

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
APRIL 20, 2020**

Due to COVID19 restrictions, the meeting was held electronically through Zoom application via telephone and internet.

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:

In person:	Richard Miller	Chairman
	Ed Brensinger	Vice-Chairman
	Arden Snook Sr	Treasurer
	Cheri Grumbine	Township Manager
Via Zoom	Amy B. Leonard	Henry & Beaver LLP
Absent	Harold Easter	Chief of Police

Also, in attendance, via Zoom, was several other members of the public. There were 2 residents that attended in person. The meeting was called to order and the pledge to the flag was made.

COMMENTS FROM THE PUBLIC

A.) Bruce Sattazahn – Weavertown Rd

Mr. Sattazahn asked the Board to explain the decisions regarding the Twp employees and the staggered staffing that had taken place during previous weeks. He is curious how those decisions were made. Chm Miller asked Mgr Grumbine to comment.

Mgr Grumbine stated she had suggested to the Supervisors to consider splitting the staff into 2 different workforces. In order to protect the employees and try to follow the social distancing guidelines it was decided to try the split staff, one week on and one week off. She added at the time the gathering of information was in beginning stages and this gave she and the Board time to prepare and plan. Mr. Sattazahn asked what type of scientific information was used to make the decision that a week off would protect the employees from each other. The virus can take up to 14 days for symptoms to appear. Mgr Grumbine said the thought was to work on project that would allow for social distancing and hygiene precaution that were being suggested. She added that although the solution, at that point in time, did not provide total safety, it would allow for the Gov mandates to be implemented and continue to keep the Twp running. Mgr Grumbine said she thinks we all would agree this is totally uncharted waters for all of us.

Sattazahn mentioned grocery stores and other businesses that kept their workforce employed full-time without staggering shifts. Mgr Grumbine said she is of the opinion grocery stores did split their staff by creating staggered shifts to not only serve the public during daytime hours but by creating overnight shifts for stocking of shelves. Mr. Sattazahn stated he does not understand the decision to compensate the employees for hours not being worked.

Suv Snook said the Supervisors were considering what was best for the Twp as well as looking out for the employees based on information that was available to the Board at the time.

Bruce Sattazahn – Weavertown Rd (con't)

Suv Snook reminded Mr. Sattazahn that the suggestions he is making now, were not evolved at the time of the decisions being made. The Supervisors considered the decisions of the County Commissioners while acknowledging the major concern for them was the welfare of the employees. They made decisions based on information available at the time. Sattazahn said he understands that. On the flipside, as a taxpayer, it is difficult to understand compensating someone who is sitting at home while financially you, yourself are struggling. Suv Snook stated the employees would be paid whether working or not. Sattazahn asked if layoffs were discussed. Suv Snook said it was an option however once you do layoffs, the unemployment rates would increase and then you are stuck with a higher rate. Sattazahn responded in his research he found that municipalities would not be penalized with unemployment rates being increased. Suv Snook said he had not heard that mentioned in their discussions.

Mr. Sattazahn asked if once the Spring Cleanup is completed, will the employees remain working a fulltime schedule. Suv Snook replied the plan at this time is to retain all employees working full-time status following all the social distancing guidelines that are being suggested. That bein said if there is an explosion with this virus, the Board will make decisions by considering whatever information is available to them at that time.

Mr. Sattazahn mentioned the parks being open except for the playground equipment. He said he is aware there is a “job johnny” at Lions Lake for the public to use. Considering the public is making use of all outdoor facilities whenever they can right now, what would be the reasons for not having the restroom facilities open for use. Especially at Lenni Lenape where there are no facilities for use. Mgr Grumbine explained the difficulties of having the facilities open and being responsible for the sanitizing of the facilities several times a day. By making use of the “job johnny” the area is smaller, and the vendor is responsible for the maintenance. Along that vein of thinking, would the Board be open to having a portable facility placed at Lenni Lenape for public use. Suv Snook said he would be agreeable to the suggestion.

Mr. Sattazahn said he has one last suggestion for the Supervisors. He is concerned about the Fire Companies. They have lost their source of income because most of their fund raisers have been cancelled. These companies will be having a difficult time making the payments on the equipment several of them have purchased recently. He would ask that the Supervisors keep the Fire Companies in mind for any additional funding the Board may find for the Fire Companies. Mgr Grumbine replied she has had some conversations on this issue already with the Solicitor and at least one of the Supervisors. Mr. Sattazahn thanked the Board for allowing him to speak his mind on these issues.

B.) Ray Bowman – Kimmerlings Rd

Mr. Bowman told the Board he wanted to add his thought on the current issues this pandemic is creating as far as employment. He had the opportunity to travel north this past week. During that time, he was with some employees from UGI. Apparently UGI has also staggered their employees and offered a plan like what the Twp had put into place. It seems to him it is good to keep everything moving so this type of plan, in his opinion was a good choice.

APPROVAL OF MINUTES

The meeting minutes from the 3/16/2020 Supervisors meeting minutes are ready for action as well as emergency meetings held on March 20, 23, and 27, 2020.

MOTION was made and seconded to approve the 3/16/2020 Supervisors meeting minutes as well as the emergency meetings held on March 20, 23, and 27, 2020. 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.

7:15 PM PUBLIC HEARING – Solicitor Leonard (via Zoom)

Sol Leonard said the Board will be reviewing and asked to act on Ord 2-2020, Ord 3,2020, Ord 4-2020 and Ord 5-2020. She stated we will discuss one Ordinance at a time and after each Ordinance provide the participants via Zoom or call-in the chance to comment or ask questions.

Ord 2-2020 & Ord 3-2020 were advertised in the Lebanon Daily News on 3/31/2020 and 4/07/2020, posted on the Twp website on 3/18/2020 and on the lobby bulletin board on 3/27/2020. The NLT Planning Commission recommended approval of the ordinances at their 2/10/2020 meeting as well as LCPD approval recommendation was received 4/09/2020. Thirteen properties were posted to meet the requirements for Ord 3-2020 on 3/18/2020.

Ord 2-2020 C1 Self-Service Storage Units; C-2 and Industrial Unification

Sol Leonard explained this Ordinance amends Chapter 27. Zoning: Part 7, 27-703 to permit self-storage facilities in the Neighborhood Commercial District as a Special Exception use in the C1 Neighborhood Commercial District and provides specific conditions. The Ord also amends conditions for self-storage facilities within the General Commercial zoning Section 27-802 and the Industrial District Section 27-1002 as a Conditional Use for unification purposes.

Sol Leonard stated no properties are being re-zoned. This Ordinance sets perimeters for self-storage facilities within the above stated Zoning Districts according to procedures as listed in the Ordinance.

At this time Chm Miller opened the Ord 2-2020 issue for comment/questions from the attending public, via Zoom or call-in. There were no comments offered.

MOTION was made and seconded to adopt Ord 2-2020 amending the Neighborhood Commercial District to include regulations for Self-Storage units for North Lebanon Twp. Motion unanimously carried.

Ord 3-2020 – Floodplain Management

Ordinance 3-2020 repeals and replaces Part 11 of the Floodplain District section of the Zoning Ordinance. This proposed Ordinance reflects recent regulations and requirements regarding construction within areas of the Twp which are subject to flooding pursuant to the Flood Insurance Rate Map (FIRM). This proposed Ordinance is the model Ordinance that promulgated as a result of recent flood insurance rate map changes implemented by the Commonwealth of PA. Technical assistance in preparing the ordinance was provided by the PA Municipal League which has deemed this proposed ordinance with all of the new regulations for floodplain.

The Floodplain Ordinance requires that there be a permit obtained if there is any construction or development within a floodplain area. There are penalties if you fail to comply with these provisions.

Ord 3-2020 – Floodplain Management (con't)

If your property has routinely been in the floodplain and continues to be in the floodplain probably a lot of what was in place still applies and these are simply new guidelines that are being required as a result of the Flood Insurance Rate Map changes. Anyone who had changes to their properties within the Floodplain areas was notified by letter from the Twp. Sol Leonard voiced the Twp does not have a choice regarding adoption of the established guidelines provided with the flood rate map changes. Should the Twp refuse to adopt the guidelines provided, flood insurance would be withheld from the property owners.

A typed question from Scott Artz, Water Street, was asked if the geographic map was changed very much. Mgr Grumbine replied there is not one map provided but a packet of maps. As questions came into the office after the letters were mailed the individuals were directed to the Lebanon County website to view a link to the Floodplain map or stop at the Twp office to review.

Sol Leonard asked for any other questions/comments. None were forthcoming.

MOTION was made and seconded to adopt Ord 3-2020 regarding Floodplain Management. Motion unanimously carried.

Sol Leonard explained the next 2 Ordinances are non-zoning ordinances. Ord 4-2020 and Ord 5-2020 were posted for public review on the Twp website on 4/02/2020; on the Twp lobby bulletin board on 4/06/2020 and advertised in the Lebanon Daily News on 4/06/2020.

As part of the Grant application process for Recycling funds, the Regional Coordinator from DEP review all the application for grants. As a result of the Twp's application for Grant funds the Regional Coordinator made specific recommendations for the Twp's Recycling Ordinance. Ord 4-2020 and Ord 5-2020 are suggested revisions addressing those recommendations.

Ord 4-2020 – Chapter 7 Open Burning Ordinance; DEP Requested Changes

Ord 4-2020 is amendments to the Open Burning Ordinance. It amends Section 7-202.6.A to prohibit brush from being burned in an outdoor recreational fire. It also amends Section 7-213 to prohibit the burning of leaf waste and that leaf waste be recycled. This ordinance also states a definition of Recreational Burn in Section 7-216.

The issue was opened to the public for comments/questions. None were offered.

MOTION was made and seconded to adopt Ord 4-2020. Motion unanimously carried.

Ord 5-2020 – Chapter 10 Solid Waste-Recycling; DEP Requested Changes

Ord 5-2020 amends the Solid Waste and Recycling Ordinance. It amends Section 20-108 to require garbage and refuse to be bagged before being placed in a trash receptacle. It provides a new definition section that defines Community Activities, Leaf Waste, and Recyclable Materials and clarifies all recyclables must be recycled. Then some general renumbering of Sections allows for the new definition section. Ord 5-2020 was opened to the public for questions/ comments. None were offered.

MOTION was made and seconded to adopt Ord 5-2020. Motion unanimously carried.

REVIEW OF STORMWATER CREDIT APPLICATIONS/ BMP O&M Agreements

There were no Credit applications for review this evening.

FIRE CHIEF’S REPORT – Don Steiner Jr – Weavertown Fire Co (absent)

There was a written report available for review by the Board provided by Chf Don Steiner Jr.

CHIEF OF POLICE REPORT – Chief Harold Easter (Written Report Only)**A.) Calls for Service – March 2020**

Chm Miller read the report on various calls for service for the month of March. There was a total of 231 Police/Citizen contacts in March and a total of 8,553 miles were driven on patrol.

B.) Monthly Code Enforcement Report (Brenner & Haase)

The Board received a written Code Enforcement report from John Brenner.

TOWNSHIP MANAGERS REPORT – Cheri Grumbine, Twp Manager**A.) Refund of Park Rental, May 9th**

Due to the COVID-19 pandemic, the people who had a pavilion rental scheduled for May 9th have requested a refund of their money. One rental was for Lions Lake and the other was for June 6th. The individuals do not feel comfortable moving forward with their events.

MOTION was made and seconded to approve the refund for the May 9th pavilion rental at Lions Lake and June 6th at Community Park. Motion unanimously carried.

Mgr Grumbine suggested the Board authorize her to approve these requests as received instead of waiting and presenting at the Board meetings. Suv Brensinger questioned if there are other options offered than a refund offered. Mgr Grumbine replied the option of rescheduling later in the season or carrying over to the 2021 rental season are offered during discussions. Mgr Grumbine said she would keep the Board informed of the requests, but the office staff could move forward instead of delaying because of waiting for the meetings.

MOTION was made and seconded to authorize Mgr Grumbine approving the refunds for pavilion rental dates as requests are received. Motion unanimously carried.

B.) Award of Bid-Fueling Station (Diesel/Unleaded combination)

At last month’s meeting the Board had discussed bids received for a new above-ground fueling station. During that discussion it was decided to table the issue. The bids received were as follows:

BASE BID	ALT BID	TOTAL BID	BIDDER
\$122,600	\$47,600	\$170,200	Comstock Environmental Svcs, LL
\$143,000	\$33,500	\$176,500	Hafer Petroleum Equipment

Suv Brensinger shared his disappointment about the way this proposed project has gone. The discussions started in the 2019 Budget talks and then again in the 2020 Budget talks when money was approved for this project. He said considering everything that is happening right now, delayed EIT monies and additional financial strains due to COVID 19, it is understandable that the bids be rejected. Suv Brensinger said he has thought about this project since he came here as Roadmaster. He shared his thoughts that this fueling station is something the Twp should have in order to keep all maintenance equipment as well as emergency response equipment fueled. This current situation could easily have been an example.

Award of Bid-Fueling Station (con't)

How close were we to having gas stations being closed to the public? Should that have happened the Twp would have been in a real fix. It is his hope this fueling station be kept in mind and on the “front burner”.

Chm Miller asked if a conversation had taken place about alternate ideas between Suv Snook and Suv Brensinger. Suv Brensinger replied Suv Snook had explored the idea of an additional fuel tank being added. Suv Snook’s vision is different than the one he had for this project. However, Suv Brensinger offered Suv Snook the option of reviewing the specifications that had been put together for the fueling station.

MOTION was made and seconded to reject both bids received for the fueling station project. Motion was carried with Suv Miller and Suv Snook voting yes and Suv Brensinger opposing.

C.) Continuity of Operations Plan (COOP)

Dave Lauver, EMC for NLT, drafted a COOP for the Twp. Sol Leonard and Mgr Grumbine have been working to modify the plan for the past several weeks as new information became available. As work on the document progressed it became obvious the plan should be only for the Non-Uniform employees as it was clear the task was too cumbersome to work on both Non-Uniform and Uniform in one document. The document has been provided to the Board as it now stands. The Plan covers 4 stages for dealing with COVID-19. Each stage addresses a higher level of impact. Mgr Grumbine read through the stages. Some of the information had been taken from the Emergency Plan created by Dave Lauver and adopted by the Supervisors several years ago. This plan would be effective unless different directives are handed down from the State or Federal levels. Suv Brensinger questioned if this plan is in reference to COVID 19 only. Mgr Grumbine confirmed that is correct. Should any other pandemic or outbreak occur, it would be dealt with at that time.

Mgr Grumbine is asking the Supervisors for any questions they have regarding the document. None were forthcoming.

MOTION was made and seconded to approve the COOP plan as presented. Motion unanimously carried.

D.) Retirement Notice

A retirement notice has been received from Theresa George effective June 1st from full-time employment. After June 1st she will work part-time in the Administrative Office as previously discussed by the Board. The Board is asked to accept the retirement notice after 23 years of full-time employment. Mgr Grumbine told the Board Theresa has been a valuable part of the Office staff for many years and is appreciative of the fact she will continue as a part-time employee.

MOTION was made and approved to accept retirement notice from Theresa George for full-time status effective June 1, 2020 and then continuing in a part-time status. Motion unanimously carried.

E.) Financial Commitment Letter – DCNR Grant

As part of the DCNR (C2P2) grant application the Twp is required to include a letter from the Board confirming their commitment of funds should the Twp be awarded the grant. The grant is 50% of the projected total project costs, up to a maximum grant of \$250k.

Financial Commitment Letter – DCNR Grant (con't)

The project cost is estimated at \$500k. Should the Twp receive the grant, a list of prioritized projects as well as a few items will be created for alternate bids.

MOTION was made and seconded to authorize Chairman Miller to sign the Letter of Commitment to DCNR for the C2P2 grant. Motion unanimously carried.

F.) Pertinent Matters

1.) Stormwater Consortium Update – the meeting scheduled is April 21st @ 10am has now been cancelled. The Board was provided with an Engineer's report on the status of the projects the Consortium has been working on. This is an FYI. Some discussion took place about the shore bank restoration at Lions Lake.

SOLICITOR'S REPORT; Atty Amy Leonard -- Henry & Beaver**A.) Res 10-2020 Changes to Real Estate Tax Payment Due Dates**

Sol Leonard explained the revised due dates for the County had approved for payment of Real Estate Taxes. The County has indicated that the municipalities could mirror the dates the County approved. By doing so it would make collection of the taxes easier for the County.

Discount Period extended to June 30, 2020

Net Period extended to October 31, 2020

Penalty Period begins November 1, 2020

MOTION was made and seconded to approve Resolution 10-2020 extending the tax dates, which mirrors the County dates, as suggested by the Solicitor. Motion unanimously carried.

B.) Inter-Municipal Agreement between Lebanon Co Treasurer and NLT

Sol Leonard explained this Resolution is more of housekeeping action as the Supervisors had already approved the Lebanon County Treasurer to collect taxes for NLT. This Resolution will be in effect until 12/31/2021.

MOTION was made and seconded to adopt Resolution 11-2020 approving appointment of Lebanon County Treasurer to collect taxes for NLT. Motion unanimously carried.

COMMENTS FROM BOARD MEMBERS**A.) Emergency Declaration Approved – 3/20/2020 and 3/27/2020**

The Supervisors were asked to approve the Emergency Declaration that had been enacted 3/20/2020 and 3/27/2020 due to the COVID 19 virus.

MOTION was made and seconded to approve the Emergency enacted on 3/20/2020 and 3/27/2020. Motion unanimously carried.

B.) Third Emergency Declaration to Commence April 20th

The Board was provided with another Emergency Declaration dated 4/20/2020 as the Declaration dated 3/27/2020 expires on 4/20/2020. The proposed Declaration is worded to be in effect “until the Supervisors rescind or the Commonwealth of PA and County revoke” the Emergency Declaration. Mgr Grumbine read the Emergency Declaration dated 4/20/2020.

MOTION was made and seconded to approve the 3rd Emergency Declaration dated 4/20/2020 and is in effect until the County or the Supervisors rescind Motion unanimously carried.

C.) Employees to Return to Staggered Shifts – April 20th

Mgr Grumbine was asked to explain the return of the employees to full-time hours. She explained the staggering comes in to play when eating lunches and some of the projects being completed as well as start times. The Board is being asked to ratify the employees to full-time schedules and honor all the safety measures being mandated by the State.

MOTION was made and seconded to approve the return of non-uniform employees to a regular full-time shift. Motion unanimously carried.

Suv Snook mentioned that while the staff had been staggered in shifts there were many projects that had been completed and the employees were busy during the time the staggered schedule was in place.

D.) Onlot Sewer Management Program – 9/30/2020

Suv Brensinger spoke to the 3-yr onlot sewer management program for any property owner who does not have public sewer. The date has been extended to September 30, 2020 for these property owners to have their septic systems pumped.

E.) Fueling Station

Suv Miller said it is his hope the vision Suv Brensinger has for a future fueling station located here on the Twp grounds will come to completion. He remarked on Suv Brensinger's work invested on getting the proposal together. At some point in the future he would like the Supervisors to revisit the project.

With no further business to discuss, meeting adjourned.

Respectfully Submitted,

Theresa L. George
Recording Secretary