

WEST LEBANON TOWNSHIP
October 7, 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 (absent)
Commissioner Justin Snyder	Township Engineer: Mr. Joshua Weaber
Commissioner Phylis Dryden (phone)	Solicitor: Mr. Paul C. Bametzreider

Joe Templin made a motion, seconded by Michelle Testerman and agreed by the Board to approve the minutes as written September 3, 2024. All in favor.

VISITORS' ADDRESS: There were 9 visitors in attendance.

Dennis Horn asked if stop signs can be placed at alleys throughout the township?

Justin Snyder stated a traffic study would have to be done.

Paul Bametzreider stated it is presumed that vehicles are to stop when proceeding at an alley.

COMMITTEE REPORTS:

Treasurer's report:

Lebanon County Treasurer Real Estate Taxes collected are \$577.94 from 8/25/2024 to 9/7/2024
Municipal (\$540.54), Street Light Taxes (\$37.40).

Lebanon County Treasurer Real Estate Taxes collected are \$629.78 from 8/25/2024 to 9/7/2024
Municipal (\$629.78), Street Light Taxes (\$0.00).

Total monies in all West Lebanon Township accounts as of September 30, 2024, are \$1,652,386.59.

Michelle Testerman made a motion, seconded by Justin Snyder and agreed by the Board to accept the Treasurer's report. All in favor.

POLICE: Chief Knight was in attendance and gave the report for the month of September 2024 as follows:

Total Calls for the month	35
Traffic Arrests	13
Criminal Arrests	06
Parking Tickets	09
Faulty Equipment Cards	04
Non-Reportable Incidents	11
Reportable Incidents	27
UCR Crimes	08

Chief Knight stated the total number of calls between North Lebanon and West Lebanon for September 2024 was 374. The year-to-date calls at the end of September are 5921.

Chief Knight stated the police department received letters of support for the LAS grant and the 2025-2026 Regional Policing Assistance Program Grant and thanks the township for the support.

SPEEDWELL FIRE COMPANY:

Chase Testerman gave the following report for September 2024 as follows:

9 calls for the month with 31 personnel for 9.34 manhours.

8 Trainings the month and one fundraiser during the month.

Chase asked in regard to the Knox Box ordinance being reviewed.

Paul stated the ordinance was reviewed and the “Director of Public Safety” who is a township official appointed by the township commissioners to oversee emergency services. It does not address who pays for the service. Paul stated Speedwell is the authorized fire company for the township. His opinion is the township should legally support them.

Antoinette disagrees with the township paying because businesses are required to pay the administrative fee for the township when returning their alarm permit application for the township to maintain the records and Speedwell should not be any different than a business. Discussion was held regarding the fee and who should pay and increasing the fee for businesses for the alarm permit application to make up the money to pay the cost.

Joe Templin made a motion, seconded by Michelle Testerman and agreed by the board for the township to pay the fire company’s yearly fee of \$584.00 for the Knox Box and to increase the alarm permit fee to \$40.00. All in favor.

HIGHWAY: Michelle Testerman stated the following:

1. Paving was completed on North Alley between 24th and 25th Street, and between 23rd and 24th Street.
2. Depression along Cumberland Street was paved.
3. Rock was laid to the right of the driveway at 25th Street and Church Street.
4. Reminder that leaf pickup will begin on October 21, 2024. All leaves shall be placed to the REAR of the property, not in streets or alleys, NO LESS than 2 Feet from the alley. NO BAGS, DO NOT place sticks, twigs or other yard debris in leaf piles as this causes damage to our equipment.

WATER: Michelle Testerman stated the daily average for the month was 35,100 gallons per day (GPD). The water tank is ½ full. The total City of Lebanon Authority (COLA) water was zero (0).

Michelle Testerman stated the Lead and Copper Service Line Initial Inventory Form was submitted to DEP on 9/17/2024.

SEWER: Michelle Testerman stated they are still receiving rags at the White Row.

STORM SEWER/MS-4: Michelle Testerman stated that lining of the storm sewer pipes on 24th Street between Lehman Street and Church Street was completed.

TOWNSHIP BUILDINGS: Joe Templin stated nothing to report.

RECREATION: Joe Templin stated nothing to report.

PUBLIC SAFETY/CODE ENFORCEMENT/SANITATION: Justin Snyder stated the following:

1. Several NOV were sent out for sanitation and high weeds, grass, and vehicles.
2. Norfolk Southern Grant was submitted for the fire company.
3. Employees attended training which included classes regarding Building Codes, Crisis Communications, Human Resources, Leadership, Employment Law Public Officials and PA Ethics Law.
4. The township president signed a letter for support for the merger for the Lebanon County Police Force. The letter of support was for the police department to obtain a grant, and it was signed by the township president.
5. The township manager signed a letter of support for the police department for the 2025-2026 Regional Policing Assistance Program Grant.

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

Zoning:

Purchase Certificates issued as follows:

- No. 11-2024 issued to Barristers Land Abstracts for the property located at 525 N. 23rd Street Lebanon, PA 17046. Seller's Name: Bradley Menzel JR. Purchaser's Name: Devon Sosnoski.
- No. 13-2024 issued to Laurel Land Transfer for the property located at 1929 W. Cumberland Street Lebanon, PA 17042. Seller's Name: William & Debra Bering. Purchaser's Name: Tiffany & James Painter.
- No. 14-2024 issued to The Real Estate Transfer Company for the property located at 603 N. 22nd Street Lebanon, PA 17046. Seller's Name: Thyme Anthony Bowsman. Purchaser's Name: Simmon Ridge Rentals LLC (Elam K. Beiler Jr.- Authority Manager).
- No. 15-2024 issued to Antony J Fitzgibbons for the property located at 2340 Lehman Street Lebanon, PA 17046. Seller's Name: Robert and Sharon Griffiths. Purchaser's Name: Kristen Eisenhour.
- No. 16-2024 issued to Edge Abstract c/o Capitol Settlement for the property located at 504 N. 23rd Street Lebanon, PA 17046. Seller's Name: Jere & Jody Koser. Purchaser's Name: John Koser.

Zoning Permits issued as follows:

Z-22-2024 issued to Lifeway Church, 2236 Lebanon Valley Mall, for Addition/Renovation of Recreation Room, Meeting Room, and Bathroom.

Building Permits issued as follows:

- B-29-2024 issued to Lifeway Church, 2236 Lebanon Valley Mall, for Addition/Renovation of Recreation Room, Meeting Room, and Bathroom.
- B-31-2024 issued to Lebanon Valley Homes for 2126 Scull Street for building an SFD.
- B-32-2024 issued to Lebanon Valley Homes for 2134 Scull Street for building an SFD.

Antoinette stated on 10/2/2024 Carmen Rodriguez filed to appeal the Zoning Hearing Board decision made on July 22, 2024.

Paul asked does the board want to have Paul file a brief to support the zoning hearing board's decision. It will be a duplication of work Roberta Santiago will do if he files the briefing as well. The Board Agreed to have Roberta file the brief to support the zoning hearing board's decision. Denny Horn asked about vehicles parked Scott Alley because there are still vehicles parked in the alley.

Michelle stated the residents are continuing to park there and asked if tickets are being issued. Discussion was held in regard to vehicles parked in the alley.

Chief Knight stated he will investigate it.

FINANCE: Michelle Testerman made a motion, Joe Templin seconded by and agreed by the Board to pay all the bills as submitted. All in favor.

OLD BUSINESS

Discussion regarding Resolution 2024-09 regarding Rules and Regulations for Orderly Meetings. Paul stated when he researched the sunshine law and the 1st Class township code, he cannot find anything that requires a commissioner to explain their reasons for a no vote. The commissioners can adopt their own rules to govern their meetings.

Phylis stated she found something in the open records department website which asked if the public could ask questions during public comments. The answer was that members of the board are not required to provide an answer. Answering questions or explaining reasons can reduce future requests for right to know. Commissioners are not required to answer. Phylis would like to suggest changing #6 of the rules. Phylis recommends the wording to state: "Local government is based on the concept of representing democracy, commissioners should therefore explain their reasoning for yes or no vote." It does not mean they have to but they should.

Paul thinks as public officials it is their responsibility to inform their constituents why they are doing things. That is the board's decision if they want to have it in a written rule.

Phylis stated instead of saying "All no votes must be explained to the public" this would be a different way of looking at the situation and commissioners would be willing to explain the yes or no vote.

Michelle asked if the board needs that to be written?

Paul stated it does not need it to be written but a commissioner should answer as being a representative of the community.

Joe Templin made a motion to make no changes to the resolution. If a commissioner votes no they do not agree with the vote.

Michelle stated that in the resolution should be updated and the line about explaining a no vote should be removed.

Paul stated the resolution would have to be amended so a commissioner would have to make a motion to amend the resolution.

Michelle Testerman made a motion, seconded by Joe Templin to amend Resolution 2024-09 to remove the line that says "all No votes must be explained to the public." All in favor.

NEW BUSINESS

Michelle Testerman made a motion authorizing the advertisement of Ordinance 540 electing to establish a non-uniform pension plan to be administered by the Pennsylvania Municipal Retirement System for full time employees for the November 4, 2024, meeting.

Discussion was held regarding retirement benefits and having a state pension plan. Julie suggested to the board to keep the retirement benefits the current way with a stipend. Antoinette stated that with a stipend employees can just go invest that in things other than retirement benefits and when employees are expecting a retirement plan, what are employees to be told.

Michelle Testerman retracted her motion and suggested looking at other options for retirement benefits.

Michelle Testerman made a motion, seconded by Joe Templin to table Ordinance #540 until getting other options are explored. All in favor.

Michelle Testerman made a motion, seconded by Joe Templin and agreed by the board to adopt Resolution 2024-12 to update the certification, licensing, and other requirements section of the employee handbook. All in favor.

Chief Knight stated the police department is at the point of thinking about converting the contract between West Lebanon Township and North Lebanon Township and convert to the Lebanon County Regional Police Force. Chief Knight is asking the board for a Resolution to convert to the Lebanon County Regional to accept to do that.

Paul stated he has not seen the contract but just about every contract has a provision about assigning the contract. As the new board is being assigned, the new board will have to assign the contract to the new police force. There will have to be some kind of amendment to the contract.

Chief Knight asked if the board agrees with switching it over to the Lebanon County Regional.

Paul Matters asked will the township have the same police force?

Chief Knight stated yes but they will have additional officers as well. The way it will be zoned out there will be more coverage.

Michelle Testerman made a motion, seconded by Justin Snyder to entertain a motion to have a Resolution done for the Lebanon County Police Force. All in favor.

CORRESPONDENCE

Received checks as follows:

Tony Zimmerman- \$50.00 for rental license fee for 1872 Alamo Way.

Huntlar Corporation- \$5,129.00 for Water Tapping Fee (\$500.00), Sewer Tapping Fee (\$1,000.00), and Sewer EDU (\$3,629.00) for 1872 Alamo Way.

Huntlar Corporation- \$1,041.10 for dual meter pit (\$937.50), Poly Lock Lid (\$42.50), Insulating Disk (\$26.00), 1 FIPX3/4 in coupling (\$13.00), and 3/4in X CTS Coupling (\$22.10) for 1872 Alamo Way.

Huntlar Corporation- \$1,000.00 for Recreational Fee for 1872 Alamo Way.

Laurel Land Transfer- \$50.00 for purchase certificate for 1929 W. Cumberland Street.

Lifeway Church- \$2,667.50 for Zoning Permit Z-22-2024 (\$1,887.50), Building Permit B-29-2024 (\$750.00) and administrative fee (\$30.00).

Flippers and Keepers- \$20.00 for alarm permit.

Greenwaste Keycards (9/5/2024)- 3 at \$30.00 each totaling \$90.00.

Lebanon County Recorder of Deeds- \$955.50 for local realty transfer tax distribution for the period from August 1, 2024, to August 31, 2024.

Edge Abstract- \$50.00 for purchase certificate for 504 N. 23rd Street.

Auditor General- \$5206.61 for 2024 Fire Relief Payment- ACT205.

Devan Sosonski- \$53.00 for zoning permit Z-23-2024 (\$23.00) and administrative fee (\$30.00).
Lebanon County Tax Claim Bureau- \$736.81 for August 2024 Municipal Taxes.
Anytime Acai LLC- \$80.00 for One day Food License.
North Lebanon Township- \$1,230.34 for August District Judge (\$887.60) and August Public Safety (\$342.74).
North Lebanon Township Police Department- \$225.00 for Parking Tickets.
Fulton Financial Advisors- \$783.85 for Lebanon County Intermunicipal Agreement-Grumbine.
Earl Goodwin- \$30.00 for Greenwaste Keycard.
Guardian Transfer- \$50.00 for Purchase Certificate for 304 N. 20th Street.
Accord- Certificate of Liability Insurance for Producer: EHD (Engle-Hambright & Davies, INC) for Blatt Construction Inc., Blatt's Industrial Services Inc., Blatt Welding & Fabrication, Inc.
Lebanon Valley Homes INC- \$137.70 for Building Permit B-31-2024 (\$53.85), Building Permit B-31-2024 (\$53.85), and administrative fee (\$30.00).
G. Heverling- \$30.00 for greenwaste card.
North Lebanon Township Police Department- \$50.00 for parking tickets.
Lebanon County Recorder of Deeds- \$4,179.70 for Local Realty Tax Distribution for the period from September 1, 2024 to September 30, 2024.
Public Utility Realty Tax- \$434.11.
Linter Group LLC- \$50.00 for rental application for 1883 Alamo Way.
DJ-52-3-03: \$686.38 for September 2024. Local Ordinance (\$614.71), Title 18- Payable to Municipality (\$71.67).

Received letters as follows:

Roberta Santiago, Henry & Beaver- Original September 5, 2024, decision for Case No. 1-2024 for West Lebanon Township Zoning Hearing Board Application of Carmen Rodriguez.
Pennsylvania Department of Labor & Industry- information regarding BCO Audit from September 26, 2023.
Pennsylvania Department of Transportation- notice of allocation for municipal liquid fuels for 2025 being \$25,984.17.
Lebanon County Treasurer- informing of the collection rate to \$1.00.

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

Phylis Dryden apologized for not attending the meeting in person.

Justin Snyder made a motion, seconded by Michelle Testerman and agreed by the Board to adjourn the meeting at 7:52 p.m.

Respectfully submitted,

Antoinette Issis, Secretary