

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
MARCH 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:

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.

Ordinance 1-2018 is a Zoning Amendment request from Lewis & Mary Carl for their property located at 1715 E Cumberland Street. Market Street South owners of the Ridgeway Mobile Home Park located on the NS of E Cumberland Street are also requesting a rezoning classification of their property which is contiguous with the Carl property. This Public Hearing will begin at 7:15pm.

Attorney Amy Leonard - Public Hearing for Ordinance 2-2018

Ordinance 2-2018 is an amendment to an intermunicipal agreement between Annville Twp, City of Lebanon, Cleona Borough Authority, North Cornwall Twp, North Lebanon Twp, and South Lebanon Twp as members of of the Lebanon Stormwater Consortium. As the original agreement had been approved by Ordinance, the amendment must now be approved by Ordinance also.

Atty Leonard explained the Ordinance had been advertised twice and posted on the Twp website as well as in the central office of the Township for public review. The Ordinance deals mainly with clarifying the original Ordinance adopted previously. This Ordinance deals with several items that needed to be clarified such as how to deal with tie votes. Ordinance 2-2018 deals with general “housekeeping” amendments which had not been spelled out in the original adopted Ordinance. At this time Atty Leonard opened the floor for any questions. The public offered no questions or comments. Atty Leonard asked the Supervisors for questions and discussion regarding Ord 2-2018. The Supervisors stated they had no questions.

MOTION was made and seconded to adopt Ordinance 2-2018 amending the Intermunicipal Agreement between Annville Twp, City of Lebanon, Cleona Borough Authority, North Cornwall Twp, North Lebanon Twp, and South Lebanon Twp all members of the Lebanon Stormwater Consortium. Motion unanimously carried.

COMMENTS FROM THE PUBLIC

A.) Pete Vanderstappen – Melody Ln; Stormwater Fee

Mr. Vanderstappen explained to the Board he has been reading about the forthcoming stormwater fee that all residents will be charged. As an Engineer he understands the process that will be used to calculate the annual fee.

Pete Vanderstappen – Melody Ln; Stormwater Fee (con't)

However, he feels strongly there needs to be a different formula used for the calculations as it hits the larger property owners who have more than a single ERU particularly hard financially. He urged the Supervisors to review this fee matter again to try and achieve a “fair” fee for everyone, perhaps a flat fee rate.

APPROVAL OF MINUTES

The minutes from the February 19, 2018 Board of Supervisors meeting are ready for action.

MOTION was made and seconded to approve the February 19, 2018 Board of Supervisors 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 – February 2018**

Chf Firestine reported there were 26 responses in the month of February, a total of 136 personnel and 112 man-hours, including response times and trainings, was reported for the month of February.

B.) Rural Security – Hose Testing May 24, 2018

Chf Firestine told the Supervisors Rural Security was able to schedule hose testing for May 24th. He requested permission from the Board to close off Old N 7th Street located near the station house. The Fire Company members will be present to help close off the area and direct traffic. A question was asked if another station will be on standby while the hose testing is being accomplished. Chf Firestine replied the equipment is done one piece at a time and there will be at least one piece of fire equipment available to answer any calls. The testing should last from 7am to approximately 2pm. The Board was reminded this activity had been done last year and there had been no incidents.

MOTION was made and seconded to approve the closure of Old N 7th St at Rural Security Fire Station on May 24th for hose testing (from Old 7th St to near Elizabeth St). Motion unanimously carried.

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

Chf Easter reported on the summary of activities for the month of February. A total of 492 Citizen/Police contacts was completed along with 8,329 miles on the cruisers.

B.) Spring Intern – Dylan Berberick

Chf Easter introduced the Police Department’s Spring intern from Lebanon Valley College, Dylan Berberick. He told the Board Dylan will be interning with the Police Department until his graduation in May.

TOWNSHIP MANAGERS REPORT –Cheri Grumbine, Twp Manager**A.) Stormwater Consortium Update; Solicitor Appointment**

Mgr Grumbine reported the Consortium meets Tuesday morning at 10:00am.

Stormwater Consortium Update; Solicitor Appointment (con't)

During the last meeting a Solicitor was selected from the RFPs that had been advertised and submissions that had been received. The firm selected by the Consortium was Mette, Evans & Woodside from Harrisburg. The Consortium received a total of 8 proposals from various Engineering firms. Each member has received copies of the submissions and have been asked to be prepared to vote at the March 20th meeting.

Atty Leonard will be discussing the meeting Steckbeck Engineering had with DEP and their comments about the submission of the PRP.

PUBLIC HEARING - ORDINANCE 1-2018

At this time the Board meeting was suspended to conduct the Public Hearing on Ordinance 1- 2018. This Ordinance deals with a Zoning Amendment request received from Lewis & Mary Carl, as well as Market Street South, the owners of the Ridgeway Mobile Home Park (NS E Cumberland St). A request to rezone the lands from Residential (R2) to Commercial (C2A) had been received by the Twp. Atty Christianson is representing the Carls in this request.

Atty Leonard announced Ordinance 1-2018 had been advertised, posted on the Twp website and provided in the Twp office for public review. The properties in question had been posted with date, time and location of the Public Hearing. Neighboring property owners were notified by mail of the scheduled Public hearing. Lebanon County Planning Dept has made a recommendation to approve the request, and so has NLT Planning Commission.

Atty Christianson spoke on behalf of his clients, the Carls, for this request. A display board was provided for the Supervisors to see the properties being discussed. Atty Christianson explained the area in question being contiguous with other Commercial zoned properties. The property at 1715 E Cumberland St has been family owned since 1960, prior to zoning in the Twp. The property has always been operated as a business. The reason of the original zoning is questionable due to the fact it was always a business. Upon contact by the Township, the owner of Ridgeway Mobile Home Park agreed to rezoning for the property located at NS E Cumberland St.

Both properties will be classified as Commercial (C2-A). There are neighboring properties on both sides that are already zoned Commercial, so this re-zoning will not be out of place for the 2 properties in question.

The floor was opened for questions/comments from the public. The public offered no questions or comments. Atty Leonard asked the Board of Supervisors for any questions or comments. The Board had no questions or comments.

MOTION was made and seconded to adopt Ord 1-2018 approving the change of zoning for 1715 E Cumberland St and Ridgeway Mobile Home Park, NS E Cumberland St. Motion unanimously carried.

The regularly scheduled Board of Supervisors meeting reconvened at this time.

B.) Park & Rec Recommendations; Convention; Baseball Tournaments**1.) Fireman's Convention – 6/16/2018**

The Ebenezer Fire Co had requested waiving the fees for the use of the Lions Lake Park facilities on June 16th for the Fireman's Convention and Parade that is being planned.

Park & Rec Recommendations (con't)

Several representatives met with the Park & Rec Board to discuss the planned activities for the day. After much discussion, the P&R Board agreed to recommending the waiving of the fee for the use of Lions Lake Park on June 16th with stipulations.

- A dumpster should be brought in @ Ebenezer Fire Co's expense. Lee Spencer to follow up with Suv Brensinger on this issue.
- No vehicles or equipment may be parked or driven on the grassy areas of the park.
- No driving is permitted on the paved walkways in the park.

After a review of the Park & Rec Board's recommendations, the Supervisors indicated they agreed with the Park & Recreation Board's suggestions.

MOTION was made and seconded to approve waiving the Lions Lake Pavilion fee for Ebenezer Fire Company on June 16, 2018 the County Fire Convention contingent on the parking, driving and trash cleanup issues be adhered to as suggested by the Park & Rec Board. Motion unanimously carried.

2.) Baseball Tournaments

The conversation regarding the Twp charging a fee for tournaments played on Twp ballfields had been discussed at previous meetings. The annual Twp fee schedule has fees listed for tournament play. The Park & Rec Board has recommended the Twp offer a "slight" discount for tournament play in which our local teams participate. The P&R recommend charging \$25/per day for the tournaments that are scheduled for July 14-15 and July 21-24 (State tournaments). As part of this recommendation the P&R Board is also suggesting the Baseball Assoc be responsible for the cleanup daily during these tournaments. Cleaning up the area, restrooms checks for cleanliness, cleaning up the bleacher areas and disposing of all trash in the appropriate containers should also be the responsibility of the Baseball Association.

After some discussion it was agreed by all Board members the Twp should receive some type of fee for these events as there are costs incurred by the Twp.

MOTION was made and seconded to establish a fee at \$25/per day for the State tournaments our local baseball teams participate in. Also, the cleanup of the park and ballfield areas is the responsibility of the Baseball Association at the end of each day when these tournaments are scheduled for the Twp ballfields. Motion unanimously carried.

The other tournaments scheduled for the Twp ballfields are the Elite Future Stars, which are mostly from New York and New Jersey, and are paying \$400 to the Association for playing fields. As of now the local children are not involved with these teams the Park & Rec Board is recommending the fee of \$25/per game. The Association charges \$400 per tournament as well as any profits from the concession stand.

A motion had been made and approved during the 2/19/2018 Board meeting of \$25/per game for the Elite Future Stars tournaments that are hosted by the Baseball Association on Twp ballfields. The Board agreed no change is necessary at this time.

C.) Resolution 8-2018; Submission of Application for CDBG

The property at 1405 E Old Cumberland St had been purchased earlier this year by the Twp. Resolution 8-2018 is approving the application for CDBG funding to the County of Lebanon for demolition of the structures located on that property. The Board is being asked to adopt Resolution 8-2018.

MOTION was made and seconded to adopt Res 8-2018 approving submission of CDBG funding application for demolition of structures located on 1405 E Old Cumberland St. Motion unanimously carried.

D.) Resolution 9-2018- Destruction of Certain Records per the Municipal Records Manual

A list of records to be destroyed has been prepared by the Twp Administrative office and the Police Department according to the State Municipal Records Manual. After approval of Res 9-2018 these records will be shredded for disposal. The Board is being asked to approve Resolution 9-2018.

MOTION was made and seconded to approve Resolution 9-2018 for disposal of certain Municipal Records according to the State Municipal Records Manual. Motion unanimously carried.

E.) Award of Bid for 2018 Fuel & Paving

FUEL – The bids for fuel were opened on 3/14/2018 with the following results:

Leffler @ \$2.1683/gal and Talley @ \$2.2296/gal. Suv Brensinger questioned the winter additive fee and the lack of mention for it on any of the bids. Mgr Grumbine stated it is noted there is no added fee for winter additive on Bonnie’s Memo dated March 14.

MOTION was made seconded to award the 2018 fuel bid to Leffler as the low bidder. Motion unanimously carried.

PAVING - The opening for 2018 paving was held on 3/14/2018 with the following results:

New Enterprise Stone and Lime bidding \$208,586.50; H&K bidding \$226,384.20 and Pennsy at \$214,631.75. Suv Brensinger told his fellow Board Members New Enterprise is a new business for the Lebanon area. He continued saying the project had been bid as 2 separate projects, Proj 1 for paving and the Proj 2 for line striping. With the differences in pricing for the line striping, it seems the best option is to have the line striping removed from this project. It will be done when the rest of the annual striping for Twp roads is completed late in summer.

MOTION was made and seconded to award the 2018 paving bid to New Enterprise Stone and Lime as low bidder for paving only, no line striping, at the cost of \$204,816.50. Motion unanimously carried.

F.) Award of Roofing Bid Project

Mgr Grumbine reminded the Board the original bid opening for the re-roofing project had resulted in 1 bid only which had come in too high and had been rejected. Re-advertisement had been done with another bid opening being held on March 16th. This time 4 bids had been received.

- Detwiler Roofing base bid - \$89,000
- Gable and Son Construction and Crane Services Inc base bid - \$51,960
- Spotts Brothers Inc base bid - \$61,700
- TRS Roofing base bid - \$71,100

Gabel and Son was the apparent low bidder.

Award of Roofing Bid Project (con't)

Suv Brensinger explained the bidding was redone as the first bid had included a lot of interior work as being a part of the project after the skylights were removed. The re-bidding of this project was slightly different in that the interior work will now be completed in-house. By splitting the 2 projects out the roofing project came in at a much lower expense. The Architect reviewed the bid from Gable & Son and has indicated everything is in order with the documents.

MOTION was made and seconded to approve the re-roofing bid received from Gable & Son Roofing in the amount of \$51,960.00. Motion unanimously carried.

Mgr Grumbine told the Board she will be working with the Solicitor to finalize the contract and work out all the necessary issues with getting the paperwork accomplished.

G.) Hiring of Part-Time Administrative Clerk

Following the resignation of the previous part-time clerk, Michelle Miller has been hired as the Twp part-time clerk. The Board is being asked to ratify the hiring of Michelle Miller as the part-time clerk.

MOTION was made and seconded to ratify the hiring of Michelle Miller as part-time clerk for North Lebanon Twp. Motion unanimously carried.

H.) Review of Pension Plan & Changes for New Full-Time Non-Uniform Employees

Review of the Pension options for new Twp full-time employees has been discussed by the Board. Mgr Grumbine has contacted Conrad Seigel and received an Actuarial Study outlining several options for consideration. Any changes would require changes to the plan document. The Study had been provided to the Supervisors for their review.

Discussion between the 3 Supervisors was held on some of the information that had been provided. It was decided to table this issue.

MOTION was made and seconded to table the Pension discussion and determination until a later date. Motion unanimously carried.

I.) Street Light LED Upgrades

Met Ed had provided to the Twp information on the costs to upgrade our remaining street lights to LED. Free conversion is offered at timed intervals. The next set of street lights would be eligible for free conversion 2027 through 2031. The question the Board needs to decide on is whether to wait 10 years for the next free conversion or pay the fee to complete the conversion now and receive reduced rates for service.

Suv Brensinger stated he had several questions about the information provided by Met Ed. His first comment is that Met Ed provided quotes for replacing LED cobra head lights. He stated there are many of the lights that are not cobra head lights. The newer developments, such as Deerfield North, have decorative lights and no costs were provided to make that changeover. Suv Brensinger said he would like to have more definite information before he decides. He also would like to know, cost wise, how much the Twp has saved by going to the LED lights that have been completed compared to maintenance on the remaining street lights. Suv Sattazahn said he also had some questions he would like answered before a decision is made. After some discussion the Supervisors indicated they would table this issue.

J.) DEP Grant Application

An application for the Recycling Grant has been prepared by Bonnie and Ed. The items outlined totaled \$135,744 with \$122,169 DEP share and \$13,575 as Twp share. The Board is being asked to approve submission of the Grant application to DEP.

MOTION was made and seconded to approve submission of the Recycling Grant application to DEP for replacing of a JD loader, dump truck, extra grappling bucket and 2 roll-off containers. Motion unanimously carried.

K.) Pertinent Matters

1.) 2014-2017 EIT Comparison Spreadsheet – Information is being provided by the TCC to the Supervisors on the 4-year trend for collection of the EIT revenue. The period covered is 2014-2017.

2.) 2017 EMA Incidents Annual Report – This report is being provided as a courtesy by the Twp Emergency Coordinator. A more recent windstorm named Riley had prompted the EOC being operated. Some statistics from that storm have been provided.

SOLICITOR’S REPORT; Atty Amy Leonard -- Henry & Beaver**A.) SW Fee Study/ Ordinance Workshop**

Atty Leonard stated a meeting had taken place between DEP and the Twp Engineer regarding the Twp’s portion of the 5-yr permit cycle for the MS4 reduction load. DEP is asking for additional information on some of the Twp projections concerning the roadways. The Engineer pointed out that DEP had provided guidelines to be followed and the information being requested was not listed in those original guidelines. Atty Leonard said she is expecting the resolution of the differing opinions to take some time. She is recommending another Stormwater Fee Workshop be scheduled to set the fee while the Twp waits for a decision to be announced.

COMMENTS FROM BOARD MEMBERS**A.) Suv Ed Brensinger – DEP Application**

Suv Brensinger mentioned he wanted to thank Bonnie for attending the pre-application meeting with DEP regarding the Recycling Grant application. It was helpful to him that she attended to get a heads up on what is happening with DEP.

B.) Suv Bruce Sattazahn – Maintenance Departments & Wind Storm Cleanup

Suv Sattazahn gave a kudos to Ed and the maintenance departments for the extra hours and cleanup efforts during the wind storm (Riley) last week.

Suv Sattazahn discussed diseased trees along the roadways. He had mentioned this issue during the last meeting. He wanted to remind the Highway crew to take note of any dead trees or branches that could cause damage. A letter can be mailed making the property owner aware of the danger.

With no further business to discuss, meeting adjourned.

Respectfully Submitted,

Theresa L. George
Recording Secretary