

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
FEBRUARY 19, 2018**

The regularly scheduled meeting of the North Lebanon Township Board of Supervisors was held at 7:00 PM at the Municipal Building located at 725 Kimmerlings Road, Lebanon, PA with the following people present:

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| Richard E. Miller | Chairman |
| Edward A. Brensinger | Vice – Chairman |
| A. Bruce Sattazahn | Treasurer |
| Cheri Grumbine | Township Manager |
| Harold L. Easter | Chief of Police |
| Amy Leonard | Henry & Beaver LLP |

Also, in attendance was several other individuals. The meeting was called to order and the pledge to the flag was done.

COMMENTS FROM THE PUBLIC

A.) Union Canal Elementary School Land Dev Plan – Kevin George, SESI

A letter recommending approval has been received from Lebanon County Planning Department for the Union Canal Elementary School Land Development Plan, the NPDES permit has been received, Rick Bolt has given his approval and Cornwall-Lebanon School Board has approved the plan. The proposal includes 11,010 SF building addition, a 500 SF building addition, three new canopies, revised parking and vehicular traffic patterns, new parent drop-off and pick-up lane, bus loop, two new parking lots, and new storm water management structures and facilities. A specific area has been designed that is a secured entrance for the public to enter the building after being granted access to the school. Mr. George told the Supervisors that the C-L School District has been working toward these secured entrances for all their school buildings.

In addition to the plan, there is a recorded temporary grading/construction easement with the property owner of 385 Narrows Dr. (Ray Jr./Shelley Arnold). The plan proposes to extend the existing discharge pipe within the floodplain/drainage easement to the creek located at the rear of the Arnold's property. Mr. George mentioned the pipes have been delivered and construction is ready to begin later this week if the weather cooperates. Suv Brensinger said he had noticed the pipes on the property earlier this week.

Suv Sattazahn questioned the existing stormwater basin which is currently fenced. Will the enhanced stormwater area also be fenced? He was told, no, the school district does not wish the fencing to remain. Mr. George explained the area does not fall under regulations that would require the fencing and for maintenance reasons the district does not want the fencing in place. Suv Brensinger said he had seen mention of amended soils. Where would those amended soils be used? Mr. George said it will be used in the existing basin that is being remediated. The question of standing water in the basin was discussed. Mr. George stated there would be very little water evident except for significant rain events. Suv Brensinger stated the Twp has an Ordinance that requires any inlets to be identified. He did not notice any notations on the prints for the inlets. He told Mr. George he would want to see the regulations followed per the Ordinance. The Stormwater Best Management Practices (BMP) O&M Agreement are ready for the Board approval and signature. This Agreement will be recorded with the plan upon approval.

MOTION was made and seconded to approve the Union Canal Elementary School Land Dev Plan contingent on the inlet markings being completed per Twp Ordinance, along with the Stormwater O&M Agreement. Motion unanimously carried.

B.) Lee Spencer – Ebenezer Fire Company; State Grant

Lee Spencer of the Ebenezer Fire Co is present to explain their application for the Federal Grant and the Sunrise Pipeline Grant and why the Fire Company did not pursue the State Grant. Spencer told the Board the Ebenezer Fire Co had applied the last 5 years for State Grants and were awarded funds. However, for 2017 they were informed their application was “under review”. The current applications are forwarded to the State in September. Lisa Spencer, Treasurer for Ebenezer Fire Co, told the Board when she attempted to go online to apply, the Fire Company was blocked from the site due to the “review status” placed on the 2017 application. The timeframe for applying for 2018 is now past and the Ebenezer Fire Co still has not heard anything about their 2017 application for Grant funds. Lee told the Board it is “not for the lack of trying” to complete this State application as directed by the MOU signed by the Fire Company.

Lee Spencer told the Board Ebenezer Fire Co has applied for a Federal Grant and received the award which was used to install exhaust remediation in the engine building. The housing of the First Aid & Safety crew in the engine room, this project became necessary. They have also applied to Sunrise/Mid Atlantic Pipeline for funds to install iPads in all the fire equipment. In summary he told the Supervisors the Fire Company is pro-active with Grant applications. Completing the 2017 application for the State Grant was a stumbling block for them. He reminded the Board the MOU had not been officially signed until December of 2017 which was after the Grant application deadline.

Suv Brensinger stated he has become aware of the numerous aspects of being a fireman. Jumping into the fire equipment is just one of the tasks required for firefighting these days. He thanked Lee & Lisa Spencer for taking the time to explain the State Grant application situation to the Board. Suv Miller and Sattazahn also indicated their thanks.

APPROVAL OF MINUTES

The minutes from the January 15, 2018 Board of Supervisors and the January 30, 2018 Athletic Assoc meeting are ready for action.

MOTION was made and seconded to approve the January 15, 2018 Board of Supervisors and the 1/30/18 Athletic Assoc meeting minutes. Motion unanimously carried.

APPROVAL OF PAYROLL, FUND BALANCES and PAYMENT OF INVOICES

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

FIRE CHIEF’S REPORT – Allen Firestine – Rural Security Fire Co**A.) Monthly Report – January 2018**

Chf Firestine reported there were 62 responses in the month of January, a total of 397 personnel and 306.06 man-hours/minutes including response times and trainings, was reported for the month of January.

B.) Former Ebenezer Tower Truck

Lee Spencer reported that the Fire Co had sold the old ladder truck on the internet to a company located in Odesa, Texas. The gentleman drove the truck to Texas and the only problem he had during his drive was a flat tire.

CHIEF OF POLICE REPORT – Chief Harold Easter**A.) Calls for Service – January 2018**

Chf Easter reported on the summary of activities for the month of January. A total of 623 Citizen/ Police contacts was completed along with 10,144 miles on the cruisers.

B.) Donation of Bikes to Marine Toys-for-Tots Program (16)

Chf Easter reported there are 16 bicycles the Police Dept would like to donate. Per a previous Resolution, he is asking the Board to approve donating the 16 bicycles to the Marine Toys-for-Tots Program.

MOTION was made and seconded to approve donating the 16 bicycles to the Marine Toys-for-Tots Program. Motion unanimously carried.

C.) NLT 2018 Fire Police Roster – Update

Chf Easter reported he had met with the Fire Police and gone over the roster with them. The roster he is submitting has been updated for 2018. Chf Easter asked the Board to approve the roster of Fire Police for 2018.

MOTION was made and seconded to approve the Fire Police roster for 2018. Motion unanimously carried.

TOWNSHIP MANAGERS REPORT –Cheri Grumbine, Twp Manager

A.) Resolution 6-2018 – Swatara Sojourn

Resolution 6-2018 shows support for the annual Swatara Sojourn Canoeing and Cleanup Trip to be held on May 5th and 6th. The Board is being asked to adopt Resolution 6-2018.

MOTION was made and seconded to adopt Resolution 6-2018 for the Swatara Sojourn. Motion unanimously carried.

B.) Resolution 7-2018 – PA One Call Proclamation

As a member of the PA One Call System the Twp is being requested to adopt a Proclamation to designate the month of April as “Pennsylvania 811 State Digging Month. “PA One Call is celebrating its 46th year of continuous service to the Commonwealth. This service is now serving more than 100,000 excavators and 3,600 critical infrastructure owners throughout the Commonwealth.

MOTION was made and seconded to adopt Resolution 7-2018 for the PA One Call Proclamation. Motion unanimously carried.

Recently, Roadmaster Brensinger spoke to the Municipal Authority about the OneMark membership. This service is a streamline approach for maintenance staff to make both sewer and stormwater lines for PA One Calls. The Municipal Authority has agreed to split the costs of the monthly membership fee of \$125 on an 80% (Authority) 20% (Twp) split. Suv Sattazahn was curious to know exactly how the membership would streamline the process. Suv Brensinger provided a demonstration on his iPad for his fellow Board members to see how the new program works and the ease of use for the maintenance employees. Time, paperwork and filing all will be minimized with this new process.

MOTION was made and seconded to approve the OneMark membership with the annual membership being paid 80% by the Authority and 20% by the Twp. Motion unanimously carried.

C.) Re-Roofing Bids Tabulation

The re-roofing project that had been out for bid resulted in a bid opening held 2/06/18. Only 1 bid had been received. That bid was received from Detweiler Roofing - \$127,000. The project involves re-roofing the middle section of the Twp roof, removing 2 regular skylights and the skylight area in the foyer/entrance as well as interior work to match the existing ceilings.

REJECT: As the bid came in over anticipated projections, it is recommended the Board act to reject this bid.

MOTION was made and seconded to reject the bid of \$127,000 from Detweiler Roofing. Motion unanimously carried.

RE-ADVERTISE: Following the action to reject the bid, it is suggested the Board approve re-advertising the bid for re-roofing excluding the inside drywall work and focus only on the re-roofing and skylight removal work. Following completion of the re-roofing project, the interior drywall and finish work would be completed in-house or estimates obtained from local contractors to complete.

MOTION was made and seconded to advertise for re-roofing bids, excluding the interior drywall finish work. Motion unanimously carried.

D.) Non-Emergency Activities – Glenn-Lebanon

The Non-Emergency Activity list from Glenn-Lebanon Fire Company has been received. If the Board has no questions, they are being asked to approve the list. Mgr Grumbine read through the list of activities and the dates/times that are planned.

MOTION was made and seconded to approve the non-emergency activity list for Glenn-Lebanon Fire Company. Motion unanimously carried.

E.) Engine Brake Retarders - Heilmandale Rd

The Twp received a letter from PADOT dated 1/11/18 regarding a traffic engineering and safety study performed on Heilmandale Rd. The study was to determine if criteria is met for the restriction of engine brake retarders. PADOT has authorized the installation of the requested Engine Brake Retarder signs restricting use in the area between Elias Ave and Russell Rd. The GLRA had agreed to cover the cost of the signs if the Twp agreed to install.

The Board is being asked to first ratify their previous agreement with the GLRA to install these signs, if approved by PADOT. A PA One Call has already been placed by Roadmaster Brensinger for utility markings. Suv Sattazahn questioned who is financially responsible should any of these signs be damaged. Is the GLRA going to pay for new signs or repairs. Suv Brensinger said he felt the GLRA would work with us should sign damage occur.

MOTION was made and seconded to approve the agreement with GLRA for the installation of the Engine Brake Retarder signage on Heilmandale Rd. Motion unanimously carried.

F.) Approval of Bid Contracts for 2018; Fuel, Paving

The 2018 paving projects are as follows:

Stracks Drive – Prescott Dr to Twp line

E Kercher Ave – Halfway Dr to Twp line

The total anticipated costs including pipe replacement and finished line striping in addition to leveling and wearing course is \$266,680. The Board is asked to authorize the advertisement for bids for the paving projects listed above as well as the diesel fuel (10,000 gallons).

MOTION was made and seconded to authorize advertisement for paving project bids as well as diesel fuel bids. Motion unanimously carried.

G.) Park & Rec Memo – Envirothon Use of Lions Lake Park

Recently the Park & Rec Board received 2 requests for waivers of rental fees at Lions Lake Park. At this time, they have made a recommendation on 1 of the 2 requests. The request is from Lebanon County Envirothon in a letter dated 1/30/18 and they are requesting the waiver of all fees for Lions Lake Park for the entire park and facilities for their 2018 field experience on May 8th. The Twp would be considered a sponsor and listed on the Envirothon shirts provided to all participants. A MEMO dated 2/07/18 from the Park & Rec Board is recommending the waiving of all fees for the Lebanon Envirothon to be held on 5/08/18. Currently there are no rentals scheduled for this day at Lion's Lake.

MOTION was made and seconded to approve waiving the fee for Lions Lake Park for the 2018 Envirothon on May 8th. Motion unanimously carried.

H.) NCCS Stormwater O&M Agreement

As part of the NCCS Land Development Plan, an O&M Agreement has now been provided for approval by the Board and subsequent recording. The Board is being asked to act on this standard agreement.

MOTION was made and seconded to approve the O&M stormwater agreement for the New Covenant Christian School. Motion unanimously carried.

I.) Municibid Items

The Twp listed several items on the municipal auction site, Municibid. The auction operated from 1/24/18 to 2/14/18 with the following results:

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|--------------------------------|-----------------------------|
| 1996 Mobark Chipper \$7,555 | Wayne Diehl |
| Myers Jet Pump (3) \$ 116 | Dennis O’Keefe |
| 2006 Ventrac 4200 Mower \$7500 | \$8000 reserve original set |
| Push mowers (2) | no bids received |
| Lighting & bulb assortment | no bids received |
| Stainless steel sink | no bids received |
| Spring riding horse | no bids received |

It is recommended that the Board award the above 3 bids to the highest bidder. Suv Miller asked what will be done with the remaining items that were not bid on.

MOTION was made and seconded to approve the 3 bids received on the Municibid items with the remaining items being recycled. Motion unanimously carried.

J.) Authorization to Purchase Ventrac

Mgr Grumbine explained the 2018 Budget approved \$26,094.99 for a new Ventrac. However, a blower was purchased in the fall of 2017 for the price of \$1904 which would bring the cost for the Ventrac down to \$24,190.99. Suv Miller questioned if the price difference is due to the blower being purchased previously. Mgr Grumbine confirmed that would be the reason.

MOTION was made and seconded to approve the ordering of the new Ventrac listed on the 2018 Budget. Motion unanimously carried.

K.) Athletic Association Meeting – Remaining Items

After meeting with the sports associations in January, there are a few items the Supervisors need to decide.

1. The Board will need to determine what amount of fee that the Twp should charge for tournaments being played on the fields. The current fee schedule lists \$150 per tournament. The Baseball Assoc receives \$50/per game played on the teener field. Gary Heisey suggested the Twp notify the Baseball Assoc as soon as possible as the scheduling and organization of these tournaments are being done now. After considering the expenses to the Twp (water, sewer, trash, toilet paper, field maintenance) it is suggested the Twp set a fee of \$25/per game. A consideration should be that there are tournament games in which none of our kids play. During the meeting Gary Heisey stated the Baseball Association’s goal is to have the teener field completely redone at the cost of \$14,000, which would require the approval of the Supervisors when the Association is ready to do this project. Conversation was held about the various tournaments and the expenses the Twp assumes.

MOTION was made and seconded to approve a Twp fee of \$25/per game for tournaments played on the teener field. Motion unanimously carried.

Athletic Association Meeting – Remaining Items (con't)

2. Greg Fink of the Football Assoc offered to have the field seeded and fertilized after each season at their expense. The Supervisors are being asked to accept or reject this offer from the Football Assoc. Discussion was held about the various products that could be used for this project. The Supervisors agreed to ask Corey Hetrick and Ryan Schmidt, Park & Rec Board members, to work on getting information and quotes for this project. The Supervisors agreed to table this issue until the estimates are in hand.

L.) GLRA Stipend for Municipal Representative

The Greater Lebanon Refuse Authority has provided their policy of stipend payments to the appointed representatives. The Supervisors are being asked to review and approve the policy.

1. Payment of \$35 for attending the monthly meeting of the Board of GLRA.
2. Payment of \$50 for the Board member elected to Chair of the GLRA and attending the meetings.
3. Payment of \$30 for attending a Committee Meeting outside of the Board Meeting.
4. Payment of \$15 in addition to payment for attending Board Meeting for attending a Committee Meeting held either directly before or after the regular Board Meeting.

The Supervisors have also reviewed the Twp policy listed in the Personnel Manual regarding any employee representative where they would be receiving their wages for attending meetings on behalf of the Twp.

MOTION was made and seconded to approve the GLRA's payment policy of stipends for appointed representatives. Motion unanimously carried.

M.) SW Consortium Update; Solicitor Appointment

Mgr Grumbine reported the Stormwater Consortium meeting is tomorrow. The members will be voting on appointing a Solicitor to work with the group. Answering the advertisement 5 proposals were received with 4 of the proposals being considered. The only local firm that submitted a proposal was Buzgon Davis. The group decided that they would not consider that proposal because they felt a conflict of interest could arise. Buzgon Davis represents Cleona Borough and Lebanon County. Mgr Grumbine stated she felt working with a local firm could be beneficial as they would be familiar with the area and the needs of this area. The Supervisors are being asked for a recommendation on a firm after reviewing the information that had been provided to them.

The Board of Supervisors agreed that the Consortium should make this decision. They would agree with whatever decision the Consortium makes regarding the Solicitor for the group.

The Consortium had also advertised for RFPs for an Engineering firm to work with the Consortium. The group has decided the conflict clause would not be a determining factor with this category. As the RFPs were due the end of January, she is expecting to receive this information at the meeting tomorrow.

N.) DEP Meeting Update on MS-4 PRP

Suv Brensinger attended the Pollution Reduction Plan meeting with DEP on 2/15/18 on behalf of the Twp. DEP has reviewed the Joint Reduction Plan that had been submitted by Steckbeck Engineering & Surveying Inc. DEP contacted SESI and wanted to meet to discuss some of their comments before providing a written comment letter. Suv Brensinger stated he, Dan Cannistraci and Scott Rights had attended the meeting. Although DEP did not reject the plan, it was indicated that they felt some of the load calculations needed to be reviewed for upgrading. DEP suggested SESI revise some of the information contained in the PRP before another workshop is scheduled.

Suv Brensinger told his fellow Board members depending on how some of these revisions are handled, the Stormwater Fee that the Board was considering may be affected. The projects will need to be reviewed and it could change the numbers that had been presented. He also stated the final timeframe could be impacted. It could very well be that the 5-year timeframe will not be long enough to accomplish everything that is expected from the municipalities.

O.) Munibilling Proposal – SW Fee Billing

Previously the Board had discussed the billing that would be required for the Stormwater Fee once it is adopted. Two proposals were received regarding the billing of Stormwater Fees.

Munibilling (in-house) - \$6950.20 first year and \$5700.20 thereafter

Keystone Collections - \$12,600.63

Mgr Grumbine is recommending the Munibilling proposal be accepted and complete the billing in-house. We are currently using the Munibilling system for sewer billing. The program does allow for a separate program to be created and used for the Stormwater Fees.

Suv Brensinger questioned if the Board is expected to act on this decision tonight. Also, delinquent collections, who would be pursuing these if Keystone Collections was used to do the billing? Mgr Grumbine stated the Twp would be responsible for the delinquent collections and would work with Attny Leonard. The quote from Keystone Collections was for the annual billing to be completed and any quarterly bills that will be sent. Some discussion followed about the office staff being required to track a lot of the information regardless of who does the billing. Mgr Grumbine explained the thought is to train a second person in-house to complete the Stormwater billing. Due to the program being similar to the sewer billing there would be cross-training done so that 2 individuals in the office would be familiar with the Munibilling system.

MOTION was made and seconded to approve the Munibilling program for the Stormwater billing to be completed in-house by office staff. Motion unanimously carried.

P.) Pertinent Matters

1.) Zoning Admin Report for 2017 – Lebanon County Planning Dept has submitted the annual Zoning Administrative Report for 2017. A total of 184 permits were issued in 2017, of which, 48 were for single-family dwellings. The total building value of all permits = \$7,684,000.00

2.) PC Annual Report for 2017 – The Planning Commission’s Annual Report for 2017 has been provided to the Board. The summary highlights all activities the PC recommended to the Board and any other Items of Interest that had been discussed.

3.) Union Canal – The Twp received a letter of thanks from the Friends of Union Canal Park. Their appreciation for the Twp’s help during their debris and brush clean-up of the tow path was expressed. The Highway crew is to be commended for their efforts to help this volunteer group get the project accomplished.

SOLICITOR’S REPORT; Atty Amy Leonard -- Henry & Beaver**A.) Zoning Amendment – 1715 E Cumberland St/ NS E Cumberland St**

Atty Leonard reminded the Board about the Zoning Amendment request that had been submitted to the Twp regarding 1715 E Cumberland St, owned by Lewis Carl. The public hearing for the request had been rescheduled to March 19, 2018 because of some changes to the original request. The owners of Ridgeway Mobile Home Park, which is contiguous to the Carl property are also requesting to be rezoned to Commercial C2A. Due to the changes the public hearing will now be held on March 19, 2018 @ 7:15pm here at the Twp building.

COMMENTS FROM BOARD MEMBERS**A.) Bobcat and Loader Purchase per 2018 Budget**

Suv Brensinger reminded the Board the 2018 Budget lists an approval for the purchase of a Bobcat and a Loader. Suv Brensinger is asking authorization to begin the ordering process to attain these 2 pieces of equipment.

MOITON was made and seconded to approve the purchase of a new Bobcat and Loader as listed in the 2018 Budget. Motion unanimously carried.

B.) Winter Weather Maintenance

Suv Miller stated he wanted to offer appreciation to Roadmaster Brensinger and his crew for the excellent job of plowing and salting during last weeks winter weather. Suv Sattazahn agreed with Suv Miller's remarks.

With no further business to discuss, meeting adjourned.

Respectfully Submitted,

Theresa L. George
Recording Secretary