

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
December 16, 2024**

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

**COMMENTS FROM THE PUBLIC**

**Flexopack USA Final Subdivision & Land Development Plan**

At the October 21<sup>st</sup>, 2024, meeting, this plan was conditionally approved contingent on receiving all necessary agreements and financial security. We have now received the Final Subdivision/Land Development Improvements and Financial Security Agreement and the Stormwater Management Best Management Practices Operations and Maintenance Agreement for the Flexopack USA Plan. We also received the financial security in the form of a Letter of Credit.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to approve the Final Subdivision/Land Development Improvements and Financial Security Agreement and the Stormwater Management Best Management Practices Operations and Maintenance Agreement for the Flexopack USA Plan. Motion unanimously carried.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to accept the financial security for Flexopack USA. Motion unanimously carried.

**Stanley A. Martin Revised Minor Subdivision Plan**

North Lebanon Township's engineer, Steve Sherk of Steckbeck Engineering, has provided us with a letter recommending approval of this plan. The Planning Commission has also recommended approval at their December 9th meeting.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the Revised Minor Subdivision Plan for Stanley A. Martin. Motion unanimously carried.

**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.

**Eric Paul** asked if there was a timeframe for plans by Jubilee? Supervisor Brensinger explained that to date, no plans have been submitted, therefore they do not have a timeline to act upon.

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

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to approve the meeting minutes from the November 18<sup>th</sup> Board of Supervisor's meeting. Motion unanimously carried.

**MOTION** was also made by Supervisor Snook and seconded by Supervisor Heisey to approve the meeting minutes from the November 14<sup>th</sup> Joint meeting with North Lebanon Township Municipal Authority. Motion unanimously carried.

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

**MOTION** was made by Supervisor Heisey 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 – November 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 Steiner also wanted to commend the North Lebanon Township Road Crew for their assistance in calls over the last few months.

### **CHIEF OF POLICE REPORT – Timothy Knight, Chief of Police** **Calls for Service – November 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.

**Karen Wolfe** asked the Chief Knight if he was aware of an incident that happened involving a sheriff on the corner of 343 and Kimmerlings on Saturday night. She also inquired if this was planned to be a township property as it appears as though they are moving. Chief Knight responded that the incident involved the Lebanon County Sheriff's Department, and his police department was not involved. It is not required by a sheriff to report everything they do to the local authority. The Chief stated that at this time he is unaware of any indication of the township purchasing the property.

**Eric Paul** asked if a sheriff and a deputy have the same arresting power as a police officer. Chief Knight explained that they do hold the same power, but typically sheriff's deal with warrants and civil matters whereas police officers deal more with on-the-spot arrests such as in a traffic stop.

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

Mr. Balsbaugh reviewed numerous projects ongoing by the Township.

#### **Highway**

Leaf collection has wrapped up for the 2024 season. The demolition of the home at 801 Kimmerlings Rd has been completed. Along with removing the house, they were able to trim back trees & brush on two other lots to the west. The highway crew plans to plant grass seed in the spring of 2025.

The Christmas wreaths & banners were installed along Rt 72 in Ebenezer.

Two new snowplows arrived as part of the townships' 2024 budget. The plows will be installed on the new truck that should be arriving in spring and on the new mower tractor that should be arriving by the end of the year. The highway crew responded to 76 PA One Calls in the month of November.

#### **Park and Recreation/Building Maintenance**

Dave Leid and the crew installed three new benches in the township parks. These benches were made possible with the Marcellus Shale Grant.

A quote was received from Gable & Son Construction to repair two leaking roof drains in our main office building. This work may only take place in the spring when the temperatures are on the rise.

### **MANAGER'S REPORT**

#### **Adoption of 2025 All Funds FINAL Budget**

The 2025 All Funds Preliminary Budget was presented at the November Board meeting and was advertised for review by the public. A copy of the presentation is on our website and a printed copy is available in the administrative office. Manager Books noted that she adjusted our assessment values slightly as we received the official Tax Certification Form from the County Tax Assessment Office. The parcel count was adjusted which doesn't affect any monetary line items. Originally, the total number of parcels was reflected rather than the total number of taxable parcels in the presentation by mistake. Manager Books also added a code enforcement officer section. This was previously handled through our police department, but due to the regionalization, this will now be a township expense. Manager Books recommended the Board approve the 2025 budget with these changes. She noted that these changes do not exceed ten percent of the preliminary budget that was approved in November and are permitted.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the 2025 All Funds Budget. Motion unanimously carried.

**Resolution #25-2024 setting the various tax rates for 2025.**

Manager Books presented Resolution #25-2024 which adopts the All Funds 2025 Township Budget and sets the various tax rates for 2025.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to adopt Resolution #25-2024 setting the tax rates for 2025. Motion unanimously carried.

**Resolution #26-2024, #27-2024, and #28-2024 - Pension Obligations/Contributions**

On September 30th, 2024, the Board received the required Pension Minimum Municipal Obligation calculations for review. Manager Books presented Resolutions #26-2024, #27-2024, and #28-2024, to adopt the MMO's for the Non-Uniform and Police Pensions Plans and the employee contribution requirements for 2025.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to adopt Resolutions #26-2024, #27-2024, and #28-2024, related to the Non-Uniform Pension Plan, the Police Pension Plan, and the employee contribution requirement for 2025. Motion unanimously carried.

**Request from Ebenezer Fire Company for release of \$30k**

The Township received a request from the President of the Ebenezer Fire Company requesting 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 to Kansas State Bank. The Township has also received a copy of Ebenezer's meeting minutes approving the request. Manager Books asked the Board to authorize the release of the funds to Ebenezer FC.

**MOTION** was made by Supervisor Snook and seconded by Supervisor Heisey to release \$30,000.00 from the NLT Fire Company Capital Reserve Fund to the Ebenezer Fire Company to be used in combination with other fire company funds to make their annual loan payment to Kansas State Bank. Motion unanimously 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. The Township has received the 2023 financial statements from all four fire companies as required.

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

**Land Development Plan Withdrawal – NLT Warehouse and Trailer Storage**

The Township received a letter dated 11/18/24 from Inch & Co. requesting withdrawal of their land development plan for the NLT Warehouse & Trailer Storage Project.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to accept the withdrawal of the NLT Warehouse and Trailer Storage Land Development Plan. Motion unanimously carried.

**Plan Review Extension – Manor View Estates**

The Township received a letter dated 11/21/24 from Integrated Consulting granting a plan review extension on behalf of their clients for the Manor View Estates Subdivision and Land Development plan.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to accept the time extension for the Manor View Estates Plan until March 31, 2025. Motion unanimously carried.

**Lease Agreement with Lebanon County Regional Police Commission for Office space**

Manager Books received the lease agreement for the office space that is to be occupied by the Regional Police Commission. They will be leasing 7,440 square feet of office space from North Lebanon Township at a cost of \$8.50 per square foot per year.

**MOTION** was made by Supervisor Snook and seconded by Supervisor Heisey to approve the Lease Agreement with the Lebanon County Regional Police Commission. Motion unanimously carried.

**Ratify advance of \$20,000 to Lebanon County Regional Police Commission**

The Lebanon County Regional Police Commission asked both North Cornwall and North Lebanon Townships to advance them \$20,000 each for start-up costs. Manager Books asked the Board to ratify that payment which shall be deducted from the second monthly township payment due.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to ratify the advance of \$20,000 to the Lebanon County Regional Police Commission which will be deducted from North Lebanon Township's second monthly payment. Motion unanimously carried.

**Hire Part Time Code Enforcement Officer (Property Maintenance)**

Over the last several years, the Township has used John Brenner, a West Lebanon Township employee, as their Code Enforcement Officer. They have had an intermunicipal agreement with West Lebanon Township for the services of John and they would pay West Lebanon according to their fee schedule. The Code Enforcement Officer expenses were budgeted in the General Fund under the Police Department. Now that there is no longer a police department through the Township, but rather are now a part of the Lebanon County Regional Police Commission, the Township needs to budget for these expenses in the General Fund and create a Code Enforcement Officer Section within the General Fund. The second part of this is John is retiring from West Lebanon Township at the end of this year which means North Lebanon Township would need to find a new Code Enforcement Officer. Manager Books has talked with John, and he would be interested in continuing to provide this service for North Lebanon Township as a part time employee on an as needed basis, similar to how we handle these types of issues now. Manager Books recommends hiring John Brenner as a part time North Lebanon Township Employee to perform our Code Enforcement needs on an as needed basis.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to approve the hiring of John Brenner as our Part Time Code Enforcement Officer. Motion unanimously carried.

**LSA Grant – Jay Street Wall**

**Authorize Steve Sherk to proceed with final design and bid specs**

Now that the Township has received the LSA Grant for the Jay Street Wall Project, Manager Books asked the Board to authorize Steve Sherk to move forward with the final design and bid specs so they can advertise and put the project out for bid.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to authorize Steve Sherk to proceed with the final design and bid specs for the Jay Street Wall Project. Motion unanimously carried.

**Authorize Solicitor Leonard to move forward with easement agreements**

Manager Books asked the Board to authorize Solicitor Leonard to move forward with preparing the easement agreements needed with the property owners for the Jay Street Wall Project.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Heisey to authorize Solicitor Leonard to prepare the necessary easement agreements with the property owners for the Jay Street Wall Project. Motion unanimously carried.

**Completion of Probationary Period – Bradyn Aurentz**

Bradyn Aurentz was hired on June 17th as a public works maintenance employee. He has completed his six-month probationary period. Bradyn is a smart young man and is catching on quickly. He gets along well with other staff members and is in the process of obtaining his CDL license. Manager Books asked the Board to consider moving Bradyn from a probationary employee to a regular full-time employee of the Township to include all the benefits as outlined in our Personnel Manual. She would also ask the Board to consider an increase in pay.

**MOTION** was made by Supervisor Snook and seconded by Supervisor Heisey to make Bradyn Aurentz a full-time employee effective today and to give him a fifty cent per hour raise. Motion unanimously carried.

**2025 Meeting Dates for Various Boards**

Manager Books provided each of the Board Members with the list of meeting dates and times for the various boards. The Board of Supervisors to be the third Monday of every month, Planning Commission to be the second Monday of every month, Municipal Authority to be the second Thursday of every month and the Parks and Recreation Board to be the first Tuesday of every month except for November it will be the first Wednesday due to election day. All meetings commence at 7:00 pm. She would ask the Board to approve the dates and times as listed.

**MOTION** was made by Supervisor Snook and seconded by Supervisor Brensinger to approve the meeting dates for the various Boards as reviewed. Motion unanimously carried.

**Request from Lebanon County Regional Police for Mechanic Services**

The Township received a verbal request from the Lebanon County Regional Police Commission to utilize North Lebanon Township's Mechanic for routine maintenance and repairs and for him to continue to take of all service issues and yearly inspections. Manager Books provided each of the Board Members with a chart which shows the mechanics hourly rate including all fringe benefits such as health insurance, workers compensation insurance, unemployment insurance, wages, taxes, and pensions, to name a few. This is for an hourly labor rate only and does not include any parts, materials, or supplies that may be needed. If the Board agrees to offer these

services to the Regional Police, Manager Books asked for a motion to authorize Solicitor Leonard to prepare the intergovernmental agreement for approval at the next Board of Supervisors meeting.

**Supervisor Heisey** asked if it was possible to create the agreement on an annual basis if the need to adjust the rate arises. Solicitor Leonard said this would be an option.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to authorize Solicitor Leonard to prepare an intergovernmental agreement with the Lebanon County Regional Police Commission for Mechanic services at the rate of \$75.00 per hour and all materials and parts to be ordered through the Police Commission. Motion unanimously carried.

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

Solicitor Leonard had nothing to report on this month.

**COMMENTS FROM BOARD MEMBERS/PUBLIC**

**Supervisor Heisey** wanted to inform the board that he will not be here for the January 6<sup>th</sup>, 2025, Reorganization meeting. He will try and attend by zoom or phone.

**Supervisor Snook** wanted to wish all attendees a Happy Holiday!

**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 7:46 PM.

Respectfully Submitted,

Misty S. Bender  
Township Secretary