

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
October 21, 2024**

The October 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
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, as well as several members of the public.

PUBLIC HEARING – Ordinance #7-2024 North Lebanon Township Subdivision and Land Development Ordinance (SALDO)

Solicitor Amy B. Leonard opened the hearing by explaining the proposed Ordinance was provided to both the Township’s Planning Commission and the County Planning Department for comment as required. The Notice of Public Hearing was advertised on October 4th and 11th. She then turned the hearing over to Steve Sherk with Steckbeck to review the Ordinance.

Steve Sherk reviewed the major differences between the proposed SALDO and the one currently in use. Steve pointed out that the overall content is more closely aligned to the Township’s Zoning, Stormwater, and Access Management Ordinances. The new ordinance establishes plan processing requirements and procedures that are specific to North Lebanon Township while remaining in conformance with PA Municipalities Planning Code requirements. Steve discussed several other items and stated requirements in the new ordinance should help to clarify things.

Solicitor Leonard opened the floor for public comment.

Susan Mion asked if the new SALDO would influence zoning in any way. Both Solicitor Leonard and Steve Sherk clarified that this ordinance does not affect zoning.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to adopt Ordinance #7-2024, the new Subdivision and Land Development Ordinance. Motion passed unanimously.

ANNOUNCEMENTS – Fire Police – Swearing in of Tim Houser

Tim Houser was sworn in as an additional Fire Police Officer for North Lebanon Township. Chief Knight added his congratulations and shared Mr. Houser’s extensive background in both policing and fire.

COMMENTS FROM THE PUBLIC

Plans Ready for Approval – Flexopack USA Preliminary/Final Subdivision & Land Development Plan This plan proposes to create a new plastics manufacturing facility along with supporting railroad access spur, truck access and employee parking areas.

Alex Kinzey, project manager with Steckbeck Engineering, went over the plan along with the requested waivers. The following waivers were reviewed with the Board:

Section 3.04 Preliminary Plan Process – Applicant is requesting a joint preliminary/final plan.

Section 402.C.1. regarding location drawing map scale to be 1" = 800' – Due to the size of the properties involved their engineer is requesting a waiver to allow the location map at a scale of 1" = 1000'.

Section 3.04 regarding existing and proposed easements be shown on the plans – All existing easements are shown. The proposed stormwater easement is being proposed as a blanket easement over the entire property as the bearings and distances would be very long and complex.

Section 21-606.1.C. of the Streets and Sidewalks Ordinance which requires all driveways on the property to be interconnected with an internal circulation network – Waiver is sought because the owners do not want cars and pedestrians to be moving around the large truck loading/parking areas for safety reasons.

Section 308.Q.1. of the SW Management Ordinance requires all detention basins be placed at least 100 ft. from the rim of any closed depression – The applicant consulted with a Geotechnical Engineer. They are suggesting any existing surface depressions be explored with a test pit under the supervision of ECS prior to construction at the site to determine if potential repairs are necessary. Any necessary repairs will be made prior to the construction of the infiltration facility to ensure geological risks are minimized. Language has been added to the plans to reflect this.

Manager Books stated our alternate engineer, Ed Van Arsdale of ARRO, provided us with a letter recommending approval of the requested waivers as well as approval of the plan contingent on receiving all necessary agreements and financial security. The Planning Commission recommended approval contingent upon receipt of all documents and financial security at their October 14th meeting.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to approve the five waivers as outlined by Alex. Motion passed unanimously.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to authorize the Manager to sign the Request or Planning Waiver & Non-Building Declaration. Motion passed unanimously.

MOTION was made by Supervisor Snook and Seconded by Supervisor Heisey to approve the Preliminary/Final Subdivision & Land Development Plan for Flexopack USA contingent upon receiving all executed agreements and financial security. Motion passed unanimously.

Bruce Sattazahn thanked the Township for the additional signage at Weavertown Rd. and Narrows Dr. The Public Works Director thanked Bruce for offering to pay for the signs.

Ann Pinca expressed her gratitude to the Township for allowing her to utilize the meeting room to hold the TNR meeting in October. She went on to mention that it was a successful meeting, with lots of good interest and information. **Supervisor Heisey** was in attendance of that meeting and concurred with Ann stating that it was very informative.

Michele Gladfelter was there to discuss her concerns regarding a stormwater issue on her property. Solicitor Leonard suggested Manager Books set up a meeting between herself, the Gladfelter's, and one board member to discuss her concerns.

Robert Heist was there to express his feelings about the Police Department not using other towing companies when needed in the Township due to accidents. He said that it is unfair that they give most of the work to one towing company. Heist suggested that as a courtesy NLPD should put himself and others in a rotation. Chief Knight stated they do use other companies, but there is no rotating list.

Susan Mion asked if there were any updates on Jubilee, and to remind the township that there is a coalition of residents in North Lebanon Township that are opposed to this project. Supervisor Brensinger stated that no new updates have emerged.

CONSIDERATION FOR APPROVAL OF MINUTES

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to approve the meeting minutes from the 9/16/24 Board of Supervisor's meeting, and the Budget Meetings from 9/18/24, 9/25/24, 10/2/2024, and 10/16/2024. Motion unanimously carried.

CONSIDERATION FOR APPROVAL OF PAYROLL, FUND BALANCES and PAYMENT OF INVOICES

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to approve payroll, fund balances, and invoices for payment subject to audit. Motion unanimously carried.

FIRE CHIEF'S REPORT – Don Steiner, Sr – Weavertown FC **Monthly Summary – September 2024**

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

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

Chief Knight reviewed the various calls for service for the prior month. Chief Knight mentioned they were a part of successfully setting up and apprehending a scam artist who was attempting to scam an elderly resident out of thousands of dollars. The investigation is ongoing and is now in the hands of Homeland Security.

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 September.

Resolution #20-2024 Authorizing Application to Pennsylvania Municipal Assistance Program to help with startup costs for signage, phones, patches, badges, uniforms and equipment. Manager Books explained this grant requires a 50% match from the township which we will be splitting with North Cornwall Township.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to adopt Resolution #20-2024 authorizing the submittal of an application to the Pennsylvania Municipal Assistance Program. Motion passed unanimously.

Manager Books requested the ratification of the signing of the Letter of Support for the MAP Grant.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to ratify the signing of the Letter of Support for the MAP Grant. Motion passed unanimously.

Resolution #21-2024 Authorizing Application to the Pennsylvania Commission on Crime and Delinquency. This grant will be used to help pay for new in-car cameras, body worn cameras and to pay for a portion of the Chief of Police's salary. The updated equipment is vital to ensure that all police departments are using the same equipment as they prepare to merge.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to Approve Resolution #21-2024 authorizing application to PCCD. Motion passed unanimously.

Manager Books requested the ratification of the signing of the Letter of Support for the PCCD Grant.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to ratify the signing of the Letter of Support for the PCCD Grant. Motion passed unanimously.

PUBLIC WORKS REPORT – Jared Balsbaugh, Director of Public Works

Mr. Balsbaugh reviewed numerous projects ongoing by the township.

Stormwater: Mr. Rehab started lining stormwater pipes on October 15th. This project is being funded through the H20 Grant.

Park and Recreation: The Lions Lake Improvement Project is currently scheduled to start February 1, 2025. Flyway Excavating, Inc., will be completing the work as the low bidder. The job is scheduled to be completed by July 27, 2025.

Highway: A meeting was held with Enbridge and UGI regarding the sinkhole along Narrows Drive. On November 11th the utility companies plan to repair the sinkhole within their right-of-way. Once their work is complete, we will be able to do our repairs in the street (weather

permitting).

We had a successful fall clean up week. The work was completed in 2 ½ days. An estimated 1,100 cubic yards were collected throughout NLT. Leaf collection began today, October 21.

New Truck #2, the dual steering has been completed at Fontaine in Laredo, Texas. It will now be delivered to Stephenson Equipment in Harrisburg for the final upfit.

Demolition of the home at 801 Kimmerlings Road is scheduled for the middle of November. We are currently working on disconnecting all utilities.

Equipment for winter maintenance is currently being prepped.

MANAGER'S REPORT

Request from Rural Security Fire Company for release of \$30k

We received a request from the Rural Security Fire Company requesting the release of \$30,000.00 from the NLT Fire Company Capital Reserve Fund to be used in combination with other fire company funds to make the annual loan payment for the 2021 Pierce Pumper Tanker. She asked the Board to authorize the release of the funds for the Rural Security FC.

MOTION made by Supervisor Brensinger and seconded by Supervisor Snook to release \$30,000.00 from the NLT Fire Company Capital Reserve Fund to the Rural Security Fire Company to be used in combination with other fire company funds to make their annual loan payment in the amount of \$35,687.00 for the 2021 Pierce Pumper Tanker. Motion passed unanimously.

Glenn Lebanon Fire Co – Non-Emergency Event / Trunk or Treat

The Township received a request from Fire Chief Vragovich of the Glenn Lebanon Fire Company. The fire company was invited to participate in a Trunk or Treat night at the Lebanon County Career and Technology School on Tuesday evening, October 29th. She asked the Board to approve adding this non-emergency event for Glenn Lebanon.

MOTION made by Supervisor Heisey and seconded by Supervisor Snook to approve the request for the Glenn Lebanon Fire Company to participate in the Trunk or Treat night on October 29th at the Lebanon County Career and Technology School. Motion passed unanimously.

Resolution #22-2024 Amendment to Intermunicipal Agreement with the Lebanon County Treasurer's Office

The Township received an email from Sallie Neuin with the Lebanon County Treasurer's Office. We currently pay her office to collect our real estate taxes. Our fees have not increased since 2018 and they do not charge us for printing or mailing of the bills. The new collection rate will be \$1.00 per tax bill to be collected by the County. She asked the Board to adopt Resolution 22-2024 and authorize the Chairman to sign the amended intermunicipal agreement with the Treasurer's Office.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to adopt Resolution #22-2024 and authorize the Chairman of the Board to execute the Amended Intermunicipal Agreement with the Lebanon County Treasurer's Office to become effective January 1, 2025. Motion passed unanimously.

Accept Plan Review Extension from Iona Investment Group

We received a letter from Chrisland Engineering on behalf of their clients Iona Investment Group granting us a plan review extension until February 8, 2025, for their Preliminary/Final Subdivision & Land Development Plan. She asked the Board to accept the plan review extension.

MOTION made by Supervisor Brensinger and seconded by Supervisor Heisey to accept the plan review extension for the Iona Investment Group Plan until February 8, 2025. Motion passed unanimously.

Results from GO Lebanon Program

Manager Books received a memo with the results of the GO Lebanon program. We partnered with WellSpan to allow them to use Lenni Lenape Park in their program this year. The program is designed to get people outdoors and moving. Participants must find a “hidden” post within all participating parks. This year there were a total of 218 hikes logged with 169 of them being children and 49 of them were adults. To complete the program, hikers had to visit Lenni Lenape, find the post and log their hike. It is believed that the actual number of people who visited Lenni this year is higher because not all adults log their hike. This was simply for information and no action was required of the Board.

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

Solicitor Leonard requested approval to draft the amendment to the Strong Waste Ordinance to keep things consistent with the City of Lebanon Authority guidelines.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to approve the drafting of the amendment to the Strong Waste Ordinance. Motion passed unanimously.

COMMENTS FROM BOARD MEMBERS

Supervisor Heisey stated he attended the TNR meeting. He will review the information gathered at the meeting with the other board members.

Emily Bixler questioned the next steps for the Regional Comprehensive Plan. Manager Books responded that the Committee held a public meeting in September. The consultant is now compiling the final document for review which will be presented to each municipality for adoption.

MOTION was made by Supervisor Heisey and was seconded by Supervisor Snook to adjourn. With no further business to discuss, the meeting was adjourned at 8:16 PM.

Respectfully Submitted,

Misty S. Bender
Township Secretary