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PUBLIC WORKS (Cont.)

**RECYCLING**

**Leah Rohena**  
**Recycling Coordinator**

*Room 220, 717-228-4490*

- ▶ Green Waste Recycling Area
- ▶ Dumpster Permits
- ▶ City Clean-Ups
- ▶ Mandatory for residential, commercial and industrial facilities

**BUILDING AND ZONING OFFICE**

**Karen Zaporozec**  
**Building Zoning Officer**

*Room 220, 717-228-4452*

- ▶ Contact our office . . . . .
- ▶ Prior to change of use, occupancy, lessee or ownership of property.
- ▶ Erecting structures, fences, sheds, carports, swimming pools or signs
- ▶ Making any alterations, constructing additions, enclosing, or demolition of any portion of an existing structure
- ▶ Making any alterations to water or electrical services.

**SHADE TREES**

- ▶ Permit required before removing, installing or pruning a curbside tree

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**BUREAU OF POLICE**  
**Chief Todd Breiner**

*Room 116, 717-272-6611*

- ▶ Police Department Tours
- ▶ Police accident reports
- ▶ Police report verification letters
- ▶ Formation of Neighborhood Associations
- ▶ Police escorts to and from financial institutions
- ▶ Public speaking services on police/community services
- ▶ Academy of Community Policing
- ▶ Kid Kard - Photographing and fingerprinting of children
- ▶ Parking Tickets

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**DEPARTMENT OF PUBLIC SAFETY**

**Duane Trautman**  
**Fire Commissioner**

*Room 216, 717-228-4486*

**FIRE PREVENTION**

- ▶ Permits required for burning, welding and fire alarm users

**CODE ENFORCEMENT**

- ▶ Property Maintenance
- ▶ Buyer Notification & City Certificates
- ▶ Residential Rental Program

**LICENSING**

- ▶ Eating and drinking establishment licenses
- ▶ Health and sanitation inspections
- ▶ Graffiti Abatement Program
- ▶ Property Complaints

*CITY OF LEBANON*



*400 South Eighth Street*  
*Lebanon, Pennsylvania 17042*  
*(717) 228-4401*

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*Mayor Sherry L. Capello*

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**CITY COUNCIL**

*Wiley P. Parker, Chairman*

*Wayne D. Carey, Vice-Chairman*

*R. Anthony Matula*

*Richard A. Wertz*

*Cornell L. Wilson*

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## ADMINISTRATION

**Mayor Sherry L. Capello**

*Room 215, 717-228-4401*

**Debra Gates**

**Director of Administration, Assistant to the Mayor**

*Room 217, 717-228-4401*

## PERMITS AND LICENSES

- ▶ City Permit
- ▶ Peddler License
- ▶ Mechanical Device License
- ▶ Going Out of Business License
- ▶ Transient Retail Business License
- ▶ Sale of City Property
- ▶ Open Records Requests

## RECREATION

### Parks and Playgrounds

- ▶ Southwest Park - 13th & Washington Streets
- ▶ Fisher Park - South 10th & Elm Streets
- ▶ Beautex Park - VanBuren and Buttonwood Streets
- ▶ Northeast Park - North 5th Avenue & Canal Street
- ▶ Stoever's Dam Park and Nature Barn - Enter from Miller St., North Third Avenue or Stoever Street
- ▶ Coleman Memorial Pool - Pa. Route 72 North
- ▶ Veterans' Walkway - Between N. 4th Street & N. 12th Street along the Quittapahilla Creek
- ▶ East End Playground - 5th Avenue & E. Lehman St.
- ▶ Southeast Playground - Hanover & Walnut Streets
- ▶ South 6th Street Playground - 6th & Elm Streets
- ▶ Progressive Playground - N. 1st and Weidman Streets
- ▶ Crowell Street Tot Lots - N. 3rd & Crowell Streets & N. 6th & Crowell Streets

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## Programs and Activities

- ▶ Bidly Basketball
- ▶ Pool
- ▶ Camping
- ▶ Garden Plots
- ▶ Ball field Reservations
- ▶ Optimist Building Rentals
- ▶ Nature Barn Rentals
- ▶ Park Pavilion Rentals

## COMMUNITY & ECONOMIC DEVELOPMENT

**Melissa Quinones**  
**Administrator**

*Room 218, 717-228-4487*

- ▶ Grants/Loans
- ▶ Community Growth
- ▶ Economic Development
- ▶ Elm Street Program

## ACCOUNTS AND FINANCE

**Helen Westphal**  
**Finance Officer**

*Room 111, 717-228-4497*

- ▶ Parking lot rentals
- ▶ Parking tickets
- ▶ Parking meter tokens
- ▶ Loan payments
- ▶ Accounts Receivable

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## DEPARTMENT OF PUBLIC WORKS

**Robin Getz**  
**Public Works Director**

*Room 220, 717-228-4490*

## ENGINEERING

- ▶ Flood Plain Map interpretation
- ▶ City deed information
- ▶ Approve driveway location
- ▶ Review of Land Development and Subdivision Plans
- ▶ Inspect Storm Water Management facilities and site improvements for new construction
- ▶ Approve all oversize vehicles passing through City
- ▶ Street excavation permit
- ▶ City Maps
- ▶ Curb and sidewalk permits in street right-of-way

## TRAFFIC

- ▶ Residential handicap parking application
- ▶ Residential handicap space renewal
- ▶ No parking signs
- ▶ Dumpster in public right-of-way applications
- ▶ Painting of parking space lines

## HIGHWAY

- ▶ Winter storm maintenance
- ▶ Storm water management
- ▶ Pavement management (street paving and repairs)
- ▶ Street Sweeping
- ▶ Fall leaf pick-up
- ▶ Bicycle licenses