

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
December 18, 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
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.

ANNOUNCEMENTS – Chairman:

Executive Session by the Board on 12/11/23 – Grievance

The Board had an Executive Session with representatives of the Police Department over a grievance that was filed on December 11, 2023.

COMMENTS FROM THE PUBLIC

Andy Arnold

Mr. Arnold expressed his concerns regarding the potential Police Regionalization with North Cornwall Township. He asked if this could be put to a vote. He was told this topic does not qualify for a voting referendum. Mr. Arnold would like the Board to know he is opposed to the potential regionalization with North Cornwall Township.

Susan Mion

Ms. Mion expressed her concerns regarding the potential Jubilee Ministries proposal. She would like to remind the Board that she and her fellow residents remain opposed to this project. Ms. Mion thanked each member of the Board for their continued patience, as she and her fellow residents put forth their opposition to the potential Jubilee Ministries proposal. She wished everyone a good holiday.

APPROVAL OF MINUTES

MOTION was made by Supv. Heisey and seconded by Supv. Snook to approve the meeting minutes from the 11/20/2023 Regular Board of Supervisor's meeting. Motion unanimously carried.

MOTION was made by Supv. Snook and seconded by Supv. Heisey to approve the meeting minutes from the 11/9/2023 Joint Meeting with North Lebanon Township Municipal Authority. Motion unanimously carried.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to approve the meeting minutes from the 11/16/2023 Joint Meeting with North Cornwall Township on Police Regionalization. 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 – November 2023

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

Pertinent Matters

Township wide training took place on Sunday, December 17, 2023. The training was conducted at the Weavertown Fire Company, and it was on self-contained breathing apparatus on the Buddy Breathing System. The training courses are still well attended.

Chief Leonard, representing the Township's Fire Companies, wanted to thank the Supervisors, Manager Books, office staff, the Police Force, and the public for their continued support of the Fire Companies.

CHIEF OF POLICE REPORT – Timothy Knight, Chief of Police

Calls for Service – November 2023

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

Monthly Code Enforcement Report

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

Monthly Fire Police Activity Report

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

Pertinent Matters

In the month of November, the Police department had nighttime qualifications and mandatory defensive tactics training.

There are officers from the Township's Police Department involved in the SWAT Team. They did movements and training through the house the Township purchased at 701 Kimmerlings Road. Chief Knight would like to continue that training while the house is still standing.

Supv. Brensinger inquired about the helicopter that Met-Ed flew to check their power lines on Tuesday, December 12, 2023. He asked what the process is for Met-Ed to notify the Township of these inspections so we can alert our residents.

PUBLIC WORKS REPORT – Jared Balsbaugh, Director of Public Works

Monthly Report

Mr. Balsbaugh reviewed the Highway Department's Activity for the month of November.

TOWNSHIP MANAGERS REPORT – Lori Books, Township Manager**Adoption of 2024 All Funds Final Budget****Resolution #24-2023 Setting the Various Tax Rates for 2024**

The 2024 All Funds Preliminary Budget was presented at the November Board meeting. The Budget was also advertised for review by the public. A copy of the presentation is on the Township's website and a printed copy is available in the administrative office. Mgr. Books stated that she slightly adjusted some of the numbers on the budget. For example, one of the officers changed his health insurance from single coverage to family coverage which slightly increased that line item. The Township received notice that some of the yearly reports can no longer be done "in house" due to the State's rules changing, and only allowing certain entities to submit these forms. The Township decided it was best to use the current auditors, because they already file most of the Township's reports, which slightly increased that line item. The Township also received the Tax Certification form, which slightly increased the Township's assessment values. Mgr. Books adjusted some of the estimated numbers to reflect the actual numbers as the information was received. There is no tax increase for 2024. Mgr. Books recommended the Board approve the 2024 budget with the slight changes mentioned.

Supv. Heisey expressed his appreciation for the hard work that was put into creating the budget.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to approve the 2024 All Funds Budget. Motion unanimously carried.

Mgr. Books read Resolution #24-2023, which sets the various tax rates for 2024, to the Board and the attending members of the public.

MOTION was made by Supv. Brensinger and seconded by Supv. Snook to adopt Resolution #24-2023 setting the tax rates from 2024. Motion unanimously carried.

Resolution #25-2023, #26-2023, and #27-2023 Relating to Pension

On September 30, 2023, the Board received the required Pension Minimum Municipal Obligation calculations for review. Mgr. Books presented Resolutions #25-2023 Non-Uniform Pension, #26-2023 Uniform Employee Pension, and #27-2023 Uniform Employee Pension Contribution were presented to the Board for adoption.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to adopt Resolutions #25-2023, #26-2023, and #27-2023, related to the Non-Uniform Pension Plan, the Police Pension Plan, and the employee contribution requirement. Motion unanimously carried.

2024 Contract with IntermixIT

During the budget meetings, the Board discussed entering a three-year contract with IntermixIT. The Township's current contract ends December 31, 2023. As previously discussed, IntermixIT has offered the Township a three-year contract with only three percent increases each year. This is

a savings compared to a single-year contract which includes a ten percent increase per year. Mgr. Books respectfully requested the Board approve the three-year contract with IntermixIT which would end on December 31, 2026.

Supv. Brensinger expressed his appreciation for IntermixIT and what it has done for the Township over the years, including their focus on staff training of cyber security.

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to approve the three-year contract with IntermixIT from January 1, 2024, to December 31, 2026. Motion unanimously carried.

Kenneth & Regina Martin – Financial Security Release

The owners of 2300 Weavertown Road requested an inspection of the site improvements as required by their approved Stormwater Management Plan. The Board received a letter from the Township's Engineer, Steve Sherk of Steckbeck Engineering, stating based on his review all work was satisfactorily completed and he recommended full release of the financial security in the amount of \$26,000.00. Due to the timing of the renewal date of the Letter of Credit being December 13, 2023, the Township agreed to release the Letter of Credit prior to the scheduled December Board meeting. Mgr. Books respectfully asked the Board to ratify the decision to release the Letter of Credit for Kenneth and Regina Martin in the full amount of \$26,000.00, based upon the Township's Engineer's recommendation.

MOTION was made by Supv. Brensinger and seconded by Supv. Snook to ratify the release of the Letter of Credit for Kenneth and Regina Martin in the amount of \$26,000.00. Motion unanimously carried.

Halfway Drive bridge – Certificate of Substantial Completion
Request for Payment No. 3

The Board received a letter and a Certificate of Substantial Completion dated November 16, 2023, from the Township's Engineer, Steve Sherk, for the work being done by DESCCO Design and Construction on the Halfway Drive Bridge Partial Superstructure Replacement. Included with the Certificate of Completion was a list of tentative items to be completed before final payment is released.

The Board received a letter from the Township's Engineer, Steve Sherk, recommending approval of requested payment number three, in the amount of \$77,002.19, from DESCCO Design and Construction for work completed on the Halfway Drive Bridge during the month of November. Following this payment, the balance on the contract will be \$12,455.38, which includes five percent retainage of the value of the work complete. Once all outstanding punch list items are addressed, the contractor will be eligible to make an application for final payment.

There was discussion about the punch list items for this project.

Supv. Brensinger stated that he thought this contractor did an admirable job.

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to approve payment number three in the amount of \$77,002.19 to DESCCO Design and Construction for work completed in November on Halfway Drive Bridge. Motion unanimously carried.

Memo from Park & Rec – NCCS BBQ Fundraiser on March 22, 2024

Mgr. Books received a memo from Asst. Mgr. Lum on behalf of the Parks and Recreation Board. They received a request from New Covenant Christian School asking permission to hold a chicken and pork BBQ fundraiser below the dam breast at the corner of State Route 72 N and Jay Street. The date would be March 22, 2024, from 6:30 am to 6:30 pm. New Covenant Christian School indicated they would monitor traffic during the event. The Parks and Recreation Board recommended approval of this request at their December 5th meeting.

MOTION was made by Supv. Snook and second by Supv. Heisey to approve the request from New Covenant Christian School to allow them to hold a BBQ fundraising event on March 22, 2024, at the dam breast located at State Route 72 N and Jay Street. Motion unanimously carried.

Hiring of Part Time Seasonal Employee, As Needed

The Township has had two very experienced employees retire this year. The Township would like to re-hire Rich Evans as a part-time seasonal employee on an as-needed basis to help with snow plowing. This would only be if there is a very bad winter with high snow fall accumulations during a single snowstorm. He would receive no benefits such as health care, vacation, etc. This would also help prevent the regular staff from getting burned out during a prolonged storm event, as well as cost savings on overtime. The Board determined an hourly rate of \$30.00.

Bruce Sattazahn expressed his opinion on the hourly rate.

MOTION was made by Supv. Brensinger and seconded by Supv. Snook to approve hiring Rich Evans as a part-time seasonal employee on an as-needed basis at the rate of \$30.00 per hour. Motion unanimously carried.

Marcellus Shale Grant Application – Resolution #28-2023

Asst. Mgr. Lum prepared the Marcellus Shale Grant Application, to the County Commissioners, for the 2024 funding opportunity. The application is for additional trees at Lenni Lenape, new trash/recycling containers and additional benches throughout all the Township's parks. The project cost is \$53,722.76 with \$25,000.00 being requested through the grant for materials and supplies. The balance is the Township's match and will mostly come from in-kind services. Mgr. Books recommended the Board approve submission and signing of the grant application which is due December 31, 2023.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to approve the submission of the Marcellus Shale Grant application to the County Commissioners. Motion unanimously carried.

Maintenance / Repair Proposal from C.M. High

The Township received a proposal from C.M. High for the replacement of broken mounting hardware on the pedestrian signal head on the southeast corner of State Route 422 and N. 15th Avenue. This was observed during the Township's required annual inspection of all traffic signals. The cost estimate is \$597.71.

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to approve the cost estimate from C.M. High in the amount of \$597.71 to replace the necessary broken mounting hardware on the pedestrian signal head on the southeast corner of State Route 422 and N. 15th Avenue. 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**Police Regionalization Update from 12/13/2023 Public Meeting**

Supv. Snook reviewed the Police Regionalization Committee meeting that occurred on December 13, 2023. There was discussion regarding monetary responsibility, and how it will be split between the Townships. The next meeting will take place on January 25, 2024.

Additional Comments

Supv. Brensinger thanked Mgr. Books and Asst. Mgr. Lum for the work they put into the Marcellus Shale Grant application. He also thanked Mgr. Books and the other staff involved for the work that went into preparing the budget. He stated he hopes everyone has a good holiday.

Sup. Snook stated there were a lot of changes this year and the staff who stepped up into new positions are doing a great job. He also wished everyone a Merry Christmas and a Happy New Year.

Supv. Heisey expressed his hope for everyone to stay safe during this holiday season.

The Reorganizational Board of Supervisors Meeting will take place on January 2, 2024, at 2:00 pm.

With no further business to discuss, the meeting was adjourned at 7:42 PM.

Respectfully Submitted,

Elizabeth M. Pedersen
Recording Secretary