

WEST LEBANON TOWNSHIP
February 5, 2024

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

The following were in attendance:

Commissioner Joe Templin	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

Phylis Dryden made a motion, seconded by Joe Templin and agreed by the Board to approve the minutes for January 3, 2024, with the correction of adding Public Safety and Green Waste/Recycling with Justin Snyder being the board member in charge.

VISITORS' ADDRESS: There were 13 visitors in attendance.
No visitors addressed the board.

COMMITTEE REPORTS:

Treasurer's report:

Lebanon County Treasurer Real Estate Taxes collected are \$2,777.42 from 12/24/23 to 12/31/23
Municipal (\$2,474.47), Street Light Taxes (\$302.95).

Total monies in all West Lebanon Township accounts as of January 31, 2024, are \$1,727,992.77.

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 January 2024 as follows:

Total Calls for the month	36
Traffic Arrests	15
Criminal Arrests	00
Parking Tickets	01
Faulty Equipment Cards	03
Non-Reportable Incidents	20
Reportable Incidents	22
UCR Crimes	05

Chief Knight stated an update regarding the regional police merger and the next meeting is on February 22, 2024 at 3:00 pm at the North Lebanon Township Municipal Building. This meeting is advertised on the website.

Michelle Testerman asked if Chief Knight could ask officers to watch for residents parking where the curb is painted yellow. At 24th and Mifflin Street it is making it difficult for the bus to

turn from 24th Street going onto Mifflin because there is a car parking over the curb. Michelle asked if officers could keep an eye on that.

Gary Redinger stated a few weeks ago they did not pick up garbage in the alley between 20th and 21st Street on Church Street. Gary called and asked why, and he was told it was because they had trouble getting in and out of the alley. Gary went to the end of the alley at 20th Street and a car was parked at the end and there was no way the garbage truck could make the turn to get through the alley. They came back later, got all the garbage and went back all the way to 21st Street to get out of the alley.

Michelle stated it seems to be an increasing problem in the area.

John Brenner stated there is a no “parking anytime” sign on 20th Street where the car usually sits. John stated the township usually has a hard time salting and plowing that alley because of the car sitting there.

Chief Knight asked if the car is parked there now.

Gary stated probably. When he goes down 20th Street to go home, they are usually parked there.

SPEEDWELL FIRE COMPANY:

Skylar Ford gave the following report for January 2024 as follows:

8 calls for the month with 20 members responding for 8.71 manhours.

Fire Police responded to 1 call for the month.

The busiest time for calls for the month of January was between 0000 and 0800.

HIGHWAY: Phylis Dryden stated the following:

1. West Lebanon Township and North Lebanon Township are combining paving work for Union Canal Drive and N. 25th Street to start at the tunnel. North Lebanon Township will be putting bid out for paving project and West Lebanon Township. The township solicitors will be reviewing an agreement between West Lebanon and North Lebanon for payment. West Lebanon Township’s Estimated cost should not exceed \$106,000-109,000.
2. Letters were sent out Homes for Life Development, Woodland Contractors for Union Canal Park, and UGI about the upcoming paving project about installing connections for utilities/water/sewer by April 15, 2024 prior to township paving North 25th Street between April and October 2024.
3. Luis Aponte attended and completed flagger training and obtained his certification.
4. The traffic signal at 22nd Street and Cumberland Street was upgraded and completed. The final inspection with Penn Dot, North Lebanon Township, North Cornwall Township, and C.M. High was held on February 1, 2024, and the traffic signal upgrade was tested in compliance with permit including pre-emption for emergency vehicles.
5. Lebanon County is not distributing the County Liquid Fuels Allocations.

Phylis asked John Brenner to explain the paving.

John Brenner stated North Lebanon Township and West Lebanon Township are going to put out a BID together this year. North Lebanon is going to advertise it and West Lebanon will pay the share for 25th Street. North Lebanon is paving Union Canal Drive, 24th Street, 23rd Street up through the hills. Instead of putting out 2 separate BIDs where North Lebanon gets their portion done and West Lebanon will have to mill a portion of their paving, it is going in one BID. Amy Leonard, North Lebanon Township Solicitor, will get ahold of Paul Bametzreider about making an agreement where West Lebanon will pay their share. West Lebanon already has estimates of

the cost for paving and needs Paul to review the payment agreement. This will be paid from liquid fuels. The estimated cost is \$106,000-109,000.

Phylis stated she thinks it is a great idea to work with North Lebanon regarding the paving. John Brenner stated Penn Dot likes to do that too when both municipalities work together like that for both sides of the street.

John Gurganus stated it will have a significant impact on truck traffic during paving.

John Brenner stated it will be an impact on cars or trucks when doing road work. The roads will go to single lanes and drivers will get impatient. Trucks will come through West Lebanon.

Chase Testerman asked if the paving was occurring for the entirety of 25th Street from Union Canal Drive up until Cumberland Street.

John Brenner stated no, just until the tunnel since West Lebanon does not own after the tunnel.

John Gurganus stated about a month ago he went over to the place where they deliver strip steel to introduce himself and place a concern. About 2 months ago, a truck came through Church Street. John asked if they could tell each driver leaving the facility not to go through Church Street. They claimed to not have an idea about that but since then he has not seen truck traffic on Church Street.

Harry Fox stated that is about 1-2 drivers out of about 90 drivers.

WATER: Michelle Testerman stated the daily average for the month was 33,774 gallons per day (GPD). The water tank is $\frac{3}{4}$ full. The total City of Lebanon Authority (COLA) water was zero (0).

Michelle Testerman stated two water operators attended training for new PFAS regulations that went into effect January 1, 2024.

Michelle Testerman stated letters were sent out regarding Lead and Copper Rule Revision to residents needing to perform scratch and magnet test and to complete the survey, this needs to be returned to township by March 31, 2024.

SEWER: Michelle Testerman stated nothing to report.

Michelle Testerman asked if the township is still getting rags and if the basket is helping.

John said yes and the basket is helping.

STORM SEWER/MS-4: Michelle Testerman stated nothing to report.

TOWNSHIP BUILDINGS: Joe Templin stated It was reported by Skylar Ford on 1/14/24 at 12:30 that the kitchen service door at the fire house blew open and pulled out the hinge and bent cylinders on both doors. Repairs were made and new heavy-duty door cylinders were ordered. Michelle asked if the hinges had arrived.

John said yes.

Joe asked were the doors not closed correctly.

John Brenner stated the back door was propped open.

Skylar Ford stated the fire department has a key fob system. The key fob system works by swiping the key, it unlocks the door to open it and is on a timer. Whenever someone goes over there opens the door, closes the door, the door still has the ability to be opened until the timer engages the lock. If no one stands at the door and holds it closed, it still has the ability to be

opened until the lock is engaged. The way the wind blows in the fire department is like a wind tunnel and that is what happened.

Joe asked if a chain can be placed on the door or place a heavier door.

John Brenner stated you could and asked if Joe knows any chains for a door like that since he has not seen any chains on a commercial door like that.

Joe stated that doesn't mean it cannot be done.

John stated I guess you could if you jerry-rig it.

Harry Fox stated trying to limit the travel through the door when the door when it is windy.

John stated everyone is overlooking the entire thing because the way the system is set up, the lock will not engage until the timer is done counting down for the lock to engage.

Michelle stated it takes about a minute for the lock on the door to engage after being unlocked.

John stated the door between the bay and the kitchen was open at the time so when someone travels through the front door and someone travels through the back door, it will cause the air to go through the building. It is like a deadlock. The best thing to do is put heavy duty door hinges on the door, which he purchased the heaviest ones possible, and it cost over \$600. Hopefully that solves the problem since the problem is with the key fob system timer.

Joe asked is that normal with the key fob system.

John stated he is not sure if the timer on the key fob system can be lowered because that is the fire department's system. John stated that is out of the township's control and that is in the fire department's control.

Michelle stated right now the fire department cannot do anything because Reed's has had their computer for the past 2 months due to some issues with it. Until the fire department hears back about their computer, they are at a halt.

Joe stated that John just spent \$600 on door hinges.

John stated that is exactly what he said and asked what his point is.

Joe asked if the fire department is paying for those door hinges.

John stated the township is paying for the door hinges because that is a township building. The key fob system was added by the fire department and the township has no control over that.

Joe asked why is there a delay on the system.

Michelle stated it is how the system was set up. It has been like that since the system was put in place.

Joe asked why is there a delay.

Skylar stated there must be a delay because not everyone sprints through the door. The door will not automatically open and automatically lock and has to have a little delay. The delay is about a minute and just like John Brenner stated a bigger deal is being made than it actually is. This occurred one time and it happened on the day the wind was blowing at 30 miles per hour. The key fob system is working properly. The one door was damaged prior and they are not sure what happened there.

Phylis stated Reed's installed a key fob system at her church and those doors do not stay unlocked for very long.

John stated he thinks there is some control for the timer delay for the lock to engage. It is like Michelle said earlier, if they do not have their computer, they cannot do anything now.

RECREATION: Joe Templin stated Nothing to report.

PUBLIC SAFETY/CODE ENFORCEMENT/SANITATION: Justin Snyder stated two residents were cited for not removing snow off sidewalks a few days after the last snow event.

GREEN WASTE/RECYCLING: Justin Snyder stated nothing to report.

Zoning:

Purchase Certificates issued as follows:

No. 01-2024 issued to Premier Settlements INC. for the property located at 312 and 332 North 23rd Street Lebanon, PA 17046. Seller's Name: Jacob King-Stonehedge Holdings LLC. Purchaser's Name: Nathaniel S. King.

No. 02-2024 issued to Henry & Beaver for the property located at 2408 Guilford Street Lebanon, PA 17046. Seller's Name: Redevelopment Authority of Lebanon County. Purchaser's Name: Efrain Torres.

Change of Ownership issued as follows:

1935 W. Cumberland Street Lebanon, PA 17046. Previous Owner: Shirley A. Howard. New Owner: Racheal M. Zeigler.

Building Permits issued as follows:

B-01-2024 issued to Trinity Solar for 1910 Church Street for solar panels on roof.

B-02-2024 issued to Huntilar Corporation for 1876 Alamo Way.

B-03-2024 issued to Huntilar Corporation for 1878 Alamo Way.

B-04-2024 issued to Huntilar Corporation for 1885 Alamo Way.

Zoning Permits issued as follows:

Z-01-2024 issued to Huntilar Corporation for 1876 Alamo Way, 1878 Alamo Way, and 1885 Alamo Way.

Z-02-2024 issued to Trinity Solar for 1910 Church Street for solar panels on roof.

FINANCE: Phylis Dryden made a motion, seconded by Michelle Testerman, to pay all the bills as submitted. Joe Templin voted no. Motion passes with a 4-1 vote.

Joe asked why the commissioners don't look at the bills before meetings.

Antoinette stated three commissioners are coming in regularly and looking at all the vouchers and bills.

John Gurganus asked if Joe wants to sit at the meeting and look at every single bill during the meeting.

Julie stated the bills and vouchers are in the office all the time and are in the commissioner's boxes. They start in one commissioner's box to get signed before getting paid and move through the boxes until all three commissioners have signed them before the bills and vouchers are paid.

Julie stated Joe can come in to look at the vouchers.

John Gurganus stated he looks at all the vouchers and signs them. John looks at all the checks the treasurer makes and signs those as well.

Joe stated it comes to a point he wants to bring up under old business.

OLD BUSINESS

Joe Templin stated in January there was \$1,200 spent at Lowes yet there was nothing to report under township buildings. Joe stated nobody did anything but there was \$1,200 spent.

Phylis asked what do you mean there was no report.

Joe stated just what he said as no report in January for buildings. Where did the items go. The bills tell him what was bought but was it for a project from 2023 and that would have been last year's bill.

John Brenner asked Joe do you want a report for every single item that the township employees purchased. John stated if that is what he wants, then he better hire about 5 more people.

Joe stated not for every item purchased but it is all on one bill. Joe wants to know where the items went.

Phylis stated Joe was complaining about one light bulb because it did not state on the bill what the light bulb was for. It was an item that Alex was sent over to Lowes to pick up. Phylis thinks it would be ridiculous to have to document every single item.

Joe is asking where \$1200 goes.

John Brenner stated that if Joe already looked at the invoices and saw the items on the bill why are you asking where the money went.

Michelle asked when Joe says report is he referring to the monthly report at the meeting under township buildings.

Joe said yes.

Michelle stated under the monthly report for township building, it was read as nothing to report but the township spent \$1,200 for buildings.

Joe asked was that a project from 2023.

Julie stated it is materials and supplies.

John asked if he looked at the Lowes invoice, what supplies were bought.

Joe stated there was a P-trap, drill bits, berry bits, pin punch, and wood. It does not specify where each item went.

John stated a majority of those items Joe listed are tools.

Joe stated not the P-trap. That is a trap that goes into the wall for the sink.

John stated the P-trap is for the urinal at the water treatment plant.

Joe stated that is a building.

John asked Joe do you want employees to write down each item purchased and what it was used for. If Joe does, hire more employees because the current staff does not have time to write every single item's use down.

Joe stated really.

John stated if Joe can find it, fine but John does not and neither do the guys have the time to write down they repaired a P-trap to repair a urinal that was leaking at the water treatment plant.

Joe stated the township has a free-wheeling spending limit.

John Brenner stated no that is why the township has a budget set every year for purchases like that.

Joe stated the bill does not state where the items are going and it just says buildings.

John Brenner asked someone else to explain it to him because it sounds like it is going on deaf ears to him.

Harry Fox stated there has to be a miscellaneous line somewhere. Example is being the light bulb.

Joe stated he is not worried about a light bulb and Phylis does not know what she is talking about.

Phylis stated Joe was at the township until 8:45pm after the January meeting complaining about it.

Joe stated Phylis did not have to stay.

Phylis stated Joe was here arguing with Antoinette.

Joe stated that has nothing to do with that and we were discussing something and Phylis did not know anything about that. Joe knows there is a budget but that does not mean that the township can spend the money freely.

Antoinette stated the money is not getting spent freely.

John Brenner said Joe keeps looking at him and asked what Joe wants.

Joe stated just write down what building the items are going into, i.e. township garage, water treatment plant., etc.

Harry stated if they have 32 items, Joe wants everything written down.

John Gurganus stated if employees write down each line item, they better write down how much time it takes for them to write it down too.

Joe stated we will take that under advisement.

NEW BUSINESS

Michelle Testerman made a motion, seconded by Joe Templin and agreed by the board to adopt Resolution 2024-4 authorizing the Treasurer, Secretary, and President of the Board of Commissioners to sign checks for the JBT accounts. All in favor

Michelle Testerman made a motion, seconded by Justin Snyder and agreed by the board to adopt Resolution 2024-5 for the Lebanon County 2023 Hazard Mitigation Plan. All in favor.

Michelle asked why it is the 2023 plan when we are in 2024.

John Brenner stated the plan is not done every single year. The last one was done in 2018 and the county just updated it to the 2023 plan.

Michelle Testerman stated the township was notified of the appeal for March 7, 2024 for 2001 W. Cumberland Street. Michelle wants to put a motion on the floor for the township solicitor to attend the appeal so the township has representation. Last time the township had an appeal, the township had no representation and the township lost the appeal. Michelle wants to make sure the township has representation.

Paul stated before proceeding, the board needs a motion to amend the agenda to add that matter on the agenda and then if that passes Michelle's motion will be considered.

Michelle Testerman made a motion, seconded by Phylis Dryden and agreed by the board to amend the February 5, 2024 agenda to add the appeal for 2001 W. Cumberland Street.

Paul stated the agenda will have to get amended and posted on the township website on February 6, 2024.

Antoinette stated that will get done on February 6, 2024.

Michelle Testerman made a motion, seconded by Joe Templin and agreed by the board for Paul Bametzreider to attend and appeal the assessment hearing for 2001 Cumberland Street on March 7, 2024. All in favor.

Michelle thinks it needs representation from an attorney so the township does not lose another case. It is for a lot of money.

John Gurganus stated it is the property that belongs to Moyer over on Cumberland Street.

Antoinette stated correct and asked for a second to Michelle's motion.

Joe Templin seconded the motion.

John Gurganus asked if the solicitor will get a copy of the letter.

Paul stated Antoinette sent him a copy of the letter and he will get a copy of the actual petition. He will find out what the assessment is at the courthouse and will have all that information for the hearing.

Phylis stated she thought she saw Paul at the hearing for Boscov's.

Paul said he was there.

Michelle stated the township won and they appealed. Then someone did not attend the hearing and the township ended up losing the case.

Paul stated the commissioners ruled in the township's favor and then there was something that got fouled up in the court of common pleas. Paul had not received notice of the hearing.

Julie stated the township lost at the appeal. The township won with the county.

John Brenner stated the township lost \$6,000 a year.

Paul stated the way to get aggressive is for the township to get its own appraisal to counter their appraisal and have someone available to testify what the appraisal of what the property is. That requires an investment.

John Brenner stated it is a big investment, like more than \$6,000.

Paul stated he will show up and say to the commissioners that the township is opposed and does not think it is an accurate value. At the end of the day, that is all he can do.

Michelle stated that is fine as long as the township has done its part.

John Brenner stated that he amazed with Lebanon County being able to improve properties, keep expanding however lowering taxes on the big properties.

Paul stated he will do what he can.

CORRESPONDENCE

Received checks as follows:

Harry Fox- \$30.00 for damage to township property.

Brentwood- \$20.00 for alarm permit.

Linter Group LLC- \$50.00 for Rental License for 1889 Alamo Way.

Eternity Mart INC.- \$20.00 for Alarm Permit.

North Lebanon Township- \$67.86 for November Code Enforcement inspections an mileage.

North Lebanon Township Police Department- \$50.00 for parking tickets.

Abstract Associates- \$50.00 for Rental License

Raymond Broy- \$20.00 for Alarm Permit.

Leiss Garage- \$20.00 for alarm permit.

Alarm Permits (1/18/24)- 2 at \$20.00 each totaling \$40.00.

Wilmer Martin- \$50.00 for Rental License.

Huntilar Corp- \$1041.10 for Pit Fee for 1889 Alamo Way.

Huntilar Corp- \$351.24 for Building Permits.

Huntilar Corp- \$1000.00 for rec fee for 1889 Alamo Way.

Huntilar Corp- \$5129.00 for Water/Sewer fee EDU 1889 Alamo Way.

North Lebanon Township- \$871.87 for public safety (\$324.53) and DJ 12-2023 (\$547.34).

North Lebanon Township Police Department (1/22/24)- \$25.00 for Parking Tickets.

Onesource Virtual HR, INC- \$14.00 for 4th Quarter 2023 LST.

Employer Solutions Staffing Group II LLC- \$40.00 for 2023 4th Quarter LST.
Paylocity- \$1,186.00 for Henry Molded Products INC. 2023 4th Quarter LST.
Paylocity- \$14.00 for Maguire Ford INC 2023 4th Quarter LST.
Paylocity- \$42.00 for Seal-Tite LLC 2023 4th Quarter LST.
Trinity Solar- \$185.92 for Building Permit B-01-2024 (\$67.67) and Zoning Permit Z-02-2024 (\$88.25) and Administration Fee (\$30.00).
Premier Settlement INC.- \$50.00 for purchase certificate 01-2024 for 312 and 332 N. 23rd Street.
CSR- \$22.98 for recycling of insulated copper wire (\$6.80), yellow brass (\$2.15), Old sheet Aluminum (\$10.35), and Shredder (\$3.68).
Public Partnerships-\$12.00 for 4th Quarter 2023 LST.
Paytime Inc.- \$34.00 for Maytay Enterprises LLC. 4th Quarter 2023 LST.
Paychex- \$22.00 for 2023 4th Quarter LST for Lebanon Chicken LLC.
Paychex- \$44.00 for 2023 4th Quarter LST for Kelly Machine Works LLC.
GMRI, INC- \$726.00 for 2023 4th Quarter LST.
Tax Production- \$162.00 for 2023 4th Quarter LST for Bridge Distribution Services LLC.
Tax Production- \$182.00 for 2023 4th Quarter LST for Lebanon Donuts LLC.
ADP- \$356.00 for Moyer Nissan of Lebanon 4th Quarter 2023 LST.
ADP- \$262.00 for Eternity Sales Corp 4th Quarter 2023 LST.
ADP- \$86.00 for Mavis Tire Supply 4th Quarter 2023 LST.
ADP- \$1,727.00 for Boscov's Department Store LLC 4th Quarter 2023 LST.
ADP- \$258.00 for Heavy Equipment Loaders & Parts LLC 4th Quarter 2023 LST.
ADP- \$26.00 for Travelcenter INC 4th Quarter 2023 LST.
ADP- \$606.00 for Brentwood Industries Inc 4th Quarter 2023 LST.
ADP- \$78.12 for Daniel F. Young INC 4th Quarter 2023 LST.
ADP- \$8.00 for Market Track LLC 4th Quarter 2023 LST.
Henry & Beaver LLP- \$50.00 for Purchase Certificate #02-2024 for 2408 Guilford Street.
Alarm Permits (2/1/24)- 5 at \$20.00 each totaling \$100.00.
Linter Group LLC.- \$50.00 for rental license for 1887 Alamo Way.
Heartland Payroll Solutions- \$99.00 for Napil INC. 4th quarter 2023 LST.
Rescue Hose Company No. 4- \$20.00 for 2023 4th quarter LST.
Harry Fox- \$30.00 for water meter, damage to township property.
Lebanon County Recorder of Deeds- \$1,014.30 for local realty transfer tax distribution for the period from January 1, 2024 to January 31, 2024.
DJ-52-3-03: \$660.83 for December 2024. Local Ordinance (\$660.83), Title 18- Payable to Municipality (\$0.00).

Received letters as follows:

Storb Environmental Incorporated- downstream notification and public notice for Meyer Oil Company- 107 North Washington Street, Cleona Borough, Lebanon County- Cleona, Pennsylvania 17042- PA DEP Facility Identification Number:38-13139.
Frontier Communications- notification of discontinuing of services as of March 1, 2024.
Linda Kohr- informing of appeal scheduled for March 7, 2024.
Comcast- informing of changes occurring to Xfinity TV services.
Accord- Certificate of Liability Insurance for producer Marsh USA LLC for insured Comcast of the South, INC.
Linda Kohr- informing of appeals scheduled for March 7, 2024.

North Lebanon Township- informing of paving projects occurring and any utilities needing replaced needs to be completed by June 1, 2024.

The next meeting of the West Lebanon Township Board of Commissioners is Monday March 4, 2024 at 7:00 p.m. at the West Lebanon Township Building, 322 North 22nd Street.

Michelle Testerman made a motion, seconded by Justin Snyder and agreed by the Board to adjourn the meeting at 7:35 p.m.

Respectfully submitted,

Antoinette Issis, Secretary