

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
February 17, 2025**

The February 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
Tim Knight – Chief of Police
Jared Balsbaugh – Public Works Director

Also, present were Misty Bender, Recording Secretary, as well as several members of the public.

COMMENTS FROM THE PUBLIC

Brianna Laliberte from Lebanon County DES was present to go over the happenings with the Department of Emergency Services. She announced that they are in the process of putting together a full-scale exercise to be set in May of 2026. Not many details were given other than the date.

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. No 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 January 20th Board of Supervisor's meeting. Motion unanimously approved.

**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. Motion unanimously approved.

**FIRE CHIEF'S REPORT – Chief Brian Vragovich – Glenn Lebanon FC
Monthly Summary – January 2025**

The number of calls, responses, training, and aid for the previous month was reviewed for all four volunteer fire companies in the Township.

**CHIEF OF POLICE REPORT – Timothy Knight, Lebanon County Regional Police Chief
Calls for Service – January 2025**

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

Monthly Fire Police Activity Report

Lieutenant Behney reviewed the NLT Fire Police Activity for the month of January 2025.

Chief Knight also wanted to remind the public of their upcoming LCRPD meeting held at the North Lebanon Township building on March 11th, at 6:30pm. He also encouraged everyone to check out their new website <https://lebanon.crimewatchpa.com/lcrpd>.

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

Mr. Balsbaugh reviewed the Highway Department's Activity that occurred since the last meeting. Emily Bixler from LebTown had some questions in relation to the Jay Street Wall Project. Supervisor Heisey mentioned the Lake Project is underway. Supervisor Brensinger asked Jared how our salt supply is doing. Jared responded that we have been using approximately 40 tons per event. We had a delivery today and currently have approximately 300 tons on hand.

MANAGER'S REPORT

Advertise for bidding of paving project and fuel for 2025

The 2025 paving project and fuel bids are ready to be advertised with a bid due date and opening of March 12th at 10:00am. The bid tabulation will be provided to the Board for consideration at the March 17th Board of Supervisors meeting. The list of streets included in the bid packet for the paving project are: East Kercher Avenue (between Prescott Drive and Mt. Zion Road), and Joel Drive (between N 15th Avenue and cul-de-sac).

The fuel bids are for 11,000 gallons of diesel fuel and 2,000 gallons of 87 octane unleaded. These projects will be advertised in the Daily News as required and The Township will be using the PennBid platform for the bidding process.

Manager Books asked the Board to authorize the advertisement for both the paving project and the annual vehicle/equipment fuel bids. She also presented Resolution #12-2025 which establishes the guidelines for the escalator cause related to the price adjustment of bituminous materials for the paving project.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to authorize the advertisement for bids for the 2025 Paving Project for the mentioned streets and the annual vehicle/equipment fuel bid. Bids are due and will be opened on March 12th at 10:00 am for consideration at the March 17th Board meeting. Motion unanimously approved.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve Resolution #12-2025 to set the guidelines for the price adjustment of bituminous materials for the 2025 paving project. Motion unanimously approved.

Various Annual Reports for 2024 Municipal Authority

Yearly activity reports are required to be submitted to the Board of Supervisors annually from all other Boards and Committees. The reports provide the attendance record of each member, and an overview of the topics/tasks completed throughout the year. The administrative phone log provides the number of recorded calls for each month totaled by department. The RTK log reflects each of the RTK requests we received and our response. The Township also receives annual reports from Lebanon County Planning on permits issued for zoning, on-lot sewage and building code.

The following annual reports were received: Municipal Authority, Planning Commission, Safety Committee, Parks & Recreation, Administrative Office Phone Log, Right-to-Know Request Log, Zoning Administration from LCPD, Sewage Administration from LCPD, and Building Code Administration from LCPD.

These reports are for the Board of Supervisors' information only. No action is needed by the Board.

Code Enforcement Monthly Report

John Brenner provided the Township with his monthly activity report for January. He received 3 new calls and issued 2 Notice of Violations. He closed 4 cases and did 9 rechecks. He had one court case and issued 4 non-traffic citations. He currently has 16 open cases. This is for the Board of Supervisors' information only and no action is needed by the Board.

Fire Chief Brian Vragovich mentioned that they will need new guidance on how to contact the Code Enforcement Officer. They had originally gone through the Police Department and would like guidance from the new Chief on what the process will be or if it will remain the same.

2025 Mobile Home Park License Renewals

The Township has received the remaining application for the 2025 Annual Mobile Home Park License renewals. Lakeside MHP has 23 mobile homes and has paid their annual renewal fee. Manager Books asked the Board to approve their renewal application and issue their annual license.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the 2025 renewal application for Lakeside Mobile Home Parks. Motion unanimously approved.

Keystone Novelties – Fireworks Tent – June 18th to July 11th, 2025-2027

The Township received a request from Keystone Novelties to erect their fireworks tent again this year at the dam breast of Lion's Lake. They have requested an increase in the length of their agreement from annual to a three-year agreement. Keystone Novelties has proposed a yearly fee of \$1,250.00. The Parks & Recreation Board recommended approval for Keystone Novelties to erect their fireworks tent at the dam breast of Lion's Lake and to agree to the three-year agreement at their February meeting. Set up would begin June 18th. Sales will end July 5th and tent removal will be completed by July 11th. The P&R Board also recommended agreeing to the fee increase of \$1,250.00 per year.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to approve the request from Keystone Novelties to erect their fireworks tent at the dam breast of Lion's Lake for a fee of \$1,250.00 per year for three years from 2025 through 2027.

Wild Animal Permit Renewal

The Township received the annual wild animal permit application for renewal and the required fees from Patrick Miller. Mr. Miller has provided copies of all permits necessary from the PA Game Commission as well as copies of their annual inspection report. Mr. Miller has listed the following wild animals that will be housed on his property located at 1415 Sandhill Road. One eastern box turtle, one common snapping turtle, one black rat snake, one eastern garter snake, one gopher snake, one American toad, one fishing spider, one red-tailed hawk, one peregrine falcon and three white footed mice. Mr. Miller has signed the certification form that he will comply with all Township and State regulations as well as the trespassing waiver allowing Township representatives on the property to conduct inspections. Manager Books asked the Board to approve the issuance of this annual permit renewal.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to approve the issuance of the Wild Animal Permit to Patrick Miller at 1415 Sandhill Road. Motion unanimously approved.

Pension Plan Updates – Investment Policy Statement & Advisory Agreement

The Township received a new/revised Investment Policy Statement and Investment Advisory Agreement for the Non-Union Plan.

The changes made to the Investment Policy Statement include removing references to the Police Plan, removing reference to the principal assets as this no longer applies to the NU plan, and removed “Domestic” from the Fixed Income line in the Asset Allocation section. This provides Conrad Siegel with the flexibility to recommend non-US or Global funds in the future.

The changes made to the Investment Advisory Agreement now state the contract is only for the NU Plan (removed references to Police Plan) and lists the new annual fee for the NU plan as \$11,275. They showed the legacy pricing and how they determined the fee moving forward. The current annual fee for the police and NU plan is \$18,445. The NU Plan is 61.1% of the bundled fee. To obtain the new annual fee, they took 61.1% of the current fee of \$18,455 to come up with a new annual fee of \$11,275.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to authorize the Township Manager, Lori Books, to sign the Investment Policy Statement and sign the Investment Advisory Agreement. Motion unanimously approved.

Township Clerk – Misty Bender completed probationary period

Manager Books stated the Township Clerk, Misty Bender, has completed her probationary period on January 15th. She went on to say that Misty has done a great job learning the tasks assigned to her and is confident in moving Misty from probation to a regular full-time employee. Manager Books asked the Board to ratify the decision to remove Misty from probation and to make her a regular full-time employee. She also asked the Board to ratify a slight increase of fifty cents as discussed and budgeted during our budget sessions. Misty is a great asset to the Township and contributes wherever necessary.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to ratify the decision to move Misty Bender from probation and make her a regular full-time employee effective January 15th and ratify a pay increase of fifty cent raise per hour. Motion unanimously approved.

Lease Agreement – Narrows Drive rental house

The lease agreement for the Narrows Drive house is ready for the Boards action. The lease will be effective March 1, 2025, through April 30, 2026. At the end of the first year, the lease shall automatically renew as a month-to-month lease. Either party may terminate after the initial year by providing a 30-day written notice. The Township has received the first months' rent (\$1,275.00) and the security deposit (\$1,275.00). Manager Books asked the Board to authorize the Chairman to sign the lease agreement with the tenant.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to authorize the Chairman to sign the lease agreement for the rental house at 775 Narrows Drive. Motion unanimously approved.

2025 Bridge Inspection Proposal

The County Commissioners contracted with Wilson Consulting Group to perform the National Bridge Inspection Standards (NBIS) safety inspections on those bridges that have a span of 20' or greater. Those bridges which are less than the required length of 20' are the Township's responsibility to hire a consultant to perform the NBIS inspections. There are two bridges in North Lebanon Township that fall under the 20' length. They are Emma Road and Long Lane. The Township received a proposal from Wilson Consulting Group to perform this bi-annual inspection for 2025 in the amount of \$3,320 plus mileage. If a load rating analysis is recommended following the inspections, they will inform the Township of the findings and ask for written approval to proceed. The cost for the load rating analysis is \$700.00. All work is to be completed by the end of August 2025.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to approve the proposal from Wilson Consulting Group for inspection of the Emma Road and Long Lane Short Span Bridge Inspections for 2025 in the amount of \$3,320 plus mileage. Motion unanimously approved.

Lebanon County Annual Tire Collection

North Lebanon Township has received notice from the Lebanon County Conservation District that the annual Lebanon County Tire Collection is scheduled for Wednesday, April 30th from 8:00 am to 4:00 pm. Pre-registration is required. This year residents may also register online. The cost of tire disposal for auto tires will remain the same at \$4 and oversized tires (rim diameter measuring 25 inches or greater) at \$40. This cost is incurred from the Special Projects Fund (Recycling). The Conservation District will provide the Township with a list of names and addresses to confirm we are only charged for our residents that drop off tires during the event.

Plan review extension for Iona Investment Group, LP

North Lebanon Township received a plan review extension letter from Chrisland Engineering on behalf of their clients for the Iona Investment Group, LP land development plan granting us a 90-day extension from the previous expiration date which will take us until May 7, 2025.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to accept the time extension letter for the Iona Investment Group plan. Motion unanimously approved.

Release remaining escrow funds for three completed projects

Calvary Church – This plan was to subdivide the parsonage off from the church building. The 18-month time period has recently expired. All fees have been paid to date. (remaining \$1,384.21)

Kathleen Street – This plan was to construct a single-family dwelling on an existing lot of record. The 18-month time period has expired. All fees have been paid to date. (remaining \$4,376.41)

NLT Warehouse – This plan was withdrawn in November of 2024. All fees have been paid to date. (remaining balance \$13,379.62)

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to release all remaining escrow funds to the individual who posted the escrow for the three mentioned plans, Calvary Church, Kathleen Street, and the NLT Warehouse plan. Motion unanimously approved.

Release DARE Fund and Donation Fund to Leb Co Regional Police

The Township has two accounts related to the Police Department. Now that the Regional Police have all their accounts set up, they are ready for us to transfer the funds remaining in each of these accounts to them. The DARE Fund currently has \$8,042.02 and the Donation Fund currently has \$34,666.60. Manager Books asked the Board to authorize the release of these funds to the Lebanon County Regional Police Department.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to release the remaining funds in the DARE Fund and the Donation Fund to the Lebanon County Regional Police Department. Motion unanimously approved.

Lion's Lake Rehabilitation Change Order

Manager Books received an email from Steve Sherk regarding the Lion's Lake Rehabilitation Project. During the pre-construction meeting, now that the lake had been drawn down, they noticed the shoreline erosion was worse than expected along the north shoreline at the Water Street entrance. Everyone present thought it would be best to address these issues now. Flyway has provided a change order quote to provide additional stabilization of the areas shown in the drawing attached to the change order. The Township intends to present this change order proposal to the Consortium for consideration of approving the additional funding to cover the change order. Mr. Sherk believes the request is valid due to the additional 30% load reduction that will be realized regarding our MS4 Permit requirements. Manager Books asked the Board to consider approving the change order in the amount of \$26,439.50 contingent on the Consortium agreeing to cover the costs. She also stated if the Consortium does not agree, the Board will need to decide if we still want to move forward with the change order at our cost.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to approve the change order in the amount of \$26,439.50 contingent on the Consortium agreeing to cover the costs. Should the Consortium deny our request, the Township will cover the costs of the change order. Motion unanimously approved.

SOLICITOR'S REPORT

Road Use Agreement with Texas Eastern Transmission, LP

Solicitor Leonard was contacted by a representative from Texas Eastern Transmission. They are planning a pipeline replacement project in Jackson Township. Part of this project will require some road closures in Jackson Township. As a result, they will need to use alternative roads during that time. Some of the roads they will be using to haul supplies are North Lebanon Township Roads. Being their equipment and materials are heavier than our normal traffic, it is standard practice to obtain a Road Use Agreement which would allow them to use our roads. This would include pictures and possibly video of the current conditions of our roads as well as bonding requirements should they damage any of our roads. Solicitor Leonard requested permission to draft a Road Use Agreement with Texas Eastern Transmission, LP.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the drafting of a Road Use Agreement with Texas Eastern Transmission, LP. Motion unanimously approved.

Intergovernmental Agreement with the Lebanon County Regional Police for use of the Township mechanic

Manager Books reached out to Solicitor Leonard to prepare an Intergovernmental Agreement with the LCRP for use of the Township mechanic. Both the Township and the LCRP have been negotiating the terms of the agreement. Solicitor Leonard asked the Board to authorize her to prepare the Intergovernmental Agreement with the Lebanon County Regional Police for use of the Township mechanic.

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 for use of the Township mechanic. Motion unanimously approved.

Intermunicipal Agreement with Jonestown Borough for street sweeping services and grinding services

Solicitor Leonard stated the Township Manager had reached out to her pertaining to services that North Lebanon Township currently provides to Jonestown Borough. Solicitor Leonard stated it is common practice to have an Intermunicipal Agreement when monies are to change hands between other municipalities. Therefore, Solicitor Leonard is requesting authorization to prepare an Intermunicipal Agreement with Jonestown Borough for street sweeping services and grinding services. These are contracted services the Township already provides to Jonestown Borough.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to authorize Solicitor Leonard to prepare an Intermunicipal Agreement with Jonestown Borough for street sweeping and grinding services. Motion unanimously approved.

Zoning Amendment from Tunnel Hill Road, LLC

The Township received a Zoning Amendment Application from Tunnel Hill Road, LLC requesting the Township to rezone their property located on the WS of State Route 72N and the ES of Old Ebenezer Road. They would like to rezone the property from C-2A to R-2 with the intent of building a six-unit townhouse. The Township has already sent a letter to the Lebanon County Planning Department requesting comments as required. The applicants intend to present their case to the Township's Planning Commission at their March 10th meeting, as required. The Board would then need to decide if they would like to proceed with holding the public hearing. Solicitor

Leonard indicated due to advertising requirements she recommends holding the public hearing at their April 21st meeting or later.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to authorize Solicitor Leonard to advertise for the Zoning Amendment public hearing from Tunnel Hill Road, LLC to be held on April 21st at 7:00 pm. Motion was unanimously approved.

COMMENTS FROM BOARD MEMBERS/PUBLIC

There were no additional comments.

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 7:59 PM.

Respectfully Submitted,

Misty S. Bender
Township Secretary