

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

The March 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

Sharon Schulte Final Lot Addition Plan- Jason from Steckbeck Engineering was present to review the requested waivers and ask for plan approval.

Waiver to Section 403.3.B – Existing features to be shown within 50’ of subject tract

Due to the size of the properties involved, and there being no improvements proposed, they are requesting a waiver to this section to permit the depiction of existing features as shown on the plan.

Waiver to Section 508.1.G – Placement of metallic markers

Complete boundary surveys were only performed for the Schulte property and the property owned by Johnson & Cappello. Partial boundary surveys were performed for the other receiving tracts for the property lines applicable to this project. Requesting a waiver to permit the placement of iron pins only at the proposed property lines shown on the most recent plan.

The Township’s alternate engineer, Michael Bingham of System Design Engineering, has provided the Township with a letter recommending approval of this plan as well as the waivers requested. The Planning Commission has recommended approval at their March 10th meeting and the Municipal Authority has recommended approval of the Planning Waiver and Non-Building Declaration at their February 13th meeting. Manager Books asked the Board to approve the waivers, the final lot addition plan, and the Non-Building Declaration for Sharon Schulte.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve both waivers as presented, the Final Lot Addition Plan for Sharon Schulte and the Planning Waiver and Non-Building Declaration. Motion unanimously approved.

Gwen Yordy with the Ebenezer Beautification Committee was in attendance to address some of her concerns. She explained to the Board that someone had plugged a dusk to dawn light into the utility pole that they paid to have installed. They are also responsible for paying for the electricity for that pole. The Ebenezer Beautification Committee had the pole placed to plug their wreath in at Christmas time and were unable to use their own pole this past season. She continued by asking who is responsible for removing a dead tree that is about ready to fall off the hill just north of the garden at Jay Street and Route 72. The fallen tree has created a rut in the embankment which in turn is eroding the bank towards the garden. Since the Township owns the property the garden is located on, the Township will reach out and send a letter to the neighbor informing them of the dead tree and the issues with the bank washing away.

Martin Barondick was in attendance to discuss the numerous power outages in Ebenezer. He asked if the Township would consider going to the PUC to complain. Mr. Barondick stated that the Township needs to do something. The Supervisors stated the issue is with Met-Ed and despite having been in contact with them on numerous occasions they have yet to provide an answer or solution to the Township. It was explained to Mr. Barondick that the Township has no control over Met-Ed, and this is not a Township issue. Met-Ed is governed by the PUC, and anyone is welcome to complain to them. Discussion continued.

Ann Pinca was in attendance but in the interest of time she stated she would ask her question at another time.

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.

Eric Paul asked if there were any updates on the rumors of a Sheetz going on at the corner of Long Lane and Route 72. Manager Books stated that plans were received and are now in the review process. Mr. Paul wanted to make the Board aware that there are a lot of people that are opposed to the project.

CONSIDERATION FOR APPROVAL OF MINUTES

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to approve the meeting minutes from the February 17th 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 – February 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 Vragovich also wanted to thank the Township Road Crew for their help with the road issues due to the wind over the weekend.

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

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

Monthly Fire Police Activity Report

Lieutenant Savini reviewed the NLT Fire Police Activity for the month of February 2025.

Supervisor Ed Brensinger wanted to remind the Chief that now that the weather is nice, he has noticed an increase in speeding in the Township and asked the Chief to provide some extra enforcement. Chief Knight stated that with aggressive driving coming up in April they have plans to crack down on it.

Karen Wolfe wanted to let the Chief know that the stop sign at the corner of Weavertown Rd and E Maple St would be a great place to conduct enforcement.

Martin Barondick expressed to the Chief that he would be contacting him to discuss the phone call they recently had.

**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. He noted that street sweeping has begun. The recycling yard has had some changes. Residents will notice there are now four separate bins for grass, leaves, garden residue, and branches. The goal is to produce a higher quality mulch. The Lion's Lake Rehabilitation is well underway. The shoreline restoration should be completed in the next week or so. The new playground equipment and ballfield fencing started today.

Martin Barondick questioned when the title changed from Road Foreman to Public Works Director. Supervisor Brensinger stated that while he was employed, he did hold the title of Roadmaster. He further explained that when he retired and Jared took over is when the title of the position changed. Jared oversees multiple departments (Highway, Wastewater, Parks, Mechanic) which was the reason for the name change.

Karen Wolfe asked if the Township owned the property behind Christine Drive as there was a large tree that cracked over the weekend in the wind, and she is worried about it falling on the wires and onto her property. She was told the Township does not own that property, that it is privately owned and will need to be taken up with the property owner.

MANAGER'S REPORT

Paving Project for 2025

The Township Accounting Clerk has provided the bid tabulations results for the paving bid. Five bids were received with the lowest bidder being Pennsy Supply, Inc. at \$349,127.66. Manager Books has provided each of the Board members with a copy of the Bid Opening Tabulation results.

Fuel for 2025

The Township Accounting Clerk has also provided the bid tabulations results for diesel fuel and 87 octane unleaded gasoline to be delivered to the Township. Two bids were received with the lowest bidder being Rhoads Energy at \$2.6135/gallon for diesel fuel for a total cost of \$28,748.50 for 11,000 gallons and \$2.1495/gallon for 87 octane unleaded gasoline for a total cost of \$4,299.00 for 2,000 gallons. Manager Books has provided each of the Board members with a copy of the Bid Opening Tabulation results.

She asked the Board to award both the paving project and the fuel bids to the lowest bidders respectively as presented.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to award the 2025 Paving Project to the lowest bidder, Pennsy Supply, Inc., in the amount of \$349,127.66 contingent upon the Township Solicitor reviewing and approving all contract documents and bonds. Motion unanimously approved.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to award the 2025 fuel bid to the lowest bidder Rhoads Energy, in the amount of \$28,748.50 for 11,000 gallons of diesel fuel and \$4,299.00 for 2,000 gallons of 87 octane unleaded gasoline. Motion unanimously approved.

Code Enforcement Monthly Report

Manager Books reviewed the monthly code enforcement report for February that was provided by John Brenner. He received 4 new calls and issued 1 Notice of Violation. He closed 5 cases and did 4 rechecks. He had 1 court case, un-condemned 2 properties and issued 1 non-traffic citation. He currently has 16 open cases. This is for the Boards information only and no action is needed.

Permanent Easement Agreement – Jay Street Wall project

The Township has received the signed permanent easement agreement from the property owners (Mr. & Mrs. Howard) at 2014 Jay Street. This was needed to allow the Township to continue forward with the Jay Street Wall replacement project. Manager Books asked the Board to authorize the Chairman to sign the agreement.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to authorize the Chairman to sign the Permanent Easement Agreement with Mr. & Mrs. Howard for their property at 2014 Jay Street. Motion unanimously approved.

Authorize PCS for underwater inspection for Emma Road Bridge repairs

Back in 2023, the Township's bi-annual bridge inspection listed two bridges which need some attention. The Township Engineer Steve Sherk has recommended they move forward with the hiring of PCS Consulting Engineers to conduct the necessary underwater inspection which will be needed for the Emma Road Bridge repairs which they hope to conduct in the next couple of years to avoid a full bridge replacement. The quote from PCS is \$5,000. Steve recommended the

Township proceed with this underwater inspection of the far abutment of the Emma Road Bridge so he can get a better handle on the extent of the undermining. Manager Books asked the Board to approve Steve's request to hire PCS to perform the underwater inspection of the Emma Road Bridge.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to authorize Steve Sherk to contract with PCS Consulting to conduct the necessary underwater inspection of the Emma Road Bridge in the amount of \$5,000.00. Motion unanimously approved.

Destruction of Municipal Records – Resolution # 13-2025

Resolution #13-2025 lists the disposition of certain municipal records as set forth in the Municipal Records Manual.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to adopt Resolution #13-2025 approving the disposition of certain municipal records as listed and in accordance with the Municipal Records Manual. Motion unanimously approved.

Authorization for our Engineer prepare boundary exhibits and legal descriptions for the additional ROW at 801 Kimmerlings Road

At the January 6th meeting, the Board of Supervisors authorized Solicitor Leonard to prepare a Right-of-Way agreement for the property the Township purchased at 801 Kimmerlings Road. This agreement is to provide the Township with additional ROW should it be needed in the future for road improvements. Solicitor Leonard has been working on the agreement and needs to have a boundary exhibit and legal descriptions of the additional ROW. Manager Books has reached out to the Township Engineer Steve Sherk for a quote to provide the survey to obtain the boundary exhibit and prepare the legal descriptions. His quote for the boundary is between \$1200 and \$1500 and possibly an additional \$500 for the exhibits. Manager Books asked the Board to authorize Steve Sherk to proceed with the boundary survey and legal descriptions.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to authorize Steve Sherk to prepare the boundary exhibits and legal descriptions for the additional Right-of-Way for 801 Kimmerlings Road. Motion unanimously approved.

Manor View Estates – Time review extension letter

The Township received an extension letter from Integrated Consulting granting us an extension until September 30th for the Manor View Estates Plan. Manager Books asked the Board to accept the time extension.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to accept the time review extension letter for the Manor View Estates plan until September 30, 2025. Motion unanimously approved.

Baseball Association – Portable toilet request at ball fields

Manager Books received a memo from the Township's Administrative Assistant on behalf of the Parks & Recreation Board. Dwayne Elder on behalf of the Northern Lebanon Little League is asking for permission to place a portable toilet closer to the baseball fields here at the Township Community Park and at the field at Lion's Lake. The little league would be responsible for all

costs and weekly cleaning fees associated with the portable toilet. The Township has allowed this to be done the last couple of years. The Parks and Rec Board has recommended approving this request. Manager Books asked the Board to approve their request again this year.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to permit the Northern Lebanon Little League to place portable toilets at the ball field at the Township Community Park and Lion's Lake Park with all fees to be paid by Northern Lebanon Little League. Motion unanimously approved.

Resolution # 14-2025 – Intergovernmental Agreement with Lebanon County Regional Police for use of Township Mechanic

The Lebanon County Regional Police Department has requested the use of the Township's Mechanic to provide mechanical services for the police department vehicles. The Township had an Intergovernmental Agreement drawn up for both entities to approve. The Township is required to adopt a Resolution which authorizes the execution of said agreement. Manager Books asked the Board to adopt the resolution and approve the Agreement with the Lebanon County Regional Police for the services of the Township Mechanic. The Township will obtain Garage Keepers Insurance as recommended by their insurance company.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to adopt Resolution # 14-2025 which authorizes the execution of the Intergovernmental Agreement with Lebanon County Regional Police for use of Township Mechanic. Motion unanimously approved.

Payment request #1 from Flyway Excavating for Lions Lake Project

The Township received notice from Steve Sherk that Flyway Excavating has submitted Payment Request #1 for work completed on the Lion's Lake Rehabilitation Project. This invoice covers work from October 1, 2024 (which was the Notice to Proceed date) through February 28, 2025. The requested invoice amount is \$170,552.02 which will leave a balance of \$568,187.48 on the contract. Manager Books has received a recommendation from Steve indicating that the reported quantity of completed work is consistent with their observations. Manager Books asked the Board to approve this payment request.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to authorize payment #1 in the amount of \$170,552.02 to Flyway Excavating for work completed through February 28, 2025, for the Lion's Lake rehabilitation project. Motion unanimously approved.

Ebenezer Beautification Committee – Annual BBQ fundraiser

The Township received a request from the Ebenezer Beautification Committee to use the parking lot at the Lion's Lake dam breast to hold a BBQ Fundraiser on May 21, 2025, from 6:00 am to 6:00 pm which includes set up and clean up. The group will monitor traffic during the fundraiser. Due to only receiving this request on March 10th, the Parks & Recreation Board did not have a chance to review and provide any type of recommendation.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the use of the Lion's Lake parking lot at the dam breast for the Ebenezer Beautification Committee to hold their BBQ fundraiser on May 21st from 6am to 6pm. Motion unanimously approved.

Request authorization to advertise several items to be placed on MunicibiD

The Township would like to advertise placing the following items on MunicibiD: Henke snowplow, 2011 Deere 624k payloader, Bobcat skid steer sweeper, Napa tire mounting dolly, two dump box salt spreaders, and various 18v DeWalt tools to be sold as a lot (1 charger, 2 flashlights, 3 hammer drills, 1 drill driver, 1 ¼ inch impact drill, 1 ½ inch impact driver, 1 grinder).

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to authorize the advertisement of the items reviewed on MunicibiD. Motion unanimously approved.

Eric Paul questioned if any person could purchase things from MuniciBid. Supervisor Snook mentioned that as long as you set up an account with MuniciBid anyone can make purchases on the platform.

SOLICITOR's REPORT

Nothing to report this month.

COMMENTS FROM BOARD MEMBERS/PUBLIC

Supervisor Heisey said he is pleased with how well the Township is working together with the numerous projects going on simultaneously.

Supervisor Snook wished everyone a Happy St. Patrick's Day!

Supervisor Brensinger wanted to let everyone know about the great job Jared and the rest of the guys are doing. The sight distance improvement that was made on the corner of Weavertown and E. Kercher makes a world of difference.

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 8:00 PM.

Respectfully Submitted,

Misty S. Bender
Recording Secretary