

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
November 20, 2023**

The regularly scheduled meeting of the North Lebanon Township Board of Supervisors was called to order at 7:00 PM by Chairman Brensinger at the North Lebanon Township Municipal Building located at 725 Kimmerlings Road, Lebanon, PA. The Pledge of Allegiance was recited. The following Board members and Township staff were present:

Ed Brensinger – Chairman  
Gary Heisey – Vice-Chairman (via Zoom)  
Arden Snook, Sr – Treasurer  
Tim Knight – Chief of Police  
Amy B. Leonard, Esq. – Henry & Beaver LLP  
Lori Books – Township Manager

Also, present were Bonnie Grumbine, filling in for Recording Secretary; Emily Bixler, *LebTown* reporter; Doug Stump, *Lebanon Daily News*; Darren Heisey representing Steckbeck Engineering; as well as several members of the public.

**COMMENTS FROM THE PUBLIC**

**MS-4 Annual Public Education – Darren Heisey**

Part of the MS-4 program requirements is public education. Mr. Heisey reviewed what MS-4 (Municipal Separate Storm Sewer System) stands for and the requirements for compliance. He reviewed the six Minimum Control Measures (MCM) that municipalities must comply with. The Township is part of the Lebanon County Consortium which helps the participating municipalities in reaching their minimum obligations for pollution reduction.

**Susan Mion**

Ms. Mion expressed her concerns regarding the potential Jubilee Ministries proposal. She would like to remind the Board of a few of her concerns. Some of the concerns she went over were safety concerns, police resources, taxes, economic impact, proximity to the elementary school, proximity to several retirement communities, environmental concerns, loss of farmland, and several others. Ms. Mion stated that she does believe Jubilee does good work, she feels that North Lebanon Township is a bad location for this type of project.

**Trish Ward**

Ms. Ward also commented on the potential Jubilee project and stated her main concern is safety.

**Marty Barondick**

Mr. Barondick's comments were mostly for the Chief relating to speeding on New Street, the grid lock of traffic between 2 and 5 PM from the Walmart warehouse, people texting while driving, rolling stops, etc.

**APPROVAL OF MINUTES**

**MOTION** was made by Supv. Snook and seconded by Supv. Brensinger to approve the meeting minutes from the 10/16/2023 Regular Board of Supervisor's meeting. Motion unanimously carried.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Snook to approve the budget meeting minutes from the 10/4/2023, 10/5/2023, 10/16/2023, and 10/25/2023 Board of Supervisors Budget meetings. Motion unanimously carried.

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

**MOTION** was made by Supv. Snook and seconded by Supv. Brensinger to approve payroll, fund balances, and invoices for payment subject to audit. Motion unanimously carried.

**FIRE CHIEF’S REPORT – Mike Leonard, Ebenezer Fire Company**

**Monthly Summary – October 2023**

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

**CHIEF OF POLICE REPORT – Timothy Knight, Chief of Police**

**Calls for Service – October 2023**

Chief Knight reviewed the various calls for service for the month of October.

**Monthly Code Enforcement Report**

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

**Monthly Fire Police Activity Report**

Chief Knight reviewed the NLT Fire Police Activity for the month of October.

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

**Proposed 2024 All Funds Preliminary Budget Presentation**

Paper copies of the presentation were available at the meeting for anyone who wanted one. Manager Books went through the Power Point presentation on the proposed budget for next year. She noted there will be no tax increase for 2024. The history of the township’s millage rate, assessment value, and revenues was reviewed. She reviewed all the different Funds along with their project revenues and expenditures and highlighted the capital purchases in each Fund.

**MOTION** was made by Supv. Snook and seconded by Supv. Heisey to approve the preliminary budget for 2024 and authorized the advertisement of the availability for inspection in the administrative office. Motion unanimously carried.

**Resolution #23-2023 Intent to Appoint CPA firm to Replace Elected Auditors**

This resolution states the Board intends to appoint a CPA firm to replace the elected auditors. An advertisement will be placed in the *Lebanon Daily News* announcing this appointment is expected to take place at the Organizational Meeting scheduled for Tuesday, January 2, 2024.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Snook to adopt Resolution #23-2023 stating the Board’s intent to appoint Brown, Schultz, Sheridan, and Fritz as our CPA for 2024. Motion unanimously carried.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Heisey to authorize the advertisement of our intent to appoint CPA firm Brown, Schultz, Sheridan, and Fritz to replace the

elected auditors. Motion unanimously carried.

**Drop-Off Site License – Lebanon Valley Mall (Green Education Foundation)**

The Township received the renewal application from the Lebanon Valley Mall (Green Education Foundation) for the placement of the drop-off receptacle on the Lebanon Valley Mall property. They have paid the \$100 annual renewal application fee. The license is valid from 7-18-2023 to 7-18-2024.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Snook to approve the Drop-Off Receptacle Site Application for the structure located at the Lebanon Valley Mall with the Green Education Foundation. Motion unanimously carried.

**Appointment to Regional Comprehensive Plan Planning Committee**

The five municipalities that make up the Cornwall Lebanon School District (CLSD) are moving forward with updating the CLSD Regional Comprehensive Plan. The existing plan was approved back in 2013 and it is recommended to update this plan every 10 years. Each municipality was asked to appoint three members to the Planning Committee. They recommend one elected official/Board of Supervisor, one member of the Township's Planning Commission, and the Township Manager be appointed to this committee.

**MOTION** was made by Supv. Snook and seconded by Supv. Heisey to appoint Ed Brensinger (Supervisor), Scott Artz (Planning Commission Member) and Lori Books (Township Manager) as the representatives for North Lebanon Township on the CLSD Regional Comprehensive Plan Planning Committee. Motion unanimously carried.

**Request from Ebenezer Fire Co – Release of \$30k from Fire Co Capital Reserve**

We received a request from the President of the Ebenezer Fire Co, Randy Rhodes, requesting release of \$30,000 from the Fire Co Capital Reserve Fund for their annual payment on their equipment purchase loan to Kansas State Bank. We also received a copy of their minutes approving the request.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Snook to release \$30,000 from the Fire Company Capital Reserve Fund to Ebenezer Fire Company for their annual payment on their equipment loan with Kansas State Bank. Motion unanimously carried.

**Replacements due to Ed Brensinger's Retirement**

Due to Ed's upcoming retirement, the Board needs to consider Ed's replacement. Manager Books reviewed the potential candidates. Jared Balsbaugh has been the Highway Crew Leader for 4 ½ years and has clearly demonstrated that he can handle the additional responsibilities. If the Board decides to promote Jared, his position will then need to be filled. Kirk Artz has been with the Township for just about two years and has previous experience with another municipality.

**MOTION** was made by Supv. Brensinger and second by Supv. Snook to promote Jared Balsbaugh to Director of Public Works and to promote Kirk Artz to Highway Crew Leader. Motion unanimously carried.

**Retirement Letter – Timmy Buffenmeyer, Mechanic**

The Board was provided with a copy of Mr. Buffenmeyer's retirement letter. It is his intent to retire on February 29, 2024. He will have completed 22 years of service with the Township.

All three supervisors expressed their gratitude to Timmy and stated he will be a hard person to replace.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Snook to accept Timmy Buffenmeyer's retirement letter effective February 29, 2024. Motion unanimously carried.

**Ratify Approval to Advertise for Mechanic and Maintenance Crewman Positions**

Due to the retirement of Ed Brensinger and promotions within the department as well as the retirement of our Mechanic, Timmy Buffenmeyer, we advertised positions for a new mechanic and a new maintenance crewman. Manager Books asked the Board to ratify the decision to advertise these positions.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Snook to ratify the authorization to advertise for a new mechanic and a new maintenance crewman. Motion unanimously carried.

**Completion of Probationary Period**

Two of our recently hired office employees successfully completed their probationary period at the end of October. Manager Books asked the Board to ratify the decision to make Elizabeth Pedersen permanent full-time clerk and Kristin Zimmerman permanent full-time sewer billing clerk.

**MOTION** was made by Supv. Snook and seconded by Supv. Heisey to move Elizabeth Pedersen to permanent full-time clerk and to move Kristin Zimmerman to permanent full-time sewer billing. Motion unanimously carried.

**SOLICITOR'S REPORT – Sol. Amy Leonard, Esq.**

Solicitor Leonard stated she has no pertinent matters for the Board this evening.

**COMMENTS FROM BOARD MEMBERS**

**Step 2 Grievance Letter received from Police Association**

Supv. Brensinger stated the Board received a grievance letter from the Police Association. The supervisors must now schedule a meeting with the grievant within thirty (30) days to try and resolve the grievance.

**Police Regionalization Update from 11/16/23 Public Meeting**

Chief Knight reviewed the Police Regionalization Committee meeting that occurred on November 16, 2023. Two representatives from DCED gave a small presentation and provided the committee members with information and guidance on how to proceed. The next meeting will take place on December 13, 2023.

With no further business to discuss, the meeting was adjourned at 8:22 PM.

Respectfully Submitted,

Elizabeth M. Pedersen  
Recording Secretary