

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
May 19, 2025**

The May 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
Paul Savini	Lieutenant, Lebanon Co. Regional Police
Tim Knight	Chief of Police
Jared Balsbaugh	Public Works Director

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

**COMMENTS FROM THE PUBLIC**

**Josh Weaber** of Chrisland Engineering was present to review waiver requests and plan approval request for **Iona Investment Group Land Development Plan**.

Waiver #1 – Section 3.04 Preliminary Plan Review Procedure. Applicant would like to allow the plan to be approved and recorded without undergoing the separate preliminary plan review procedure. Applicant proposes submitting a combined preliminary/final plan.

Waiver #2 – Section 403.C.3 – Existing Conditions. Applicant is asking to allow the plans to be approved and recorded without the inverts of the existing sanitary sewer. Applicant states they are not proposing a connection to the sanitary sewer, and they did provide the inverts for the existing sanitary sewer where they were able to collect them.

The Township has received the executed storm water management operation and maintenance agreement and the developer's improvements agreement as well as the required financial security from the developer. They also received a letter dated April 30th from our Engineer recommending approval of the plans and both waivers.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Heisey to accept the financial security and to approve the requested waivers as presented, the Iona Investment Group land development plan, the stormwater management operation and maintenance agreement and the developers improvements agreement. Motion unanimously approved.

**Chris Venarchick** from RGS Associates was there to review the requested waivers and answer any questions regarding the **Sheetz Lebanon, PA (Long Lane) Preliminary/Final Subd. & Land Dev. Plan**.

### **Subdivision and Land Development Waiver Requests**

#### Waiver #1 - Section 403.1.A Plan Scale

RGS is proposing a plan scale of one-inch equals 60 feet rather than the required 50 feet to the inch. To provide the scale per the requirement would refrain from being able to capture the overall tract boundary and neighboring parcel information on a single sheet. The display would then be too large and would be zoomed out too far to clearly display the necessary information.

#### Waiver #2 - Section 502.5.A.2 Reconstruction of Existing Streets

RGS requested a waiver of reconstructing the existing street (Long Lane) to the full width required by Township specifications and design standards. Chris stated that Long Lane is classified as a local road that has lower traffic volumes than higher roadway classifications. The design of the site has accommodated the desire to avoid tractor trailer parking along Long Lane through signage and the proposed access drive design. “No Parking” signage has been proposed along Long Lane. Truck restriction signage has been proposed at the access drive entrance to deter large trucks from entering the site off Long Lane. Internally, a “No Trucks or Buses” sign is proposed to restrict trucks from using the Long Lane access drive to exit the site. The access drive has been designed specifically to restrict truck access by maintaining a narrower width and having smaller radii for the entrance.

#### Waiver #3 - Section 502.6.A Construction Standards

RGS is requesting a waiver of the construction standards regarding the reconstruction of the existing street (Long Lane) in accordance with the North Lebanon Township Standards for Right-of-Way Improvements and Other Related Specifications, as amended. Their justification for this waiver is consistent with the justification provided for the waiver for Section 502.5.A.2. They will still be providing a fifty-foot (50') ROW if needed in the future.

#### Waiver #4 - Section 502.11.A Curbing along Existing Street

RGS is requesting a waiver to not have to install curbing along the existing streets of Long Lane and SR72 North. The existing roadways surrounding the project site do not currently have concrete vertical curbing along the property frontages and there is no vertical curbing along the neighboring properties to connect into. The only portion of the site that has curbing includes the concrete curb at the crosswalk ramp area at the intersection of Long Lane and SR72 and bituminous curb along Long Lane that extends about 200-feet from the intersection before it is ended. Aside from the absence of vertical curbing along the existing streets surrounding the site and neighboring properties, another major reason to not require curbing is that installing curbing would disrupt the current drainage flow path. If curbing is required, the drainage would be redirected towards the intersection of Long Lane and SR72 unless inlets and other stormwater measures are installed along Long Lane to capture the runoff.

#### Waiver #5 - Section 502.12.A.5 Sidewalk Deferment

RGS requested a waiver to the deferment of the requirement to install perimeter sidewalks along existing streets along the property frontage. Based on review of aerial mapping there is no sidewalk along Long Lane for its entire length. The majority of SR72 does not have any sidewalk. Due to

the rural nature of Long Lane, and the intensity of vehicular traffic along SR72, for safety concerns, pedestrian circulation should not be encouraged along the property frontage.

Waiver #6 - Section 503.2.I.2.D Access Drive Centerline Radius

RGS proposes a waiver request to allow a minimum centerline radius of forty feet (40') rather than the required seventy-five feet (75') for the access drive connecting to Long Lane. The access drive connection to Long Lane is not a public street, nor is it intended to be extended as a public street in the future. The drive will serve only the subject parcel. Vehicular speed will be less than 25 MPH. The drive will be privately maintained.

Waiver #7 - Section 505.D Minimum Radius of Curvature in Parking Lots

RGS requests a waiver to allow the use of a two-foot (2') radius curb within the interior portion of the site. The proposed two-foot (2') radius curb curvature is only proposed at each end of the proposed drive-thru along the building involving the concrete islands. The concrete islands are designed to separate the parking stalls and the drive-thru lane by providing a physical barrier instead of paint striping. These islands are not intended to be planted and are depicted on the plan as "to be concrete." These islands are located internally on the project site and are privately owned and maintained.

**Access Management Ordinance Waiver Requests**

Waiver #1 - Section 21-608.1 & Table 608.2 Driveway Radii

RGS proposes to have a minimum driveway radii less than 50 feet and maximum driveway radii greater than 55 feet as required. The proposed access drive along SR72 is designed as a right-in / right-out with an elongated pistol style median based on current PennDOT policy. The access drive is part of the PennDOT HOP Plan and the conceptual design has been reviewed and approved by PennDOT. The design warrants the driveway radii to be less than the minimum and exceed the maximum radius values due to PennDOT requirements. The right-in section of the access drive contains a radius of 45 feet (which is less than the required minimum of 50 feet) while the right-out section contains a radius of 60 feet (which is greater than the required maximum of 55 feet). However, these radii are in accordance with PennDOT specifications.

Waiver #2 - Section 21-609 Driveway Throat Width

RGS is requesting to have a driveway throat width greater than the required 20 feet. The access drive has been reviewed and approved by PennDOT. The design warrants the total driveway throat width to be greater than 20 feet (proposing 47') as the design accommodates for Sheetz delivery truck access and the turning radius associated with Sheetz delivery trucks. The access drive incorporates concrete rumble strips on the outer edges of the right-in and right-out drives to define the drive aisle for vehicular travel. The throat widths between the mountable concrete median and the concrete rumble strips for both the right-in and right-out drives are 18 feet which satisfies the requirement.

Waiver #3 - Section 21-610 Driveway Throat Length

RGS proposes to have a minimum driveway throat length less than the required 120 feet. Providing a throat length of 120 feet is infeasible as the entirety of the site would have to shift to the west, creating several issues. They are proposing 20' length. The access drive has been reviewed and approved by PennDOT.

## **Stormwater Management Ordinance**

### **Waiver #1 – Section 307.B.23 Grass Swale Design**

RGS is requesting relief of the requirement for a water velocity modifier for the grass swale where the slope exceeds 4 percent. The proposed swale does not convey a large flow where a water velocity modifier would be justified.

### **Waiver #2 – Section 309.B.5 Pipe Cover within Paved Areas**

RGS proposes to allow the pipe from I-A14 to I-A12 to have less than the required twelve inches of cover from the top of pipe barrel to bottom of pavement base course within the paved area.

### **Waiver #3 – Section 308.D Basin Side Slope Fencing**

RGS is seeking relief from the requirement to include fencing around the proposed MRC Facility. BMP-003 is isolated from the internal site pedestrian movement. The proposed access drive off Long Lane disconnects the facility from the rest of the site.

### **Waiver #4 – Section 308.H Cutoff/Key Trench**

RGS is asking for the key trench of impervious material under the basin berm not to be required. Given the limited hydraulic depth and ponding, minimum fill required for its construction, and limited volume, it is the professional opinion of RGS Associates that no clay core, cradle, anti-seep collars are warranted for this facility as there is no concern of failure or impact to downstream properties. In addition, the facility is only 2 feet deep.

### **Waiver #5 – Section 308.I Anti-Seep Collars**

RGS requests relief to the requirement of anti-seep collars being placed around all basin discharge pipes. The justifications for this waiver are the same as outlined above for Waiver # 4.

### **Waiver #6 – Section 308.M Emergency Spillway**

RGS is asking for a modification to the requirement of an emergency spillway. They request a freeboard depth of four (4) inches for the emergency spillway of BMP-003. BMP-003 has been designed with a maximum storage depth of 1.2 feet for the design storm and diverts the larger storm event to BMP-001.

Conversation continued between Chris Venarchick and the Board regarding Waiver #4 - Section 502.11.A Curbing along Existing Street and Waiver #5 - Section 502.12.A.5 Sidewalk Deferment. The Board felt that for safety reasons, they are requiring curbing to be placed along both Route 72 and Long Lane from the intersection to both access drives on the property. The Board agreed that they want to see sidewalks installed from the intersection of Route 72 & Long Lane to the access drive on Route 72. The Board agreed not to require sidewalks along Long Lane.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the requested waivers as presented except for relief of the requirement to install curbing and sidewalks. Motion unanimously carried.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Heisey to require curbing from the intersection to both access drives along Long Lane and Route 72 and to require sidewalks from the intersection to the access drive on Route 72. Motion unanimously carried.

**Michelle Hawk** was present from the Lebanon Community Library to share updates and statistics from their data base regarding North Lebanon Township residents. The Lebanon Community Library's hours of operation are Monday through Wednesday 8-8pm, Thursday 8-7pm, Friday and Saturday 8-5pm. Michelle also asked the Board to consider increasing their annual contribution from \$6,000 to \$10,000 for next year.

**Karen Wolfe** stated that she felt the new Sheetz would eliminate smaller convenience businesses in the area and will increase traffic in the area.

**Eric Paul** commented that he feels speeding is an issue on Route 72.

**Ann Pinca** mentioned she agrees that pedestrians are a current problem in this vicinity and stated it would make sense for sidewalks to be installed for safety reasons.

**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 official plans have been submitted.

**Eric Paul** added that he also agrees the Sheetz should be required to install both curb and sidewalk.

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

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to approve the meeting minutes from the April 21<sup>st</sup> 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 – Monthly Summary – April 2025**

Fire Chief Brian Vragovich, from Glenn Lebanon Fire Company was not present to go over the previous months reports as he was attending a training session.

#### **CHIEF OF POLICE REPORT – Paul Savini, Lieutenant - Lebanon County Regional Police Calls for Service – April 2025**

Lieutenant Savini presented a slideshow which reviewed the various calls for service for the prior month.

#### **Monthly Fire Police Activity Report – April 2025**

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

**Chief Knight** wanted to acknowledge **Corporal Houser** who responded to a call of a gun being pulled on someone. Corporal Houser conducted an investigation and took a large drug dealer off the streets. He confiscated large quantity of heroine, meth, fentanyl and crack cocaine.

**Supervisor Brensinger** expressed his condolences on the passing of Dennis Copenhaver. Dennis was a volunteer with the fire police with over 30 years of experience, and he will be greatly missed.

**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 mentioned that street sweeping has been completed in the township. He mentioned various projects the guys have been working on. Mr. Balsbaugh also mentioned that the Lions Lake project should be wrapped up by 5/23/2025. A special thanks was made to J Rock from the Lebanon Area Free Church for all their help with mulching at Lions Lake Park.

**MANAGER'S REPORT – Lori Books, Township Manager**

**Code Enforcement Monthly Report** John Brenner provided us with his monthly activity report for April. He received 7 new calls and issued 5 Notice of Violations. He closed 3 cases and did 8 rechecks. He had no court cases, did not un-condemn any properties and issued 5 non-traffic citations. He currently has 19 open cases.

**Approve items sold on MunicibiD to highest bidder**

In March the Board authorized listing several items to be sold on MunicibiD. Manager Books asked the Board to approve selling the following items to the highest bidders respectively:

2012 Deere 624k payloader to Jacob Kline for \$94,600

Bobcat skid steer sweeper to Alan Viall for \$1,375

Henke snowplow to Dustin Musser for \$270

11' Air Flow salt spreader – NO bids

12' Air Flow salt spreader – NO bids

Napa tire mounting dolly to James Graham for \$141

Various 18v DeWalt tools to Felipe Santos for \$34

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the items sold on MunicibiD to the highest bidder as reviewed by Manager Books. Motion unanimously approved.

**North Lebanon Storage, LCC (Phase 2) – Release remaining escrow funds**

Last month the Township released the financial security for this project. Manager Books stated we have received all outstanding invoices for this project. Manager Books asked the Board to release the remaining escrow funds in the amount of \$560.36 to the owner.

**MOTION** was made by Supervisor Snook and seconded by Supervisor Heisey to release the remaining escrow fund balance of \$560.36 to the owner. Motion unanimously approved.

**Payment Request #3 from Flyway Excavating for Lions Lake Project**

Flyway Excavating has submitted Payment request #3 for work completed on the Lion's Lake Rehabilitation Project. This invoice covers work from April 1 through April 30, 2025. The requested invoice amount is \$147,680.35 which will leave a balance of \$197,968.86 on the contract. This balance includes 5% retainage of the value of work completed. The Township

anticipates at least one additional change order to reconcile the difference in quantities of the contract allowance items that were installed compared to the estimated bid quantity (ex. Island removal, paving base repairs, etc.) Manager Books has received a recommendation from Steve Sherk, Township Engineer, indicating that the reported quantity of completed work is consistent with their observations. Manager Books asked the Board to approve this payment request. She reminded the Board that a portion of this project is being reimbursed by the Lebanon County Consortium as part of our MS-4 permit requirements. Including this payment to Flyway our total invoices paid to date amount to \$540,770.64. Of that, the Township has invoiced the Consortium for reimbursement of \$275,569.10. It was noted that the orange fencing will remain until the plantings have been established.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Heisey to authorize payment #3 in the amount of \$147,680.35 to Flyway Excavating for work completed through April 30, for the Lion's Lake rehabilitation project. Motion unanimously approved.

#### **Revise the Service Agreement for the 457b Plan**

The Township received an email from Conrad Siegel regarding the 457b Retirement Plan. Now that the Regional Police are officially their own entity, the Township had to transfer all the police retirement accounts to the Regional Police Commission. Because of this, we do not have as many accounts to spread the maintenance fees over that are charged by both Conrad Siegel and Charles Schwab. Conrad Siegel is suggesting we revise the services agreement with them to have the Township pay the Plan's expenses from Conrad Siegel and continue to have the Plan pay the fees charged by Charles Schwab. Conrad Siegel fees would be about \$1,035 per quarter and Charles Schwab would be about \$160 per quarter.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to approve revising the services agreement for the 457b Plan to have Conrad Siegel's fees paid by the Township and to keep Charles Schwab's fees paid from the Plan. The Board also directed Manager Books to look for alternatives for managing the pension funds. Motion unanimously approved.

#### **SOLICITOR'S REPORT** – Amy Leonard, Esquire

Nothing to share this month.

#### **COMMENTS FROM BOARD MEMBERS/PUBLIC**

Supervisor Snook reminded the public that Tuesday May 20<sup>th</sup> is primary election day, and to remember to go out and vote.

#### **ADJOURNMENT**

**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 8:02 PM.

Respectfully Submitted,

Misty S. Bender  
Recording Secretary