

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

The August 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  
Amy B. Leonard, Esq. – Henry & Beaver LLP  
Lori Books – Township Manager  
Jared Balsbaugh – Public Works Director  
Tim Knight – Chief of Police

Also, present were Misty Bender, Recording Secretary, Emily Bixler, *LebTown* reporter, Doug Stump, *Lebanon Daily New*, as well as several members of the public.

**PUBLIC HEARING** – **Ordinance #4-2024** for the establishment of rules and regulations for the maintenance and testing of fire hydrants on private property within the jurisdiction of the township and to provide for administrative and operational oversight.

**Solicitor Amy B. Leonard** opened the hearing by explaining the contents of the proposed Ordinance that the Board is considering. She reviewed the intent, requirements and guidelines. She then opened the floor for public comments.

**MOTION** was made by Supv. Heisey and seconded by Supv. Snook to adopt Ordinance #4-2024 for the Private Fire Hydrant Ordinance. Motion passed unanimously.

**COMMENTS FROM THE PUBLIC**

**Plans Ready for Conditional Approval – Sunny Lane Foods Land Development Plan.**

Ethan Gehenio with Steckbeck Engineering was present to review the requested waivers, request conditional approval of the plan and answer any questions regarding this plan.

This plan proposes constructing a 109,618 sq. ft. addition to the existing building. The addition will be used for manufacturing and additional office space.

The first waiver was to combine the preliminary and final plan into one to avoid redundant plan submission.

The second waiver was to have ECS Supervision and testing prior to construction to assess any potential problems or repairs that would need to be made due to depressions, in lieu of having detention basins placed at least 100 ft from the rim of any closed depression, as the project would not then be possible.

The third waiver was to consider all existing and proposed improvements as new improvements from a stormwater design standpoint.

The fourth waiver request was to allow swale basins to be 1.5 feet wide opposed to the required 2 feet minimum, to meet the requirements for the Bottom Width to Flow Depth minimum ratio required by NPDES and E&S. Stability calculations show that results of this change would allow the channels more stability than the initial requested 2 foot.

Manager Books stated we received a letter of recommendation from our engineer at ARRO, recommending approval of the requested waivers and conditional approval of the plan.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Heisey to approve the waivers as outlined by Ethan. Motion passed unanimously.

**MOTION** was made by Supv. Heisey and seconded by Supv. Snook to authorize the Chairman to sign the developer's agreement and the stormwater management O&M Agreement and to authorize the Manager to sign the request for planning waiver & non-building Declaration. Motion passed unanimously.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Snook to conditionally approve the Preliminary/Final Land Development Plan for Sunny Lane Foods/Scout Cold Storage Lebanon Hanford contingent on receiving the required financial security for all site work.

**Ann Pinca** spoke regarding the feral cat issue. She expressed her concerns about adopting an ordinance which complicates the TNR process. She is asking for support from the Board of the TNR program.

**Supv. Snook** mentioned that the issue and possible ordinance exemption that is being requested will be reviewed.

**Sara Fuller** indicated she was in favor of the TNR program.

**Bruce Sattazahn** brought up the intersection of Weavertown Rd and Narrows Dr, despite the current signage, he asked the Board to consider additional signage such as "opposing traffic does not stop", to lessen the near accidents at that location. He also voiced his opposition to the TNR, stating that the problem would go away if we simply stopped feeding the feral cats altogether.

**Supv. Brensinger** and **PW Director Jared Balsbaugh** mentioned that flashing lights and reflective strips have already been placed on the existing stop signs at the intersection of Weavertown Rd and Narrows Dr, but they will consider the possible placement of additional signage.

**Sara Fuller** Questioned the ordinance about trash cans, requesting clarification. Is trash allowed to just be contained in bags or must trash be placed in a enclosed container? Feral cats would tear open the trash if it is just placed outside in a bag rather than in a container in a search for food.

**Chief Knight** said he will review the ordinance to ensure the correct interpretation of whether

trash bags are acceptable or if it must be placed in a receptacle, is relayed to the public.

**Ann/Sara/Bruce** continued discussion on feral cats.

**Susan Mion** asked if there was any update regarding the potential Jubilee Ministries proposal. Supv. Brensinger told her we have not heard anything, according to Manager Books and no plans have been submitted for review as of today. She would like to respectfully remind the Board that she and a large group of her fellow coalition members remain opposed to this project. She acknowledged Jubilee Ministries does good work but does not feel the Kercher Avenue property is a good location for what they want to do.

**Sara Fuller** wanted to thank the board for allowing the Yard Waste facility to be open on Sundays. She also wanted to make it known that not all residents of the township oppose the Jubilee Plan.

### **CONSIDERATION FOR APPROVAL OF MINUTES**

**MOTION** was made by Supv. Heisey and seconded by Supv. Snook to approve the meeting minutes from the 7/9/2024 Board of Supervisor's meeting. 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 – Steve Matthews, Rural Security** **Monthly Summary – July 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 – July 2024**

Chief Knight reviewed the various calls for service for the prior month. The Chief wanted to recognize his officers Hilbert, Gallese and Swartz for the great job they did handling the warranted arrest they made at the Holiday Inn. He also mentioned that both officer Coyt and Officer Swartz have completed their probationary period with the force and have been moved to regular full-time employees. Chief Knight explained there has been an increase in stolen vehicles and break ins. He advised everyone to lock their cars and keep their valuables out of sight. Lastly, the Chief reminded the public to call 911 to report a crime in progress so the officer on duty can respond accordingly. He has received emails related to such and stated if he is on vacation or out of the office responding to another situation he may not see the email immediately to send an officer to the scene.

### **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 July.

**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. He mentioned that our paving project is scheduled to start August 20<sup>th</sup> through the 28<sup>th</sup> weather permitting.

Mr. Balsbaugh requested approval for repairs as a result of the 2021 paving project. Ever since the repaving of Cedar Crest Dr. there have been stormwater issues at the intersection of Cedar Crest Drive and 11<sup>th</sup> Avenue. He is asking permission to replace the existing curb in front of 1100 Cedar Crest Drive in hopes of resolving the stormwater issues.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Snook to approve the Storm water revision plan on Cedar Crest Dr. Motion passed unanimously.

**MANAGER'S REPORT – Lori A. Books, Township Manager**

**Resolution #18-2024 – Appointment to Lebanon County Regional Police Commission**

Manager Books has prepared Resolution #18-2024 to appoint Arden A. Snook, Sr., Gary R. Heisey, and Richard A. Blouch to the Lebanon County Regional Police Department Commission as requested by the Board.

**MOTION** made by Supv. Heisey and seconded by Supv. Snook to adopt Resolution #18-2024 appointing Arden A. Snook, Sr., Gary R. Heisey, and Richard A. Blouch to the Lebanon County Regional Police Department Commission. Motion passed unanimously.

**Emily Bixler** with *LebTown* Questioned how Mr. Blouch became the candidate to be elected to the Board. Supv. Heisey stated that there were 3 final candidates, and the decision was tough but ultimately Mr. Blouch was selected as he attended many of the meetings and was very involved.

**Proposed 2025 Budget Meeting Dates**

Manager Books is recommending the following dates be advertised for our 2025 Budget Meetings:

1. September 18 at 2:00 pm
2. September 25 at 2:00 pm
3. October 2 at 6:00 pm (Fire Chiefs)
4. October 16 at 2:00 pm
5. October 30 at 2:00 pm

These dates and times must be advertised and open to the public. Manager Books is asking for authorization from the Board to advertise the referenced dates in the LDN.

**MOTION** made by Supv. Brensinger and seconded by Supv. Heisey to advertise the referenced budget meeting dates and times as required. Motion passed unanimously.

**Agreement with NCCS to extend permission for temporary classrooms**

Manager Books received a request from NCCS to extend the existing agreement which allowed the placement of modular classrooms. The original agreement was entered into in May of 2017

which stated the temporary classrooms were to be removed upon the completion of construction of the expansion project. This agreement has been extended several times since then. The current date to have all modular units removed by is August 31, 2024. This agreement would extend that deadline to August 31, 2028.

**MOTION** was made by Supv. Heisey and seconded by Supv. Snook to approve the agreement with New Covenant Christian School to extend the deadline to remove the temporary modular classrooms to August 31, 2028. Motion passed unanimously.

#### **Stormwater Fee Credit Application for 1840 SR 72N**

The Township received a stormwater credit application from Robert Gosling for his property at 1840 State Route 72 North. This non-single family residence property is currently assigned 44 ERUs. There are two infiltration basins on the property which qualify for a credit from the annual stormwater fee. Darren Heisey of Steckbeck Engineering, our MS-4 Consultant, has reviewed the application and is recommending a 49% credit on the annual stormwater bill. The township already has an executed Stormwater Management BMP O&M Agreement on file for this property.

**MOTION** made by Supv. Brensinger and seconded by Supv. Snook to approve the stormwater credit application for 49% of their annual stormwater bill for Mr. Gosling's property located at 1840 State Route 72 North. Motion passed unanimously.

#### **904 Recycling Performance Grant Application for 2023**

The Township's Recycling Coordinator, Bonnie Grumbine, prepared the 904 Recycling Performance Grant Application for 2023. The projected amount for our 2023 tonnage is \$26,583.68. The Board was provided with a memo which showed the history of this annual performance grant. Our residential tonnage continues to slowly decline; however, our commercial tonnage was up again due to the Walmart Distribution Center.

**MOTION** made by Supv. Heisey and seconded by Supv. Snook to approve the submittal of the 2023, 904 Recycling Performance Grant Application. Motion passed unanimously.

#### **Weaver Subdivision Plan – Time Review Extension**

The Township received a letter from Steckbeck Engineering on behalf of their clients Stephen & Esther Weaver and Earl and Alma Weaver granting us a plan review extension until November 9, 2024, for their Final Minor Subdivision Plan.

**MOTION** made by Supv. Brensinger and seconded by Supv. Heisey to accept the plan review extension for the Stephen & Esther Weaver and Earl & Alma Weaver Final Minor Subdivision Plan until November 9, 2024. Motion passed unanimously.

#### **Manor View Estates – Time Review Extension**

The Township received a letter from Integrated Consulting on behalf of their client, Escambia Properties, LLC, granting us a plan review extension for the Manor View Estates Preliminary/Final Subdivision and Land Development Plan until December 17, 2024.

**MOTION** made by Supv. Heisey and seconded by Supv. Snook to accept the plan review extension for the Manor View Estates Preliminary/Final Subdivision and Land Development Plan until December 17, 2024. Motion passed unanimously.

**Release financial security for 2500 N. 21st Street**

The current landowners, Myron and Doreen Miller, requested the release of their financial security for improvements on the property they purchased at 2500 North 21st Street. The plan was processed under the name of Timothy & Brenda Jones. When the Miller's purchased the property as part of their agreement, they provided the financial security for this lot. The County Engineer, Rick Bolt, stated based on his observations the required improvements were satisfactorily completed. Steve Sherk, our engineer, is therefore recommending we release the full amount of the financial security.

**MOTION** made by Supv. Brensinger and seconded by Supv. Snook to release the full amount of the financial security to Myron and Doreen Miller for the Timothy & Brenda Jones Subdivision Plan at 2500 North 21st Street in the amount of \$22,410.00. Motion passed unanimously.

**Baseball Association – shed request**

Dwayne Elder on behalf of the baseball association is requesting permission to place a 20 x 20 shed in the stone parking lot here at the Township Community Park for the baseball association's use. The shed was donated to the association and the association will pay the cost of the required building permit. We received a memo from the Parks & Recreation Board recommending approval of his request.

**MOTION** made by Supv. Heisey and seconded by Supv. Snook to approve the placement of a shed on the stone parking lot at the Township Community Park for the baseball association's use on the condition that the baseball association pay all costs associated with moving the shed and the cost of the building permit. Motion passed unanimously.

**Bradyn Aurentz – Part-time to Full-time**

Bradyn was hired in June as a part-time employee. Jared, our Public Works Director, is very impressed with Bradyn and would like to make him a full-time employee effective August 26, 2024.

**MOTION** made by Supv. Brensinger and seconded by Supv. Snook to hire Bradyn Aurentz as a full-time public works employee effective August 26, 2024. Motion passed unanimously.

**FEMA Approval of Hazard Mitigation Plan**

The Township received a letter from FEMA approving our Hazard Mitigation Plan. By adopting this plan, we are now eligible for FEMA non-emergency assistance and mitigation grants which will help reduce the costs should a disaster occur in the future. This plan is valid for five years at which time it will need to be updated. This is an FYI only and no action is required of the Board.

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

Solicitor Leonard went through several objectives as follows:

**Request to advertise Ordinance No. 5-2024 regarding LERTA (Local Economic Revitalization Tax Assistance Act)**

Solicitor Leonard reviewed Ordinance No. 5 with the Board. This Ordinance is to amend the current area included in the LERTA in the Township's Business Park on Hanford Drive. There

were a few parcels that were missing in the original adoption and this ordinance would now include those areas in the LERTA. LERTA gives property owners the opportunity to apply for a reduction in their local, county, and school taxes. Solicitor Leonard explained that by adopting this ordinance it does not require any of the taxing authorities to grant a LERTA but does give each governing agency the option to do so. In the past, the Township has not granted a LERTA to any business, however the County and the School District have. The Township's position has always been that the businesses still utilize Township services. This Ordinance is not up for adoption tonight. Solicitor Leonard is asking for permission to advertise the Ordinance and schedule the required public hearing as required before adoption.

Susan Eberly, President and CEO of the LVEDC and David Tshudy, Attorney for Flexo-Pack were present to reiterate what Solicitor Leonard went over regarding the request to amend the current area covered by the ordinance to include adjacent plots that were a mere oversight on the original induction of the ordinance.

**MOTION** made by Supv. Bensinger and seconded by Supv. Heisey to approve advertising for Ordinance No. 5-2024 and to schedule the required public hearing. Motion passed unanimously.

**Resolution No. 19-2024 Dedication of Woodlea Development Streets**

The Township has been offered streets in the Woodlea Development. These streets have been built for some time and are only now being offered for dedication to the Township. We have the legal descriptions for the streets being offered, we have the deed of dedication documents, the maintenance guaranty and the required financial security. Resolution 19-2024 is to accept Woodlea Avenue and a portion of Watson Street as dedicated township streets.

**MOTION** made by Supv. Brensinger and seconded by Supv. Snook to adopt resolution 19-2024 accepting Woodlea Avenue and a portion of Watson Street for dedication to the Township. Motion passed unanimously.

**Solicitor Leonard** also requested approval for the Deed of Dedication, the Maintenance Guaranty Agreement and the 18-month Integrity Financial Security.

**MOTION** was made by Supv. Brensinger and seconded by Supv. Snook to approve the Deed Dedication, the Maintenance Guaranty Agreement and 18-month Integrity Financial Security. Motion passed unanimously.

**Authorization to Provide SALDO to Lebanon County Planning Department and the Township's Planning Commission**

Solicitor Leonard mentioned that after a team effort of updating the Ordinance, it is now at a point to be considered a complete draft. They are requesting to move the document along in the processes to allow Lebanon County Planning Dept and the Township's Planning Commission for their required 30-day review to allow for comments.

**MOTION** made by Supv. Brensinger and seconded by Supv. Heisey to authorize Manager Books to forward the SALDO to the Lebanon County Planning Department and Planning commission for their review and comments. Motion passed unanimously.

**Authorization to Advertise Ordinance No. 6-2024**

An amendment to the code of ordinance regarding general parking. Prohibiting parking for an extent of 295 feet along Long Lane starting 655 feet west of Water Street, heading west. This amendment is to prepare for the addition of a driveway with an ingress/egress onto Long Lane for the upcoming plans for New Covenant Christian School.

**MOTION** was made by Supv. Heisey and seconded by Supv. Snook to advertise Ordinance No. 6-2024 regarding the General Parking for public hearing with intent to adopt at the September meeting. Motion passed unanimously.

**COMMENTS FROM BOARD MEMBERS**

No Comments from the Board.

**COMMENTS FROM THE PUBLIC**

**Susan Mion** inquired with the board regarding the township's process to control the growth and development.

**Supervisor Brensinger** mentioned that the township is currently updating their Comprehensive Plan as they do every 10 years and that the plan would outline this very topic.

**Ms. Mion** mentioned that this plan was noted to be more of a guideline and asked if there is anything more substantially concrete to refrain from unbridled development, such a moratorium?

**Supv. Brensinger** brought up that other counties have inquired with their public via ballot asking if they would be willing to pay a substantial amount of money to go towards land preservation. The outcome of this ballot was an overwhelming yes, so those counties who have adopted this plan have begun the process to buy up empty plots of land to keep it from being developed. Supv. Brensinger mentioned that this could be one way to assess the situation in the future. He mentioned that a building moratorium would typically only happen circumstantially due to poor sanitary sewer conditions or lack of water.

**Sara Fuller** inquired if the Sunday Hours on the Yard Waste facility were going to be changing or remaining in effect.

**Yard Waste Hours Update**

Manager Books mentioned that at the request of several township residents, the Board has decided to open the yard waste facility on Sunday's from 12:00 pm to 8:00 pm. This is a trial basis and if things go well, the Board will consider making this a permanent change for next year.

**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 8:22 PM.

Respectfully Submitted,



August 19, 2024

Misty S. Bender  
Township Secretary