

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

There were no interested Zoom participants this month.

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
	Amy B. Leonard	Henry & Beaver LLP
	Harold Easter	Chief of Police

Also, in attendance were James Henke with Pioneer Management, Inc., Allen Firestine with RSFC, Robert Gearhart with Matthew & Hockley, Douglas Stump with LDN, Heather Wenrich, NLT employee, and a few members of the public.

The meeting was called to order and the pledge to the flag was made.

COMMENTS FROM THE PUBLIC

A.) The Crossings at Sweet Briar – Phase 3 Plan, Park & Rec. Agreement

James Henke from Pioneer Management Inc. was present. The property is located within The Crossings at Sweet Briar Development Phase 3. It is an area consisting of 21 acres. The plan proposes the construction of 28 SFD, one open space lot, stormwater management facilities, and other associated site improvements. Lots will be serviced with public water and public sewer. The plan does seek one additional waiver regarding curb heights. PADot specs require 8-inch curbs whereas, to be consistent with prior phases, 6-inch curbs will be placed. We received a letter dated July 6, 2020 from LCPD recommending Board approval. The NLTMA has approved the plan and our PC members have recommended approval.

MOTION to approve The Crossings at Sweet Briar – Phase 3 Final Land Subdivision Plan and Park & Rec. agreement was made and seconded. Motion unanimously carried.

B.) Paul Horn – 1 Lot Subdivision and Lot Addition, Park & Rec. Agreement, Pl. Mod.

Bobby Gearhart from Matthew & Hockley was present. The proposed lot is located on the NS of Marcon Dr., adjacent to N. 8th Ave. It is an existing area consisting of approximately 15.8 acres. The plan is proposing a one lot residential subdivision containing 0.51 acres to be serviced with public water and public sewer. The plan is also proposing a lot addition (Lot Addition A) containing 0.2839 acres, which will be added from the lands of Paul Horn to the lands of Kevin & Cinnomin Keener. The residual lands after said subdivisions will contain 14.4853 acres. The lands owned by Kevin & Cinnomin Keener will result in 0.7567 acres after conveyance. A clean letter was received from LCPD and NLT Planning Committee has recommended approval.

MOTION to approve the Paul Horn 1 Lot Subdivision and Lot Addition Plan, the Park & Rec. Agreement, and the Sewage Planning Module Exemption was made and seconded. Motion unanimously carried.

C.) Zimmerman Family Property LDP & Planning Module

Bobby Gearhart from Matthew & Hockley was present. The property is located on the NS of E. Cumberland St., just west of Green Acres MHP (across from 84 Lumber). The plan is proposing the construction of a 26,400 sq. ft. warehouse building with a 3000 sq. ft. retail office. The plan also shows a conceptual 10,000 sq. ft. retail building, shown for accurate stormwater calculations. The plan is also proposing associated stormwater management structures and features and associated parking. Access to be provided onto E. Cumberland St. HOP permit has been submitted to PaDOT. The township has received a letter dated July 8th from LCPD recommending approval of the plan. In addition, NLTMA has approved the plan and planning module (on-lot) and our PC members have recommended approval at their July 13, 2020 meeting. Mr. Gearhart explained that he received an email today from Traffic Planning and Design stating that they will need a permit application in the name of North Lebanon Township, in order to tap into the PaDOT inlet to extend pipe into this site for SW drainage. The permittee will be responsible for the extension as well as the existing SW pipe under SR 0422. Solicitor Leonard stated that for this reason, she recommends an Indemnification/Hold Harmless Agreement be signed by the property owner to reflect their responsibility.

Supv. Brensinger questioned whether this warehouse is just for distribution. Bobby Gearhart responded that the owners are looking to consolidate their other stores.

Supv. Snook questioned the amount of truck traffic with this project. Bobby Gearhart responded that there should be minimal truck traffic.

Supv. Brensinger questioned Solicitor Leonard about the agreement regarding who future maintenance of existing SW would fall on. Mr. Gearhart stated that any future maintenance of existing SW would be the responsibility of the property owner.

MOTION to approve the Zimmerman Family Final Subdivision/Land Development Plan and Planning Module (Res. 16-2020) on the condition of a signed Indemnification/Hold Harmless Agreement was made and seconded. Motion unanimously carried.

APPROVAL OF MINUTES

The meeting minutes from the 06/15/2020 Supervisors meeting are ready for action.

MOTION was made and seconded to approve the 6/15/2020 Supervisors meeting minutes. 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 unanimously carried.

REVIEW OF STORMWATER CREDIT APPLICATIONS/ BMP O&M Agreements

None to review this evening.

FIRE CHIEF'S REPORT – Allen Firestine - RSFC

A.) Discussed the number of calls, responses, trainings, and aid for the month.

Chm. Miller questioned Allen Firestine about the Ebenezer fire truck ladder height. Allen Firestine responded that it is capable of reaching 100 ft.

Mr. Firestine also brought to the board's attention that the fire company will be needing a letter from NLT stating what their contribution will be as part of the preapproval process for obtaining a loan for the pumper tanker they are looking to replace. The Board agreed to have Cheri provide the letter that is needed. Mention was also made that at the August BOS meeting, the fire company will be attending to discuss what they are looking to purchase.

Supv. Brensinger questioned Mr. Firestine as to whether the four fire companies were aware of the additional grant funding being offered and whether the four fire companies were going to apply for it. Mr. Firestine responded by saying that he is sure that they are all aware of the additional grant funding being offered and at least two of the fire companies were applying for it.

CHIEF OF POLICE REPORT – Chief Harold Easter**A.) Calls for Service – June 2020**

Chief Easter read the report on various calls for service for the month of June. There was a total of 9,620 miles reported for patrol.

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

The Board received a written report on Code Enforcement from Brenner & Officer Haase.

TOWNSHIP MANAGERS REPORT – Cheri Grumbine, Twp Manager**A.) 2020 vs. 2019 Revenues/Expenses**

NLT is continually keeping an eye on our 2020 revenues/expenses in comparison to 2019. In reviewing the 2020 EIT revenue for the first half of the year against 2019, we are running about 2.2% higher, which equates to approximately \$14,500. We will continue to monitor our EIT revenues as we go through the 3rd and 4th quarter of 2020. In addition, our real estate taxes, which went out in the beginning March, are approximately 2.86% lower (\$43,400) than collections in 2019. However, we had extended the discount period to the end of June with net payments to the end of October. It is reasonable to anticipate that these revenues will lag a few months behind from 2019 payments.

B.) Admin Secretary – Heather Wenrich

On June 15th, Heather Wenrich joined the Administrative staff as a full-time receptionist, replacing Theresa George, who retired. Theresa has moved into a part-time position that was vacant in the administrative office. Both positions were a part of the 2020 budget.

Park & Rec. – David Leid

On June 29th, David Leid started full-time in the Park & Rec. Department. We had originally budgeted (3) part-time Park and Rec. employees for 2020, however, one employee from 2019 did not return in 2020 so there were (2) open positions. Our third part-time employee had a delayed start due to the Governor's stay-at-home orders for COVID-19 and the parks remaining closed. The savings from the (2) part-time positions not filled and the delay in starting the third employee, along with a specific project in the administrative office that was placed on hold for 2020, offset

the cost of bringing in Mr. Leid as a full-time employee in July. Mr. Leid also holds a wastewater license and is available to help in that department, as well as the highway department as needed.

MOTION to approve the employment of Heather Wenrich as full-time receptionist and David Leid as full-time Park & Rec. employee was made and seconded. Motion unanimously carried.

C.) Tree Dedications #14 (Meyer) at Lenni Lenape

A signed agreement for a tree dedication (#14) at the Lenni Lenape Park was received from Marilyn Meyer.

MOTION to approve the signed agreement for the Tree (#14) Dedication Agreements for Lenni Lenape for Marilyn Meyer was made and seconded. Motion unanimously carried.

D.) Municibid – Admin. Copier

After receiving no interest from the township fire companies, we placed the used copier from the administrative office on Municibid. The high bidder for the 2014 Copystar Kocera copier was JS Ambulance Inc. with a bid of \$2100. We had originally placed a requirement for a minimum bid of \$1500 and we are pleased that the actual bid was higher. As the copier was a joint purchase with NLTMA, we will split the sale price with them.

MOTION to approve sale of the 2014 Copystar Kyocera Copier to JS Ambulance Inc. for a bid of \$2100, half (\$1050) of which is to be shared with the NLTMA was made and seconded. Motion unanimously carried.

E.) Pertinent Matters

1.) SW Consortium - next meeting is July 21st at 10:00 a.m. (Zoom Meeting)

The Consortium advertised this meeting as a hearing on the project listing with changes/additions made from past meetings. A copy of the list was provided to the Board.

On the Township's stormwater billing end, to date, you have approved \$17,509.46 of annual credits. As of today, there are 106 Stormwater bills still outstanding.

Cheri questioned the Supervisors as to when they would like to see the outstanding Stormwater bills turned over to Solicitor Leonard for collection. The Supervisors all agreed with the date of 08/01/2020.

MOTION to authorize Solicitor Leonard for collection of outstanding Stormwater bills by 08/01/2020 was made and seconded. Motion unanimously carried.

2.) FEMA Compliance Letter - Floodplain Management Ord.

Following adoption of Ord. 3-2020 at the April 20th meeting, the Ordinance was forwarded to the PA Municipal League and FEMA. NLT has received a letter dated June 16, 2020 from FEMA stating that the ordinance is now in compliance with the National Flood Insurance Program as required for Lebanon County's updated Flood Insurance Rate Map, released on July 8, 2020. They did provide a recommendation for future amendments regarding limiting of an accessory structure size to 200 sq. ft. A copy of the FEMA letter was forwarded to them. Solicitor Leonard and Manager Grumbine have noted the amendment and will include it in a future ordinance update.

3.) Mark Grumbine submitted his name to be considered for the Park & Rec. Board to replace Gary Zelinske.

MOTION to approve Mark Grumbine as a member of the Park & Rec. Board was made and seconded. Motion unanimously carried.

SOLICITOR’S REPORT; Solicitor Amy Leonard -- Henry & Beaver

A.) Res #15-2020 Financing of Deer Lake Apts.

Solicitor Leonard explained that the Township is being asked to verbalize their consent to financing that Deer Lake had applied for. In giving that consent, the Township is not agreeing to any financial liability for any types of projects being done at Deer Lake Apts. As the jurisdiction that the property is located in, approval is being requested. The Solicitor has completed an examination of the documents and has given the Supervisors an opinion.

MOTION to approve Res #15-2020 Financing of Deer Lake Apts as reviewed and specified by Solicitor Leonard was made and seconded. Motion unanimously carried.

B.) ZHB Case #3-20 – Landmark-Briar Ridge Commons Development

As discussed at the planning meeting, Landmark is requesting significant variances from NLT ordinances. Solicitor Leonard stated that sometimes when significant variances are requested, the Township may want to take a position on the request and attend the Zoning Hearing Board Meeting.

Bill Smeltzer stated his attendance is as a resident. He is not attending on behalf of the Planning Committee. His opinion is that the Ordinance is being totally waived from and not by a small percentage. The requests are large deviations. He feels it will come back on the Township big time.

Mgr. Grumbine stated that the Planning Committee voiced opposition to the number of units being proposed within one building and the parking being proposed. Mgr. Grumbine reported there are other variance requests going to the Zoning Hearing Board too. The Planning Committee can attend or have a Township representative submit any objections.

Solicitor Leonard stated the Zoning Hearing Board takes tasks very seriously. However, there are times that the Zoning Hearing Board wants an opinion on the Township’s stance on the application.

Supv. Miller volunteered to attend the Zoning Hearing Board meeting on 07/28/2020.

MOTION to authorize Supv. Miller’s attendance at the 07/28/2020 Zoning Hearing Board Meeting was made and seconded. Motion unanimously carried.

C.) Perry Street/Rebecca Alley

Easement agreements and letters to adjoining property owners were approved by the Municipal Authority to be mailed explaining the Authority needing access to the sewer main.

COMMENTS FROM BOARD MEMBERS

A.) Update on Paving Projects – Supv. Brensinger

Supv. Brensinger stated that summer paving projects are moving along as planned. Three of the

four projects have been completed. The fourth project will be finished 07/21/2020.

Supv. Snook stated that this is the earliest the Township has ever completed paving projects since he has worked here and complimented Supv. Brensinger and his crew for the scheduling of the paving projects and completion of them.

Bruce Sattazahn questioned Supv. Brensinger about the notch at Old Ebenezer Road at Tunnel Hill Road. Supv. Brensinger replied that it has been saw cut and our paving project will take care of the issue. Mr. Sattazahn thanked him for addressing the issue.

The intersection at Old Ebenezer Road was also discussed and Supv. Brensinger stated he would like to see it go back to a Stop intersection, but he does not see that happening anytime soon. Chm. Miller requested Cheri to make a notation to place the intersection issue on the agenda for the next BOS meeting.

With no further business to discuss, meeting adjourned at 8:08 p.m.

Respectfully Submitted,

Heather M. Wenrich
Recording Secretary