

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
January 6th, 2025**

The January 6th reorganizational meeting of the North Lebanon Township Board of Supervisors was called to order at 2:00 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 (via phone)
Arden Snook, Sr – Treasurer
Lori Books – Township Manager
Jared Balsbaugh – Public Works Director
Tim Knight – Chief of Police
Amy B. Leonard. Esq. – Henry & Beaver LLP (via zoom)

Also in attendance was Misty Bender, recording secretary.

REORGANIZATION FOR 2025:

Nomination and Election of Officers – Chairman; Vice-Chairman; Treasurer

Sol. Leonard opened the floor for nominations of officers.

MOTION was made by Arden Snook Sr. and seconded by Edward Brensinger to nominate and elect Edward Brensinger as Chairman, Gary Heisey as Vice-Chairman, and Arden Snook, Sr. as Treasurer. Motion unanimously carried.

Acknowledgement of Years of Service – Non-uniform given in 5-year increments

Every year the township recognizes those employees who have been with the Township in five-year increments. This year the Board recognized **Jared Balsbaugh** who completed 5 Years of Service on 5/13/2024. A certificate was given to Mr. Balsbaugh in recognition of his accomplishment.

Act on Appointments

Township Secretary -----	Lori A. Books
Assistant Treasurer -----	Lori A. Books
Township Police -----	Leb Co Regional Police, Chief Timothy Knight
Township Solicitor -----	Amy B. Leonard, Henry & Beaver
MS-4 Engineer -----	Steve Sherk & Darren Heisey, Steckbeck Eng.
SALDO Engineer -----	Steve Sherk, Steckbeck Engineering & Consulting
SALDO Engineer, Alternate -----	System Design Eng., Inc. (if conflict w/Steckbeck)
Traffic Engineer -----	John Schick, Rettew Associates (as needed)
Sewage Enforcement Officer -----	Dave Siminitus, Lebanon County Planning Dept.
SEO Alternate -----	Julie Cheyney, Lebanon County Planning Dept.
Property Code Enforcement Officer -----	John Brenner

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to appoint Lori A. Books as Township Secretary and Assistant Treasurer; Lebanon County Regional Police - Timothy Knight as Chief of Police; Amy B. Leonard of Henry & Beaver as Township Solicitor; Steve Sherk and Darren Heisey of Steckbeck Engineering as our MS-4 Engineer; Steve Sherk of Steckbeck Engineering as our SALDO Engineer; Michael Bingham of Systems Design Engineering, Inc. as our alternate Engineering if conflict w/Steckbeck; John Schick of Rettew Associates as our Traffic Engineer, Dave Siminitus of the Lebanon County Planning Department as our Sewage Enforcement Officer, Julie Cheyney of the Lebanon County Planning Department as our alternate SEO, and John Brenner as our Property Code Enforcement Officer. Motion unanimously carried.

Establish Treasurer's Bond

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to set the Treasurer's Bond to One Million Dollars for the Treasurer and Assistant Treasurer. Motion unanimously carried.

Select Depositories for Township Funds – Presently Fulton Bank, Northwest, Jonestown Bank & Trust (JBT), PLGIT, and First Citizens Community Bank. Also, authorization to the Manager/ Secretary to open CD's, renew, or withdraw from CD's as necessary, only in the name of North Lebanon Township, for various Funds.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to approve Fulton Bank, Northwest, Jonestown Bank & Trust (JBT), PLGIT, and First Citizens Community Bank as the listed depositories and to authorize the Manager/ Secretary to open CD's, renew, or withdraw from CD's as necessary, only in the name of North Lebanon Township, for various Funds. Motion unanimously carried.

Appoint Voting Delegate for PSATS Conference

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to approve Edward Brensinger as the voting delegate at the PSATS Conference. Motion unanimously carried.

Authorize Attendance to PSATS Conference May 4-7, 2025

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to approve the Supervisors, Director of Public Works, Manager, Administrative Assistant and Accounting Clerk to attend the PSATS Conference on May 4-7, 2025. Motion unanimously carried.

Authorize Attendance to County Association Conference in November

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the Supervisors, Manager, and Administrative Assistant to attend the County Convention in November. Motion unanimously carried.

Affirm 2025 Board of Supervisors Meeting Schedule

The 2025 meeting dates have been advertised for the 3rd Monday of each month of 2025. All

meetings commence at 7:00 pm at the Township Municipal Building. The joint meeting with the Municipal Authority will be held on the 2nd Thursday in November beginning at 5:30 pm.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to affirm the Board of Supervisors meeting schedule for 2025 as listed including the joint meeting with the Municipal Authority. Motion unanimously carried.

Approve 2025 Holiday Schedule (Dates Office Closed)

New Year's Day – January 1	Labor Day – September 1
Good Friday – April 18	Election Day – November 4
Primary Election – May 20	Veterans Day – November 11
Memorial Day – May 26	Thanksgiving Day – November 27
Independence Day – July 4	Christmas Day – December 25

MOTION was made by Supervisor Heisey and seconded by Supervisor Brensinger to approve the 2025 holiday schedule for the NLT Non-uniform employees. Motion unanimously carried.

Resolution #1-2025 - Appointment to Zoning Hearing Board
(Per Section IX of the MPC required by Resolution)

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to adopt Resolution #1-2025 appointing Ed Swisher to a three-year term to expire on 12/31/27, as Zoning Hearing Board member. Motion unanimously carried.

Resolution #2-2025 - Appointment of Code Appeals Board

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to adopt Resolution #2-2025 to appoint John Poff, Patrick Brewer, and Rick Horst as the Lebanon County Code Appeals Board members with Carrie Boyer as an alternate member. Motion unanimously carried.

Resolution #3-2025 - Appointment of Property Maintenance Code Appeals Board

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to adopt Resolution #3-2025 to appoint John Eder to a three-year term to expire on 12/31/27 to the International Property Maintenance Code Appeals Board. Motion unanimously carried.

Resolution #4-2025 - Appointment of TCC Representatives

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to adopt Resolution #4-2025 to appointing Jamie Yingst of South Lebanon Township as the Tax Collection Committee voting delegate and Justin Thompson of North Cornwall Township as the alternate delegate for 2025. Motion unanimously carried.

Resolution #5-2025 - Appointment of CPA firm Brown Plus to Audit 2025 Financials

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to adopt Resolution #5-2025 appointing Brown Plus to audit the financials for the year ending December 31, 2025. Motion unanimously carried.

Resolution #6-2025 - Appointment of Tax Collector

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to adopt Resolution #6-2025 to appoint the Lebanon County Treasurer's Office as our Tax Collector. Motion unanimously carried.

Resolution #7-2025 - Approve and authorize Participating Members and certain Operational Support as per Pa WC Act, modified by Act 108-2020

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to adopt Resolution #7-2025 approving the participating members and operational support as well as the non-emergency activity list for all four of our volunteer fire companies. Motion unanimously carried.

Appointments to the Lebanon County Stormwater Consortium

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to appoint Edward Brensinger as voting member and Lori Books as alternate voting member to the Lebanon County Stormwater Consortium. Motion unanimously carried.

Appointments to the Various Boards / Commissions

Municipal Authority:	Rodney Lilley	(5-year term to expire 12/31/2029)
Planning Commission:	Scott Artz	(4-year term to expire 12/31/2028)
Planning Commission:	Dave Leid	(4-year term to expire 12/31/2028)
Parks & Recreation:	Ryan Schmidt	(3-year term to expire 12/31/2027)
Parks & Recreation:	Audrey Blauch	(3-year term to expire 12/31/2027)
Vacancy Board:	Dave Mader	(1-year term to expire 12/31/2025)

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to appoint Rodney Lilly to a five-year term on the Municipal Authority Board, Scott Artz and Dave Leid to a four-year term on the Planning Commission, Ryan Schmidt and Audrey Blauch to a three-year term on the Parks & Recreation Board, and Dave Mader to a one-year term on the Vacancy Board. Motion unanimously carried.

Appointments to NLT Safety Committee

Amber Royles-Eby:	Management
Bonnie Grumbine:	Office / Administrative
Kevin Atkins:	Mechanic
Kirk Artz:	Highway
Tommy Camasta:	Wastewater / Parks

MOTION was made by Supervisor Brensinger and seconded by Supervisory Heisey to appoint

Amber Royles-Eby, Bonnie Grumbine, Kevin Atkins, Kirk Artz, and Tommy Camasta to the NLT Safety Committee for 2025. Motion unanimously carried.

Approve 2025 Fire Police Roster

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to approve the 2025 Fire Police Roster as presented. Motion unanimously carried.

AUTHORIZE PAYMENT OF PAYROLL AND OTHER BILLS BETWEEN MEETINGS

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to authorize the proper officers to pay the payroll and those bills at discount or that would accrue a penalty between meetings. The bills paid by this procedure shall be presented at the next regular meeting for subsequent approval. Motion unanimously carried.

COMMENTS FROM THE PUBLIC

There were no Township residents in attendance this afternoon.

CONSIDERATION TO APPROVE MINUTES

From BOS meeting on December 16, 2024

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to approve the minutes from the December 16, 2024, BOS meeting. Motion unanimously carried.

CONSIDERATION TO APPROVE PAYROLL, FUND BALANCES & PAYMENT OF INVOICES SUBJECT TO AUDIT

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

LEBANON COUNTY REGIONAL CHIEF OF POLICE REPORT

Chief Knight updated the board on the current training happening within the new Regional Police Force. He told the Board they are already seeing the benefits of having a combined force and there are more officers on the streets to handle the calls coming in.

TOWNSHIP MANAGER'S REPORT

Res. #8-2025 – Township Fee Schedule

Resolution 8-2025 lists fees of the township associated with the Second-Class Township Code and/or municipal codes.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to adopt Resolution #8-2025 setting forth the fees of the township as listed therein. Motion unanimously carried.

Res. #9-2025 – SALDO and Stormwater Fee Schedule

Resolution #9-2025 sets forth requirements and fees for the submission and review of subdivision and land development plans (SALDO) and stormwater plans.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to adopt Resolution #9-2025 setting forth the requirements and review fees for the submission and review of subdivision and land development plans (SALDO) and stormwater plans. Motion unanimously carried.

Res. #10-2025 – Driveway/HOP Fee Schedule

Resolution #10-2025 sets forth requirements and fees for the application for a driveway permit or highway occupancy permit.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to adopt Resolution #10-2025 setting forth the requirements and fees for a driveway permit or highway occupancy permit. Motion unanimously carried.

Res. #11-2025 – Appointing Members to the Pension Board Committee

Resolution #11-2025 outlines the positions to be appointed to the Pension Board Committee as one supervisor, manager, and the administrative assistant/assistant manager.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to adopt Resolution #11-2025 appointing one Supervisor, the Township Manager, and the Administrative Assistant/Assistant Manager to the Pension Board Committee. Motion unanimously carried.

C. M. High – Traffic Signal Preventative Maintenance Proposal

We received separate proposals for traffic signal service based on financial responsibilities of the following signals:

Route 422 & 15th Avenue and N. 7th St. solar warning flashers

The proposal is in the amount of \$660.00 and is the responsibility of the Township.

Route 72 & Heilmandale Rd and Route 72 & Long Lane

This proposal is in the amount of \$850.00 and will be billed to Heilmandale Road LLC per the existing Agreement with the property owner.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the two separate proposals from C. M. High for preventative maintenance checks on traffic signal maintenance in the amount of \$660.00 and \$850.00 for the respective traffic signals listed to be billed as discussed. Motion unanimously carried.

Little League Baseball Association – (request to consider longer term agreement)

Manager Books stated she received a memo from Amber on behalf of the Parks & Rec Board. They received a request from the Northern Lebanon Little League Baseball Association asking the Board to consider increasing the length of their annual field lease agreement from a year-to-year agreement to possibly a 5 or 10-year agreement with the option of an automatic renewal for additional terms. The Association has been putting a lot of their own funds and labor into

maintaining the fields along with the Township's assistance and would like to "lock in" their ability to have priority over other teams wishing to use the fields. The Parks and Rec Board recommends increasing the length of the annual agreement and suggests the Board consider the annual fee to the league for utilizing the Township's fields during the annual budget sessions.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to increase the length of the term for the Northern Lebanon Little League Baseball Association Annual Field Lease Agreement from a year-to-year agreement to a three-year agreement with the fee to be determined annually. Motion unanimously carried.

Our Lady of the Cross – (Property tax rollback of clean and green taxes, asking for taxes to be abated and forgiven)

The LC Strong Foundation, Inc., which is a not-for-profit corporation and is tax exempt under Section 501(c)(3), sent us a letter requesting the rollback of the clean and green taxes be abated and forgiven. They are doing business as Our Lady of the Cross School on Grace Avenue and intend to construct a new school across the street from their existing location. We received letters of support from our State Representatives, John Schlegel, Russ Diamond, Tom Jones, and Christopher Gebhard. Manger Books contacted the County Tax Assessment Office regarding the amount of taxes you would be forgiving. The amount is \$2,340.15. She reminded the Board that we have done the same thing for the New Covenant Christian School on Route 72. It would make sense that we be consistent and offer the same tax abatement to Our Lady of the Cross.

MOTION was made by Supervisor Snook and Seconded by Supervisor Heisey to approve the request for the rollback of the clean and green taxes and that such taxes are abated and forgiven for the property on Grace Avenue with a GIS ID number of 27-2333346-382995 for the LC Strong Foundation, Inc. Motion unanimously carried.

Right-of-Way Agreement for the property at 801 Kimmerlings Road

Manager Books asked the Board to authorize Solicitor Leonard to prepare a Right-of-Way agreement for the property we recently purchased at 801 Kimmerlings Road. This would give the Township additional right-of-way should it be needed in the future.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to authorize Solicitor Leonard to prepare a Right-of-Way agreement for the property owned by the Township at 801 Kimmerlings Road to grant the Township additional right-of-way. Motion unanimously carried.

SOLICITOR'S REPORT

There were no pertinent matters to discuss.

COMMENTS FROM BOARD MEMBERS

Next Meeting – Monday, January 20, 2025

Supervisor Snook wanted to acknowledge the North Lebanon Township Highway Crew on a job well done with the roads in the township with that day's inclement weather.

ADJOURN

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 2:38 PM.

Respectfully Submitted,

Misty S. Bender
Township Secretary