

**MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
JANUARY 7, 2019**

The regularly scheduled 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
Richard E. Miller	Supervisor
A. Bruce Sattazahn	Supervisor
Cheri F. Grumbine	Township Manager

Also, in attendance were Lori Books, Administrative Assistant and 2 other individuals.

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

REORGANIZATION FOR 2019

1.) Oath of Office – N/A

2.) Nomination and Election of Board Members

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

MOTION was made and seconded to nominate Richard E. Miller as Chairman, Bruce Sattazahn to serve as Vice-Chair and Ed Brensinger as Treasurer expiring 12/31/2019. 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 \$450,000 and Office Staff/Clerks Bond Limit to \$100,000 each

MOTION: Was made and seconded to set the Treasurer’s Bond limit at \$450,000 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 with Julie Cheyney serving as alternate. Motion unanimously carried.

9.) Appointment of Code Enforcement Officer (John Brenner for Enforcement of International Property Maintenance Code, Working with Code Enforcement Officer Ryan Hasse)

A fee of \$25 per event plus mileage is set for this service.

MOTION was made and seconded to appoint John Brenner to work with NLT's Code Officer, Ryan Hasse on the IPMC enforcement issues, a fee of \$25 per event plus mileage being approved. 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 (Dick Miller is serving as Chairman of County Association and is already a voting delegate). Also approved is the Supervisors, Roadmaster, Manager and Admin Asst attending the PSATS Conference on April 14 -17 2019 and the County Convention to be held in October of 2019. The Roadmaster, Twp Manager & Admin Asst are approved to receive their regular employee wages while in attendance at State and County Conferences. Motion carries on majority vote with Suv Ed 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 2019. Motion carries by majority votes and with Ed Brensinger abstaining.

12.) Motion to Approve Board Meeting Schedule for 2019

The 2019 meeting dates have been advertised for the third Monday of each month of 2019. The meeting for the month of April will be held the 22nd due to PSATS scheduled for the third Monday in April. 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, unless cancelled. A joint meeting with Park & Rec Board scheduled for 2/05/2019.

MOTION was made and seconded to approve the Board of Supervisors meeting schedule for 2019 as listed, including 2 Joint Meetings with the Municipal Authority and a meeting with the Park & Rec Board as listed above. Motion unanimously carried.

13.) Motion to Approve 2019 Holiday Schedule – Dates Offices Closed

Good Friday	Apr 19	Election Day	Nov 5
Primary Election	May 21	Veterans Day	Nov 11
Memorial Day	May 27	Thanksgiving Day	Nov 28
Independence Day	July 4	Christmas Day	Dec 25
Labor Day	Sept 2	New Year's Day	Jan 1, 2020

MOTION was made and seconded to approve the 2019 Holiday schedule as listed above for non-uniform employee Holidays with 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: 12/31/2023

APPOINT: Dawn Hawkins

MOTION was made and seconded to re-appoint Dawn Hawkins to serve on the Municipal Authority Board, expiring 12/31/2023. Motion unanimously carried.

B. Planning Commission – (4 yr term) TO EXPIRE: 12/31/2022

APPOINT: William Smeltzer

MOTION was made and seconded to re-appoint William Smeltzer to serve on the Planning Commission, expiring 12/31/2022. Motion unanimously carried.

C. Park & Recreation – (3 yr term) TO EXPIRE: 12/31/2021

APPOINT: Kathy Sattazahn and Ryan Schmidt

MOTION was made and seconded to re-appoint Kathy Sattazahn and Ryan Schmidt to serve on the Park & Recreation Board, expiring 12/31/2021. Motion carries by majority votes with Suv Sattazahn abstaining from vote.

D.) Vacancy Board – (1 yr term) TO EXPIRE: 12/31/2019

APPOINT: Dave Mader

MOTION was made and seconded to appoint Dave Mader to serve as the Vacancy Board, expiring 12/31/2019. Motion was unanimously carried.

E.) Authority/Township Joint Arbitration Board (1 yr term) EXPIRE: 12/31/2019

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 12/31/2019. Motion unanimously carried.

15.) Resolution No. 1-2019 – Appointment to Zoning Hearing Board (3 yr term)

MOTION was made and seconded to adopt Resolution 1-2019 appointing John M. Yordy as Zoning Hearing Board member and Dean Cover to serve as alternate member with term to expire 12/31/2021. Motion unanimously carried.

16.) Resolution No. 2-2019 - Code Appeals Board Appointment (1 yr term)

MOTION was made and seconded to adopt Resolution No. 2-2019 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 3-2019- International Property Maintenance Code Appeals Board (3 yr term)

MOTION was made and seconded to adopt Resolution 3-2019 appointing the International Property Maintenance Code Appeals members, Dr. John Eder (Lake Dr) and David Newhard (Jay St) as alternate member, term expiring 12/31/2021. Motion unanimously carried.

18.) Resolution 4-2019 - TCC Representative for 2019

MOTION was made and seconded to adopt Resolution 4-2019 appointing Jamie Yiengst (S Lebanon Twp) as Voting Delegate and Tom Long (N Cornwall Twp) as Alternate Voting Delegate. Motion unanimously carried.

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

MOTION was made and seconded to approve the proper officers being 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 17, 2018. 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.

COMMENTS FROM THE PUBLIC

There were no public comments offered.

TOWNSHIP MANAGER'S REPORT (Cheri Grumbine)

A.) Resolution 5-2019 – Stormwater Management Fee; Resolution 5-2019 was prepared by Sol Wolf and Attny Amy Leonard. This Resolution clarifies changes to be made for Property Ownership, Impervious Areas, Credits and Land Use Codes. Dan Cannistraci explained the 2016 Google image used to initially establish the impervious area/ EDUs and now comparing the 2018 imagery available on Google to determine changes. Mgr Grumbine explained the office staff also tracts new building/ zoning permits and deed transfers to pick up on new properties to be added for 2019.

Suv Brensinger asked Dan how often Google imagery changes? Is it a regular occurrence? Dan replied that is an unknown factor. Suv Brensinger asked for clarification that changes could also indicate Stormwater Credits could increase due to various factors and changes on the properties. Dan agreed that is possible.

MOTION was made and seconded to adopt Resolution 5-2019 clarifying changes to be made for Property Ownership, Impervious Areas, Credits and Land Use Codes for the Stormwater Management Fees/Credits. Motion unanimously carried.

B.) Re-Assessment and Re-Calculation of Credit Approvals; As a result of the comparison of non-SFR properties, Dan has provided a listing of those properties that had a change in impervious areas and a few where the change in impervious area created changes for the credit value that was previously approved by the Board. These Credits and properties are as follows:

1.) 1631 Grace Ave – James Cikovic; Due to an increase in impervious area which does not flow to the existing wet pond, the original approved Credit of 13.2% has been suggested to be decreased to 12.5%.

MOTION was made and seconded to approve the revision of Credit from 13.2% to 12.5% Credit for 1631 Grace Ave. Motion unanimously carried.

2.) 2453 E Cumberland Street - JRG Futures LLC; Due to an increase in the impervious area that now flows to the bioretention basin, it is being suggested the Credit be increased from the original approved 48.75% to 49.2% for this property.

MOTION was made and seconded to approve the revision of Credit from 48.75% to 49.2% for 2453 E Cumberland St. Unanimously carried.

3.) 1415 Weavertown Rd – Mark Godshall & Floyd Kratz; Due to an increase in impervious area (new building) the previous 20.53% Credit approved is now decreased to a 18.7% Credit.

MOTION was made and seconded to approve a decrease from a 20.53% Credit to 18.7% Credit for this property. Motion unanimously carried.

4.) 2080 Water St – North Lebanon Twp; Due to an increase in impervious area which does not flow directly to the BMP, it is suggested a decrease from the original 50% Credit to a 43% Credit be approved for this property.

MOTION was made and seconded to approve a decrease from 50% Credit to a 43% Credit for 2080 Water St. Motion unanimously carried.

5.) 725 Kimmerlings Rd – North Lebanon Twp; Due to changes in the impervious area and the new area not flowing to the BMP the calculations have changed. However, the total Credits from both BMP types continues to exceed the 50% regulation.

MOTION was made and seconded to approve a 50% Credit for this property even with the current changes in impervious areas. Motion unanimously carried.

6.) 723 Narrows Dr – North Lebanon Twp; Due to an increase in impervious areas that do not flow to the existing BMP, a decrease from 37.9% Credit to 31.2% Credit for this property is recommended.

MOTION was made and seconded to approve a decrease from the 37.9% Credit to an 31.2% Credit for 723 Narrows Dr. Motion unanimously carried.

C.) Appointment of CPA – All Funds Audit for 2019; The Township has advertised for the appointment of a CPA to conduct the year-end for 2019. The proposal before the Board is from BSSF for an amount “not to exceed” \$14,400. Mgr Grumbine is asking the Board to act to approve the proposal NLT received from BSSF for the 2019 All Funds Audit.

MOTION was made and seconded to approve the proposal received from BSSF for the 2019 All Funds Audit. Motion unanimously carried.

D.) Traffic Signal Preventative Maintenance Proposal - The Twp received a proposal from C.M. High for traffic signal preventative maintenance in the amount of \$1,085/ year (same as 2018). This covers the two signalized intersections (Rte. 422/ 15th Ave and Rte 72/ Long Ln and solar warning flashers). A question was raised about bidding this project out. Mgr Grumbine explained if the amount does not exceed \$19,000, the project is not required to be bid.

MOTION was made and seconded to approve the proposal received from CM High for traffic signal preventative maintenance for the year 2019. Motion unanimously carried.

E.) Promotion to Assistant Manager – Lori Books – Mgr Grumbine told the Board she is recommending Lori Books be promoted to Assistant Twp Manager as she has demonstrated in the last 3 years that she is able to handle the additional responsibilities.

MOTION was made and seconded to approve the promotion to Assistant Twp Manager for Lori Books. Motion unanimously carried.

F.) Resignation/ Appointment for Safety Committee – A resignation has been received from Theresa George from the Safety Committee. Theresa served on the Safety Committee for 17.5 years. Thanks were extended on behalf of all the employees at North Lebanon Twp.

MOTION was made and seconded to accept the resignation of Theresa George from the Safety Committee. Motion unanimously carried.

Mgr Grumbine asked the Board to appoint Molly Finley, who has expressed an interest in serving on the Safety Committee.

MOTION was made and seconded to appoint Molly Finley to serve on the Safety Committee. Motion unanimously carried.

G.) Res 6-2019 – Update on Health Insurance Premium Only Plan Document – Benecon is requiring this documentation for Premium Only Plans. Originally, the Twp was not with Benecon for eye and dental coverage but have changed recently because of better pricing. Mgr Grumbine is asking the Board to adopt Res 6-2019 to update our documents with Benecon.

MOTION was made and seconded to adopt Resolution 6-2019 to approve the required documentation for Benecon regarding the Premium Only Plan coverage. Motion unanimously carried.

H.) Non-Emergency Listings from Fire Companies – Glenn-Lebanon and Weavertown Fire Companies have submitted their annual Non-emergency Activity lists along with their 2019 Roster and the Fire Co Officers listing. The Board has been asked to review the information provided and act on approvals of the information. After some discussion, the Supervisors indicated they had no questions on the information provided.

MOTION was made and seconded to approve the Non-emergency Activity lists provided by Glenn-Lebanon and Weavertown Fire Companies. Motion unanimously carried.

I.) Cooperation Agreement with Redevelopment Authority County Lebanon - 1405 E Old Cumberland St – RACL has provided a new agreement between RACL and NLT for the demolition of the structure located at 1405 E Old Cumberland St. This work had been scheduled to be completed in late 2018 but did not happen. Dan Lyons, of RACL, is looking to place the project out for bid early 2019 and asked that the agreement be signed and returned.

MOTION was made and seconded to approve the agreement with RACL for demolition of the structure located at 1405 E Old Cumberland St in early 2019. Motion unanimously carried.

J.) Pertinent Matters

1. Stormwater Consortium Update – The Consortium did not meet in December. The next meeting is scheduled for 1/15 @10am.
2. GLRA/DEP Hearing at Ebenezer Elementary School on 1/15/2019@ 6pm – A reminder to the Board about this Hearing at Ebenezer Elementary School in regards to the GLRA's expansion application.
3. Attendance at State Conference – Mgr Grumbine reminded the Supervisors they need to communicate who will be attending so Bonnie is able to complete the registration process.
4. Christmas Tree Recycling Program – North Lebanon will be accepting undecorated and unbagged, Christmas trees at the designated location outside the yardwaste gate. No yardwaste card is required and the trees are to be placed in the assigned area until 2/08/2019.

COMMENTS FROM BOARD MEMBERS

The Board offered Happy New Year greetings.

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

Respectfully submitted,

Theresa L. George
Recording Secretary