

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
NOVEMBER 18, 2019**

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

Also, in attendance was Bob Gearhart of Matthew & Hockley, as well as members of the public. The meeting was called to order and the pledge to the flag was done.

COMMENTS FROM THE PUBLIC

A.) MS-4 Educational Review – Dan Cannistraci

Dan Cannistraci, SESI, provided the annual educational presentation, which is a requirement, by DEP, for the permit cycle. A slide show was presented to the public about some of the MS4 (Municipal Separate Storm Sewer System) problems and projects being looked at by the Lebanon County Consortium. North Lebanon Twp will be looking into some Grant Applications for future projects at Lions Lake.

Dan listed the six required MCM (Minimum Control Measure) items that are already being completed by the Twp and/or the Consortium. The slide show displayed the MS4 segments and reviewed each requirement. Dan mentioned the inspection regulations concerning the outfalls that are required and are completed by Twp staff. The identification of illicit discharges was discussed. Dan stated this information is shared with the maintenance crews as they are the ones that would likely encounter this type of problem.

Suv Brensinger asked about sediment reduction credits. Dan stated one was completed in North Cornwall that the Consortium will receive credit for. Next year there are some smaller projects that involve basin retrofits for several various small projects. The Consortium will receive credit for these also. Suv Brensinger questioned the tree plantings at Lions Lake the Conservancy had completed, will the Consortium receive credit for that project. Dan replied yes. Suv Brensinger next questioned the inspections that had been completed for the outfalls, Can the costs be taken from the Twp's Stormwater Fund? Dan replied yes, the costs would be covered by the annual Stormwater Fund.

B.) 2019 Lion's Lake Dam Inspection Report – Dan Cannistraci

The annual inspection for Lions Lake Dam has been completed. Dan offered to go over the checklist of items he and Jeff Steckbeck had used to complete the inspection. A slide show of pictures was used to show the Supervisors some of the results of the inspection checklist. Lions Lake is considered an earthen embankment dam as opposed to a masonry dam. The top is lined with rock.

2019 Lion's Lake Dam Inspection Report (con't)

A review of the signage at the dam indicates some repair to the signage will be needed soon. DEP has mandated the Twp construct a berm (near the grassy area) raising the area to keep water off Jay St should the water level ever raise. The Twp has made permit application to DEP and that permit application to DEP has been and still is pending.

At the outlet there is water flowing from a stream and moves west. It is water coming from underneath Jay St. A dye test had been done several years ago to determine if there is any seepages from the dam. However, the pond showed no evidence of the dye which indicates there is no seepage from the dam into this area. Dan explained how Dave Strohm maintains and manages the vegetation in this area which could create a problem for the dam if not maintained. He explained some of the other regular activities Dave does regarding maintenance of the dam. Dan explained the spillway maintenance including observation of cracks and sealing of any cracks that appear. The importance of controlling litter and debris in the dam was discussed. Dan mentioned some future projects the Twp is looking into for the Lions Lake Dam. The Board thanked Dan for his presentations.

**C.) IVC Realty LLC/ Bob Lingle Subdivision/Land Dev Plan – Bob Gearhart
1754 State Route 72 N**

This plan shows the creation of a single-family dwelling, stormwater management structures and features. Access will be a shared easement off State Route 72 N. An agreement for shared access has been signed and recorded between the 2 property owners (currently the same owner). The lot will be serviced by public sewer and on-lot well. The signed Park & Rec agreement has also been provided for the Board's approval.

The NLT Planning Commission recommended approval at their 11/11/2019 meeting and LCPD has provided a letter recommending approval as well. The connection to public sewer has been reviewed and approved by the NLT Municipal Authority. A raingarden type facility will be constructed to address stormwater needs. Rick Bolt, County Engineer, has offered approval for the stormwater management plans.

MOTION was made and seconded to approve the Final Subd/Land Dev Plan, Planning Module exemption and the Parks & Recreation Agreement for IVC Realty LLC at 1754 State Route 72 N. Motion unanimously carried.

Review of Storm Water Credits Applications and BMP O&M Agreements

1.) 195 Grubb Ave - Edward & Tammy Jo Brensinger – A Credit Application for reduction of ERUs from 13 to 12 (reflecting the Homestead Exclusion Credit) along with the BMP O&M Agreement has been received. Once approved by the Board the O&M Agreement will be ready for recording.

MOTION was made and seconded to approve the reduction of ERUs from 13 to 12 and a 35.7% Credit for 195 Grubb Ave, upon the recording of the O&M Agreement. Motion carries with 2 votes for approval and Suv Brensinger abstaining from a vote.

APPROVAL OF MINUTES

The meeting minutes from 10/21/19 Supervisors meeting and 10/17/2019, 11/06/2019 Budget Workshops are ready for action.

MOTION was made and seconded to approve the 10/21/19 Supervisors and Budget Workshops minutes from 10/17/2019 and 11/06/2019 meetings. 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 – Mike Leonard (Ebenezer Fire Co)

A.) Monthly Activity Report - October

Chf Leonard reported to the Board on the activities of the 4 volunteer Fire Companies for the month of October. A total of 79 calls for response were reported with 157.5 man-hours logged. A total of 6 trainings was reported with a total of 93.25-man hours being logged.

B.) SOP/ SOG Updates

Chf Leonard reported the 4 Fire Chiefs are in the process of discussing the SOP/ SOG revisions to be completed soon. Once completed the procedures outline, which hopefully will be uniform, will be submitted to the Supervisors.

CHIEF OF POLICE REPORT – Chief Harold Easter

A.) Calls for Service – October 2019

Chief Easter reported on the calls for service for the month of October. A total of 649 Police-citizen contacts was listed, and 9,313 miles were driven on the patrol vehicles.

B.) Monthly Code Enforcement Activity Report

Chf Easter had provided the Supervisors with the monthly Code Enforcement Reports for October.

TOWNSHIP MANAGERS REPORT – Cheri Grumbine, Twp Manager

A.) 2020 All-Funds Budget Presentation

A power point presentation was provided by Mgr Grumbine. An explanation of how the Budget is split out and the funds that were created for various services and purchases was reviewed. Mgr Grumbine explained there has been a slight change in the distribution of the 2.01 millage this year. 1.59 will be directed into the General Fund with .420 being deposited in the Fire Protection Fund. This year for the first time FASP (emergency response) will become a line item in the Budget. The Stormwater Fund, Street Light Fund, Capital Improvement Fund were all explained.

The procedure for the 4 volunteer Fire Companies to request funds from the Capital Reserve Fund was reviewed. The NLT Capital Reserve Fund, Special Projects Fund, Park & Recreation Fund and Liquid Fuels Fund was also reviewed.

Mgr Grumbine told the public there will be no tax increase proposed for 2020. Other than the millage being realigned (General Fund and Fire Protection Fund) the other change will be the proposed increase for the annual Yardwaste Facility fee, going from \$40 to \$45.

MOTION was made and seconded to approve the 2020 Preliminary Budget and advertisement for inspection for final adoption to take place at the December 16th meeting. Motion passes by majority vote with Suv Miller and Suv Brensinger in favor and Suv Sattazahn opposing.

Lee Spencer expressed his thanks to the Supervisors for keeping the tax rate stable with no increases. He said he wanted to compliment Mgr Grumbine on her excellent presentation of the Budget and the work she puts into the presentation.

B.) 2020 Meeting Dates/Times

The annual organization meeting is scheduled for 1/06/2020, which is mandated by the Second-Class Township Code. The time needs to be determined for the first meeting of 2020. The 3rd Monday of each month is proposed for the meetings for the remainder of the year. Mgr Grumbine questioned if the Supervisors preferred 1pm or 3pm for the 1/06/2020 meeting?

MOTION was made and seconded to approve the 2020 meeting dates/times as listed with the 1/06/2020 meeting being scheduled at 1pm. Motion unanimously carried.

C.) Municibid Item (2008 Karcher Pressure Washer)

The 2008 Karcher Pressure Washer was placed on Municibid and advertised, as required. A high bid of \$775 was received. Suv Brensinger mentioned the pressure washer had been a joint purchase by the Twp and the Municipal Authority. Therefore, the proceeds from the sale of the equipment will be split between the Twp and the Municipal Authority.

MOTION was made and seconded to accept the high bid of \$775 from Union Twp, Luzerne County for the 2008 Karcher Pressure Washer. Motion unanimously carried.

D.) Pertinent Matters

1. **SW Consortium Update**; The next meeting is to be held tomorrow, 11/19/2019 at 10:00am at the Mifflin Street location.

2. **VzW Lease Sublet**; The Twp received written notice from VzW about their intention to sublet a portion of their cell tower on the Twp property to Shenandoah Personal Communications. The sublease will be subject to the lease the Twp has with VzW. The agreement provides an additional \$200/month rental payment to the Twp.

3. **Letter from Resident on Elias Ave**; A letter from an Elias Ave resident was received regarding an 18-wheeler traveling south on the S-curve, in the opposite lane. He is requesting placement of a reduced speed limit sign traveling into the turn at either end. Suv Brensinger suggested this area be watched as future development is a potential. His thought was the opportunity of getting more right-of-way for Elias Ave. The design of the road could be evaluated to straighten the road out a little bit. Suv Miller stated the speed limit should also be studied by the Police Dept for lowering the limit.

4. **Res 15-2019; H2O Grants – W Cumberland Street**; PADOT has given approval for the stormwater planning at W Cumberland St for Bennett Toyota. Some of the costs have come in at \$153,000 and could escalate as high as \$230,000 - \$300,000. The Stormwater and Sewer H2O program has been reactivated. It is being suggested, as a municipality, chances are better that North Lebanon would be awarded this grant as opposed to developers. Jeff Steckbeck is suggesting the Twp apply for this H2O funding as the Host applicant for the Bennett stormwater project.

The Supervisors are being asked to commit to 4 items:

1. vote to agree to be the host
2. sign the grant application

Res 15-2019; H2O Grants (con't)

3. adopt a Resolution to apply for the grant
4. cooperate with administrative functions necessary during the review period and during the construction period if the grant is awarded

The deadline for submission is 12/13/19, the Board is being asked to adopt Res 15-2019 at tonight's meeting. Suv Brensinger feels it would be a gesture on behalf of the Twp to follow through with this request. Mr. Bennett has fulfilled all his obligations for his stormwater requirements. He has cooperated over and above what was required of him for this problem area. Suv Brensinger said this will help us to accomplish the goal of correcting the problem of stormwater in this area and Steckbeck Engineering has offered to complete the application.

MOTION was made and seconded to adopt Resolution 15-2019 and authorize the H2O application be prepared and submitted to DEP by Steckbeck Engineering. If funding is awarded, the Twp agrees to cooperate with whatever administrative functions are required, at no cost to the Twp. Motion unanimously carried.

SOLICITOR'S REPORT - Atty Amy Leonard -- Henry & Beaver**A.) Update on Storage Unit – Regulations in C1 Zoning District****Stubborn Dutchman – 1840 State Rte 72 N**

Atty Leonard told the Supervisors that a submission by Robert Gosling for a zoning amendment had been made. During review and conversations, it was determined a better way to address the situation of self-storage units would be to draft a Text Amendment for the Neighborhood Commercial zone that allows, under certain conditions, storage units as a Special Exception Use. Atty Leonard said she will be drafting the Text Amendment for the Board to review at a future time. Once drafted, the draft will go to NLT Planning Commission and Lebanon County Planning Dept for recommendations and will then be available for a Public Hearing during the Supervisors' meeting. Atty Leonard said she will keep them informed as this issue moves forward.

COMMENTS FROM BOARD MEMBERS**A.) Suv Dick Miller – Joint Meeting with NLTMA**

Suv Dick Miller stated he needed to clarify some comments he had made previously pertaining to the finances of the Municipal Authority. Due to the fact he did not have a clear understanding of the various financial transactions involving both water and sewer projects, he thinks he may have misspoken on some of the comments that he has made previously.

Three years ago, the Authority sewer debt was \$8.3 million dollars. Since the decision was made to put additional payments on the principle whenever possible, the debt is currently at about \$5.5 million dollars. Similarly, the water debt three years ago was \$2.1 million dollars, and the Authority has brought the amount still owed down to \$1.5 million dollars.

Suv Miller extended his thanks to Mgr Grumbine for, again, gathering and presenting the information on the 2020 Twp Budget.

B.) Suv Ed Brensinger – Leaf Box for New Truck

Roadmaster Brensinger told the Board that a new leaf box is needed for the new truck that had been part of the 2019 Budget. He is asking for authorization to move forward with ordering the new leaf box needed for the truck. The ordering procedure has changed and the Twp will be ordering through US Municipal (Co-Stars) for this ordering process.

Leaf Box for New Truck (con't)

By ordering the leaf box now, Roadmaster Brensinger hopes to lock in the pricing at \$126,500. He said an application will be completed for the 902 Recycling Grant once the time period is opened for the Grant submissions. It is expected the Grant will be a 90% (DEP) - 10% (Twp) and can be applied retro for the leaf box order.

MOTION was made and seconded to authorize the ordering of a new leaf box hoping to lock in the current pricing and complete/submit a 902 Recycling Grant application for the leaf box costs. Motion unanimously carried.

With no further business to discuss, meeting adjourned.

Respectfully Submitted,

Theresa L. George
Recording Secretary