

WEST LEBANON TOWNSHIP
March 4, 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 Justin Snyder and agreed by the Board to approve the minutes as written February 5, 2024. All in favor.

VISITORS' ADDRESS: There were 15 visitors in attendance.
No visitors addressed the board.

COMMITTEE REPORTS:

Treasurer's report:

Lebanon County Treasurer Real Estate Taxes collected are \$8.62 from 1/1/24 to 1/31/24
Municipal (\$8.62), Street Light Taxes (\$0.00).

Lebanon County Treasurer Real Estate Delinquent Taxes collected are \$84.92 from 1/1/24 to
1/31/24 Municipal (\$84.92), Street Light Taxes (\$0.00).

Total monies in all West Lebanon Township accounts as of February 29, 2024, are
\$1,673,120.80. All in favor.

Michelle Testerman made a motion, seconded by Phylis Dryden 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 February 2024 as follows:

Total Calls for the month	48
Traffic Arrests	25
Criminal Arrests	04
Parking Tickets	00
Faulty Equipment Cards	12
Non-Reportable Incidents	15
Reportable Incidents	20
UCR Crimes	08

Chief Knight stated there was a total of 360 calls for the month for North Lebanon Township and West Lebanon Township.

Justin Snyder asked if there was an update regarding the last police merger meeting.

Chief Knight stated a meeting was held and they are currently at the part where they are discussing budget. It is moving forward up until this point and the next meeting is Thursday March 6, 2024 at 6:00 pm at the North Lebanon Township. The meeting is open to the public if they have questions, concerns, or to put in input.

SPEEDWELL FIRE COMPANY:

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

3 calls for the month with 11 members responding for a total of 2.63 man-hours. One call was for mutual aid.

Skylar stated they are planning on changing some box cards and would like to have a meeting with the board as well as EMA Coordinator to explain the changes that the fire department is making. As well in that meeting go over some information regarding insurance. At some point in time set up a meeting that the officers can discuss a couple items to have a base line information. New officers have come in.

Michelle asked Skylar which information he wants to know regarding insurance.

Skylar stated an example would be how many hours are drivers designated to be trained on, i.e. 10 hours or 20 hours. Secondly, if the fire truck was in accident today, the value of the fire truck plus the main fire truck would be \$1,000,000. Is the insurance coverage for \$1,000,000? He cannot answer that. The fire department has another fire truck however it does not go under the tunnel. Skylar wants to understand what is the replacement cost, what the policy looks at, and what requirements going forward.

John Brenner stated if Skylar comes during normal business hours the manager and himself can provide him with that information.

Skylar asked to have the meeting for the insurance information and box cards all in one meeting, so the commissioners understand why changes are needed for box cards.

John Brenner asked if a date is going to get set up. If all commissioners are going to be present than a special meeting will have to be held.

Paul stated if a quorum is held a special meeting will need to be done or just having a meeting with 1 or 2 commissioners.

Skylar stated it is up to the board about the meeting.

Michelle stated if she is signing off on something, she will not be excluded from the meeting because her name is going on it.

Paul asked signing off on what?

Skylar answered "on the boxcard changes". John Brenner would be able to explain it better since he has done the box card changes in the past.

Paul stated ultimately the board will have to vote at it during a public meeting.

Skylar stated there is a lot of boxcard changes and made a change to every one of them. It could be a lengthy meeting until he explains the reasons, the distances, and the manpower.

Paul asked if EMA has approved them.

Skylar stated EMA will not approve them until he speaks to the board of commissioners.

Michelle stated the board has to sign off on them prior to EMA approving them.

Skylar stated John Brenner has to be involved as well due to being the township EMA Coordinator.

Justin Snyder stated he is fine with setting up a meeting.

Phylis Dryden asked what Skylar means by lengthy meeting, about an hour or more?

Skylar stated it could be more than an hour depending on questions. Skylar stated planning on a meeting in about 2 weeks ahead of time. Skylar would like to gather all the information and have the box cards submitted by April.

Justin Snyder asked if the board is available Monday evenings. 2 weeks would be March 18, 2024.

John Brenner stated the manager and himself will not be available March 18 due to being in Penn State for a conference.

Michelle does not think March 18th will work due to the meeting needing to be advertised.

Michelle thinks March 25th at 6:00 pm to have enough time to get it advertised.

Paul asked who is advertising the meeting.

Michelle stated to have Paul's office advertise for the special meeting.

John Gurganus stated he is not familiar with boxcards. Why are the changes being made and are the changes massive?

Michelle stated that is all stuff that will be discussed at the meeting.

Skylar stated some of them are because volunteerism is not great right now so additional resources may be needed. Maybe at one time 3 fire trucks were called in and now only 1 fire truck can be called in. So now the fire department will need to supplement with another engine or another tower ladder. If you look at a car accident, at one time it could be handled with one fire truck. In today's day and age, one fire truck may need have the appropriate manpower to do that.

John Gurganus asked where do the box cards go to get approved?

Michelle stated they are not approved and the board of commissioners has to approve the boxcards.

John Gurganus asked after the board of commissioner approves them, do they go anywhere else for approval?

Michelle stated yes they go to the EMA office for approval.

Skylar stated what will happen is that the board will look at the box cards. John Brenner will then look at the boxcards and approve them since he has more authority with being the EMA coordinator side. Once obtaining approval from the board, a letter will be submitted to EMA. Skylar will verbally speak with the county. Once all the forms are signed for the boxcards, it is a done deal.

John Gurganus asked if Strickler Insurance is the insurance company for the fire department.

Antoinette stated the insurance is through Bowman's Insurance.

Phylis asked if the board has to vote to approve the boxcards during the April meeting.

Skylar stated yes, the board has to vote on it.

Michelle stated it will have to be on the April Agenda.

Paul stated the board could vote on it during the March 25th Special meeting since it is a public meeting.

John Brenner stated it would be tough to vote on something prior to reviewing it.

Paul stated if the board needs to review it, than put it on the agenda for April.

Michelle thinks it should be on the April Agenda so the board has a little bit of time to look over the information.

Skylar stated the packet is 70 pages. One packet will be printed for the board to look through on March 25. As far as the general public, the board will have a more detailed overview of the changes.

Joe Templin asked Skylar if Speedwell got the computer back for the locks.

Skylar stated no it is still being repaired at Reed's. The door has been repaired and the key fob system is working properly.

Michelle stated it is out of the fire departments hands. Unfortunately, Reed's has the computer. Skylar stated Reed's got behind and it is not a massive deal. The fire department knows where the computer is at, it is secured, and the technician is looking at it. The way the doors stand right now, they are working perfectly fine. The fire department is not changing any times with the key fob system. The doors are working properly and there is a heavier duty hinge on them. They are harder to open but they close a lot better.

HIGHWAY: Phylis Dryden stated:

1. Pothole on Lehman Street and 24th Street was cold patched.
2. The Township's liquid fuels allocation was received.
3. Street cleaning has started to get the spots that were bad in township.
4. Street sweeping will start Wednesday April 3, 2024.
5. Reminder to residents not to put trash cans and recycling bins on street on pick up days for street sweeper to run.
6. Penn DOT will collect traffic counts on Guilford Street between 24th Street and 25th Street, on Willow Street between from 16th Street to Cul de sac, and on Spring Street between State Road 422 and Chapel Lane.

WATER: Michelle Testerman stated the daily average for the month was 31,517 gallons per day (GPD). The water tank is full. The total City of Lebanon Authority (COLA) water was zero (0). Michelle Testerman stated a reminder to all residents to submit Lead and Copper survey's by March 31, 2024.

Michelle Testerman stated the township is waiting on estimates for seams coating and possibly floor recoating for maintenance in 2024.

SEWER: Michelle Testerman stated Chapter 94 report has been completed and submitted to DEP and City of Lebanon Authority.

STORM SEWER/MS-4: Michelle Testerman stated the placard for storm sewer was replaced at 24th and Lehman Street.

TOWNSHIP BUILDINGS: Joe Templin stated the two door closers for the doors at the fire department have been replaced.

Joe Templin asked if the generator does a test every week.

John Brenner stated yes every Friday at 1:00pm unless the electric goes out.

RECREATION: Joe Templin stated nothing to report.

PUBLIC SAFETY/CODE ENFORCEMENT/SANITATION: Justin Snyder stated Several vehicles were tagged and towed for expired registration and inspection.

GREEN WASTE/RECYCLING: Justin Snyder stated the 2023 report was completed for DEP and GLRA.

Zoning:

Zoning Permits Issued as follows:

Z-03-2024 issued to Huntillar Corporation for sign.

Z-04-2024 issued to Yolanda Cruz, 350 N. 21st Street, for enclosed porch.

Building Permits issued as follows:

B-05-2024 issued to Yolanda Cruz, 350 N. 21st, Street for enclosed porch.

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.

Phylis Dryden stated she would like to know why Mr. Templin voted no.

Joe Templin stated he did not see any bills.

Phylis stated the bills were available.

Joe Templin stated they were not available today.

Michelle stated the bills are available and asked if he would like to look at them. The folders with bills are usually in John Gurganus, Phylis Dryden, or Michelle Testerman's box's and he is more than welcome to look at the bills.

Phylis Dryden stated Julie explained to Joe the process of vouchers last month.

OLD BUSINESS

The secretary stated no old business.

NEW BUSINESS

Michelle Testerman stated with having a female township manager in the office she wanted to have a discussion regarding having a cell phone for the township manager, so personal cell phone numbers are not given out. Personal cell phones should not be used for cell phones.

John Brenner stated he does not think it will be a good idea because when living in Harrisburg, it will take a while to respond.

Joe Templin asked about prices for cell phones.

Discussion was held regarding township cell phone number for township manager and was tabled until the April meeting.

CORRESPONDENCE

Received checks as follows:

Adam Becker- \$50.00 for Rental License for 1825 Church Street.

Alarm Permits (2/7/24)- 3 at \$20.00 totaling \$60.00.

Lebanon County Probation Services- \$2.89 for Vehicle, Crimes Code, and Miscellaneous Income.

Huntillar Corporation- \$20.00 for zoning permit Z-03-24.

Huntillar Corporation- \$5,129.00 for 1887 Alamo Way Water/Sewer EDUs.

Huntillar Corporation- \$1,041.10 for 1887 Alamo Way Pit fee.

Huntillar Corporation- \$1,000.00 for 1887 Alamo Way Rec fee.

Dahiana Cardenas-\$150.00 for Building permit B-25-2023 (\$50.00), for Zoning Permit (\$20.00), Daycare License fee (\$50.00) and Administration Fee (\$30.00) for Daycare at 512 N. 23rd Street.

Rental Liscense (2/13/24)- 5 at \$50.00 each totaling \$250.00.

Rental Liscense (2/15/24)- 2 at \$50.00 each totaling \$100.00.

Lebanon County Tax Claim Bureau- \$84.92 for January 2024 Municipal Taxes.

Comcast Financial Agency Corporation- \$6,420.68 for franchise fee for 2023.

Rental License (2/23/2024)- 11 at \$50.00 each totaling \$550.00.

Hajoca Corporation- \$21.32 for credit on account for Conestoga Supply.

Stonehedge Holdings LLC- \$30.00 administrative fee for 312/332 North 23rd Street.

North Lebanon Township- \$1,097.70 for January Public Safety (\$321.44) and January District Judge (\$776.26).

Rental Liscense (2/27/24)- 5 at \$50.00 each totaling \$250.00.

PA Department of Transportation- \$26,506.37 for liquid fuels.

Homes for Life- \$8,300.00 for NLT Sewer review.

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

Yolanda Cruz- \$72.86 for Building permit B-05-2024 (\$51.96) and Zoning permit Z-04-2024 (\$20.90).

DJ-52-3-03: \$1,096.96 for February 2024. Local Ordinance (\$994.63), Title 18- Payable to Municipality (\$102.33).

Received letters as follows:

JBT Cardmember services- copy of visa card agreement.

Greater Lebanon Refuse Authority- notification of address change effective May 1st, 2024.

Erie Insurance- Certificate of Insurance for Shuey Excavating LLC.

Accord- Certificate of Liability Insurance for Strickler Insurance Agency (Producer) for TNT Sanitation INC (insured).

Jonestown Bank- standby letter of credit for emergencies only.

The next Special meeting of the West Lebanon Township Board of Commissioners is Monday March 25, 2024 at 6:00 p.m. at the West Lebanon Township Building, 322 North 22nd Street.

The next meeting of the West Lebanon Township Board of Commissioners is Monday April 1, 2024 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 7:32 p.m.

Respectfully submitted,

Antoinette Issis, Secretary