

MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
April 22, 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
Lori Books – Township Manager
Tim Knight – Chief of Police
Amy B. Leonard, Esq. – Henry & Beaver LLP

Also, present were Emily Bixler, *LebTown* reporter; Doug Stump, *Lebanon Daily News*; as well as several members of the public.

ANNOUNCEMENTS

Chairman Brensinger announced that the board met in Executive Session on Monday, April 22 to discuss personnel matters.

COMMENTS FROM THE PUBLIC

Stanley Martin Final Subdivision and Land Development Plan – Manager Books announced that we have not received the agreements or the required bonding as of today and therefore she is requesting this item to be tabled until next month.

Estates at Hearthside Preliminary Subdivision Plan – Ethan Gehenio from Steckbeck Engineering was present to review the waivers for this plan as well as to ask for plan approval.

Waiver #1 SALDO, Section 5.10.C.8.b.iv. Sidewalks – When a grass strip is provided the regulations require a minimum of 3 feet in width between the curb and sidewalk. Due to the minimum street width and the width of the required sidewalk the grass strip needs to be reduced to 1.86 feet in width to remain within the 50-foot right of way.

MOTION was made by Supv. Brensinger and seconded by Supv. Snook to approve the requested waiver. Motion passed unanimously.

Waiver #2 SALDO, Section 5.10.C.b.d. Street Lights – The applicant is requesting a waiver of the requirement that streetlights shall be placed at intervals of 250 feet or less. Some of the streetlights exceed the 250-foot minimum to avoid proposed driveways and utilities.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to approve the requested waiver. Motion passed unanimously.

Waiver #3 SALDO, Section 5.10.C.8.e.iv. Street Trees – The applicant is requesting a waiver to requirement that trees shall be placed between 40 and 50 feet. Mr. Gehenio stated the average spacing of the street trees is 50 feet, however some trees exceed the 50-foot maximum to avoid

driveways and to keep the trees off property lines to identify clear ownership of the trees.

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to approve the requested waiver. Motion passed unanimously.

Waiver #4 SALDO, Section 5.10.C.8. Sidewalks – The Township’s current ordinance requires sidewalks to be constructed on both sides of any newly proposed streets. The township is currently working on revising their SALDO which would only require sidewalks on one side of the street. The applicant is requesting this waiver to follow the proposed ordinance.

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to approve the requested waiver. Motion passed unanimously.

Waiver #5 Stormwater Ordinance, Section 309.B.2. Stormwater Piping Size – Pipes proposed for dedication to the Township shall have a minimum diameter of eighteen inches. Fifteen-inch diameter drainage pipes may be allowed at the discretion of the Township Engineer. The plan proposes fifteen inches to be dedicated to the Township. The PCSM report demonstrates the system can handle a 100-year storm event.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to approve the requested waiver. Motion passed unanimously.

Waiver #6 Stormwater Ordinance, Section 308.B.8. Stormwater Piping at Curb – This section requires all storm sewers which cross a street to be perpendicular to the street or within 30 degrees. The proposed design proposes one instance where a stormwater pipe does not meet this requirement.

MOTION was made by Supv. Brensinger and seconded by Supv. Snook to approve the requested waiver. Motion passed unanimously.

Waiver #7 Stormwater Ordinance, Section 309.A.2, Pub 13 Section 10.3.B.2. Stormwater Pipe Inverts – A minimum drop of 2 inches shall be provided in the inlet between the lowest inlet pipe invert elevation and the outlet pipe invert elevation. The required design slopes and utilities make it difficult to provide this drop in all instances. The PCSM demonstrates the proposed storm sewer is capable of handling flows as designed for a 100-year event.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to approve the requested waiver. Motion passed unanimously.

Waiver #8 SALDO, Section 5.10. Improvements to Existing Streets – This section states all existing streets along the property frontage shall be improved to public street standards. Horizon Boulevard will be improved to public street standards. However, there is limited frontage along Jay Street and therefore a waiver is requested along Jay Street due to existing stormwater conveyance issues.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to approve the requested waiver. Motion passed unanimously.

Mr. Gehenio then asked for approval of the preliminary plan as presented and the Sewage Facilities Planning Module.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to approve the Preliminary Subdivision Plan for the Estates at Hearthside and to authorize the manager to sign the Sewage Facilities Planning Module exemption. Motion passed unanimously.

Jenn Schmidt - Girls on the run. Manager Books explained to the Board that Jen was unable to come tonight so she will review her request. We received a request from Jenn Schmidt who is a teacher at Union Canal Elementary. She is also the coach for the Girls on the Run which is a program designed to help female students between 3rd and 5th grade reach their athletic potential. The girls are currently training to complete a 5k run. Mrs. Schmidt would like to use the Lenni Lenape pavilion with electric service on Wednesday April 24 from approximately 3:30 to 5:30 to complete their last practice. There will be roughly 16 girls and they intend to have speakers at the pavilion playing music. If the weather does not cooperate and it rains, they will not use the park/pavilion. She is asking for pavilion rental fees to be waived. The Parks and Rec Board recommending approval of her request at their April 2nd meeting.

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to approve the request for the Girls on the Run practice event on April 24th at Lenni Lenape Park and to waive all fees. Motion passed unanimously.

Mike Dunkle and Ben Apple representing Lebanon County Disc Golf League - Mike and Ben presented several upgrades to the Lenni Lenape Disc Golf Course that their league would like to perform. They explained to the board that their group would also like to add a course map, a sponsor board, and a lost disc box. They intend to make all new custom tee signs for the course and replace a few baskets that are showing their age. They would like help from the Township with equipment and labor. They will cover all costs associated with any materials. Mike also requested help with the sponsorships. The league would handle mailing all the requests to local businesses. He is asking that all donations to be made payable to North Lebanon Township and then the Township would reimburse the league for expenses related to tees and baskets when provided with a receipt for proof of purchase. The league would also like to relocate two baskets to make it safer for all as the new walking path is now in the way of one of the fairways.

MOTION was made by Supv. Heisey and seconded by Supv. Brensinger to approve the request for the Lebanon County Disc Golf League to make several changes to the existing disc golf course at Lenni Lenape with assistance from the township in the form of labor and equipment. Motion passed unanimously.

Bob Deck – Deteriorated Sidewalk in Ebenezer - Mr. Deck was not in attendance tonight so the Board did not act on his request.

Rick Blouch commented that the demolition of the house on the corner of 7th Street and Kochenderfer Road looks great, and he thinks the road crew did a great job. Mr. Blouch voiced his concern regarding boys playing on girls' sports teams. He asked if the township would consider taking a stance on this. Solicitor Leonard indicated that this is not a township issue as our parks are public parks and we are required to follow all nondiscrimination laws. Mr. Blouch had another question regarding squatters in the township.

Susan Mion asked if there was any update regarding the potential Jubilee Ministries proposal. She would like to respectfully remind the Board that she and a large group of her fellow coalition members remain opposed to this project.

APPROVAL OF MINUTES

MOTION was made by Supv. Heisey and seconded by Supv. Snook to approve the meeting minutes from the 3/18/2024 Board of Supervisor's meeting, the meeting minutes from the 3/7/2024 and 3/27/2024 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 – March 2024

The number of calls, responses, training, and aid for the month of March 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 – March 2024

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

Monthly Code Enforcement Report

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

Monthly Fire Police Activity Report

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

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

Award bidding of fuel for 2024

Bonnie has provided the bid tabulations for diesel fuel to be delivered to the Township. The lowest bidder for diesel fuel was Meyer Oil Company at \$3.067/gallon for a total cost of \$30,670.00. The lowest bidder for pure 90 ethanol free gasoline was Rhoads Energy at \$3.26/gallon for a total cost of \$3,260.00. Manager Books recommended the township award the diesel fuel bid to Meyer Oil Company as the low bidder. We have received all the required paperwork from them. Manager Books also recommended the Board reject the ethanol free gasoline bid from Rhoads Energy for failure to post adequate bid security.

MOTION was made by Supv. Brensinger and seconded by Supv. Snook to award the 2024 Diesel Fuel bid to the lowest bidder, Meyer Oil Company in the amount of \$30,670.00 and to reject the ethanol free gasoline bid from Rhoads Energy. Motion passed unanimously.

Resolution #16-2024 – Destruction of Records

Resolution #16-2024 lists the disposition of certain municipal records as set forth in the Municipal Records Manual.

MOTION was made by Supv. Snook and seconded by Supv. Heisey to adopt Resolution #16-2024 approving the disposition of certain municipal records as listed and in accordance with the Municipal Records Manual. Motion passed unanimously.

Tree Dedication Agreements

The Township received two (2) tree dedication agreements for trees at Lenni Lenape Park. One is for tree #16 with Marjorie Condon and the other is for tree #7 with Joan French. Both agreements have been executed and all fees have been paid. The Parks and Rec Board recommended approving both agreements at their April 2nd meeting.

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to approve both tree dedication agreements between Marjorie Condon and Joan French. Motion passed unanimously.

Placement of Portable Toilet for Northern Lebanon Little League

Manager Books reviewed a request from Dwayne Elder on behalf of the Northern Lebanon Little League asking for permission to place a portable toilet closer to the baseball fields here at the Township Community Park. The little league would be responsible for all costs and weekly cleaning fees associated with the portable toilet. We allowed this to be done the last couple of years. The Parks and Rec Board did not make any formal recommendation on this as Dwayne only brought it up at the meeting and therefore it was not an agenda item. However, they did discuss it, and everyone agreed it was a good idea to allow them to place the porta potty.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to approve the placement of a portable toilet near the baseball fields at the Township Community Park with all fees to be paid for by Northern Lebanon Little League. Motion passed unanimously.

Authorization to have Steve Sherk, the Township's Engineer, prepare the construction drawings and bid documents for the Lions Lake Rehabilitation Project

We were awarded a DCNR Grant in the amount of \$250,000 to rehabilitate the Lion's Lake property. Some of the items include shoreline restoration, and new playground equipment. We recently received our joint permit from DEP for the work that needs to be done at the lake. We are still waiting for confirmation from the Army Corps of Engineers before we can proceed. This project needs to be put out for public bid. Manager Books asked the Board for permission to authorize Steve Sherk of Steckbeck Engineering to prepare the construction drawings and bid documents. Steve was very involved in preparing the grant application and is very familiar with this project.

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to authorize Steve Sherk of Steckbeck Engineering to prepare the construction drawings and bid documents for the Lions Lake Rehabilitation Project. Motion passed unanimously.

Authorization for Steve Sherk, the Township's Engineer, prepare the construction drawings and bid documents for the Jay Street Wall Project

This wall is within the Township's ROW and is deteriorating. Jared and Manager Books met with Steve to discuss our options for having the wall replaced. Manager Books asked for authorization to allow Steve Sherk to perform preliminary engineering and come up with some options for you to review. His costs would not exceed \$3,000.00.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to authorize Steve Sherk of Steckbeck Engineering to perform preliminary engineering and come up with suggestions for repairing the Jay Street Wall. Motion passed unanimously.

Authorization to have Steve Sherk, the Township's Engineer, design a plan to address the Narrows Drive sinkhole issue.

The sinkhole along Narrows Drive has opened again. This time there are two locations relatively close to one another. One location is within Enbridge's ROW (gas company) and the other has now encroached into the northbound travel lane of Narrows Drive. Enbridge does not want us working in their ROW. Manager Books would like to collaborate with them in hopes of repairing both areas. Jared met with Steve Sherk on site to try and come up with a remedy. Manager Books is asking for you to authorize Steve Sherk to design a plan to address the sinkhole problem on Narrows Drive.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to authorize Steve Sherk of Steckbeck Engineering to design a plan to address the Narrows Drive sinkhole issue. Motion passed unanimously.

904 Recycling Performance Grant for 2022

This is just an informational update. Manager Books stated the Township received the funds from the 2022 – 904 Recycling Performance Grant in the amount of \$24,257.18.

Replace roof over police department

We received a quote in the amount of \$45,150.00 from Gable & Son Roofing to replace the roof over the police department. This roof is over 20 years old and needs to be replaced. Funds for this project were budgeted within the Capital Improvement Fund. Gable & Son are listed as a costars vendor and therefore formal bidding is not required. They are required to follow all prevailing wage, nondiscrimination, etc. laws.

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to approve the quote from Gable & Son in the amount of \$45,150.00 and to authorize them to proceed. Motion passed unanimously.

Authorization to list multiple items on MuniBid

There are several items we would like to list on MuniBid. Several of these items were removed from the home at 701 Kimmerlings Road before we demolished the structure. There is a total of nine (9) used replacement windows, six (6) used cast iron radiators, fourteen (14) used Bethlehem Steel wooden boxes, three (3) small wooden barrels, two (2) old/antique hand saws, one (1) antique sign, and one (1) lot of used hand tools/various antiques/glass jars/etc. The Chief would also like to list the retired 2016 Ford Interceptor police cruiser.

MOTION was made by Supv. Snook and seconded by Supv. Heisey to authorize the mentioned items be listed on MunicBid. Motion passed unanimously.

Vehicle for Fire Police

The fire police requested a vehicle to help them respond to emergencies with their equipment. Chief Knight has suggested Manager Books to give them one of the retired police vehicles.

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to allow the fire police to utilize one of the retired police vehicles. Motion passed unanimously.

Request Letter from Lebanon City Police for Fire Police during certain events

We received a letter from Lebanon City Police Department's Chief Fisher requesting assistance from the North Lebanon Township Fire Police for several events being held throughout the year. This would include the Memorial Day Parade, the Car and Motorcycle Show, the Music Festival, the July 4 Celebration, the Holiday Tree Lighting and Parade, and the New Year's Eve Bologna Drop. Chief Fisher is also requesting assistance with any upcoming events that may not have been mentioned.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to approve the North Lebanon Fire Police to assist the Lebanon City Police Department for the mentioned events throughout this year as well as any events that may come up that have not been mentioned. Motion passed unanimously.

Yard Waste – Days Open

Manager Books explained that she received a request to consider allowing access to the yard waste facility on Sundays. Currently the facility is closed on Sundays. The existing hours are Monday through Saturday from 7:00 am to 8:00 pm (April through September). October is when we start to close early at 6:30 pm and November through March is 7:00 am to 5:00 pm.

Supv. Brensinger explained the reasons why in the past we have not had the yard waste facility open on Sundays. Jared stated that he agrees with Ed. The Board of Supervisors decided to leave things the way they are for now and tabled the discussion for a future date.

Authorization for Solicitor Leonard to draft private fire hydrant ordinance

Supv. Heisey and Manager Books met with the fire chiefs earlier this month. One of their concerns was the lack of maintenance on private fire hydrants. The National Fire Code requires all private water systems to be tested and maintained annually. Most of the privately owned fire hydrants in the Township have never been tested, inspected, or maintained. This is a major concern for the fire fighters. Manager Books is asking the Board for permission to direct Solicitor Leonard to prepare a private fire hydrant ordinance.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to authorize Solicitor Leonard to prepare a private fire hydrant ordinance for our review. Motion passed unanimously.

Safety Committee Representative

Manager Books received a memo from Molly Lum on behalf of the Safety Committee. As you know, Molly has handed in her resignation with an effective date of May 31, 2024. Molly is

currently the management representative on our Safety Committee. The Safety Committee has recommended replacing Molly with the new Administrative Assistant, Amber Royles.

MOTION was made by Supv. Brensinger and seconded by Supv. Snook to appoint Amber Royles as the management representative on the Township's Safety Committee. Motion passed unanimously.

Authorize the Township Engineer, Steve Sherk, to prepare the contract between Mr. Rehab and the Township

We received a H2O grant in the amount of \$425,000.00 for some sliplining work to be done on existing stormwater pipes. As part of the grant requirements, we must have a contract in place prior to any work being done. There are certain requirements that need to be included in the contract in addition to the scope of work. Manager Books is asking you to authorize Steve Sherk to prepare the contract on our behalf.

MOTION was made by Supv. Heisey and was seconded by Supv. Snook to authorize Steve Sherk to prepare the contract with Mr. Rehab on our behalf. Motion passed unanimously.

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

Sol. Leonard asked for authorization to advertise Ordinance 2-2024. She explained that this Ordinance addresses Plan Amendments to the Employees 457(b) Plan. This is a voluntary plan; it is not part of the uniform or non-uniform defined pension plan. There are no township funds put into these personal accounts.

It was discovered by our pension administrator that when we adopted and amended the 457b plan late last year (2023) there was an omission in that plan that did not incorporate a 2019 amendment that set eligibility provisions as to who can participate in the 457b plan. That amendment stated an employee could not participate in the 457b plan until they completed their probationary period. We need to make sure those provisions are put back in the 457b plan. The Board was provided with a draft ordinance for review that reincorporates those eligibility provisions. The draft ordinance also proposes an update to the Plan Trustees which would change the Trustee from the Township Manager and Assistant Manager to the Board of Supervisors.

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to authorize Solicitor Leonard to advertise Ordinance 2-2024 for plan amendments to the 457b Plan.

COMMENTS FROM BOARD MEMBERS

Update on Police Regionalization

No new meeting date has been set yet.

MOTION was made by Supv. Heisey and was seconded by Supv. Brensinger to adjourn. With no further business to discuss, the meeting was adjourned at 8:35 PM.

Respectfully Submitted,

Angela S. Horst
Recording Secretary