

MINUTES

South Lebanon Township

November 26, 2024

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1. The meeting of the South Lebanon Township Board of Supervisors was called to order at 7:00 p.m. by Chairman Stephen Krause, with Vice Chairman Jonathan Beers, Supervisor Robert Griffiths, Township Manager Jamie Yiengst, Assistant Township Manager Reba Donley, Township Solicitor Keith Kilgore, Public Works Director Ron Johnson, Code Officer David Eggert, Fire Chief Brian Kleinfelter, Fire Police Captain Justin Hinkle and six (6) visitors present.
2. Chairman Krause led the group in saluting the flag.
3. VISITORS:
 - A. Andrew Ney, Steckbeck Engineering, was present regarding a sketch plan that he submitted for a minor subdivision and zoning change. The Township Solicitor is reviewing the submission.
 - B. Tony, Tanner and Drew Zimmerman, 25 Wilhelm Avenue, Jim Sak, 16 Edward Avenue, and Jeffrey Chernich, 452 Olde Meadow Lane, were present to observe the meeting.
4. MINUTES:
 - A. The Minutes of the meeting held on November 12, 2024 were read and approved on motion by Griffiths, seconded Beers. Motion passed unanimously.
5. REPORTS:
 - A. The Fire Department Report for October was read and accepted on motion by Griffiths, seconded by Beers. Motion passed unanimously.
 - B. The Fire Police Report for October was read and accepted on motion by Griffiths, seconded Beers. Motion passed unanimously.
 - C. The Property Maintenance Code Report for the month of October was read and accepted on motion by Griffiths, seconded Beers. Motion passed unanimously.
 - D. The District Justice Report for the month of October, indicating traffic fines of \$3,617.58, and non-traffic fines of \$139.45, for a total of \$3,757.03 collected, was accepted on motion by Griffiths, seconded Beers. Motion passed unanimously.
6. COMMUNICATIONS:
 - A. The Board read a letter from the Commonwealth of PA Auditor General stating there were no findings in a Liquid Fuels Tax Fund Audit for the period January 1, 2022 to December 31, 2023
 - B. The Board read a letter from Craig and Kathleen Ziegler, 423 Edgewood Drive, requesting a change in zoning for 440 Schaeffer Road. On motion by Griffiths, seconded by Beers, the Board denied the request on advice of the Solicitor that spot zoning is not allowed. Motion passed unanimously.
 - C. The Board read a letter from Patrolman Christopher Moss giving notice of resignation from the Police Department effective December 9, 2024. On motion by Griffiths, seconded by Beers, the Board regretfully accepted his resignation. Motion passed unanimously.
7. OLD BUSINESS:
 - A. Chairman Krause informed the Board that a site visit had taken place with Mr. Jazuk of 16 Briar Road and this meeting was able to address the concerns stated at the previous Board of Supervisors Meeting.

8. NEW BUSINESS:

- A. The Board approved and authorized the Township Manager to sign an agreement with Lebanon School District acknowledging deficient base as a pre-existing condition on Wilhelm Avenue and releasing the School District from future liability on motion by Griffiths, seconded by Beers. Motion passed unanimously.
 - B. The Board approved an Agreement with Stanilla, Siegel and Maser, LLC for the Audit of 2024 Township Financial Statements on motion by Griffiths, seconded by Beers. Motion passed unanimously.
 - C. The Board reviewed and accepted the 2025 Proposed Budget for all South Lebanon Township Funds on motion by Griffiths, seconded by Beers. Motion passed unanimously. The Proposed Budget is available for review by the public at the Township Building.
 - D. The Board approved the 2025 Pay Scale on motion by Griffiths, seconded by Beers. Motion passed unanimously.
 - E. Douglas Bishop was offered conditional employment as a full-time Assistant Township Manager effective December 9, 2024, with the following stipulations, on motion by Griffiths, seconded by Beers. Motion passed unanimously.
 1. Starting Annual Salary of \$58,000.00
 2. Allowed 80 hours vacation first year
 3. Successfully complete six (6) month probation period
 4. PA Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Criminal Background Check to be free of any offenses prohibited by the Child Protective Services Law.
 - F. The Board went into Executive Session at 7:25 p.m. to consult with the Solicitor and returned at 7:40 p.m. Upon return, the Board authorized the Solicitor to notify Springwood Development Partners of the necessity of a subdivision plan submission to South Lebanon Township on motion by Griffiths, seconded by Beers. Motion passed unanimously.
9. Bills amounting to \$43,758.22 were individually examined and approved for payment on motion by Griffiths, seconded by Beers. Motion passed unanimously.
10. The meeting was adjourned at 7:41 p.m. by Chairman Krause.

Respectfully Submitted,

Jamie Yienst
Secretary-Treasurer