

MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
June 17, 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; Matt, *Lebanon Daily News*; as well as several members of the public.

COMMENTS FROM THE PUBLIC

Eric Paul stated he spoke with the manager earlier in the day and she answered his questions.

Cheryl Schaeffer asked if the police would monitor the speeding near her home at the intersection of Parkway and Sycamore. She also inquired if the Township could do anything about her neighbors' tree limbs that are hanging over onto her property.

Bruce Sattazahn asked the Board to consider adopting an ordinance to prohibit feeding feral cats. Several residents had comments related to this topic. Mostly in agreement, stating things such as these cats attract possums, raccoons, and skunks and the cats urinate everywhere leaving behind a terrible smell. One resident suggested a program like TRP (Trap, Neuter, Release), though many residents expressed they didn't feel this solved the problem. Another resident pointed out that possums are great for tick control and commented that with all the new developments going in these wild critters have nowhere else to go.

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. Supv. Brensinger told her we have not heard anything, and no plans have been submitted for review as of today.

CONSIDERATION FOR APPROVAL OF MINUTES

MOTION was made by Supv. Heisey and seconded by Supv. Snook to approve the meeting minutes from the 5/20/2024 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 5/14/2024 Joint Meeting with North Cornwall Township on Police Regionalization. Motion unanimously carried.

CONSIDERATION FOR 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 Sr., Weavertown Fire Company **Monthly Summary – May 2024**

The number of calls, responses, training, and aid for the previous month from all four volunteer fire companies in the Township was in the Board's possession and reviewed by the Fire Chief.

CHIEF OF POLICE REPORT – Timothy Knight, Chief of Police **Calls for Service – May 2024**

Chief Knight reviewed the various calls for service for the prior month.

Monthly Code Enforcement Report

The Board received a written report from Code Enforcement Officer John Brenner.

Monthly Fire Police Activity Report

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

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 Ordinance #3-2024 – Charter Agreement for formation of Lebanon County Regional Police Department**

Manager Books stated all Board members were provided with a draft of the ordinance for the formation of a regional police department. If the Board chooses, she stated she will need a motion to authorize Atty. Josele Cleary to advertise for the public hearing for Ordinance #3-2024 to be held on Tuesday, July 9th at 7:00 pm.

MOTION was made by Supv. Snook and seconded by Supv. Heisey to authorize Atty. Josele Cleary to advertise for a public hearing for the adoption of Ordinance #3-2024 for the intermunicipal charter agreement to provide for the formation of the Lebanon County Regional Police Department and Lebanon County Regional Police Commission. Supv. Heisey and Supv. Snook voted in favor and Supv. Brensinger voted against the motion. Motion carried.

Advertise to reschedule the July Board meeting from July 15th to Tues., July 9th at 7:00 pm

Manager Books stated as you are all aware, Supv. Heisey will not be here for our regularly scheduled July Board meeting. I would ask the Board to authorize Atty. Cleary to advertise for the rescheduling of the July meeting from Monday, July 15th to Tuesday, July 9th at 7:00 pm.

Several residents had questions regarding the Ordinance and the Charter. Emily Bixler from LebTown asked if the vote to approve will be the same night as the public hearing. Cheri Grumbine had questions specific to the Charter Agreement as well as what the rush is to adopt this ordinance.

Tod Dissinger inquired as to why the Board intends to vote on this matter in July rather than waiting until the August meeting. Several other residents commented on the Board holding the public hearing but asked why not vote in August instead of July. Supv. Snook said public comments have been offered at every one of the Board meetings since this potential merger started. He also said that Atty. Cleary will be present at the public hearing to answer any questions.

MOTION was made by Supv. Snook and seconded by Supv. Heisey to authorize Atty. Josele Cleary to advertise for the rescheduling of the July Board of Supervisors meeting from July 15th to Tuesday, July 9th at 7:00 pm. Supv. Heisey and Supv. Snook voted in favor and Supv. Brensinger voted against the motion. Motion carried.

Release of Semi-annual Contribution to 4 Volunteer Fire Co.

Manager Books asked the Board to authorize the release from the Fire Protection Tax Fund of the \$24,000 semi-annual contribution to each of our four volunteer fire companies. We have received the 2023 financial statements from all four fire companies as required.

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to approve the release of \$24,000 to each of the four volunteer fire companies, as their semi-annual contribution for 2024. Motion unanimously carried.

Request from Glenn Lebanon Fire Co. to release \$30,000 from the NLT Fire Co. Capital Reserve Fund

We received an email dated June 11, 2024, from Rich Werni, the President of Glenn Lebanon Fire Co., requesting release of \$30,000.00 from the NLT Fire Company Capital Reserve Fund for their annual payment to Kansas State Bank which is due August 15, 2024.

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to release \$30,000 to the Glenn Lebanon Fire Co. from the NLT Fire Company Capital Reserve Fund to be used in its' entirety to make their annual loan payment to Kansas State Bank. Motion unanimously carried.

Rural Security – Fundraiser (Pig Roast) on June 22 as a non-emergency event

We received an email from Gary Boyer of the Rural Security Fire Co. requesting permission to hold a pig roast fundraiser on June 22nd as a non-emergency event. Manager Books asked the Board to approve and authorize participating members and certain operational support as per Pa WC Act, modified by Act 108-2020 to participate in the fundraising event on June 22nd.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to approve the non-emergency event for the Rural Security Fire Company to hold a Pig Roast fundraiser on Saturday, June 22nd. Motion unanimously approved.

Neversink Fire Company – request fire police assistance w/Leb. Area Fair

We received a letter from the Neversink Fire Company requesting additional fire police help with the Lebanon Area Fair which will be held at the Lebanon Area Fair Grounds from July 20th to July 27th. Assistance is being requested for July 24th, 26th, and 27th from 8:30 pm to 10:30 pm to help with traffic control.

MOTION was made by Supv. Brensinger and seconded by Supv. Snook to approve North Lebanon Township Fire Police to assist with the Lebanon Area Fair for traffic control on July 24th, 26th and 27th from 8:30 pm to 10:30 pm. Motion unanimously carried.

Hiring of a full-time office clerk/receptionist, a part-time office clerk, and a part time public works employee

Manager Books asked the Board to authorize the hiring of a full-time office clerk/receptionist to fill a vacancy. She stated they have conducted interviews and are currently waiting for the background checks to be completed. She also asked the Board to authorize the hiring of a part-time office clerk. This is a position that has been vacant since June of 2020. At that time, COVID had just begun, and many businesses were on lock down and as a result we decided not to fill the vacancy. Now that things are back to normal, I would like to fill this position again. Lastly, She asked the Board to hire a part-time public works employee. We had a public works employee leave over a year ago and did not replace him.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to approve the hiring of a full-time office clerk/receptionist, a part-time office clerk, and a part-time public works employee. Motion unanimously carried.

Hiring of a new police officer / permission to send to police academy

Manager Books informed the Board that Chief Knight has conducted interviews for the replacement of Sergeant Koons who recently retired. Chief is recommending hiring Jordan Nichols with a start date of July 8th. Jordan currently works for the County Probation Department and would need to attend the Police Academy to become a certified officer. Therefore, Chief is requesting permission hire Jordan Nichols and to send Jordan to the police academy. The cost to send Jordan to the academy is covered 75% by the state. The remaining 25% will be graciously covered by the Biever Foundation.

MOTION was made by Supv. Brensinger and seconded by Supv. Snook to approve the hiring of Jordan Nichols with a start date of July 8th and to send him to the police academy. Motion carried unanimously.

Stanley Martin Subdivision Plan – accept and approve time extension letter

We received a letter from Chrisland Engineering on behalf of their client Stanley Martin granting us a ninety (90) day plan review extension for the Preliminary/Final Subdivision & Land Development Plan for Mr. Martin at 275 Narrows Drive.

MOTION was made by Supv. Brensinger and seconded by Supv. Heisey to approve and accept the ninety (90) day plan review extension for the Stanley Martin Plan at 275 Narrows Drive. Motion carried unanimously.

Manor View Estates – accept and approve time extension letter

We received a letter from Integrated Consulting on behalf of their client Escambia Properties, LLC granting us a plan review extension until August 20, 2024, for the Preliminary/Final Subdivision & Land Development Plan for Manor View Estates.

MOTION was made by Supv. Snook and seconded by Supv. Heisey to approve and accept the plan review extension for the Manor View Estates Plan until August 20, 2024. Motion carried unanimously.

MuniciBid – approve items sold to highest bidder

In April you authorized the listing of several items to be sold on MuniciBid. Manager Books asked the Board to approve selling the items to the highest bidders respectively.

- a. 2016 Ford Explorer to Suryansh Panwar for \$4,000
- b. Cast iron radiators to Brian Zaroni for \$310
- c. Hand tools & antique sign to Victor June for \$290
- d. Bethlehem Steel wooden boxes/crates to Zachary Batdorf for \$160
- e. Hand tools & containers to Victor June for \$101
- f. Used replacement windows to Daniel Gilder for \$100
- g. Small wooden barrels to Victor June for \$51

MOTION was made by Supv. Brensinger and seconded by Supv. Snook to approve the items sold on MuniciBid to the high bidder as listed by Manager Books. Motion unanimously carried.

Advertise for bidding of the Lion's Lake rehabilitation project

In April you authorized Steve Sherk to prepare the construction drawings and bid documents for the Lion's Lake rehabilitation project. As you are aware, we received a DCNR grant for this project in the amount of \$250,000.00. To comply with the grant, the project must be completed by September 30, 2025. Manager Books asked the Board to authorize Steve to advertise for the bidding of this project as soon as we receive approval from the Army Corps of Engineers so as not to delay the project any longer.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to authorize Steve Sherk to advertise for bids for the Lion's Lake rehabilitation project only after we receive approval from the Army Corps of Engineers. Motion unanimously carried.

Slip line Grant for SW – Contract/Quote approval

In April you authorized Steve Sherk to prepare the contract with Mr. Rehab for sliplining work to be done on some of our storm sewer pipes. We now have a proposed quote as well as all supporting documentation to meet the grant requirements. Manager Books asked the Board to authorize our Public Works Director, Jared Balsbaugh, to issue and sign the purchase order to move forward with the stormwater sliplining project. The total amount of the project is \$576,624.55, with \$425,000 coming from the H2O grant. This grant required a 15% match.

MOTION was made by Supv. Heisey and seconded by Supv. Snook to authorize Jared Balsbaugh, Public Works Director, to issue and sign a purchase order for the sliplining work to be done in accordance with the grant. Motion carried unanimously.

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

Solicitor Leonard had nothing for the Board tonight.

COMMENTS FROM BOARD MEMBERS

Supv. Brensinger explained to everyone present that in the past the Township has expressed interest in purchasing the property at 801 Kimmerlings Road to improve site distance at the

intersection of 8th Avenue and Kimmerlings Road. We have had multiple accidents over the years due to the site obstruction of this home being so close to the road. With the new development in the area and increase in traffic we thought purchasing the house and eliminating it would be a good safety improvement for that intersection. We have heard from the owner, and she is now ready to move forward. To do that we must first have the property appraised by a certified state appraiser as per the Second Class Township Code.

MOTION was made by Supv. Brensinger and seconded by Supv. Snook to authorize Manager Books to solicit quotes from a state approved appraiser to perform an appraisal for the possible purchase of 801 Kimmerlings Road. Motion unanimously approved.

Troy Williams asked if there are any plans for a red light or roundabout at that intersection. Supv. Brensinger indicated that a study would need to be done and it would need to meet state warrants for those types of improvements. Discussion continued among several residents and the supervisors.

MOTION was made by Supv. Heisey and was seconded by Supv. Snook to adjourn. With no further business to discuss, the meeting was adjourned at 8:13 PM.

Respectfully Submitted,

Lori A. Books
Township Secretary