

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
November 18, 2024**

The November 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

Absent: Gary Heisey – Vice Chairman

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

**COMMENTS FROM THE PUBLIC**

**MS4 Annual Public Education-** Darren Heisey was there to educate the public about the importance of our Municipal Separate Storm Sewer System (MS4). A Slideshow was shown going over how each resident and municipal employee are responsible for maintaining our waters, and why it is so important to do so. A copy of this slideshow was then posted to the Township's website.

**Plans Ready for Approval – Estates at Hearthside, Phase 1** – This plan is located on the North side of Horizon Blvd. just East of Jay Street. Phase 1 is comprised of 29 lots which will start at the end of Homestead Acres.

**Chad Smith** with Steckbeck Engineering reviewed the plan with the Board and requested approval of the final subdivision and land development plan.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the Final Subdivision and Land Development Plan for the Estates at Hearthside - Phase 1, the Final Subdivision and Land Development Improvements and Financial Security Agreement, the Stormwater Management Operation and Maintenance Agreement, the Park and Recreation Agreement and to accept the financial security. Motion passed unanimously.

**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 Snook and seconded by Supervisor Brensinger to approve the meeting minutes from the 10/21/24 Board of Supervisor's meeting. Motion unanimously carried.

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

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

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

The number of calls, responses, training, and aid for the previous month from all 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 – October 2024**

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

### **Monthly Code Enforcement Report**

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

### **Monthly Fire Police Activity Report**

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

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

Mr. Balsbaugh reviewed numerous projects ongoing by the township.

**Highway:** Enbridge repaired the sinkhole that was over their gas main along Narrows Dr on November 4th. The highway crew was also able to make a repair in the street a few days later. Binder material was put in place. The final wearing will be done in the Spring.

**Leaf Collection** continues throughout the township. There was a small delay in collection due to the water pump going out on one of the trucks. The final day of leaf collection is December 6th.

**New Truck #2** arrived in Harrisburg on November 7th. The final upfit will be completed by Stephenson Equipment. The truck should be completed in early spring.

**Demolition** of the home at 801 Kimmerlings Rd began on November 18th. This will provide better sight distance at the Kimmerlings Road and 8<sup>th</sup> Street intersection.

**Equipment** for winter maintenance is currently being prepped.

**Mr. Rehab** completed our stormwater pipelining project on November 14th. They continue to do excellent work throughout our Township. Much of their work took place in the backyards of residents. They were able to complete the work causing minimal damage to the properties.

**Park and Recreation/Building Maintenance:** Dave and the crew planted 73 new trees at our Lenni Lenape Park earlier in the month. The trees were purchased using the Marcellus Shale Grant. Dave continues to water the trees 2-3 times per week.

**Pavilions and Bathrooms** will be closed and winterized for the season within the next few weeks.

**The Police Department Roof** was replaced by Gable & Son Construction earlier in the month.

### **MANAGER'S REPORT**

**The proposed 2025 Preliminary Budget** PowerPoint presentation was shown to the public and the Board. A Copy of this presentation is available online and in person at the Township Office.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the preliminary budget for 2025 and advertise the availability for inspection in the administrative office. Motion unanimously carried.

### **Resolution #23-2024 Intent to Appoint CPA firm to replace elected auditors**

The Board is required to adopt a Resolution outlining their plan to appoint a CPA firm to replace the elected auditors. Resolution #23-2024 states their intention to appoint Brown Plus for calendar year 2025. This appointment will take place at their Organizational Meeting to be held on January 6, 2025.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to adopt Resolution #23-2024 stating the Board's intention to appoint Brown Plus as our CPA for 2025. Motion unanimously carried

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to authorize the advertisement of our intent to appoint CPA firm (Brown Plus) to replace the elected auditors. Motion unanimously carried.

### **Completion of Probationary Period – Amber Royles-Eby**

We have one employee who has completed her probationary period. Amber Royles-Eby was hired on April 1st and is our Administrative Assistant. Amber continues to learn and grow in this position. Manager Books asked the Board to consider moving Amber from a probationary employee to a regular full-time employee of the Township to include all benefits as outlined in our Personnel Manual. She also asked the Board to consider an increase in pay.

**MOTION** was made by Supervisor Snook and Seconded by Supervisor Brensinger to make Amber Royles-Eby a full-time regular employee effective December 1st and to give her a fifty cent per hour raise. Motion unanimously carried.

### **Tree Dedication**

We received a tree dedication agreement for a tree at the Township's Community Park. The agreement is for tree #13, which is a Pacific Sunset Maple and is sponsored by Lebanon County Children and Youth Services. The agreement has been completed and all fees have been paid. The Parks and Rec Board recommended approving the agreement at their November 7th meeting.

**MOTION** was made by Supervisor Snook and seconded by Supervisor Brensinger to approve the tree dedication agreement with Lebanon County Children and Youth Services. Motion unanimously carried.

**2025 Traffic Engineer Contract Renewal – Rettew**

We received the contract from Rettew for our 2025 Traffic Engineering Services. We have used John Schick from Rettew for many years. Manager Books stated she believes John does a great job for the Township and would recommend renewing the contract for next year at our January reorganizational meeting. No motion was required at this time.

**LSA Grant for 2025 – JD410P Backhoe Loader**

Our Public Works Director would like permission to apply for the 2025 PA Local Share Account Statewide Grant. These funds are provided through Act 2004-71, the PA Racehorse Development and Gaming Act for the distribution of gaming revenue through the Commonwealth Financing Authority. Purchasing vehicles and/or equipment is one of the eligible uses of this fund. If awarded, we would purchase a John Deere 410P Backhoe. If we do not receive the grant, we will not purchase this piece of equipment. The quote received is in the amount of \$160,500.00. The deadline to apply for this grant is November 30th. The application requires the adoption of a Resolution by the Supervisors. Resolution #24-2024 has been prepared for your approval.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to authorize the Township Manager, Lori Books, to work with the Public Works Director in applying for the 2025 LSA Grant for the purchase of a new John Deere Backhoe Loader. Motion unanimously carried.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to adopt Resolution #24-2024 requesting a Statewide Local Share Assessment Grant from the Commonwealth Financing Authority to be used for the purchase of a John Deere Backhoe. Motion unanimously carried.

**SOLICITOR’S REPORT – Solicitor Amy Leonard**

Solicitor Leonard had nothing to report on this month.

**COMMENTS FROM BOARD MEMBERS/PUBLIC**

**Don Steiner** questioned if we were aware of the plans for 2225 E Cumberland St. There is a sign on the property which states it is under contract. Supervisor Brensinger heard rumors only, but no plans were submitted yet.

**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 8:07 PM.

Respectfully Submitted,

Misty S. Bender  
Township Secretary