

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
February 19, 2024**

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.

**PUBLIC HEARING – Sol. Leonard**

The Board held a public hearing for a conditional use application for an off-premises billboard to be located at 1754 State Route 72 North. The hearing started at 6:30 PM and ended just before the regularly scheduled meeting of the North Lebanon Township Board of Supervisors.

**COMMENTS FROM THE PUBLIC**

**Lee Spencer**

Mr. Spencer had some questions regarding the timeline for a decision on whether the Township will be regionalizing the police force with North Cornwall Township. He also stated that he does not think regionalization is a good idea for the Township.

**Susan Mion**

Ms. Mion expressed her concerns regarding the potential Jubilee Ministries proposal. She shared a story from her personal experience highlighting why there are some people who do not deserve a second chance. She would like to remind the Board that she and her fellow coalition members remain opposed to this project.

**PUBLIC HEARING – ORDINANCE #1-2024 – Sol. Leonard**

Sol. Leonard presented Ordinance #1-2024 regarding proposed weight restrictions for the Emma Road Bridge as per the study performed by Wilson Consulting. The Public Hearing was advertised February 6, 2024, in the Lebanon Daily News, indicating the intent to act at the February meeting.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Heisey to adopt Ordinance #1-2024 amending Chapter 15 restriction of size, weight, and type of vehicle and load on the Emma Road Bridge. Motion unanimously carried.

**APPROVAL OF MINUTES**

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**MOTION** was made by Supv. Heisey and seconded by Supv. Snook to approve the meeting minutes from the 1/15/2024 Board of Supervisor’s meeting and the 1/25/2024 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 – Donald Steiner Jr., Weavertown Fire Company**

**Monthly Summary – January 2024**

The number of calls, responses, training, and aid for the month of January from all four volunteer fire companies in the Township was in the Board’s possession.

**Yearly Report - 2023**

The number of calls, responses, training, and aid for the year 2023 from all four volunteer fire companies in the Township was in the Board’s possession.

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

**Calls for Service – January 2024**

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

**Monthly Code Enforcement Report**

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

**Monthly Fire Police Activity Report**

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

**Pertinent Matters**

Supv. Brensinger asked the public to be mindful of scams over the phone and on the computer.

Supv. Snook wanted to inform the public about the scam regarding purchasing Bitcoin anywhere but through an authorized Bitcoin adviser.

**PUBLIC WORKS REPORT – Jared Balsbaugh, Director of Public Works**

**Monthly Report**

Mr. Balsbaugh reviewed the Highway Department’s Activity that occurred since the Board’s last meeting.

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

**Advertise for Bidding of Paving Project and Fuel for 2024**

The 2024 paving project and fuel bids are ready to be advertised with a bid due date and opening of March 13<sup>th</sup> at 10:00am. The bid tabulation will be provided to the Board for consideration at the March 18th meeting. The list of streets to be included in the bid packet for the paving project are: Hill Street (Route 72 to cul-de-sac), North 20<sup>th</sup> Street (Hill Street to West Maple Street), West Maple Street (North 20<sup>th</sup> Street to North 22<sup>nd</sup> Street), North 25<sup>th</sup> Street (Tunnel Hill Road to Taylor

Street), Taylor Street (North 25<sup>th</sup> Street to North 24<sup>th</sup> Street), North 24<sup>th</sup> Street (Taylor Street to Union Canal Drive), North 23<sup>rd</sup> Street (Glonninger Street to Union Canal Drive), Glonninger Street (North 24<sup>th</sup> Street to North 23<sup>rd</sup> Street), Union Canal Drive (North 25<sup>th</sup> Street to North 22<sup>nd</sup> Street), and paving for West Lebanon Township: North 25<sup>th</sup> Street (Union Canal Drive to existing paving joint North of the tunnel). The Township has coordinated with West Lebanon Township regarding bidding their adjacent street and will be entering an agreement for them to pay their share of the costs associated with paving North 25<sup>th</sup> Street from Union Canal Drive to the tunnel. These projects will be advertised in the Lebanon Daily News as required and the Township will be using the PennBid platform for the bidding process.

Supv. Brensinger explained the PennBid process for the public.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Snook to authorize the advertisement for bids for the 2024 Paving Project for the mentioned streets and the annual vehicle/equipment fuel bid. Bids are due and will be opened on March 13, 2024, at 10:00 am for consideration at the March 18<sup>th</sup> Board meeting. Motion unanimously carried.

### **Various Annual Reports for 2023**

Yearly activity reports are required to be submitted to the Board annually. The reports provide the attendance record of each member and an overview of the topics/tasks completed throughout the year. The administrative phone log provides the number of recorded calls for each month tallied by department. The Right-to-Know log reflects each of the Right-to-Know requests the Township received and the Township's responses to those requests. The Township has received the following annual reports from the:

- A.) Municipal Authority**
- B.) Planning Commission**
- C.) Safety Committee**
- D.) Parks & Recreation Committee**
- E.) NLT Police Department**
- F.) Administrative Office Phone Log**
- G.) Right-to-Know Request Log**
- H.) Zoning Administrative from Lebanon County Planning Department**

These are only for the Board's information and no action is required by the Board.

### **Lebanon County Annual Tire Collection**

The Township had received notice from the Lebanon County Conservation District that the annual Lebanon County Tire Collection is scheduled for Wednesday, May 1<sup>st</sup>, 2024, from 8:00am to 4:00pm. Pre-registration is required. The cost of tire disposal for auto tires will remain the same at \$4.00 and \$40.00 for oversized tires (rim diameter measuring 25 inches or greater). This year they are adding a \$20.00 midsize category for tractor trailer tires. This cost is incurred out of the Special Projects Fund. The Conservation District will provide the Township with a list of names and addresses to confirm the Township is only charged for the Township's residents that drop off tires during the event.

### **Resignation Letter – Planning Commission – William Smeltzer**

Due to health reasons, the Township received a resignation letter from William Smeltzer from the NLT Planning Commission, effective immediately.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Heisey to regretfully accept the resignation of William Smeltzer from the Planning Commission. Motion unanimously carried.

**Resolution 11-2024 – Appointment to the Lebanon County Code Appeals Board**

The Township received an email from the Lebanon County Planning Department revising the members of the Lebanon County Code Appeals Board. Therefore, the Township needs to adopt a new resolution naming the correct members. The following changes have been made: Bill Smeltzer has resigned as a member, the alternate Rick Horst became the new regular member and Carrie Boyer was named as the new alternate member.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Heisey to appoint John Poff, Pat Brewer, and Rick Horst as the Lebanon County Code Appeals Board members with Carrie Boyer as an alternate member. Motion unanimously carried.

**Resolution 12-2024 – Appointment to the North Lebanon Township Pension Board Committee**

Mgr. Books presented the Board with Resolution 12-2024, which appoints the positions to the Pension Committee rather than naming the individual. The current employees appointed to the Pension Committee are Ed Brensinger, Cheri Grumbine, Lori Books, and Duane Koons. Since Cheri Grumbine has retired, the Township needs to update the members of the Committee. Mgr. Books recommended the Township appoint the position rather than naming an individual.

**MOTION** was made by Supv. Heisey and seconded by Supv. Snook to approve Resolution 12-2024, appointing one Township Supervisor, the Township Manager, the Township Assistant Manager, and one Officer from the North Lebanon Township Police Department. Motion unanimously carried.

**Request Authorization to Advertise for Items to be placed on MuniBid**

The Township would like to advertise placing the boiler and oil burner that was removed from the home the Township purchased at 701 Kimmerlings Road on MuniBid. The estimated value is over \$2,000.00 and therefore a resolution by the Board is necessary.

**MOTION** was made by Supv. Heisey and seconded by Supv. Snook to approve Resolution 13-2024, authorizing the advertisement of the boiler and oil burner on MuniBid.

**2024 PMHIC Wellness Grant**

Molly Lum, Assistant Manager, has completed the 2024 PMHIC Wellness Grant application for North Lebanon Township in the amount of \$750.00, which is the maximum allowed. As part of the grant, the Township will hold quarterly breakfast and learn sessions that provide health-related advice, tips, and event information; provide information to employees on the ConnectCare3 and Capital Blue Cross programs; and promote healthy eating habits.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Heisey to approve the submission of the 2024 PHMIC Wellness Grant application in the amount of \$750.00. Motion unanimously carried.

**Memo from Parks & Recreation Board**

**Ebenezer Beautification Committee – BBQ Fundraiser – May 15, 2024**

The Township received a request from the Ebenezer Beautification Committee to use the parking lot at the Lion's Lake dam breast to hold a chicken and pork BBQ Fundraiser on May 15, 2024, from 6:00am to 6:00pm. These times include set up and clean up for the fundraiser. The group will monitor traffic during the fundraiser. The Parks & Recreation Board recommend approving their request at their February 6<sup>th</sup> meeting.

**MOTION** was made by Supv. Snook and seconded by Supv. Heisey to approve the use of the Lion's Lake parking lot at the dam breast for the Ebenezer Beautification Committee to hold their BBQ fundraiser on May 15<sup>th</sup>, 2024, from 6:00am to 6:00pm. Motion unanimously carried.

#### **Keystone Novelties – Fireworks Tent – June 17<sup>th</sup> to July 19<sup>th</sup>, 2024**

The Parks & Recreation Board recommended approval for Keystone Novelties to erect their fireworks tent at the dam breast of Lion's Lake again this year. Set up would begin June 17<sup>th</sup>. Sales will end July 5<sup>th</sup>, and tent removal will be complete by July 19<sup>th</sup>. The Parks & Recreation Board also recommended increasing their fee from \$900.00 to \$1,000.00 this year.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Snook to approve the request from Keystone Novelties to erect their fireworks tent at the dam breast of Lion's Lake for a fee of \$1,000.00 with set up to start June 17<sup>th</sup>, 2024, and tent removal to be completed July 19<sup>th</sup>, 2024. Motion unanimously carried.

#### **Resolution 14-2024 – Adoption of 2023 Lebanon County Hazard Mitigation Plan**

The 2023 Hazard Mitigation Plan process began in January of last year. Lebanon County Department of Emergency Services contracted with MCM Consulting Group, Inc. to do the writing of the plan. The nearly year-long process consisted of meetings of various levels from the Steering Committee, Local Planning Team, Municipalities, and the Public. The goal of all these meetings was to have as much input as possible so the plan best reflects Lebanon County. With that being said, updates occurred in the Risk Assessment sections, identifying the hazards that were most likely to occur; data from the last five years was added into the document and the maps and graphics were updated to reflect that; mitigation actions and strategies were collected from the municipalities to determine what projects have been completed over the last five years and what projects they would like to implement over the next five years. The Plan is dated November 1<sup>st</sup>, 2023, and will be good through November 1<sup>st</sup>, 2027. The actual Plan is on the County DES website.

**MOTION** was made by Supv. Heisey and seconded by Supv. Snook to adopt Resolution 14-2024, approving the 2023 Lebanon County Hazard Mitigation Plan as the official Hazard Mitigation Plan of North Lebanon Township. Motion unanimously carried.

#### **Memo from Safety Committee**

The Board was made aware that Timmy Buffenmeyer is retiring at the end of February. He is currently a member of the Township's Safety Committee. The Board needs to appoint a replacement for him. The Safety Committee is recommending the Board appoint Kevin Atkins, who is Timmy's replacement as the Township's mechanic. The Township is required to have employees from each of the various departments on the safety committee and therefore it makes sense to appoint Kevin.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Heisey to appoint Kevin Atkins to the North Lebanon Township Safety Committee to Timmy Buffenmeyer effective March 1, 2024. Motion unanimously carried.

**Weavertown Fire Company – Update Call Boxes for County DES**

Mgr. Books received an email from John Wilson of Lebanon County DES. He received updated response plans from Chief Steiner of the Weavertown Fire Company. John's office has reviewed the plans, and they are compliant with their system. John indicated after they review plans and find them compliant, they must seek permission from the municipality to make the changes. The updated call boxes were provided to the Board. Mgr. Books requested permission to grant Lebanon County DES to make the changes, as requested by Chief Steiner.

**MOTION** was made by Supv. Heisey and seconded by Supv. Snook to approve the changes to the call boxes, as submitted by Chief Steiner of the Weavertown Fire Company for Lebanon County DES. Motion unanimously carried.

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

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

**COMMENTS FROM BOARD MEMBERS****Update from Police Regionalization Public Meeting held January 25<sup>th</sup>, 2024.**

Supv. Brensinger reminded the public that the next Police Regionalization Public Meeting will be held February 22, 2024, at 3:00pm, in the North Lebanon Township Municipal Building. He encouraged the public to attend the meeting.

Supv. Heisey said he is taking these meetings very seriously and looking at all the pros and cons before he makes any decisions about police regionalization.

Supv. Snook stated there is a lot to consider when it comes to regionalization. He said he is available to answer any questions the public may have about police regionalization.

Cheri Grumbine expressed her gratitude to the Board for the excellent job the Highway Crew did plowing the snow. She also asked if we reviewed the Police Draft Charter Agreement with our labor attorney.

With no further business to discuss, the meeting was adjourned at 8:01 PM.

Respectfully Submitted,

Elizabeth M. Pedersen  
Recording Secretary