

**MINUTES**  
**NORTH LEBANON TOWNSHIP**  
**BOARD OF SUPERVISORS**  
**August 21, 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*, as well as several members of the public.

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

**PUBLIC HEARING – ORDINANCE 6-2023**

At 7:01 PM the regularly scheduled Board Meeting was paused, and the Public Hearing for Ordinance 6-2023 was opened.

Sol. Leonard opened the hearing and reviewed the legal advertising and publishing date of the ordinance in the Lebanon Daily News, which was Tuesday, August 8, 2023. Sol. Leonard then reviewed the ordinance in detail outlining all the changes. Following Sol. Leonard's review of Ordinance 6-2023, she invited public comment and questions on the items reviewed.

Laura LeBeau asked if the parking of 18-wheeler tractor trailers on residential streets is addressed anywhere in the parking rules for the Township. She was told any registered, licensed, inspected vehicles are allowed to be parked on our streets.

There being no further questions or comments, Sol. Leonard then closed the Public Hearing.

**MOTION:** was made By Supv. Heisey and seconded by Supv. Snook to adopt Ordinance 6-2023 with the amendments made to Chapter 15, Section 6, Paragraph 1. Motion unanimously carried.

**ANNOUNCEMENTS:**

Supv. Brensinger announced that he and his fellow Supervisors, as well as Chief Knight visited the North York Regional Police Department and the Northern Lancaster County Regional Police Department to learn more about regionalization.

**Boy Scout Pack 439 – Two boys are going for Eagle Scout**

Supv. Brensinger asked if the young men in question were in attendance. Unfortunately, they were not.

**COMMENTS FROM THE PUBLIC**

**New Covenant Christian School, Inc. – Lease Agreement**

Sol. Leonard stated there is an existing lease agreement between the Township and New Covenant Christian School. The agreement has been updated and the Supervisors have had a chance to review the revised agreement. Sol. Leonard asked the Board for its approval of the revised lease agreement.

**MOTION** was made by Supv. Heisey and seconded by Supv. Snook to authorize the Chairman, Ed Brensinger, to execute the Lease Agreement with New Covenant Christian School, Inc. Motion unanimously carried.

**Daniel Shuman – METAvivor (Metastatic Breast Cancer Awareness)**

Supv. Brensinger called upon Mr. Shuman; however, he was not in attendance.

**Trish Ward**

Ms. Ward expressed her opinions and concerns regarding the Jubilee Ministries proposal. She would like the Board to know that she and her fellow residents are opposed to this project.

**Randy Aleardi**

Mr. Aleardi expressed his concerns about a letter he received from Integrated Consulting. The letter was unmarked, unfolded, and placed inside his mailbox rather than being mailed.

Manager Books explained the neighbor notification letters are part of the requirement engineers must comply with when they submit subdivision or land development plans for review. She stated the Township was not aware that Integrated Consulting did not actually mail the letters. They provided the Township with a copy of the letter and stated the neighbors were notified.

Mr. Aleardi inquired about an accident that involved a Township vehicle. Supv. Brensinger explained he was the driver of the vehicle. The accident was nonreportable as both vehicles were drivable and there were no injuries.

**Rick Blouch**

Mr. Blouch wanted to reiterate what Ms. Ward had said about the proposed Jubilee Ministries project. He inquired if Jubilee had submitted anything yet. He was told the Township has not received any submissions as of today. Mr. Blouch wanted to state his opposition to the Board for the proposed Jubilee Ministries project.

Mr. Blouch inquired about the information the Supervisors gathered from their visits to the Regional Police Forces and asked if there would be more public meetings about regionalization and how the residents could get more input on the decision-making process. Supv. Heisey stated the Board is planning on having a public meeting to discuss the proposed regionalization. Mr. Blouch asked to hear from the Chief and what the other police officers think about this topic. Chief Knight reviewed the current situations the Township's police department are facing.

Mr. Blouch then asked several questions regarding the Township's sewer billing program and if a decision has been made to switch companies.

Mr. Blouch thanked the Supervisors for their interest in communicating with the residents.

**Penny Seyfert**

Ms. Seyfert asked a question about the procedure that will be followed if Jubilee submits something to the Township and had questions about how a zoning text amendment is handled. She asked whether the Lebanon County Planning Department can pass a zoning amendment without the Board of Supervisors approving the amendment. Sol. Leonard explained if someone proposed a zoning amendment it would be submitted to the Township and it would also go to Lebanon County Planning Department and the Township's Planning Commission for review and recommendations. Then there would be at least one public hearing before any zoning amendments are adopted. However, the Board of Supervisors has the sole authority to approve proposed zoning amendments.

Ms. Seyfert also had questions pertaining to the function of the Zoning Hearing Board. Sol. Leonard explained the Zoning Hearing Board's function is to hear cases requesting specific zoning relief such as variances or special exceptions, or cases involving appeals from zoning enforcement notices. The Zoning Hearing Board does not approve zoning amendments. Sol. Leonard stated that there is no indication that Jubilee intends to seek zoning relief from the Zoning Hearing Board.

**Trish Ward**

Ms. Ward questioned if the Township could join the City of Lebanon Water Authority's billing system. It was explained that not all North Lebanon sewer customers have public water.

**Susan Mion**

Ms. Mion came to the Board with a concern about the amount of description in the minutes about Jubilee. The Board heard her concerns.

**Jim Cikovic**

Mr. Cikovic asked Manager Books about the Township's policy on the use of the Township's vehicles for personal errands. Mgr. Books stated employees are not permitted to use the Township's vehicles for personal use.

**APPROVAL OF MINUTES**

**MOTION** was made by Supv. Heisey and seconded by Supv. Snook to approve the meeting minutes from the 7/17/2023 Board of Supervisor's meeting. Motion unanimously carried.

**APPROVAL OF PAYROLL, FUND BALANCES and PAYMENT OF INVOICES**

**MOTION** was made by Supv. Snook and seconded by Supv. Heisey 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**  
**Monthly Summary – July 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. Brensinger inquired if Chief Leonard had gotten the email about the County EMA doing a Hazmat Awareness Presentation at the Ono Fire Company. Chief Leonard confirmed they did receive the email and plan to attend the presentation. Chief Leonard also mentioned another

training opportunity with Norfolk Southern and how he hopes the Fire Companies can participate in that training in the future.

Supv. Heisey had some questions on the dispatch process in the Township. Chief Leonard answered the questions to the best of his knowledge.

**CHIEF OF POLICE REPORT – Timothy Knight, Chief of Police**  
**Calls for Service – July 2023**

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

**Monthly Code Enforcement Report**

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

**Monthly Fire Police Activity Report**

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

**Request to Park Along Hanford Drive**

Chief Knight received a call from Lebanon Valley College, they conduct a track meet every year through Union Canal Park. They requested permission for attendees to park on Hanford Drive on September 9, 2023, from 7:30 AM to 12:00 PM and October 20, 2023, from 4:00 PM to 6:00 PM. Chief Knight respectfully asked the Board if they would authorize the parking on Hanford Drive for these dates and times.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Snook to allow attendees for the Lebanon Valley College track meet at the Union Canal Park to park on Hanford Drive on September 9, 2023, from 7:30 AM to 12:00 PM and October 20, 2023, from 4:00 PM to 6:00 PM. Motion unanimously carried.

Chief Knight informed the Board that the Township has received the PCCD grant he applied for which was for body worn cameras and car cameras. Both the body worn cameras and the car cameras have been installed and are currently being used.

Supv. Snook asked Chief Knight to give his opinion on the proposed Police Regionalization. Chief Knight stated he has been talking to many police departments that have regionalized. The regional police departments have also been successful in receiving grant funding. He feels a regional police department would benefit North Lebanon Township residents. Chief Knight stated if North Lebanon Township would merge with the North Cornwall Township that would double the Township's police force and greatly assist the Township's police department in responding and accomplishing the police department's needs and the needs of the people in the Township.

Supv. Snook stated that money is an issue and costs will go up if the Township regionalizes. He would like to have a few meetings in the future to get the public's opinion on regionalization. Chief Knight relayed the fact that the cost for police service continues to go up every year and taking into consideration mandatory training, vacations, time off, injuries, illnesses, and other issues, it is hard to cover all of the expenses. He stated for approximately the same cost to add a couple of officers to the force, the Township could regionalize, which would double the force.

Ms. Mion asked if the criminal activity in the North Cornwall Township is similar to the criminal activity in the North Lebanon Township. Chief Knight stated the criminal activity in North Cornwall Township is less than the criminal activity in the North Lebanon Township.

A fellow resident inquired if North Cornwall Township is open to consolidating. Chief Knight and Supv. Snook affirmed that North Cornwall Township approached North Lebanon Township about regionalizing, and they are in favor of moving forward.

Ms. Mion questioned Supv. Snook on his statement about the Township not being able to hire officers. Chief Knight stated that it is very difficult across the nation to hire police officers. The Township has gone to two different police academies to try to recruit cadets already in training.

Another resident inquired if the reluctance towards joining the North Lebanon Township's Police Force has anything to do with the force being a smaller force and not wanting to be on patrol by themselves. Chief Knight agreed that this is likely a factor in hiring officers. Chief Knight commented that North Cornwall Township and North Lebanon Township border each other and are very similar. The regionalization between the two townships would be very favorable in Chief Knight's opinion.

#### **TOWNSHIP MANAGERS REPORT – Lori Books, Township Manager** **Retirement Clearinghouse Agreement**

Mgr. Books received an email from Conrad Siegel regarding the Township's 457 plan. The Department of Labor and Industry issued guidelines to plan sponsors, which requires them to ensure that all of their participants and beneficiaries receive all the funds from the plans they are entitled to receive. Due to the Department of Labor and Industry issuing these guidelines, the Township's plan's sponsor is recommending the Township adopt the retirement clearinghouse agreement for uncashed check resolution and automatic rollover service that would help address the any stale (uncashed) checks that may arise in the future. Mgr. Books asked the Board to authorize entering into the agreement with the Retirement Clearinghouse Safe Harbor IRA for these services, as well as authorizing a letter of direction for our actuaries Charles Swabb and Conrad Siegel so they know the direction we want them to take with our stale checks.

**MOTION** was made by Supv. Heisey and seconded by Supv. Snook to authorize Lori Books to sign the agreement with Safe Harbor IRA and to provide a letter of direction to Charles Schwab. Motion unanimously carried.

#### **SMT Safety Grant Program 2024 Application**

Asst. Mgr. Molly Lum put together the 2024 safety grant application, which includes the purchase of magnetic break and take aluminum manhole lifter, portable gas monitors, latex gloves, and other small items. The grant is a 50% match, which is eligible up to \$1,500.00. The total of the items the Township is requesting are expected to cost \$3,500.00. The intent of the grant is for worker safety and improvement. Mgr. Books asked the Board to ratify the submission of the 2024 SMT Safety Grant Application, as the deadline to apply was August 4, 2023.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Heisey to ratify the submission of the 2024 SMT Safety Grant Application. Motion unanimously carried.

Mgr. Books informed the Board that the Township received the reimbursement check for the 2023 Safety Grant.

**904 Recycling Performance Grant for 2022 - \$25,594.30**

The Township's Recycling Coordinator, Bonnie Grumbine, prepared the 904 Recycling Performance Grant Application for 2022. The projected amount of the Township's tonnage for 2022 was \$24,594.30. Mgr. Books asked the Board to approve the 2022, 904 Recycling Performance Grant Application

**MOTION** was made by Supv. Heisey and seconded by Supv. Snook to approve the submittal of the 2022, 904 Recycling Performance Grant Application. Motion unanimously carried.

**Bridge Inspection – Emma Road Load Rating Quote**

Every other year the Township must have inspections done on its small bridges. The Township received the inspection reports from Wilson Consulting Group, and they are recommending the Township perform a load rating analysis on the Emma Road bridge. They have quoted a price of \$500.00 as per the agreement with them. Mgr. Books requests the Board to approve the quote to complete the load rating analysis of the Emma Road bridge.

Supv. Brensinger explained that the inspection report perform by Wilson Consulting Group is saying the degradation of the steel beams below the bridge have gotten to the point where further study is needed to determine whether the Township needs to post load restriction on that bridge.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Heisey to approve the quote from Wilson Consulting Group to complete the load rating analysis on Emma Road Bridge. Motion unanimously carried.

**Ebenezer Beautification Committee – Chicken / Pork BBQ Fundraiser at Lion's Lake Dam Breast – September 13<sup>th</sup>**

The Township received a request from the Ebenezer Beautification Committee to use the parking lot at the Lions Lake Dam Breast to hold their chicken and pork BBQ fundraiser. The fundraiser will be on September 13, 2023. The request only came into the office on August 10, 2023, so, the Board must consider this request without recommendation of the Parks and Recreation Committee because the event is scheduled before the next meeting.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Heisey to approve the use of the parking lot at the Lion's Lake dam breast for the Ebenezer Beautification Committee to hold their BBQ fundraiser on September 13, 2023. Motion unanimously carried.

**Ebenezer Fire Company – Participation in parades**

The Township received an email from the Ebenezer Fire Company stating at their July meeting they approved attending two parades. One is scheduled for Saturday, August 26, 2023, in Cressona and the other one will be on Saturday, September 30, 2023, in Fleetwood. Both are fire company conventions or anniversary celebrations. The Board may recall parades are listed in Resolution 14-2023, where the Board authorized and approved certain support activities. Therefore, no additional action is required by the Board.

**Add an Additional Item to the Agenda**

Mgr. Books respectfully asked the Board if they would vote to add an item to the agenda to discuss the MuniBilling versus MuniLink services for our software billing system and take action regarding proceeding with billing software services. This item was unintentionally omitted from

the agenda due to oversight, but the Board had begun the discussion during the previous month's meeting.

**MOTION** was made by Supv. Heisey and seconded by Supv. Snook to add the discussion and action item concerning MuniBilling and MuniLink sewer and stormwater billing software services. Motion unanimously carried.

#### **Discussion on MuniBilling and MuniLink**

Last month the Board talked about the cost increase from MuniBilling and the possibility of switching to MuniLink. At the last meeting the Board directed Mgr. Books to go back to the existing company to see if they would renegotiate their proposal. Even with the revised rates the yearly costs with the current company would still be higher. Mgr. Books is looking for direction from the Board as to what they would like to do regarding the billing system. The Municipal Authority approved switching companies at their last meeting contingent on the Board agreeing to switch to MuniLink as well.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Heisey to authorize Mgr. Books and Asst. Mgr. Lum to start the process to switch the Township's sewer and stormwater billing system to MuniLink. Motion unanimously carried.

#### **SOLICITOR'S REPORT Solicitor Amy B. Leonard – Henry & Beaver Accept Dedications of Streets**

Landmark is offering certain streets in the Crossing at Sweet Briar, Phase 2 and 3, for dedication to the Township. They are offering to dedicate Orchid Circle, Ginger Court, and a portion of Briar Rose Avenue.

Sol. Leonard has reviewed the deeds of dedication and has found them to be in order. The developer has signed a Maintenance Guaranty Agreement, which guarantees their materials and workmanship for a period of eighteen months from the date of dedication. The developer has also provided an eighteen-month integrity bond as financial security in the amount approved by our engineer. One condition to accepting the roadways is, there are some no parking signs that were installed which are not the correct size and are not facing the correct direction. Landmark has been advised they need to replace those signs. Sol. Leonard suggested the Board accept the dedication of the streets contingent upon the no parking signs being replaced no later than September 1, 2023.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Heisey to approve the 18-month Maintenance Guaranty Agreement for Phases 2 and 3 in the Crossing at Sweet Briar. Motion unanimously carried.

**MOTION** was made by Supv. Heisey and seconded by Supv. Snook to accept the 18-month integrity bond as financial security for the dedicated streets in Phases 2 and 3 of the Crossing at Sweet Briar. Motion unanimously carried.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Heisey to adopt Resolution 19-2023, accepting the dedication of certain streets in the Crossing at Sweet Briar, Phases 2 and 3, with the condition that Landmark must replace the no parking signs by September 1, 2023. Motion unanimously carried.

#### **Pertinent Matters**

**Stormwater Delinquencies**

Sol. Leonard stated the stormwater fees were due in February. There are now collection letters out for the residents who have not paid their stormwater fee. Sol. Leonard encouraged those who have not paid their stormwater fee to do so before attorney's fees are added to the bill.

**COMMENTS FROM BOARD MEMBERS****Potential Police Regionalization with North Cornwall Township**

Supv. Brensinger re-opened the conversation about the potential police regionalization with North Cornwall Township. Supv. Heisey stated the Board and the public need to keep talking about it to figure out the best solution for the Township.

**Summer Paving Project**

Supv. Snook wanted to thank Supv. Brensinger for all the paving he had witnessed this past month. He had driven through the streets and each one of them looked very well done. Supv. Brensinger credited his highway crew and the maintenance workers that were involved in the paving project as well as Pennsy Supply. He thanked the residents for their patience.

**Truck Chassis Vendor**

Supv. Brensinger asked Mgr. Books and Sol. Leonard if he could add an item to the agenda for discussion/action.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Heisey to add the change order for the new truck to the agenda as a discussion/action item. Motion unanimously carried.

Supv. Brensinger explained he received an email from the Township's truck vendor stating the delivery of the truck has been moved to the second quarter of 2024 and the price had increased because of supply issues. The Township has the right to cancel; however, the Township has already been awarded a recycling grant to help with the purchase of this truck. He is asking if the Board would like to replace the order and sign the change order for the additional charges. Supv. Brensinger noted the Township has funds available in the equipment fund to cover the additional charges.

**MOTION** was made by Supv. Snook and seconded by Supv. Heisey to sign the change order for \$10,375.00 for the new truck. Motion unanimously carried.

**ADD-ON ITEMS BY VOTE OF SUPERVISORS****1.) MuniBilling versus MuniLink****2.) New Truck Change Order**

With no further business to discuss, the meeting was adjourned at 8:51 PM.

Respectfully Submitted,

Elizabeth M. Pedersen  
Recording Secretary