

WEST LEBANON TOWNSHIP
September 5, 2023

The regular meeting of the West Lebanon Township Board of Commissioners was called to order at 7:00 p.m. by President Richard Pflueger with the Pledge of Allegiance

The following were in attendance:

Commissioner Richard Pflueger	Treasurer: Julie Clouse
Commissioner John Gurganus	Secretary: Antoinette Issis
Commissioner Michelle Testerman	Maintenance: John Brenner
Commissioner Justin Snyder	Township Engineer: Mr. Joshua Weaber (absent)
Commissioner Phylis Dryden	Solicitor: Mr. Paul C. Bametzreider

Michelle Testerman made a motion, seconded by Phylis Dryden and agreed by the Board to approve the minutes as written August 7, 2023.

VISITORS' ADDRESS: There were 9 visitors in attendance.

COMMITTEE REPORTS:

Treasurer's report: Copies of the report were given to the Board members and available to the visitors in attendance.

Total monies in all West Lebanon Township accounts as of August 31, 2023 are \$1,863,387.99

Lebanon County Treasurer Real Estate Delinquent Taxes collected are \$868.85 from 7/1/23 to 7/31/23 Municipal (\$794.60), Street Light Taxes (\$74.25).

Lebanon County Treasurer Real Estate Taxes collected are \$2,242.21 from 8/6/23 to 8/19/23 Municipal (\$10,361.45), Street Light Taxes (\$246.50).

Phylis Dryden made a motion, seconded by Michelle Testerman and agreed by the Board to accept the Treasurer's report.

POLICE: Chief Knight was in attendance and gave the report for the month of August 2023 as follows:

Total Calls for the month	55
Traffic Arrests	31
Criminal Arrests	02
Parking Tickets	26
Faulty Equipment Cards	07
Non-Reportable Incidents	17
Reportable Incidents	23
UCR Crimes	10

Chief Knight stated for the month of August the police department was dispatched to 728 total calls.

SPEEDWELL FIRE COMPANY:

Skylar Ford gave the following report for August 2023 as follows:

4 calls for the month for 5 hours and 44 minutes.
Fire Police responded to 1 call for the month for 43 minutes.
Training for hours for the month: 10 personnel for 23 hours.
Speedwell responded to the following calls:

1. AFA Bad Boy Mowers
2. Outside Rubbish Fire at 2304 Lehman Street
3. Rescue Cats under stairway
4. MVA with injuries at 1621 W. Cumberland Street

Skylar stated they need key holder & owner information for certain commercial buildings.

Skylar stated Speedwell Fire Company was invited to National Night Out at Hill Top playground. Both engines went out to event. Skylar stated members also went out to U Grow in North Cornwall Township for Hero's Night.

HIGHWAY: Phylis Dryden stated paving was completed at Chapel Lane and West Cumberland Street. All curb painting was done by Commissioner Justin Snyder at the same location.

WATER: Justin Snyder stated the daily average for the month was 34,451 gallons per day (GPD). The water tank is full. The total City of Lebanon Authority (COLA) water was zero (0).

SEWER: Justin Snyder stated nothing to report.

Michelle Testerman asked if there had been anymore rags appearing in the White Row.
John Brenner stated yes.

STORM SEWER/MS-4: Justin Snyder asked John Brenner if he had anything for storm sewer. John Brenner stated storm sewer project the rock was blasted and waiting for the contractor to return to finish the project.

TOWNSHIP BUILDINGS: Michelle Testerman stated nothing to report.

RECREATION: Michelle Testerman stated nothing to report.

PUBLIC SAFETY/CODE ENFORCEMENT/SANITATION: John Gurganus stated several citations were filed along with notices going to residents for high weeds and sanitation.

John Gurganus stated the township will see a lot of vehicles parking in the township on September 9, 2023 and October 20, 2023 from 7:30am to 12:00pm for a track meet being held at Union Canal Park. The police department knows about the event.

GREEN WASTE/RECYCLING: John Gurganus stated the Green Waste Site card system should be back to normal within the next 2 weeks. It still needs programming. When lighting hit, it took out the camera system at the recreation area and green waste site.

Michelle Testerman asked if there is someone living there again. Someone called Michelle this past weekend about a lady spending the night at the picnic tables. Maybe just keep an eye out on that.

John stated if residents call her to inform them to call the police department at the time.

Michelle stated that is why she asked if the police can look when they drive by.

Chief Knight stated he will make the officers aware of it.

Zoning:

Purchase Certificates issued as follows:

No. 11-2023 issued to Capstone Land Transfer for the property located at 2418 Guilford Street Lebanon, PA 17046. Seller's Name: Lisa Brower. Purchaser's Name: Matthew Marakowski.

No. 12-2023 issued to Regal Abstract Title Company for the property located at 375 North 24th Street Lebanon, PA 17046. Seller's Name: Kenneth S. Hinkle. Purchaser's Name: Aaron Long.

No. 13-2023 issued to Henry & Beaver LLP for the property located at 2408 Guilford Street Lebanon, PA 17046. Seller's Name: Amber Dishong. Purchaser's Name: Redevelopment of Lebanon County.

No. 14-2023 issued to Capitol Settlement Group for the property located at 502 N. 23rd Street Lebanon, PA 17046. Seller's Name: Manuel Ricart. Purchaser's Name: Kristian Nieves.

Building Permits issued as follows:

B-15-2023 issued to Bennett Hyundai of Lebanon, 2101 West Cumberland Street, for fire alarm installation.

B-26-2023 issued to Drunken Smitty for Unit B 13 2236 Lebanon Valley Mall.

Zoning Permits issued as follows:

Z-24-2023 issued to Michael Sign Company for 2101 W. Cumberland Street for freestanding sign.

FINANCE: Phylis Dryden made a motion, seconded by John Gurganus, and agreed by the Board to pay all the bills as submitted.

Richard Pflueger asked if anyone was opposed to paying the bills or if anyone wanted to see the bills.

Gary Redinger asked if there was an issue with putting them on the table for the public to view.

Michelle asked if there is a way for residents to get a list of what is paid every month.

Julie stated the bills get filed by Antoinette.

John Brenner asked if Michelle realizes how much paperwork that would be and if the original bill gets put out the chances of getting lost and losing the township records.

Julie stated the original bills are needed for the township audit.

John stated he does not think that would be a wise decision.

Dave Snyder asked are those seen from the previous month.

John stated basically they are being viewed from the previous month.

Gary asked if something can be done if a bill is over a certain dollar amount to know if there is something that is high in dollar value such as over \$1,000 or \$2,000.

John stated the township's heating and electric bills are easily over \$2,000.

Richard asked if residents wanted to come to the township on Monday morning when he signs checks and vouchers to look over his shoulder.

Phylis stated they are all listed in the minutes so if residents have questions.

Antoinette stated what is paid is not listed in the minutes.

Phylis stated if residents have questions they can ask based on what is listed in the minutes.

Julie stated residents would not know what to ask.

Antoinette stated what is in the minutes is checks the township received.

Gary asked if residents came during the townships office hours, could they look at the vouchers.

Paul stated under the right to know request a resident could.

Gary asked with the right to know request, the commissioners do not need to be there correct.

John Brenner stated no the commissioners do not need to be there. John stated if there is something specific a resident is looking for to submit a right to know request. Legally residents should be submitting a right to know request for viewing bills and asked Paul to verify.

Julie stated it would have to get requested as the township clerk does not have access to Antoinette's records.

John Brenner stated to view the bills it would have to go through the right to know officer, who would get ahold of Antoinette for the bills that are requested.

Gary asked who the right to know officer is.

John Brenner stated Paul is the township's right to know officer.

Michelle asked if residents want to look at the bills every month, do they have to send Paul a right to know every month to view them.

Paul stated yes.

John Brenner stated that is state law and not just a West Lebanon Township Law.

Paul stated the board can say otherwise but that is the appropriate way to go about it.

Richard asked if residents can just look over his shoulder when he is signing checks and vouchers.

John Brenner stated that is fine if Rick wants to arrange for residents to come to the township.

Gary asked how frequently vouchers are signed.

John Brenner stated it could be 2-3 times a week.

Richard asked if Gary wanted to come to the township every time he is signing vouchers.

Gary stated he is not coming to the township every time Rick is there to sign vouchers and it was a question he had. It was brought up a couple months ago and assumed there was going to be a list of outstanding bills provided to residents. Gary asked if they are put into a spreadsheet.

Antoinette stated she puts all bills that a voucher was written for into a spreadsheet, that includes the check number and date it was paid. After the commissioners sign the vouchers, they get filed.

Jon Litz asked how many vouchers are written out each month on average.

Antoinette stated that is hard to say because of having the normal electric, water.

Jon asked on average is there about 30-50 bills or is it over 100.

John Brenner stated well over 100 bills a month.

Michelle stated since she started looking at the bills after Mr. Snyder said something, there is a lot in the folder. Michelle has been coming in once a week to look at the bills.

Gary asked if the commissioners see something unusual in the bills, they do question it and do not just sign it.

Phylis stated the commissioners put sticky notes on the voucher with the question.

Gary asked if the commissioners are reading the bills they are signing.

Julie stated yes as he has had Antoinette and herself hold bills until he gets to the bottom of things.

Gary stated as long as the township is reading them and not just rubberstamping them.

John Gurganus stated he looks at all the vouchers Antoinette writes out and compares to the bill attached to it.

Phylis stated she looks at the voucher and the invoice and packing slips attached to the invoice.

John Gurganus stated there is a lot of items going into operating a township.

OLD BUSINESS

The secretary stated no old business.

NEW BUSINESS

Justin Snyder made a motion, seconded by Michelle Testerman and agreed by the board to adopt Resolution 2023-09 for applying for a local share account for a project involving placing a basketball court, pickle ball court, and a gaga pit at the township's recreation area authorizing John Brenner to apply for local share account with DCED.

Gary Redinger asked if it was one pickle ball court being put in.

Michelle stated yes because the basketball court and gaga pit being put in the one area.

Gary asked if the basketball court would replace the half court currently there.

John Brenner stated that is getting ripped out.

Julie asked who the local share account is with.

John stated with DCED.

Julie stated she was not sure if the township is doing it with another township or municipality.

Jon Litz asked is there a township cost to this project.

Michelle stated at this time they do not know. The grant has to get applied for first before saying the township owes an amount.

Julie asked is this similar to the trees getting cut down and the walking trail?

John Brenner stated yes. The commissioners have the resolution and if someone reads it, it would make more sense.

Michelle read resolution 2023-09.

Gary asked if the township was putting lighting in as well.

Jon Litz asked by adopting the resolution, does this state the project is ongoing and the township will pay the difference not granted with the local share account or is this only to apply for the local share account.

Michelle stated the resolution is to apply for the local share account.

Jon asked at once the information is gathered will the board decide to continue or deny the project at another meeting.

Michelle stated yes because at that point the township will know how much they will have to contribute.

CORRESPONDENCE

Received checks as follows:

Michael Miller- \$30.00 for Greenwaste keycard renewal.

Bennett Hyundai of Lebanon- \$3, 44600 for Building Permit B-15-2023 (3,291.00) and administrative fee (\$30.00).
Lebanon County Probation Services- \$310.29 for vehicle, crimes code and miscellaneous income.
North Lebanon Township Police Department- \$325.00 for parking tickets.
Rental License (8/15/23)- 3 at \$50.00 each totaling \$150.00.
Capstone Land Transfer LLC- \$50.00 for purchase certificate #11-2023.
Beverly Mauity- \$30.00 for Greenwaste keycard.
North Lebanon Township- \$839.55 for District Judge for July District Court Fines.
Regal Abstract- \$50.00 for purchase certificate #12-2023 for 375 North 24th Street Lebanon, PA.

Lebanon County Tax Claim Bureau- \$868.85 for June 2023 Municipal Tax.
ADP- \$27.00 for LST for 3rd Quarter 2022, check resent due to previous check being outstanding.
North Lebanon Township- \$238.05 for July Code Enforcement.
Rental License (8/24/23)- 3 at \$50.00 each totaling \$150.00.
Capitol Settlement Group- \$50.00 for purchase certificate for 502 N. 23rd Street.
Michael Sign Company- \$182.00 for zoning permit Z-24-2023 (\$152.00) and administrative fee (\$30.00).
Fox's Transport, INC- \$422.00 for 2nd Quarter LST 2023.
Brad Menzel- \$200.00 for pit fee payment.
North Lebanon Township Police Department (8/30/23)- \$275.00 for parking tickets.
Drunken Smittey- \$162.50 for building permit B-26-2023 (\$132.75) and administrative fee (\$30.00).
Capital Settlement Group- \$50.00 for purchase certificate #14-2023 for 502 N. 23rd Street.
Henry & Beaver LLP- \$50.00 for Purchase certificate #13-2023 FOR 2408 Guilford Street.
DJ-52-3-03: \$531.48 for August 2023. Local Ordinance (\$375.04), Title 18- Payable to Municipality (\$156.44).

Received letters as follows:

Robin Getz- Lebanon County Tax Collection Committee meeting minutes from August 16, 2023.
First Aid & Safety Patrol- August 2023 Municipal Newsletter.
Accord- Certificate of Liability Insurance for Willis Towers Watson Northeast, INC (Producer) for Palmetto Solar LLC (Insured).
Accord- Certificate of Liability Insurance for HMK Insurance (Producer) for J L Ulrich Company INC (insured).
JBT- standby letter of credit for emergencies only.
North Cornwall Township- North Cornwall Township and Cornwall Borough will be approving letters of intent to initiate the Pennsylvania Department of Community & Economic Development to begin a study focusing on the feasibility of forming a regional fire department. North Cornwall would like to offer West Lebanon Township and Speedwell Fire Company the opportunity to participate.

The next meeting of the West Lebanon Township Board of Commissioners is Monday October 2, 2023 at 7:00 p.m. at the West Lebanon Township Building, 322 North 22nd Street.

Michelle Testerman made a motion, seconded by Phylis Dryden and agreed by the Board to adjourn the meeting at 7:18 p.m.

Respectfully submitted,

Antoinette Issis, Secretary