

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
January 2, 2024**

The Annual Organization Meeting of the North Lebanon Township Board of Supervisors was called to order at 2:00 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, and Lori Books – Township Manager. Also, present was Lizzy Pedersen, Recording Secretary.

REORGANIZATION FOR 2024:

Oath of Office – Ed Brensinger

Sol. Leonard announced Mgr. Lori Books has received Supv. Brensinger’s Oath of Office.

Nomination and Election of Officers – Chairman; Vice-Chairman; Treasurer

Sol. Leonard opened the floor for nominations of officers.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to nominate and elect Edward Brensinger as Chairman, Gary Heisey as Vice-Chairman, and Arden Snook, Sr. as Treasurer. Motion unanimously carried.

Act on Appointments

Township Secretary -----	Lori A. Books
Assistant Treasurer -----	Lori A. Books
Chief of Police -----	Timothy Knight
Township Solicitor -----	Amy B. Leonard, Henry & Beaver
MS-4 Engineer -----	Steve Sherk & Darren Heisey, Steckbeck Eng.
SALDO Engineer -----	Steve Sherk, Steckbeck Engineering & Consulting
SALDO Engineer, Alternate -----	Edward VanArsdale, ARRO Consulting (if conflict w/Steckbeck)
Traffic Engineer -----	John Schick, Rettew Associates (as needed)
Sewage Enforcement Officer -----	Dave Siminitus, Lebanon County Planning Dept.
SEO Alternate -----	Julie Cheyney, Lebanon County Planning Dept.
Property Code Enforcement Officer -----	John Brenner, West Lebanon Township

Agreement w/WLT to continue from 2021, Rates will stay the same for 2024 as in 2023

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to appoint Lori A. Books as Township Secretary and Assistant Treasurer; Timothy Knight as Chief of Police; Amy B. Leonard of Henry & Beaver as Township Solicitor; Steve Sherk and Darren Heisey of Steckbeck Engineering as our MS-4 Engineer; Steve Sherk of Steckbeck Engineering as our SALDO Engineer; Edward Van Arsdale of ARRO Consulting as our alternate Engineering if conflict w/Steckbeck; John Schick of Rettew Associates as our Traffic Engineer, Dave Siminitus of the Lebanon County Planning Department as our Sewage Enforcement Officer, Julie Cheyney of the

Lebanon County Planning Department as our alternate SEO, and John Brenner of West Lebanon Twp as our Property Code Enforcement Officer. Motion unanimously carried.

Establish Treasurer’s Bond

MOTION was made by Supv. Heisey and seconded by Supv. Brensinger to set the Treasurer’s Bond to \$450,000 and Office Staff/Clerks bond limit to \$100,000 each. Motion unanimously carried.

Select Depositories for Township Funds – Presently Fulton Bank, Northwest, Jonestown Bank & Trust (JBT), PLGIT, and First Citizens Community Bank. Also, authorization to the Manager/ Secretary to open CD’s, renew, or withdraw from CD’s as necessary, only in the name of North Lebanon Township, for various Funds.

MOTION was made by Supv. Brensinger and seconded by Supv. Snook to approve Fulton Bank, Northwest, Jonestown Bank & Trust (JBT), PLGIT, and First Citizens Community Bank as the listed depositories and to authorize the Manager/ Secretary to open CD’s, renew, or withdraw from CD’s as necessary, only in the name of North Lebanon Township, for various Funds. Motion unanimously carried.

Appoint Voting Delegate for PSATS Conference

MOTION was made by Supv. Heisey and seconded by Supv. Snook to approve Gary Heisey as the voting delegate at the PSATS Conference.

Authorize Supervisors, Director of Public Works, Manager, Assistant Manager, and Accounting Clerk to attend PSATS conference (PSATS - April 14-17, 2024)

MOTION was made by Supv. Snook and seconded by Supv. Heisey to approve the Supervisors, Director of Public Works, Manager, Assistant Manager and Accounting Clerk to attend the PSATS Conference on April 14-17, 2024. Motion unanimously carried.

Authorize Supervisors, Manager, and Assistant Manager to attend County Association Conference

MOTION was made by Supv. Heisey and seconded by Supv. Brensinger to approve the Supervisors, Manager, and Assistant Manager to attend the County Convention in November. Motion unanimously carried.

Affirm 2024 Board Meeting Schedule

The 2024 meeting dates have been advertised for the 3rd Monday of each month of 2024. All meetings commence at 7:00 pm at the Township Municipal Building. The joint meeting with the Municipal Authority will be held on the 2nd Thursday in November beginning at 5:30 pm.

MOTION was made by Supv. Snook and seconded by Supv. Heisey to affirm the Board of Supervisors meeting schedule for 2024 as listed including the joint meeting with the Municipal Authority. Motion unanimously carried.

Approve 2024 Holiday Schedule (Dates Office Closed)

Good Friday	– March 29	Election Day	– November 5
Primary Election	– April 23	Veterans Day	– November 11
Memorial Day	– May 27	Thanksgiving Day	– November 28
Independence Day	– July 4	Christmas Day	– December 25
Labor Day	– Sept. 2	New Year’s Day	– January 1, 2025

MOTION was made by Supv. Heisey and seconded by Supv. to approve the 2024 holiday schedule for the NLT Non-uniform employees. Motion unanimously carried.

Appointment to Zoning Hearing Board – Resolution #1-2024

MOTION was made by Supv. Snook and seconded by Supv. Heisey to adopt Resolution #1-2024 appointing Allen Heagy to a three-year term to expire on 12/31/26, as Zoning Hearing Board member and to appoint Ed Swisher to a three-year term to expire on 12/31/26, as Zoning Hearing Board alternate member. Motion unanimously carried.

Appointment of Code Appeals Board – Resolution #2-2024

MOTION was made by Supv. Heisey and seconded by Supv. Snook to adopt Resolution #2-2024 to appoint John Poff, William Smeltzer, and Patrick Brewer as the Lebanon County Code Appeals Board members with Rick Horst as an alternate member. Motion unanimously carried.

Appointment of Property Maintenance Code Appeals Board – Resolution #3-2024

MOTION: was made by Supv. Brensinger and seconded by Supv. Heisey to adopt Resolution #3-2024 to appoint Kevin George to a three-year term to expire on 12/31/26 to the International Property Maintenance Code Appeals Board. Motion unanimously carried.

Appointment of TCC Representatives – Resolution #4-2024

MOTION was made by Supv. Snook and seconded by Supv. Heisey to adopt Resolution #4-2024 to appointing Bonnie Grumbine of North Lebanon Township as the Tax Collection Committee voting delegate and Jamie Yingst of South Lebanon Township as the alternate delegate for 2024. Motion unanimously carried.

Appointment of CPA firm Brown Plus (formerly known as Brown, Schultz, Sheridan, and Fritz (BSSF)) to Audit 2024 Financials – Resolution #5-2024

MOTION was made by Supv. Brensinger and seconded by Supv. Snook to adopt Resolution #5-2024 appointing Brown Plus (formerly known as Brown, Schultz, Sheridan, and Fritz) to audit the financials for the year ending December 31, 2024. Motion unanimously carried.

Appointment of Tax Collector – Resolution #6-2024 and Intermunicipal Agreement with Lebanon County Treasurer’s Office effective 1/1/2024

MOTION was made by Supv. Heisey and seconded by Supv. Snook to adopt Resolution #6-2024 to appoint the Lebanon County Treasurer’s Office as our Tax Collector and authorization to sign the Intermunicipal Agreement with the Treasurer’s Office. Motion unanimously carried.

Approve and authorize Participating Members and certain Operational Support as per Pa WC Act, modified by Act 108-2020. – Resolution #7-2024.

MOTION was made by Supv. Snook and seconded by Supv. Heisey to adopt Resolution #7-2024 approving the participating members and operational support as well as the non-emergency activity list for all four of our volunteer fire companies. Motion unanimously carried.

Appointments to the Lebanon County Stormwater Consortium

MOTION was made by Supv. Heisey and seconded by Supv. Snook to appoint Edward Brensinger as voting member and Lori Books as alternate voting member to the Lebanon County Stormwater Consortium. Motion unanimously carried.

Appointments to the Various Boards / Commissions:

Municipal Authority	– Dawn Hawkins	(5-year term to expire 12/31/2028)
Planning Commission	– Darlene Martin	(4-year term to expire 12/31/2027)
Park & Recreation	– Mark Grumbine	(3-year term to expire 12/31/2026)
Vacancy Board	– Dave Mader	(1-year term to expire 12/31/2024)

MOTION was made by Supv. Heisey and seconded by Supv. Brensinger to appoint Dawn Hawkins to a five-year term on the Municipal Authority Board, Darlene Martin to a four-year term on the Planning Commission, Mark Grumbine to a three-year term on the Parks & Recreation Board, and Dave Mader to a one-year term on the Vacancy Board. Motion unanimously carried.

Appointments to NLT Safety Committee:

Molly Lum	– Assistant Manager
Bonnie Grumbine	– Office
Tim Buffenmeyer	– Mechanic
Kirk Artz	– Highway
Tommy Camasta	– Wastewater / Parks
Kori Eder	– Police Department

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to appoint Molly Lum, Bonnie Grumbine, Tim Buffenmeyer, Kirk Artz, Tommy Camasta, Kori Eder to the NLT Safety Committee for 2024. Motion unanimously carried.

Approve 2024 Fire Police Roster

MOTION: was made by Supv. Heisey and seconded by Supv. Snook to approve the 2024 Fire Police Roster as presented. Motion unanimously carried.

AUTHORIZE PAYMENT of PAYROLL and OTHER BILLS BETWEEN MEETINGS

MOTION was made by Supv. Brensinger and seconded by Supv. Snook to authorize the proper officers to pay payroll and those bills at discount or that would accrue a penalty between meetings. The bills paid by this procedure shall be presented at the next regular meeting for subsequent approval. Motion unanimously carried.

COMMENTS FROM THE PUBLIC

A.) None

CONSIDERATION TO APPROVE MINUTES

Regular BOS meeting; December 18, 2023

MOTION was made by Supv. Snook and seconded by Supv. Heisey to approve the minutes from the December 18, 2023, BOS meeting. Motion unanimously carried.

Joint Meeting with N. Cornwall Twp. on Police Regionalization; December 13, 2023

MOTION was made by Supv Heisey and seconded by Supv. Snook to approve the minutes from the December 13, 2023, joint meeting of the Regional Police Development Committee with North Cornwall Township on Police Regionalization. Motion unanimously carried.

CONSIDERATION TO APPROVE PAYROLL, FUND BALANCES & PAYMENT OF INVOICES SUBJECT TO AUDIT

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

CHIEF OF POLICE REPORT (*Tim Knight*)

No pertinent matters.

TOWNSHIP MANAGER’S REPORT (*Lori Books*)

Appointment of Elected Auditor

The Township was notified by the Lebanon County Voter Registration Office that Scott Artz has won the Elected Auditor position by receiving the most write-in votes during the most recent municipal election, held in November of 2023. As per Section 404 of the Second-Class Township code, no auditor shall at the same time hold any other elective or appointive township office or position. Mr. Artz is currently a member of our Planning Commission; therefore, he cannot hold both positions. As a result, we received a written notice from Scott Artz that he is declining the position as elected auditor. Since Mr. Artz declined the position, the Board may appoint a successor who is a registered elector of the township and has resided in the Township continuously for at least one year prior to their appointment. The Board has thirty days to fill the vacancy. The appointment will hold the position until the next municipal election in 2025 to fill the remainder of the unexpired term for this position. Mgr. Books respectfully asked that the Board decide on whom they wish to appoint to fill the elected auditor’s position. Some discussion took place.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to appoint Cheri F. Grumbine to fill the vacancy of Elected Auditor until the next municipal election in 2025. Motion unanimously carried.

C. M. High – Traffic Signal Preventative Maintenance Proposal

The Township had requested separate proposals for traffic signal service based on financial responsibilities of the signals:

The proposal for Items #1 and #2 below is in the amount of \$660.00 and is the responsibility of the Township.

- 1.) SR 422 and 15th Avenue
- 2.) N. 7th Street (SR 343) Solar Warning Flashers

The proposal for items #3 and #4 below is in the amount of \$850.00 and will be billed to Heilmandale Road LLC per the existing Agreement with the property owner.

- 3.) SR 72 and Heilmandale Road
- 4.) SR 72 and Lond Lane

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to approve the two separate proposals from C.M. High for preventative maintenance checks on traffic signal maintenance in the amount of \$660.00 and \$850.00 for the respective traffic signals listed to be billed as discussed. Motion unanimously carried.

Res. #8-2024 – Township Fee Schedule

Resolution 8-2024 lists the fees of the Township associated with the Second-Class Township Code and/or municipal codes.

Discussion took place and the Non-Refundable Employment Application Fee for the police department was removed.

MOTION was made by Supv. Snook and seconded by Supv. Heisey to adopt Resolution #8-2024 setting forth the fees of the Township as listed therein with the changes discussed.

Res. #9-2024 – SALDO and Stormwater Fee Schedule

Resolution #9-2024 sets forth requirements and fees for the submission and review of subdivision and land development plans (SALDO) and stormwater plans.

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to adopt Resolution #9-2024 setting forth the requirements and review fees for the submission and review of subdivision and land development plans (SALDO) and stormwater plans. Motion unanimously carried.

Res. #10-2024 – Driveway/HOP Fee Schedule

Resolution #10-2024 sets forth requirements and fees for the application for a driveway permit or highway occupancy permit.

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to adopt Resolution #10-2024 setting forth the requirements and fees for a driveway permit or highway occupancy permit. Motion unanimously carried.

SOLICITOR’S REPORT (*Solicitor Amy Leonard – Henry & Beaver LLP*)

No pertinent matters.

Next Meeting – Monday, January 15, 2024

With no further business to discuss, the meeting was adjourned at 2:31 PM.

Respectfully Submitted,

Elizabeth M. Pedersen
Recording Secretary