Township reached out to the property owners, and both parties, being the Township and the owner of the property, desire to enter into an agreement for the Township to complete the necessary curb replacement work at the owner's expense. The owners have paid the agreed amount and have signed the agreement for said work. Mgr. Books respectfully asked the Board to authorize the Chairman to execute the agreement with the Browns for their property at 918 Maple Lane for the curb replacement work.

MOTION was made and seconded to authorize the Chairman, Ed Brensinger, to execute the Agreement with Timothy and Stephanie Brown of 918 Maple Lane for the curb replacement work. Motion unanimously carried.

B.) Stormwater Management O&M Agreement – 880 Narrows Drive

The owners of 880 Narrows Drive have applied for a stormwater fee credit. A requirement to obtain said credit is for the owners to enter into an agreement for the operation and maintenance of the dry detention basin that is on their property. This must be completed before any credit is granted. Mgr. Books respectfully asked the Board to authorize the Chairman to execute the stormwater operation and maintenance agreement with the Morley's for their property at 880 Narrows Drive.

Supv. Brensinger inquired if the stormwater basin had been an existing stormwater basin and Mgr. Books confirmed that it was indeed an existing stormwater basin.

MOTION was made and seconded to authorize the Chairman, Ed Brensinger, to execute the Stormwater Management Operation and Maintenance agreement with Matthew and Joan Morley. Motion unanimously carried.

C.) Stormwater Management Fee Credit Application – 880 Narrows Drive

The owners of 880 Narrows Drive have applied for a stormwater fee credit. The Township's engineer, Steve Sherk, reviewed the application and recommends a fifty percent credit reduction as per our regulations. This credit reduction will only be applied once the Operation and Maintenance Agreement is executed and recorded. Once the Township receives proof of the recording, the owners would then get a fifty percent credit for their property for the stormwater fee. Mgr. Books respectfully asked the Board to approve the fifty percent credit reduction contingent upon receiving proof of recording of the agreement.

MOTION was made and seconded to approve the stormwater management fee credit application for a fifty percent credit for the property at 880 Narrows Drive contingent upon the owner's providing a recorded copy of the Stormwater Management O&M Agreement. Motion unanimously carried.

D.) Release LOC for John Jernigan – AutoSuds West

The Township received a request from the property owner, John Jernigan, to release his existing letter of credit for the site improvements that are related to the Highway Occupancy Permit for AutoSuds West, LLC. The Township has received confirmation from the state that the HOP Permit requirements have been satisfied and the permit has been closed.

MOTION was made and seconded to approve the release of the letter of credit for AutoSuds West, LLC in the amount of \$104,900.00. Motion unanimously carried.

E.) Renewal of General Liability Insurance

Bonnie has provided the Board with a spreadsheet showing the various insurance coverage items for property, equipment, crime, general liability, police liability, and automobile insurance. Our current agent, which is Bowman's insurance, has indicated an overall increase of 8.72% over last year with some line items being a higher percentage and others a lower percentage. The increase is attributed to claims made in auto, police liability, and public officials, as well as catching up from COVID. The Township received Bowman's proposal on June 28, 2023, for review and approval. The Township's renewal date was July 10, 2023. Mgr. Books respectfully asked the Board to ratify the approval to renew the Township's insurance.

Supv. Heisey inquired on the date the Township started using Bowman's insurance. Mgr. Books responded that she did not have the information in front of her and she would need to research to find that specific date.

Supv. Snook stated the Township had looked at other companies last year and that Bowman had come in lowest last year.

MOTION was made and seconded to ratify the approval to renew the Township's various insurances with Bowman's Insurance. Motion unanimously carried.

F.) Tree Dedication – Township Community Park – Tree #22 (Hyperon Dogwood)

The Township received a Tree Dedication Agreement to adopt tree number twenty-two for a Hyperion Dogwood at the Township Community Park. This is the Township's standard agreement and all fees have been paid.

MOTION was made and seconded to approve the Tree Dedication Agreement with James and Diane Deets for tree number twenty-two at the Township Community Park. Motion unanimously carried.

G.) MuniBilling Costs

Our existing software company for our stormwater and sewer billing program contacted the Township last week notifying us of increases that are coming for their services. The Board was provided with a spreadsheet showing the revised cost from them, the Township's current cost, and a proposal from another company the Township had looked at several years ago. Mgr. Books stated she is looking for the Board's guidance as to whether they are okay with the increases proposed or if the Board would prefer to further look into switching companies. She received a proposal from a different company and their fees are less expensive, however, there is a startup cost to transfer and convert all the data into their system, and it is a four-to-six-month process.

Supv. Heisey expressed his concern for both the increase and switching to another company. He suggested Mgr. Books inquire about getting a hard copy of all the Township's billing information from the existing company. Supv. Heisey also suggested reaching out to our current provider to see if they would negotiate their increases.

Supv. Snook expressed his concern for the proposed length of contract with the proposed company. He is fearful that in a year from now they will also increase their prices a significant amount. Mgr. Books stated the representative she spoke with informed her they generally have a 2.5 to 3.5% annual increase.

MOTION was made and seconded to authorize Mgr. Books and Asst. Mgr. Lum to try and negotiate with our existing company, MuniBilling, before deciding whether we will switch companies. Motion unanimously carried.

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

Request Permission to Advertise Ordinance 6-2023 for changes to Certain Sections of the Code of Ordinances

1.) The first section of the ordinance proposes to amend the compensation of the tax collector to specify that the compensation of the tax collector shall be set by resolution in accordance with the provisions of the Local Tax Collection Law.

2.) Section two repeals the Township's Right-to-Know policy in its entirety, as set forth in Chapter one part nine of the Township's codified Ordinances. The Township now adopts these policies by Resolution. The policy for Right-to-Know requests set in the Township's codified Ordinances is outdated, which is the reason for the repeal.

3.) Section three refers to disorderly conduct. This is coming from the new fireworks regulations at the state level, Act 74 of 2022. There are different categories of fireworks set forth in the law. The Township is particularly concerned about setting off display fireworks or consumer fireworks, which are the larger aerial fireworks. The Township would be adding a provision to allow the Township's local officers and law enforcement to fine someone if they violate the provisions of the state fireworks law.

4.) Section four is related to setting maximum speed limits of 25 mph on the following roads: Briar Rose Avenue, Ginger Court, Harvest Drive, Lochwood Drive, Mallard Lane, Orchid Circle, Rolling Meadows Road, Snapdragon Court, and Sweetbay Lane.

5.) Section five establishes stop intersections on many of the same roads mentioned in Section four.

6.) Section six amends the general parking regulations to include no parking on Orchid Circle and Ginger Court between the posted signs. General parking regulations are already found in the PA Motor vehicle Code, this would include them in local ordinances.

7.) Section seven is being amended to update that parking is prohibited at all times in certain locations at our seven existing pump stations.

Sol. Leonard mentioned that she noticed on the agenda it also says the Township is putting in a provision about junkyard regulations which restricts burning at junkyards. The Township adopted that regulation back in January of 2022, which is the reason it is not included in this Ordinance.

MOTION was made and seconded to authorize Sol. Leonard to advertise for the adoption of Ordinance 6-2023 at the August 2023 Board of Supervisors meeting. Motion unanimously carried.

COMMENTS FROM BOARD MEMBERS

A.) Eagle Scouts – Supv. Heisey

Supv. Heisey shared that he and Supv. Snook met with two young men, who are working on their Eagle Scout badges. He stated they will be attending a future meeting after they get back from boy scout camp and he wishes them well.

B.) Summer Paving Project – Supv. Brensinger

Supv. Brensinger stated the Township's summer paving project is well underway. The milling took place last week and the crew is starting preparation to pave this week. He wanted to thank all the residents and anyone who is traveling through the area for their patience.

ADD-ON ITEMS IN THE LAST 24 HOURS

None.

With no further business to discuss, the meeting was adjourned at 7:57 PM.

Respectfully Submitted,

Elizabeth M. Pedersen
Recording Secretary