

**MINUTES OF ORGANIZATION MTG  
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS  
JANUARY 6, 2020**

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:

Richard E. Miller .....	Supervisor
Arden Snook.....	Supervisor
Edward A. Brensinger .....	Supervisor
Cheri F. Grumbine .....	Township Manager
Amy Leonard.....	Henry & Beaver LLP

Also, in attendance were Lori Books, Assistant Township Manager, Theresa George and Lisa Lauer, Township Employees.

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

**ORGANIZATION FOR 2020**

**1.) Oath of Office** – Mgr Grumbine reported that she has received the completed Oath of Office from Arden Snook.

**2.) Nomination and Election of Board Members**

a. **MOTION** was made and seconded to appoint Richard Miller as temporary Chairman. Motion unanimously carried.

b. **MOTION** was made and seconded to nominate Richard E. Miller as Chairman, Arden Snook to serve as Treasurer and Ed Brensinger as Vice Chairman expiring 12/31/2020. Motion unanimously carried.

**3.) Motion to Appoint the Township Secretary/Assistant Treasurer; (Presently 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 – Amy B. Leonard; \$175/hour**

**MOTION** was made and seconded to appoint Amy B. Leonard (Henry & Beaver), as the Township Solicitor at the rate of \$175/hour, retainer fee has been eliminated for 2020. Motion unanimously carried.

**6.) Motion to Appoint Steckbeck Engineering (Dan Cannistraci and Steve Sherk) as Consulting Engineer for MS-4 Stormwater Issues**

**MOTION** was made and seconded to appoint Steckbeck Engineering (Dan Cannistraci and Steve Sherk) 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 Bank.**

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)**

**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 Assistant Manager to Attend PSATS Convention 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 Assistant Township Manager to attend the PSATS Conference on May 3-6, 2020 and the County Convention to be held in October. Motion unanimously carried.

**11.) Affirm Supervisor Ed Brensinger as Roadmaster**

**MOTION** was made and seconded to affirm Ed Brensinger as Roadmaster for NL Twp for 2020. Motion carries by majority of votes.

**12.) Motion to Approve Board Meeting Schedule for 2020.**

(Published for 3<sup>rd</sup> Monday of each month. All meetings commence at 7:00 PM at the Township Municipal Building. Joint meeting with Municipal Authority 2<sup>nd</sup> Thursday in November.)

**MOTION** was made and seconded to approve the Board of Supervisors meeting schedule for 2020 on the 3<sup>rd</sup> Monday of each month and a Joint Meeting with the Municipal Authority to be held Nov. 12. Motion unanimously carried.

**13.) Motion to Approve 2020 Holiday Schedule – Dates Offices Closed**

Senate Election	Jan 14		
Good Friday	Apr 10	Election Day	Nov. 3
Primary Election	Apr 28	Veterans Day	Nov 11
Memorial Day	May 25	Thanksgiving Day	Nov 26
Independence Day	July 3	Christmas Day	Dec. 25
Labor Day	Sept 7	New Year's Day	Jan 1, 2021

Vice Chairman Ed Brensinger and Treasurer Arden Snook submitted a conflict of interest memo, attached, due to their financial gain as employees of NLT in having paid days off. Per NLT Solicitor, Amy Leonard, "under the state ethics act they may not discuss this matter but may vote on it in order to conduct township business."

**MOTION** was made by Richard Miller and was seconded by Arden Snook to approve the 2020 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: 12/31/2024  
APPOINT: Rodney Lilley

**MOTION** was made and seconded to appoint Rodney Lilley to serve on the Municipal Authority Board, expiring 12/31/2024. Motion unanimously carried.

- B. Planning Commission – (4 yr term) TO EXPIRE: 12/31/2023  
APPOINT: Darlene Martin

**MOTION** was made and seconded to appoint Darlene Martin to serve on the Planning Commission, expiring 12/31/2023. Motion unanimously carried.

- C. Park & Recreation - (3 yr term) TO EXPIRE: 12/31/2022  
APPOINT: Dwayne Elder and Corey Hetrick

**MOTION** was made and seconded to appoint Dwayne Elder and Corey Hetrick to serve on the Park & Recreation Board, expiring 12/31/2022. Motion unanimously carried.

- D.) Vacancy Board – (1 yr term) TO EXPIRE: 12/31/2020  
APPOINT: Dave Mader

**MOTION** was made and seconded to appoint Dave Mader to serve as the Vacancy Board, expiring 12/31/2020. Motion was unanimously carried.

**15.) Appointment to NLT Safety Committee:**

Lori Books, Assistant Manager  
Molly Lum, SW and Sewer Billing Clerk  
Tim Buffenmeyer, Mechanic  
Kori Eder, Police Secretary  
Richard Evans, Highway  
Tony Oxenreider, Wastewater

**MOTION** was made and seconded to appointment NLT staff to the Safety Committee. Motion was unanimously carried

**16.) Resolution No. 1-2020 – Appointment to Zoning Hearing Board (3 yr term)  
(Per Section IX of the MPC required by Resolution)**

**MOTION** was made and seconded to adopt Resolution 1-2020 appointing Dean Cover as Zoning Hearing Board member and William Potters to serve as alternate member with term to expire 12/31/2022. A second alternate willing to serve is Allen Heagy with term to expire 12/31/21. Motion unanimously carried.

**17.) Resolution No. 2-2020 - Code Appeals Board Appointment (1 yr term)**

**MOTION** was made and seconded to adopt Resolution No. 2-2020 appointing the County Code Appeals Board which consists of John R. Poff,, Patrick Brewer, William Smeltzer and alternate member Rick Horst. Motion unanimously carried.

**18.) Resolution 3-2020- International Property Maintenance Code Appeals Board (3 yr term)**

**MOTION** was made and seconded to adopt Resolution 3-2020 appointing the International Property Maintenance Code Appeals member, Karl French Jr. with term to expire 12/31/22. Motion unanimously carried.

**19.) Resolution 4-2020 - TCC Representative for 2020**

**MOTION** was made and seconded to adopt Resolution 4-2020 appointing Tom Long (N Cornwall Twp) as Voting Delegate and Cody Rhoads (Cornwall Borough) as Alternate Voting Delegate. Term to expire 12/31/20, Motion unanimously carried.

**20.) Approval of 2020 Fire Police Roster**

Chief Easter was absent. Roster will be presented at this month's regularly scheduled board of Supervisor's mtg on Jan 20<sup>th</sup>.

**21.) Elected Tax Collector-Tammy L. Steele**

NLT received confirmation from the Voter's Registration Office on 11/15/19 that Tammy L. Steele was a write in elected Tax Collector for North Lebanon Township. Manager Grumbine placed two phones calls and left a message each time. A letter was also sent, dated December

9<sup>th</sup>, asking Tammy to contact NLT to review the requirements of the job and see if she is going to accept or decline the position. To date we have not received any phone calls.

Amy Leonard spoke on the requirements of a write in elected tax collector. The statute pertaining to tax collectors indicates they must submit a required criminal history check and certificate of qualifications. These documents have not been provided, so Solicitor Leonard recommended the Board declare the Office of Tax Collector vacant.

**MOTION** to declare NLT tax collector office vacant was made and seconded. Motion unanimously carried.

**22.) Resolution 6-2020: Appoint NLT tax collector:**

**MOTION** was made and seconded to appoint Lebanon County Treasurer's Office as the NLT tax collector for 2020 taxes, (Resolution 6-2020). Motion unanimously carried.

**23.) 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 what 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.

**24.) Motion to Approve Board Meeting Minutes of December 16, 2019**

**MOTION** was made and seconded to approve the minutes of December 16, 2019. Motion carried unanimously.

**25.) 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.

**26.) ACKNOWLEDGEMENT OF SERVICE – Non-Uniform Employees (5 yr increments) for years of service.** None this year, no action required.

**27.) COMMENTS FROM THE PUBLIC**

A.) Dan Light, Kochenderfer Road

Mr. Light was present and questioned the board regarding the destruction of his property. He would like to know if there is anything the township can do to prevent accidents from occurring around the turn prior to his property. Three accidents have occurred in the past 14 months taking out his lamp post and landing on his property. Supv Brensinger stated a traffic engineer has looked at this sight and we have placed signage to include speed warning for turn, pre-warning sign, and chevrons were placed. Traffic continues to travel too fast at turn. Supv Snook suggested looking if more chevrons would be helpful. Ed Brensinger will also look at placing an application on turn to increase skid resistance. No guide rail is suggested, it can cause more harm with the blunt ends for driveway entrances.

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**TOWNSHIP MANAGER'S REPORT (Cheri Grumbine)****A.) Appointment of CPA – All Funds Audit 2020.**

We received a proposal from Brown, Schultz, Sheridan, & Fritz (BSSF) for the All Funds Audit for the year ending 12/31/2020. The proposal is for \$14,650. (\$250 increase from 2019 fee; 1.7% increase).

**MOTION** was made and seconded to approve the proposal from BSSF for the 2020 audit in the amount of \$14,650. Motion unanimously carried.

**B.) C.M. High – Traffic Signal Preventative Maintenance Proposal**

The proposal from C M High is for the semi-annual preventative maintenance of traffic signals per Pub. 191. Cleaning of lenses in township owned streetlights located at a contracted intersection will also be performed. This also includes an annual Electronic Conflict Monitor Test w/Report, as well as the PennDOT TE-699 Forms that Mgr Grumbine forwards to PennDOT District 8-0. The proposal for this work is \$1,085 and covers the following:

- 1.) Intersection of Route 422 & 15<sup>th</sup> Ave
- 2.) Intersection of Route 72 & Long Lane
- 3.) N 7<sup>th</sup> Street (SR343) solar warning flashers

**MOTION** was made and seconded to approve the C.M. High traffic signal preventative maintenance proposal in the amount of \$1,085.

**C.) NIMS TRAINING FOR ELECTED OFFICIALS**

We received a reminder notice from PSATS (James Wheeler) stating that the NIMS Implementation Strategy states that the minimum training needed for elected officials who have oversight of emergency management is FEMA IS-100 and FEMA IS-700 or PEMA G-402. PSATS will offer classroom-based IS-100 and IS-700 workshops around the state in 2020. They also recommend that given that township road crews and public works personnel are often part of a first-responder team, they too, are highly encouraged to take these IS-100 and IS-700 classes with the elected officials. Mgr Grumbine will forward class date information and verify if on line classes are offered.

**MOTION** was made and seconded to authorize future attendance by Supervisors at an IS-100 and IS-700 workshop in compliance with NIMS Implementation Strategy.

**D.) NON-EMERGENCY EVENTS FOR 2020 – NLT FIRE COMPANIES**

We received the non-emergency listing from Weavertown FC for 2020. The Board should review the listed events and approve, so any injuries are covered under the WC insurance provided by the township.

Ebenezer sent 12 individual months on events. We will compile a listing and will look at next meeting for approval.

**MOTION** was made and seconded to approve Weavertown FC non-emergency events presented for 2020. Motion unanimously carried.

**E.) RESOLUTION 5-2020 – FEE SCHEDULE FOR 2020**

Resolution #5-2020 sets the various fees for 2020. Mgr Grumbine reviewed all changes which were highlighted in yellow. She suggested using the \$120/hr for officers. We will charge security services when our officers are used by a township business (i.e. Walmart or LV Mall). We have also added language to cover when an officer would be working security (non-Township related) on a defined holiday (Thanksgiving). We will charge double-time and half in lieu of just time and half, this would amount to \$300/hr on a holiday.

Chairman Miller asked if the fee schedule mandates people to pay for handicapped signs. Mgr Grumbine replied that this is an individual case by case decision. NLT doesn't mandate people to pay for handicapped signs at their home. The determination of approval or disapproval will be made at a board meeting when requested by a resident.

Solicitor Leonard noted her fee should reflect the previously approved rate, \$175/hr.

**MOTION** was made and seconded to approve the 2020 fee schedule with the appropriate changes as noted for Resolution #5-2020. Motion unanimously carried.

**F.) PERTINENT MATTERS****1. Stormwater Consortium Update.**

Our next meeting is Tuesday, January 21<sup>st</sup> at 10:00 a.m., on Mifflin Street.

**2. Attendance at State Conference**

Registration opens on January 14<sup>th</sup> for the PSATS State Conference in Hershey on May 3-6 (Sunday through Wednesday). Conference events were attached to the agenda for the Board to review. Online Registration is due by April 10<sup>th</sup> to receive the discounted rate of \$160 (vs. \$210 after April 10<sup>th</sup>). However, some events may sell out, such as the State Capitol Tour and PSATS Legislative Reception, so Mgr Grumbine prefers if everyone was registered by the end of January.

**3. Christmas Tree Recycling Program**

North Lebanon Township is again providing an area outside our Yardwaste facility for residents and businesses to drop off their undecorated, unbagged Christmas tree. Trees to be dropped off no later than February 7<sup>th</sup>.

**COMMENTS FROM BOARD MEMBERS**

1. Chairman Miller extended a thank you to Fred Wolf, NLT Solicitor for his long time service of 50 years to NLT.

2. Supv Brensinger extended a welcome to Arden Snook, our newest Supervisor to the Board and welcomed Amy Leonard, Solicitor on her first official appointment to the Board.

3. Supv Brensinger stated the yellow flashing amber light located on N. 7<sup>th</sup> Street Southbound was reported as not working. C.M. High was contacted. These lights are solar powered, the battery may need replaced and is being addressed.

4. Supv Brensinger stated the signal pole at the NW corner of 72 and Long Lane was struck and damaged again. The push button for the handicapped lights on crosswalk was ripped off pole and needs repaired. C.M. High will look into the damage and make a recommendation if any repairs are needed. Supv Brensinger will ask permission from Penn Dot to install bollards to protect pole.

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa M. Lauer".

Lisa M. Lauer  
Recording Secretary

Attachments: Conflict of Interest Memo (2)

## Conflict of Interest Abstention Memorandum

**TO:** Board Secretary-Cheri Grumbine, North Lebanon Township, Lebanon County

**FROM:** Ardy Snook, Board member


**DATE:** January 6, 2020

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" I hereby declare that I am required to abstain regarding the following issue/motion:

2020 Holidays and closing of township office.

My conflict/reason for abstaining is as follows:

As an employee I have a financial gain in a day off with pay.

  
Signature of board member

**NOTE:** Section 3(J) requires the following procedure:

"Any public official or public employee, who in the discharge of his official duties, would be required to vote on a matter that would result in a conflict of interest **shall abstain** from voting **and, prior to the vote** being taken, **publicly announce** and disclose the nature of his interest as a public record in a **written memorandum** filed with the person responsible for recording the minutes for the meeting at which the vote is taken . . . ." (emphasis added)

This memorandum does **not** have to be utilized when a conflict is defined "by any law, rule, regulation, order or ordinance;" for example the School Code (Section 1111) prohibits voting to hire certain relatives.

## Conflict of Interest Abstention Memorandum

**TO:** Board Secretary-Cheri Grumbine, North Lebanon Township, Lebanon County

**FROM:** Ed Brensinger, Board member

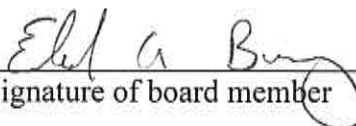
**DATE:** January 6, 2020

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\_\_\_\_\_  
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