

**MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
JANUARY 2, 2018**

The regularly scheduled reorganizational meeting of the North Lebanon Township Board of Supervisors was held at 1:00 PM at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following people present:

Edward A. Brensinger	Supervisor
A. Bruce Sattazahn	Supervisor
Richard E. Miller	Supervisor
Cheri F. Grumbine	Township Manager
Frederick Wolf	Township Solicitor

Also in attendance were several other individuals.

The Call to Order was made and the Pledge to the Flag was completed.

REORGANIZATION FOR 2018

1.) Oath of Office – Ed Brensinger

Suv Brensinger has been re-elected for another 6-yr term and had previously provided his notarized Oath of Office to Mgr Grumbine.

2.) Nomination and Election of Board Members

Chairman	Richard E. Miller
Vice Chairman	Edward A. Brensinger
Treasurer	Bruce Sattazahn

MOTION was made and seconded to nominate Dick Miller as Chairman, Ed Brensinger as Vice-Chairman and Bruce Sattazahn to serve as Treasurer. Motion unanimously carried.

3.) Motion to Appoint the Township Secretary (Presently Cheri Grumbine) and Assistant Treasurer (currently Cheri Grumbine)

MOTION was made and seconded to appoint Cheri Grumbine as Twp Secretary and to act as assistant Twp Treasurer, as needed. Motion unanimously carried.

4.) Motion to Set Treasurer’s Bond to \$300,000 and Office Staff/Clerks Bond Limit to \$100,000 each

MOTION: Was made and seconded to set the Treasurer’s Bond limit at \$300,000 and the Office staff/clerks Bond limit at \$100,000 each. Motion unanimously carried.

5.) Motion to Appoint Township Solicitor – Presently Frederick S. Wolf

MOTION was made and seconded to appoint Frederick S. Wolf as the Township Solicitor with a quarterly retainer of \$600. Motion unanimously carried.

6.) Motion to Appoint Steckbeck Engineering (Steve Sherk/ Dan Cannistraci) as Consulting Engineer for MS-4 Stormwater Issues

MOTION was made and seconded to appoint Steckbeck Engineering (Steve Sherk and Dan Cannistraci) as the Twp's MS-4 Stormwater consultant Engineer. Motion unanimously carried.

7.) Motion to Approve Depositories for Township Funds - Presently Fulton Bank, Northwest, Jonestown, PLGIT and First Citizens Community.

The Board is being asked to act on these depositories and to authorize the Manager/Secretary opening CD's, renew, or withdraw from CD's as necessary, only in the name of North Lebanon Township, for North Lebanon Township's various funds.

MOTION was made and seconded to approve Fulton Bank, Northwest, Jonestown, PLGIT and First Citizens Community Bank as listed depositories for all Township Funds. Authorization is also approved for the Township Manager/Secretary to open CD's, renew, or withdraw from CD's as necessary, only in the name of North Lebanon Township, for North Lebanon Township's various funds. Motion unanimously carried.

8.) Motion to Appoint SEO (Presently Lebanon County Planning Dept) – Dave Siminitus and Alternate – Julie Cheyney

MOTION was made and seconded to appoint Lebanon County Planning Dept / Dave Siminitus as SEO Township Sewage Enforcement Officer and Alternate Julie Cheyney. Motion unanimously carried.

9.) Appointment of ABI, LLC. (Randy Maurer) and John Brenner for Enforcement of International Property Maintenance Code

Associated Building Inspections LLC and John Brenner work with Officer Ryan Hasse for the code enforcement of properties within North Lebanon Township. A fee of \$75 per hour is set for this service.

MOTION was made and seconded to appoint ABI LLC and John Brenner to work with NLT's Code Officer, Ryan Hasse on the IPMC enforcement issues. Motion unanimously carried.

10.) Select Voting Delegate for PSATS Conference; Approve Supervisors, Roadmaster, Manager, And Admin. Assistant to Attend PSATS Convention. Also approve Roadmaster, Manager and Admin Assistant to receive employee wages when attending State Conference and County Convention.

MOTION was made and seconded to approve Ed Brensinger as the voting delegate for the PSATS conference, as well as approval for the Supervisors, Roadmaster, Manager and Admin Asst attending the PSATS Conference on April 22-25, 2018 and the County Convention to be held in October of 2018. The Roadmaster, Twp Manager & Admin Asst are approved to receive their regular employee wages while in attendance at State and County Conferences. Motion carried with 2 favorable votes and Suv Brensinger abstaining from a vote.

11.) Affirm Supervisor Ed Brensinger as Roadmaster

MOTION was made and seconded to affirm Ed Brensinger as Roadmaster for NL Twp for 2018. Motion carried unanimously

12.) Motion to Approve Board Meeting Schedule for 2018

The 2018 meeting dates have been advertised for the third Monday of each month of 2018. All meetings commence at 7:00PM at the Township Municipal Building (Board Meeting Room). Joint meetings with the Municipal Authority are scheduled for 2nd Thursday in June and November.

MOTION was made and seconded to approve the Board of Supervisors meeting schedule for 2018 as listed, including 2 Joint Meetings with the Municipal Authority. Motion unanimously carried.

13.) Motion to Approve 2018 Holiday Schedule – Dates Offices Closed

Good Friday	Mar 30	Election Day	Nov 6
Primary Election	May 15	Veterans Day	Nov 12
Memorial Day	May 28	Thanksgiving Day	Nov 22
Independence Day	July 4	Christmas Day	Dec 25
Labor Day	Sept 3	New Year's Day	Jan 1, 2019

MOTION was made and seconded to approve the 2018 Holiday schedule as listed above for non-uniform employee Holidays and the offices to be closed on these days. Motion unanimously carried.

14.) Appointments to Various Boards/Commissions

A. Municipal Authority – (5 yr term) TO EXPIRE: 12/31/2022

APPOINT: Tod Dissinger

MOTION was made and seconded to re-appoint Tod Dissinger to serve on the Municipal Authority Board, expiring 12/31/2022. Motion unanimously carried.

B. Planning Commission – (4 yr term) TO EXPIRE: 12/31/2021

APPOINT: Kevin George.

MOTION was made and seconded to re-appoint Kevin George to serve on the Planning Commission, expiring 12/31/2021. Motion unanimously carried.

C. Park & Recreation - (3 yr term) TO EXPIRE: 12/31/2020

APPOINT: Gary Zelinske

MOTION was made and seconded to re-appoint Gary Zelinske to serve on the Park & Recreation Board, expiring 12/31/2020. Motion unanimously carried.

D.) Vacancy Board – (1 yr term) TO EXPIRE: 12/31/2018

APPOINT: Dave Mader

MOTION was made and seconded to appoint Dave Mader to serve as the Vacancy Board, expiring 12/31/2018. Motion was unanimously carried.

E.) Authority/Township Joint Arbitration Board (1 yr term) EXPIRE: 12/31/2018

APPOINT: Suv Ed Brensinger

Resident - vacant

MOTION was made and seconded to appoint Ed Brensinger to serve as the Authority/Township Joint Arbitration Board member, expiring 12/31/2018. Motion unanimously carried.

**15.) Resolution 1-2018 –Appointment to Zoning Hearing Board (3-yr term)
Craig Griffith**

MOTION was made and seconded to adopt Resolution 1-2018 appointing Craig Griffith as Zoning Hearing Board member with term to expire 12/31/2020. Motion unanimously carried.

16.) Resolution No. 2-2018 - Code Appeals Board Appointment (1 yr term)

MOTION was made and seconded to adopt Resolution No. 2-2018 appointing the County Code Appeals Board which consists of Robert V. Boltz, John R. Poff, William Smeltzer and alternate member Pat Brewer. Motion unanimously carried.

17.) Resolution 3-2018 - International Property Maintenance Code Appeals Board (3 yr term) Kevin George and Scott Gingrich

MOTION was made and seconded to adopt Resolution 3-2018 appointing the International Property Maintenance Code Appeals members, Kevin George, Janet Ave and Scott Gingrich, Brandthaven Dr terms expiring 12/31/2020. Motion unanimously carried.

18.) Approval of 2018 Fire Police Roster

MOTION was made and seconded to approve the NLT 2018 Fire Police roster, dated January 2018 as submitted. Motion unanimously carried.

19.) Motion to Pay Payroll and Other Bills between Meetings

MOTION was made and seconded to approve the procedure for paying invoice as “The proper officers are authorized to pay payroll and those bills at discount or that would accrue a penalty between meetings. The bills paid by this procedure shall be presented at the next regular meeting for subsequent approval”. Motion unanimously carried.

20.) Motion to Approve Meeting Minutes

MOTION was made and seconded to approve the minutes of December 18, 2017. Motion carried unanimously.

21.) Motion to Approve Payroll and Invoices for Payment Subject to Audit

MOTION was made and seconded to approve payroll and invoices for payment subject to audit. Motion unanimously carried.

22.) Acknowledgement of Service – Non-Uniform Employees

The Board of Supervisors recognized the Non-uniform employees for their years of service by presenting a certificate to each employee. The employees were thanked for their dedication to the Township.

COMMENTS FROM THE PUBLIC**A.) Steve Sherk -SESI; Dam Breach Inundation Area Overlay District**

Mr. Sherk spoke to the Board explaining the zoning for the area around Lions Lake dam. He outlined the area that is contained in the floodplain area currently. He said he had done some research at Mgr Grumbine's request after the Twp received a request for information about storage units being proposed in a floodplain area. A discussion about the possibilities of financial responsibilities was had should the dam ever fail and affect any properties that had been approved in the floodplain area. A definition was read from the Twp's current Zoning Ordinances regarding the floodplain area/ overlay district and what is an allowable structure for placement in this zone. Sherk told the Board it would not be difficult to amend the language in the current Zoning Ordinance should they wish to go that route. He suggested he work with Sol Wolf to amend the language to include an inundation overlay for the dam area. Sol Wolf agreed to Sherk's suggestion telling the Supervisors it would remove the risks for the Twp having responsibility for any structure located in the dam/inundation area.

The Supervisors discussed their opinions on not taking this step to amend the language in the current ordinance. Suv Brensinger stated he would spend rather a few thousand dollars now and not have to find several hundreds of thousands later should this dam fail in any way. After some discussion the Supervisors agreed to move forward with Steve Sherk's suggestion.

MOTION was made and seconded to authorize Sol Wolf and Steve Sherk to work on amending the language in the Zoning Ordinance to include an overlay district for the dam breach inundation area near Lions Lake. Motion unanimously carried.

TOWNSHIP MANAGER'S REPORT (Cheri Grumbine)

A.) Resolution 4-2018 - TCC Appointments are for North Lebanon Twp as voting delegate and South Lebanon Twp as alternate delegate. Resolution 4-2018 appoints Cheri Grumbine as the TCC voting delegate and Jamie Yiengst as the alternate voting delegate.

MOTION was made and seconded to adopt Resolution 4-2018 appointing Cheri Grumbine as voting delegate and Jamie Yiengst as the alternate voting delegate for the TCC. Motion unanimously carried.

B.) Appointment of CPA – All Funds Audit 2018 – Mgr Grumbine told the Board the Twp has received a proposal from Brown, Schultz, Sheridan and Fritz for the All Funds Audit of 2018.

MOTION was made and seconded to appoint Brown, Schultz, Sheridan and Fritz as the firm to perform the All Funds Audit for 2018. Motion unanimously carried.

C.) C.M. High Proposal; Traffic Signal Preventive Maintenance – A proposal is before the Board for traffic signal preventive maintenance received from CM High. The proposal covers a semi-annual maintenance check for the signals at 1) Rte 422 & 15 Ave; 2) Rte 72 & Long Ln; and 3) North 7th St Solar Warning Flashers. The cost is \$1,085 which, is the same as last year. The Board is being asked to approve the proposal from CM High.

MOTION was made and seconded to approve the agreement with CM High for traffic signal preventative maintenance for 2018, according to the price listed in the proposal. Motion unanimously carried.

D.) Stormwater Fees – Draft Ordinance Review; Workshop Date – During the September meeting a presentation was provided by Dan Cannistraci, of SESI, regarding a draft of the Stormwater Fee Study. Three levels of stormwater maintenance (Tier I, II or III), associated SW fees, as well as a Credit Policy to be offered for all properties in NLT was suggested. Also provided was a draft of an application form, appeal form, and O & M Maintenance Agreement were included in the study. Since that time a billing proposal has been received from Keystone Collections Group. All the information has been placed in a binder for the Supervisors.

Mgr Grumbine is recommending the Board set a workshop date in early January to meet with Dan Cannistraci/ Steve Sherk (SESI), Sol Wolf and Atty Amy Leonard to discuss the SW Fee Study and the proposed ordinance. The fee study is a draft that could include additional items, fees or fee scenarios could be included in the fee study. The ordinance references the fee study and should contain the language the Board wants to include and customize the ordinance for North Lebanon Twp. After some discussion it was suggested Mgr Grumbine contact the involved individuals to see if 1/09, 1/15, or 1/16/2018 at 1pm is an appropriate time to start a workshop. Mgr Grumbine agreed to contact all the individuals mentioned and confirm an agreeable date as a meeting. She told the Board she would inform them about a date as soon as she gets a confirmation from all individuals involved.

E.) Resolution 5-2018; Opposition to HB 1620; DAS – HB 1620 has been introduced which would strip municipalities of their legal authority to regulate wireless facilities (Distributed Antenna System) both within and outside the public right-of-way undermining public safety and the protection of the right-of-way. PSATS has provided a sample Resolution encouraging all municipalities to adopt showing opposition to HB 1620. Resolution 5-2018 has been drafted for the Boards signatures and will be forwarded to PSATS for inclusion with others showing their opposition to HB 1620.

MOTION was made and seconded to adopt Resolution 5-2018 opposing HB 1620 and to forward the information to PSATS as requested. Motion unanimously carried.

F.) Amendment to Inter-Municipal Agreement with Lebanon County Treasurer – The Board entered into an agreement in 2008 with Lebanon County Treasurer for collection of real estate, fire protection, street light taxes. Since 2009 the cost was \$.45 per bill collected. The Twp shares equally the cost of printing and postage with the County and have been totally satisfied. The County Treasurer is asking for an increase in their collection fee from \$.45 to \$.50 per bill collected. The Board is being asked to approve the amendment to the Twp's Inter-Municipal Agreement agreeing to the increase to \$.50 per bill.

MOTION was made and seconded to approve the amendment to the Inter-Municipal Agreement with the County Treasurer for increasing the cost from \$.45 to \$.50 per bill collected. Motion unanimously carried.

G.) Non-emergency Listings from Fire Companies - The Twp has received the annual non-emergency activity listings from Rural Security and Weavertown Fire Companies for the year 2018.

Non-emergency Listings from Fire Companies (con't)

The Board is being asked to approve the listings received from 2 of the 4 volunteer fire companies within North Lebanon Twp. Once Ebenezer and Glenn-Lebanon submit their listings the Board will receive that information.

MOTION was made and seconded to approve the Non-emergency lists submitted from Rural Security and Weavertown Fire Companies. Motion unanimously carried.

H.) Pertinent Matters

1.) Attendance at State Conference – The Supervisors are being asked to inform Mgr Grumbine of their choices for State Conference so that registering can be completed.

2. Christmas Tree Recycling – An announcement that Christmas trees will be accepted at the Twp outside the Recycling Facility until 2/09/2018. All trees are to be unbagged and free of decorations when dropped off.

3. Meeting with Athletic Association - This is a reminder that the 4 Athletic Associations will meet with the Supervisors on Tuesday, January 30th @ 7pm at the Twp. The meeting will be advertised and is open to the public.

COMMENTS FROM BOARD MEMBERS**A.) Suv Dick Miller**

Suv Miller said he wanted to comment on his appreciation for the highway crew and excellent job they did keeping the streets safe for the traveling public during the recent weather conditions.

As there was no more business to conduct, the meeting adjourned

Respectfully submitted,

Theresa L. George
Recording Secretary