

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
DECEMBER 17, 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:

Edward A. Brensinger	Vice – Chairman
A. Bruce Sattazahn	Treasurer
Cheri Grumbine	Township Manager
Harold L. Easter	Chief of Police
Frederick Wolf	Henry & Beaver LLP

Absent	Richard E. Miller	Chairman
--------	-------------------	----------

Also, in attendance were Michelle Hawk, Lebanon Community Library, and several members of the public. The meeting was called to order and the pledge to the flag was done.

**COMMENTS FROM THE PUBLIC**

**A.) Michelle Hawk – Lebanon Community Library**

Michelle Hawk told the Board she is present to give the annual update on the services the Lebanon Library has offered within the past year. Among the many services offered are computer learning classes, free Wi-Fi, free computer usage time, eBooks, and some instructional time on individual electronic devices. Ms. Hawk told the Supervisors the Library has been awarded a Keystone Grant. The funds will be used to replace the worn carpet throughout the library. Suv Brensinger thanked Michelle Hawk for providing this update. He stated his appreciation of all the services the library offers for the community. He also praised the Library for pursuing Grant monies.

**B.) Kenneth/Regina Martin Lot Addition Plan – 2300 Weavertown Rd**

The Martins are in the process of AG Preservation. During the documentation process it became apparent the neighbor's garage had been constructed over the property line. Mr. Martin agreed to a .3418-acre lot addition for his neighbor, Daryl Daubert, to correct this mistake with the property line. Upon completion of the Lot Addition the Martin lands will consist of 122.9797 acres and the Daubert property will consist of .7405 acres.

**MOTION** was made and seconded to approve the Lot Addition Plan for Kenneth/ Regina Martin @ 2300 Weavertown Rd. Motion unanimously carried.

**C.) 1020 Kathleen St Stormwater Plan - Jack Keener**

This property is an existing lot that had a structure on it which has already been removed. Jack Keener has proposed construction of a single-family dwelling, driveway access and stormwater management structures and features. A Stormwater Plan and O&M Agreement is ready for the Board to approve and sign.

**MOTION** was made and seconded to approve the Stormwater Plan for 1020 Kathleen St and the signature for the Stormwater O&M Agreement (after recording a copy is to be submitted to the Twp). Motion unanimously carried.

**D.) Robert/ Eva (dec) Yancy Lot additions – 435 Ebenezer Rd**

The Plan is showing 2 different Lot additions one marked “E”, which contains 13,276 sq ft and the second Lot Addition “F” containing 2.292 square feet. The lands are all owned by Mr. Yancy. After conveyance of the lands, Deed 76-604 will contain 2.0195 acres and the remaining lands will equal 9.3172 acres. No new improvements have been proposed for this Plan. LCPD and the NLT Planning Commission have recommended their approvals. Mgr Grumbine reported that during this planning process it became apparent there was a “junkyard” area on the southern portion of the property. John Brenner, Code Enforcement, contacted Mr. Yancy and discussed getting the property cleaned up.

**MOTION** was made and seconded to approve the Robert/ Eva Yancy Lot Addition Plan. Motion unanimously carried.

**E.) George Heist – Old Ebenezer Rd**

Mr. Heist told the Board he would like to know if there is any new information on the project that is being completed at 101 Old Ebenezer Rd. Mgr Grumbine apologized for not getting in touch with him since the last meeting but she did not have his phone information. She reported she had spoken to County Conservation District and confirmed Mr. Horst does indeed have an AG permit. Also Mr. Horst is in no violation of the wetland areas on this property. The Stormwater Plan currently submitted with the Twp provides information on what has been accomplished on this property regarding stormwater improvements to date. The plan does not show any future proposals. Suv Brensinger said unfortunately we will not know that type of information until Mr. Horst is ready to move forward with a proposal for this property. Mgr Grumbine asked Mr. Heist to provide his phone number to have in the files. Should anything else occur with this property the Twp would be in touch with him to communicate the information. Mr. Heist agreed.

**REVIEW OF STORMWATER CREDIT APPLICATIONS/ BMP O&M Agreements**

The following Stormwater Credit Application has been reviewed by Dan Cannistraci and Mgr Grumbine. Dan’s recommendations for the application submissions were reviewed for the Board’s consideration:

1. 1100 Hunters Chase Ln – St Stephens UCC - A Credit Application and O&M Agreement have been submitted for the Board’s approval. It is being suggested that a 24.5 % 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 24.5 % Credit for 1100 Hunters Chase Ln as well as signatures on the O&M agreement. Motion unanimously carried.

**APPROVAL OF MINUTES**

The meeting minutes from the 11/08/2018 Joint Meeting of the Municipal Authority and Supervisors, as well as the Supervisors meeting minutes from 11/19/2018 are ready for action.

**MOTION** was made and seconded to approve the 11/08/2018 Joint Meeting of the Municipal Authority and the Supervisors, as well as the minutes from the Supervisors meeting on 11/19/2018. 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 – November 2018**

Chf Firestine reported there were 40 responses from the 4 Fire Companies in the month of November, a total of 11 trainings, and a total of 110.64 man-hours reported.

**B.) Saturday 12/22/2018**

Chf Firestine reminded the Board Santa would be cruising the neighborhood with Rural Security Fire Department on 12/22/2018.

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

Chf Easter reported on the calls for service for the month of November. There was a total of 547 Police/Citizen calls in November. A total of 8,881 miles were driven on the patrol vehicles.

**B.) Code Enforcement Activity Report**

Chf Easter has provided the Board with the summary report of Code Enforcement for the month of November.

**TOWNSHIP MANAGERS REPORT –Cheri Grumbine, Twp Manager****A.) Res 18-2018 – Adoption of Winter Maintenance Policy**

In November a review and revisions were made to the Twp's Winter Maintenance Policy. Staffing, equipment and mailbox policies were updated. The Board had been asked to review the completed draft of the revised Policy. Sol Wolf had reviewed and offered some suggestions, as well as Roadmaster Brensinger. Following action from the Board, the revised policy will be posted on the Twp website.

**MOTION** was made and seconded to adopt Res 18-2018, the revised Winter Maintenance Policy for North Lebanon Township. Motion unanimously carried.

**B.) Res 19-2018 – Lebanon County Hazard Mitigation Plan**

At last month's meeting it was mentioned the County Emergency Management Services have been working on updating the Lebanon County Hazard Mitigation Plan. The County Commissioners have adopted the plan and are asking each municipality to adopt the Plan by Resolution to forward to FEMA. The plan is available for viewing on the County EMA website. The Supervisors discussed the value of having a document like this one to follow in times of a hazard.

**MOTION** was made and seconded to adopt Res 19-2018, the Lebanon County Hazard Mitigation Plan. Motion unanimously carried.

**C.) Res 20-2018 – 2019 All Funds Budget Adoption**

Last month the Board adopted the Preliminary All Funds Budget for 2019. Resolution 20-2018 is before the Board for adoption of the 2019 Twp Budget. Mgr Grumbine read Resolution 20-2018 to the public.

**MOTION** was made and seconded to adopt Resolution 20-2018 adopting the 2019 Budget Fixing Tax Provisions and Special Levies for Fiscal Year ending 12/31/19. Motion unanimously carried.

**D.) Res 21-2018, 22-2018, 23-2018 Pension MMO's**

Resolutions 21-2018; 22-2018; 23-2018 pertain to the Minimum Municipal Obligations (MMO) for the 2019 Budget relating to pensions and the 5% contribution rate for the Police Dept. The Board is being asked to adopt all 3 Resolutions.

**MOTION** was made and seconded to adopt Res 21-2018 (Non-Uniform employees), Res 22-2018 (Uniform employees) and Res 23-2018 (5% contribution by the Police Officers) approving the MMO relating to the 2019 Budget. Motion unanimously carried.

**E.) Res 24-2018 – Adoption of Changes to Non-Uniform Personnel Manual**

There are several sections of the Personnel Manual that need to be updated. (Sections 3.9.1, 4.7.1, 4.11.6, and 4.24. Section 11.7.2 is an addition.) Resolution 24-2018 is being provided to the Board for approval of these sections only to be revised/added into our current Personnel Manual dated October 17, 2018. These revisions and one addition provide clarity to the existing language of the Personnel Manual and bring uniformity with other adopted changes previously made by the Board (NU Pension). Following Board approval, Section 4 and the page for Section 3.9.1 will be distributed to all Non-Uniform employees to update their handbook.

**MOTION** was made and seconded to adopt Resolution 24-2018 regarding revised language for the previous Personnel Manual for Non-Uniform Employees. Motion unanimously carried.

**F.) Letter Regarding WalMart/ E Lehman St Intersection**

A letter was received from John Randolph regarding his concerns and suggestions for the intersection on E. Lehman St by the entrance to WalMart. A copy of the letter has been forwarded to Chf Easter so he could review accident history and make his recommendation to the Board. Chf Easter stated that area of E Lehman St is not ideal and is tight due to the configuration of Blouchs Mini Mart and Wendy's. He said most of the problem is motorists speeding and not following direction signs in place. There have been very few actual accidents there, near misses but not accidents.

Suv Brensinger observed Randolph's address is Myerstown. His assumption is that Randolph uses the E Lehman St for a left-turn exit. He said he would like to recommend that the N 15<sup>th</sup> Ave exit be used to help eliminate some Randolph's concerns. Suv Sattazahn questioned if Chf Easter would respond to Mr. Randolph and maybe add the history of reported accidents in this area. The Supervisors asked Chf Easter respond to the letter and provide the lack of an accident history in the communication to Mr. Randolph. Chf Easter agreed to contact Mr. Randolph.

**G.) 1715 E Cumberland St – Fire Escrow Release**

The Lewis Carl property had suffered a fire and an escrow had been established, per Ordinance. The fire damaged structure has been demolished. Reimbursement will be made to John Brenner, Code Enforcement, for inspections and mileage costs. Sol Wolf indicated he has no billable time for this property. The Fire Escrow was posted by Erie Insurance. The Board is being asked to release the Fire Escrow for 1715 E Cumberland St following payment of invoices for code inspections.

**MOTION** was made and seconded to approve release of the Fire Escrow for 1715 E Cumberland St following payment due for inspections. Motion unanimously carried.

---

**H.) Pertinent Matters**

1. SW Consortium Update – The Consortium met 11/20/18 and it was reported that DEP agreed with the revised mapping. It was agreed the engineer would draft a letter to go with the re-submission of the Pollutant Reduction Plan (PRP) outlining the proposal for meeting revised mapping requirements. The December meeting was cancelled, and the next meeting will be 1/15/2019.

2. Update on FASP - Suv Miller and Mgr Grumbine had attended the initial meeting held on 11/20/18 to discuss financial concerns of First Aid and Safety Patrol. A subsequent meeting was held 12/04/18 which Mgr Grumbine had attended. At the meetings representatives from most of the 15 municipalities being serviced by FASP were in attendance. After the first meeting FASP completed a review of their Accounts Payable. During the second meeting FASP reported to the municipalities on their financial obligations that would need to be met by February/March of 2019. FASP is attempting to negotiate with their vendors to make the payments. FASP is appealing to the municipalities to provide funding to see the company through 2019. FASP has cut back on several items in the past 8 years. As a result of the cutbacks, loans were received for equipment costs and expenses.

Mayor Capello had submitted a list of questions to FASP which were answered and had been distributed prior to the December meeting. These questions and answers were provided to the Board of Supervisors. An audit has been scheduled for year-end. Many of the municipalities at the meeting agreed this audit must be completed prior to agreeing to any financial support from the municipalities. Following the release of the Audited Financial Report, another meeting will be held.

Mgr Grumbine has calculated that North Lebanon Twp's portion of the requested funds would amount to \$45,376. She is researching what portion of the Twp is serviced by FASP vs. Central Medical.

Suv Sattazahn said he needs to question why the municipalities are being asked to deal with this problem. He is thinking this should be the County Commissioners responsibility to take on this issue. His concern is what will happen when most of the municipalities agree to help FASP financially and then have a few municipalities that refuse to commit to help. Their residents will receive services from FASP at the expense of the other municipalities. FASP would not be able to refuse when they receive calls for service. Suv Brensinger stated his agreement with Suv Sattazahn's comments. Discussion continued about the possibility of this being an issue the County Commissioners should handle. Suv Brensinger stated the Commissioners would have the ability to tax all municipalities to gain the financial help for FASP. Mgr Grumbine stated she will keep the Board informed as she gets updated information.

**SOLICITOR'S REPORT; Atty Fred Wolf -- Henry & Beaver****A.) Memorial Garden Agreement – Ebenezer Beautification Committee**

Sol Wolf reviewed the previous meetings that had been attended by representatives from the Ebenezer Beautification Committee and the request that had been made regarding a Memorial Garden. The Supervisors granted permission for the area on the south side of Jay St, at the corner of Ebenezer Road, to be used by the Committee for this garden project. After considering some of the various issues that could arise, such as maintenance, liability, repairs etc, the Board has asked Sol Wolf and Mgr Grumbine to draft a lease agreement between the Twp and the Committee addressing some of these issues.

---

**Memorial Garden Agreement – Ebenezer Beautification Committee (con't)**

Sol Wolf said he will be meeting with Mgr Grumbine to draft the lease agreement. Once the lease agreement is drafted the Supervisors will be given the opportunity to review the draft. When the Board agrees, the draft will be submitted to the Committee for their review and signatures.

**B.) Agreement with Gerald Musser – Cul-de-Sac on previously owned Cikovic Property**

Another situation that will require an agreement is the cul-de-sac area that connects the Homestead Acres development with the former Cikovic property, which has been purchased by a different developer. The previous owner of the former Cikovic property did not wish to cooperate with the original agreement for the placement of a temporary cul-de-sac to connect the 2 developments. To protect the Twp's interest in this situation, Sol Wolf is recommending a new agreement be drafted and signed by the Twp and the new developer of the former Cikovic property, which is now the same owner (Gerald Musser) as Homestead Acres, Phase 4. This agreement should prevent another situation such as the Twp encountered with the previous owner of the former Cikovic property. The lease agreement, when all signatures are in place, will be recorded at the Recorder of Deeds.

**COMMENTS FROM BOARD MEMBERS****A.) 1/07/2019 – Re-organization Meeting 1PM**

Suv Brensinger announced the Board must meet the first Monday of the new year to re-organize, according to requirement. The re-organizational meeting is scheduled for Monday, January 7, 2019 @ 1PM. The regularly scheduled meeting for the third Monday of January 21, 2019 will be held at the normal time of 7PM.

With no further business to discuss, meeting adjourned.

Respectfully Submitted,

Theresa L. George  
Recording Secretary