

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
NOVEMBER 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
Frederick Wolf	Henry & Beaver LLP
Dan Cannistraci	Steckbeck Engineering

Also, in attendance were Bob Gearhart of Matthew & Hockley and many other individuals. The meeting was called to order and the pledge to the flag was done.

Ordinance 6-2018 - A Public Hearing was announced which has been scheduled for 7:15 pm.

ANNUAL MS-4 PRESENTATION – Dan Cannistraci – SESI

Dan Cannistraci explained he will be providing the annual MS-4 public presentation, which is a requirement of the MS-4 program (Municipal Separate Storm Sewer System). MS-4 is rainwater runoff or any other runoff that is carried into the storm drain system. This water is untreated water which contributes to pollution. The Twp is required to implement 6 control measures for water runoff issues. Dan stated the Twp has been actively participating in providing all 6 measures in a variety of ways. Information is being provided to the public through the quarterly Newsletter that contains Stormwater Articles for residents to read. The employees are following certain policies that control chemicals and debris from entering the stormwater structures as well as observing stormdrains throughout the Twp. The Twp provides services such as maintenance of the public stormwater structures, which have been identified with markers indicating where the stormwater sewers are located. Some of the other services offered by the Twp include leaf collection, spring cleanup, the yardwaste recycling facility, proper storing of winter materials in sheds and the recycling area offered to NLT residents.

Dan told the Board that NLT is doing an excellent job of documenting various complaints regarding stormwater runoff and following up with probable solutions to the complaints. Frequent BMP inspection are completed. With all the services the Twp is doing it is apparent the Twp is actively implementing the 6 control measures required to be accomplished. The outfall areas were discussed, which Dan has suggested review start on these areas during summer of 2019. Dan asked if there were any questions from the Board, or the public, on the MS-4 program. There were none. The Board thanked Dan for his presentation.

COMMENTS FROM THE PUBLIC

A.) Linda Dr Revised Lot and O&M Agreement

Matthew & Hockley – Bob Gearhart

Bob Gearhart explained this plan is proposing a single-family dwelling on the north side of Heffelfinger Rd approximately 2000 ft east of the intersection of N 7th Street.

Valentin Land Development Plan (con't)

A detached accessory structure and stormwater management structures and features are also addressed in the plan. The access to the property will be off Linda Drive, along with an on-lot water and on-lot sewage system. This plan is a revision to the plan approved in 2004 under the name of Conestoga Log Cabin Leasing Subdivision Plan. Mr. Gearhart explained the stormwater flow for the area and the proposed plan to help control the stormwater. The Supervisors are also being asked to approve an Operation & Maintenance Agreement.

MOTION was made and seconded to approve the Valentin Land Development Plan for 513 Linda Drive along with the required Stormwater O&M Agreement that will be recorded with the Plan. Motion unanimously carried.

PUBLIC HEARING STARTED @ 7:15 – Ord 6-2018 – Dam Breach Inundation Overlay Area @ Lions Lake

Sol Wolf explained this Ordinance had been tabled from a previous Hearing which had been held July 16, 2018. During that Hearing, 2 property owners had presented concerns they had with some of the language in the Ordinance pertaining to restrictions for certain installments for this area, such as fences and barriers. After hearing the concerns, the Supervisors decided to table the Ordinance and research some revision to the language. Revisions were completed, and a meeting was held with the property owners, who have indicated they were satisfied their concerns had been met with the revised language.

As required, this Hearing was advertised in the newspaper, the property was re-posted with the new Public Hearing information and the surrounding property owners received mailed notification providing the Hearing details. Lebanon County Planning and NLT Planning Commission have recommended adoption of this Ordinance.

Sol Wolf asked Dan Cannistraci to review the actual verbiage that had been revised. Dan explained previous language that addressed permitted items for installation has now been reworded to say, “prohibited would be residential houses”. The second revision addressed the issue of anything changing within the area. The developer would be required to submit their proposal for changes to the Twp, which would be included in the Twp’s report to DEP every 5 years in our Dam Emergency Action Plan. Sol Wolf asked for questions from the public, instructing them to identify themselves before speaking.

Martin Barondick, New St, questioned the procedure for valve opening on the dam during times of heavy rain or unusual weather. In recent years there had been several times he felt it should have been done. Suv Brensinger told Barondick the valve has been opened to release water several times in accordance with the Emergency Action Plan adopted by the Twp. He continued saying the valve was opened a few times recently with all the unusual weather we have experienced. The subject of the dam valve and this Ordinance are not related.

George Heist, Old Ebenezer Road, mentioned the property at 101 Old Ebenezer Rd and all the earth moving activities they have been conducting at this property. With raising the height of the lands, won’t that be directing the water to the right into this area that is being reviewed? Mgr Grumbine stated the Twp has met several times with the property owner Heist is referring to. The owner has been instructed to prepare a Stormwater Plan to submit to the Twp which will include stormwater piping recently installed. The Twp has not yet received any plans from the owner.

Suv Brensinger questioned if the area that Heist is talking about is in or out of the floodplain area. After some discussion Sol Wolf told Mr. Heist his questions will be researched, and someone will get back to him on the specific answers.

Chm Miller asked for any other questions or comments. None were offered.

MOTION was made and seconded to adopt Ordinance 6-2018 for the Dam Breach Inundation Area. Motion unanimously carried.

B.) Stormwater Plan and BMP O&M Agreement – 1627 Josephine Ann Dr

This Stormwater Plan is addressing an existing lot of record located on Josephine Ann Drive. A single-family structure and stormwater management structures and features are shown. The property will be serviced by public sewer and water services. The Supervisors are being asked to approve the O&M Agreement which will be required to be recorded with the stormwater plan.

MOTION was made and seconded to approve the Stormwater Plan and the O&M Agreement for 1627 Josephine Ann Drive. Motion unanimously carried.

C.) Glenn-Lebanon Fire Co – Brian Vragovich; Request for Capital Reserve Funds

Glenn-Lebanon Fire Co has requested the release of \$30,000 to pay 32 payments on their 2012 Pierce Pumper purchased last year. All required documentation for the release of the 2018 funds has been provided by G-L.

MOTION was made and seconded to approve the release of \$30,000 from the 2018 Capital Reserve Fund for the Glenn-Lebanon Fire Co as all required documents have been provided. Motion unanimously carried.

D.) Greg Allwein; Cornwall Furnace Christmas Tours – Request for Fire Police @ Tunnel Hill Rd

Mr. Allwein, Bill and Carol Christ are participating in the Cornwall Furnace Christmas Tours of Homes. They have requested the use of the Fire Police for Tunnel Hill Road for this event. Mr. Allwein has not spoken to Chf Easter about his request. The Board discussed some of the events of the Christmas Tours. The Supervisors agreed that Mr. Allwein should talk to Chf Easter to work out the details of what the Christmas Tour will require in the way of Fire Police or just cones to mark off the area in question. Chm Miller asked if their intention is to then offer a donation to the Fire Police for their services. Allwein agreed that is what they had in mind.

E.) Ebenezer Beautification Committee Request – Rose Garden

Gwen Yordy had attended the September and October Board meetings as well as 2 Park & Rec meetings. An email from the Park & Rec Board had been provided to the Supervisors with an update about the proposed Rose Garden sharing their thoughts and concerns. On 11/15 Mgr Grumbine received an email from Mrs. Yordy indicating the Committee had considered the suggestions from the Park & Rec Board. The Committee has now decided to place their sign, flag pole w/light, benches and dedication bricks on the vacant lot on the south corner of Jay St, across from the dam breast location and is owned by the Twp.

Suv Sattazahn stated he is happy to hear that. He still has some concerns about the continued maintenance of an area such as what is being proposed. He is thinking there should be some sort of agreement about perpetual maintenance.

Ebenezer Beautification Committee Request – Rose Garden (con't)

Suv Brensinger agreed saying he would like to iron out some details with this committee before any installation takes place. Suv Sattazahn said he has no objections to the area being used as a welcome garden. However, the details of continued maintenance must be put in writing. The Supervisors agreed that further details need to be worked out before this garden can become reality.

F.) Lee Spencer – Proposed Police Study?

Mr. Spencer asked about the item listed under Board Comments, DCED Police Dept Study. What is that about? Chm Miller sated it is a review and study of the Police Dept as it now operates. It is a study at no cost to the Twp. Spencer asked what will happen if the report comes back saying we need 3 or 4 more Police Officers? Chm Miller replied the Twp then has the information to use in the future if necessary. Spencer said he has a real problem with the way these studies are conducted. After some conversation it was agreed this topic will be addressed later in the meeting.

REVIEW OF STORMWATER CREDIT APPLICATIONS/ BMP O&M Agreements

The following Stormwater Credit Applications have been reviewed by Dan Cannistraci and Mgr Grumbine. Dan's recommendations for the application submissions were reviewed for the Board's consideration:

1. 1211 Lochwood Dr – A 50% Credit Application and O&M Agreement have been submitted for the Board's approval. It is being suggested that a 50% Credit be approved, and the O&M Agreement be approved for signatures before being recorded. After recording, a copy should be returned to the Twp for our files.

MOTION was made and seconded to approve the 50% Credit for 1211 Lochwood Dr as well as signatures on the O&M before recording is completed. Motion unanimously carried.

APPROVAL OF MINUTES

The meeting minutes from the 10/04, 08, 15, 18 & 23 Budget Workshops and the 10/15 Supervisors meeting are ready for action.

MOTION was made and seconded to approve the 10/04, 08, 15, 18 & 23 Budget Workshops and the 10/15 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 – October 2018**

Chf Firestine reported there were 41 responses from the 4 Fire Companies in the month of October, a total of 6 trainings consisting of 6 people, a total of 44 man-hours for trainings, and a total of 132.96 combined man-hrs for responses.

B.) Non-Emergency Activity Requests for Rural Security Fire Co.**(12/01 Breakfast w Santa 8-11am; Saturday/Sunday 12/22, 23 cruising with Santa**

Fire Chf Firestine told the Board he had submitted a request containing 2 non-emergency events be added to Rural Security's list of non-emergency activities. A breakfast with Santa is being planned for Saturday 12/1 starting at 8am – 11am. Rural Security is also planning to take Santa cruising the area on Saturday 12/22 or Sunday 12/23, weather dictating which day.

MOTION was made and seconded to approve the Santa Breakfast on 12/1 and the Santa cruise on either 12/22 or 12/23 (weather dictating which day). Motion unanimously carried.

CHIEF OF POLICE REPORT – Chief Harold Easter

A.) Calls for Service – October 2018

Chf Easter reported on the calls for service for the month of October. There was a total of 551 Police/Citizen calls in October. A total of 8,723 miles were driven on the patrol vehicles.

B.) 2018-2019 Stray Housing Agreement – Humane Society

Chf Easter told the Board the Agreement with the Humane Society this year shows a decrease since last year. Apparently, the program the Twp has in place regarding stray animals is proving to be beneficial. Suv Brensinger remarked on the sizable decrease and asked Chief if he felt there was any other reason for the decrease. Chf replied he thinks it is diligence with the paperwork that is required by the Twp for surrendering strays. Suv Brensinger said he has heard about the difficulties the HS is having. He does not like to think about not having the Humane Society to perform this valuable service.

MOTION was made and seconded to accept the Humane Society 2019 agreement. Motion unanimously carried.

C.) September Code Enforcement Activity Report

Chf Easter has provided the September Code enforcement summary for the Board's review. Suv Sattazahn questioned Officer Haase's activity schedule. He said he is not seeing Hasse's name in the report. Chf Easter stated the report is for both men. Suv Sattazahn asked to have both names listed on the report in the future. Suv Miller asked about a copy of the individual complaints being provided and he was told that would not be permitted due to Criminal records privacy.

Chf Easter extended his wishes for a safe and happy Thanksgiving to everyone.

TOWNSHIP MANAGERS REPORT –Cheri Grumbine, Twp Manager

A.) 2019 Preliminary Budget Presentation

Mgr Grumbine gave the annual power point presentation of the upcoming Budget. A handout was provided to all who attended. Some of the high lights discussed was that there will be no increase proposed for taxes in 2019. The Yardwaste Facility fee will remain at \$40. The Stormwater program continues as a part of the 2019 Preliminary Budget. The Capital Reserve Fund established for the volunteer Fire Companies is part of the 2019 Preliminary Budget. No existing services have been proposed for elimination. All the Twp's Funds, revenues as well as expenditures, were outlined in the presentation. Some discussion took place about the Budget Workshop meetings that had been held prior to the Preliminary Budget being presented.

MOTION was made and seconded to approve the 2019 Preliminary Budget for North Lebanon Twp. Suv Sattazahn voted negative on the 2019 Preliminary Budget. Motion carried by majority vote.

Jim Cikovic thanked Mgr Grumbine for the thorough, well prepared and presented power point on the 2019 Preliminary Budget. The Supervisors all agreed they are appreciative of all the time and effort that Mgr Grumbine puts into this annual presentation.

B.) Knox Box Ordering update for 2019

Knox Box had emailed a notice about a change in their ordering procedures. All orders will be completed on-line effective 2019. The Twp has set up the e-Approval Ordering Component on-line at Knox Box, which will send notification anytime there is a Knox Box order. The Twp must review and then approve the product selected by the property owner prior to purchase. Confirmation of the product is to be sure it is keyed to the Twp's System Code. Upon receipt of Twp approval, the customer then returns to the Knox Box website to complete their transaction. The Board is being asked to authorize both Bonnie Grumbine and Mgr Grumbine as the Twp representatives that can e-approve a purchase on-line.

MOTION was made and seconded to authorize Bonnie Grumbine and Mgr Grumbine as Twp representatives for the e-approval system set up by Knox Box. Motion unanimously carried.

C.) 2019 Proposed Meeting Schedule

The Board received a listing of proposed 2019 meeting dates. They are being asked to review and be ready to act on the listing tonight in order to advertise along with the Proposed Budget for 2019. Mgr Grumbine said the only month that is slightly different for the Supervisors in April due to the PSATS convention. A joint meeting with Park & Rec is scheduled for February 2, 2019 as well as a Joint Meeting with the Municipal Authority in June and November.

MOTION was made and seconded to approve the 2019 meeting dates scheduled for various Boards and Commissions. Motion unanimously carried.

D.) Res. 18-2018; Adoption of Winter Maintenance Policy

As a result of recent Budget Workshop meetings, Resolution 18-2018 has been prepared to adopt a revised Winter Maintenance Policy for the Twp. Updated staffing numbers, routes and equipment have been added. A change has been made to the mailbox policy. Mgr Grumbine mentioned she had made some last-minute revisions provided by Roadmaster Brensinger and Sol Wolf. She apologized to the Supervisors for the last-minute changes. She suggested they could table action on the policy until they have had a chance to review more thoroughly. Suv Brensinger said he would like to table this as he has not had time to review the changes made to the policy. After some discussion the Board agreed to table the Resolution 18-2018 until next month.

E.) Fire Escrow Release – 896 Kimmerlings Rd

Following a fire at 896 Kimmerlings Road an Escrow had been posted as required by the Twp Ordinance. Recently LCPD has issued a Use & Occupation Certificate as there were only a few remaining IPMC violations that John Brenner is still working out with the property owner. The Board is being asked to authorize the release of the Fire Escrow upon such time that John Brenner closes the file and all his items have been satisfied.

MOTION was made and seconded to approve the release of the Fire Escrow for 896 Kimmerlings Rd contingent on John Brenner's notification that all items have been addressed for this property. Motion unanimously carried.

F.) Resolution 19-2018 – Lebanon County Hazard Mitigation Plan

In September of 2017 LEMA held a meeting to commence updating the current County Hazard Mitigation Plan. Several meetings were attended over the past year by Dave Lauver, Ed Brensinger and Mgr Grumbine. The plan has now been finalized by the County and it is requested the Plan be adopted by NLT by Resolution.

Resolution 19-2018 – Lebanon County Hazard Mitigation Plan (con't)

The Plan is available to be reviewed online on the County EMA website. After some discussion the Board decided to table this Resolution until they can further review the contents of the Plan.

G.) Municibid Items (3)

The Twp had advertised 3 items on Municibid for sale. The high bids that had been received were reviewed and are as follows:

- 2013 Ford Police Interceptor – bid of \$7,101
- Valk 10-ft fixed wing plow – bid of \$260
- Fisher 10-ft reversible plow - \$575

MOTION was made and seconded to award the 2013 Ford Police Interceptor, Valk 10-ft plow and the Fisher 10-ft reversible plow to the high bidders received on Municibid. Motion unanimously carried.

H.) Pertinent Matters

1. SW Consortium Update – Oct Meeting; next Meeting 11/20; Mgr Grumbine reported on the revised mapping which DEP had provided to the municipalities. The mapping shows an increase of 60% in load reductions the municipalities are now being mandated to meet. The increase, of course, dictates additional programs be completed that comes with an increase in costs. Dan Cannistraci had sent the mapping to DEP and asked for verification of the mapping. At the meeting tomorrow, the Consortium should hear an update on this mapping revision.

SOLICITOR’S REPORT; Atty Fred Wolf -- Henry & Beaver**A.) Mt Zion Rd – Additional Right-Of-Way along Sweet Briar – Deed of Dedication**

The additional right-of-way on Mt Zion Rd adjacent to Sweet Briar development has now been completed. The Supervisors are being asked to accept conveyance of the signed right-of-way from Sweet Briar Inc.

MOTION was made and seconded to accept conveyance of the Deed of Dedication for the right-of-way on Mt Zion Road. Motion unanimously carried.

COMMENTS FROM BOARD MEMBERS**A.) Resolution 17-2018; DCED Consolidation Study – Chairman Miller**

Resolution 17-2018 concerns a study to be completed by DCED on the Police Services of North Cornwall and North Lebanon Townships. Chm Miller explained the Resolution does not “lock in” any type of agreement or arrangement between the 2 municipalities. He stated DECD studies the types of services both Police Dept offer and how the duties are accomplished. Also, studied is the possible cooperation of the departments to accomplish tasks needed to be done.

Lee Spencer questioned why we would want a study done with a neighboring municipality that is as large, in territory, as NLT is. He said there is always talk about not having enough Officers to cover what we must cover. NLT Police are covering West Lebanon Twp (full time) and Jonestown Borough (part-time) already. What purpose does it do to have this study done when the answer will be, we do not have the manpower to take on anymore area to cover? He has concerns about outsiders, who do not live in either municipality or understand our ways of operating, making the recommendations. Sometimes things might look good on paper and be very different in reality.

Resolution 17-2018 (con't)

Chp Miller said the Resolution is merely agreeing to have a consolidation study completed. It is not saying we are agreeing to any type of additional coverage for anybody. The study helps to show the strengths and weaknesses of the 2 Police Departments. Some of the information may be of value to our Police Department. Spencer said it seems ridiculous to agree to the study when NLT already knows we probably will not be agreeing to any additional services for another municipality. To pull our Officers from NLT to serve NCT is foolish to even consider. Our residents must come first. What happens if our Officers are occupied in a situation in N Cornwall and an emergency in NLT occurs? The Officer cannot simply walk away from the situation in N Cornwall. Spencer said it is foolish to agree to a study and waste a lot of time and effort for something that probably will not change.

Suv Brensinger offered his opinion on the discussion. He agrees with a lot of the points Spencer has made. He feels any idea of regionalization would lessen the strength of both municipalities involved. However, he would like to hear Chm Miller's ideas on why the study should be done and how it would, if at all, benefit NLT. Chm Miller repeated that the study is not locking NLT into any type of agreement. It is a fact-finding study which could benefit the department. He feels if the study is being completed at no charge to us, we should take advantage of it.

Suv Brensinger said he hears what Chm Miller is saying but he still has some reservation about the idea of the study. Someone somewhere is picking up the tab for this study to be done. Although he is hesitant about the idea, he will agree to the study being done. He is not agreeing to anything other than the study being done. The coverage area for both departments will not be changing. If the study shows a shortage of Officers for 1 department is the other municipality going to agree to hire another Officer? Suv Brensinger repeated he is agreeing to the study only. He asked if North Cornwall has acted on the Resolution. Mgr Grumbine confirmed N Cornwall approved the Resolution in October. Suv Sattazahn indicated he had no questions or comments to make.

MOTION was made and seconded to adopt Resolution 17-2018 regarding a study by DCED on North Lebanon Twp and North Cornwall Twp Police Departments and the possibility of consolidation. Suv Sattazahn voted no to the study being completed. Motion carried by majority vote.

B.) Code Enforcement - \$25/Inspection – John Brenner

During the Budget Workshop meetings stipends for John Brenner was discussed. It was decided a per inspection fee would be paid along with a gas allowance. Conversation followed about the gas allowance. It was decided to use the IRS rate as a guide for mileage reimbursement.

MOTION was made and seconded to approve a stipend of \$25/per inspection and the IRS rate for mileage reimbursement for John Brenner to conduct Code Enforcement for NLT. Motion unanimously carried.

With no further business to discuss, meeting adjourned.

Respectfully Submitted,

Theresa L. George
Recording Secretary