

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
NOVEMBER 16, 2020**

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:

Attendance:	Richard Miller	Chairman
	Ed Brensinger	Vice-Chairman
	Arden Snook Sr	Treasurer
	Cheri Grumbine	Township Manager
	Lori Books	Assistant Township Manager
	Harold Easter	Chief of Police
	Amy B. Leonard	Henry & Beaver LLP

Also present were Steve Sherk, SESI, representatives Anthony Caponigro, Ambrose Heinz, Brian Banaszynski, and Greg Boler for Project TV (Heilmandale project), Douglas Stump from LD News, Theresa George, NLT employee, and a few members of the public.

One resident participated through ZOOM, Linda Wolford – Orange Ln.

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

**COMMENTS FROM THE PUBLIC**

**A.) Steve Sherk – Steckbeck Engineering (SESI); Annual Municipal Separate Storm Sewer System**

Part of the MS4 program requirements is public education. Steckbeck Engineering provides an annual presentation for the public to keep them informed about projects completed throughout the year. Engineer Sherk stated SESI has completed and submitted its annual report to Pa DEP. A hardcopy was provided to Mgr Grumbine.

Engineer Sherk provided a slide show that was a refresher on what the MS4 program is and the various components of the program, as well as the Twp's requirements. One of the tools used by the Twp to accomplish some of the mandates by the State is membership in the Lebanon County Stormwater Consortium. This group made up of six municipalities plan projects that can be implemented, and the credits are shared among all the participants. Engineer Sherk also stated the township is a member of the Lebanon County Clean Water Alliance, which provides joint advertisement to meet the MS-4 requirements.

Engineer Sherk discussed the required dry weather stormwater facilities inspections that must be completed as part of the five-year permit cycle and that his office has been working on completing these inspections. He commented that NL Twp does a good job of meeting all the MS-4 Minimum Control Measurements (MCM) requirements.

Suv Brensinger questioned Engineer Sherk regarding what the next step after the end of the current 5-yr permit cycle is. Engineer Sherk replied in 2022 the Twp will be applying for the next 5-yr permit, with the possibility of additional stormwater requirements. The Board thanked Engineer Sherk for his excellent presentation.

**B.) Project TV – Heilmandale**

This Land Development Plan is for the property at 1625 Heilmandale Road. Anthony Caponigro of Kimley Horn was present to discuss some of the details with the Supervisors. Also, in attendance was Ambrose Heinz, Brian Banaszynski, and Greg Boler all representing Project TV.

**Project TV – Heilmandale (con't)**

Brian Banaszynski started comments by saying he represents Transwestern, the contractor, purchaser, and investor of this property. He described various projects and accomplishments of this company. Greg Boler was introduced next. Mr. Boler stated he had attended a meeting at NL Twp approximately a year ago at this time to introduce a potential project. At that time, a tenant was not known for this project. Post pandemic they were able to secure a tenant for this project. It is a Fortune 50 company who is looking to provide more sufficient supply for its chain. It will not be a shipping and holding type facility. The intent is to receive, package and ship products. An office area will also be at this location. This will be the company's second facility such as this in our country. The other distribution warehouse on the west coast. The company is anticipating at least 600 employees working multiple shifts. Time is critical for this company. To make the project move forward as needed, ground would need to be broken for this project by the end of January 2021 so that the tenant could be occupying by October and operating by December of 2021. It is an aggressive timeline.

Anthony Caponigro told the Board he had attended the Planning Commission Monday a week ago. He will be reviewing the same information with the Supervisors that had been presented at the Planning Commission meeting. When asked who the tenant will be that is occupying the facility, the Board was told it will be a packing and distribution company that is among the top 50 Fortune 500 companies. The property consists of 110 acres and they are proposing a 412,000 SF warehouse. Prior to finding a tenant original plans were submitted for a 1.2M SF distribution warehouse.

**Traffic Study**

- A traffic signal is planned for State Rte 72 and Heilmandale Road, which will be a 3-way intersection. A pre-emption device is part of the design for emergency services, as well as a flashing signal sign warning of the new traffic light ahead. Notification signs located on Route 72 will also announce the approaching traffic signal intersection. The timing sequence for the signal will be programmed to coordinate with the traffic flow as well as the changing of the employee shifts. As Heilmandale Road and SR0072 are state roads, PADOT is the approval agency for design and permits for these intersection improvements.
- Truck traffic will be directed to the intersection on Heilmandale Rd to access the site. Left turn lanes will be included in the intersection.
- Orange Lane will be upgraded, including lighting as the employee entrance. All south bound traffic will be directed to St Rte 72. Previously a double egress had been proposed and has been revised to a single egress to accomplish site distance requirements.
- The dedication of a 100' radius area for a future cul-de-sac is planned for the end of Elias Ave. This will serve as a "turn-around" area for plows, etc. by the Township.

**Stormwater Management** – Anthony stated work is currently being done with the County Engineer, County Conservation District and State DEP on the Stormwater Management for this facility. Various stormwater areas are located on the property. The NPDES permit is also being worked on. To satisfy neighboring property's private wells, the state mandates their stormwater basins meet all design requirements to prevent any pollution of the wells. This is considered an "elevated permit", not a general permit, and is reviewed more thoroughly than a general permit. An existing wetland area will not be affected by any construction for this property.

**Noise** The plan has been revised to provide a denser screen planting around the facility. This will include the area all along Heilmandale Rd and any neighboring properties. The driveway placement is planned to be located prior to any residential homes on Heilmandale Rd. As for the driveway to the proposed facility, which is planned across from the existing auto detailing shop, the current elevation is 566'. The planned earthen berm will raise the current height to 584' in height. Neighboring property owners are at 574 elevation which will be about 10' of earthen berm and the rim to be planted with vegetation. Anthony stated this is a significant berm being proposed. At the peak of the berm, it will be 23' above the road. The truck aisle for trucks will be 23' below the height of the earthen berm.

**Project TV – Heilmandale (con't)**

The residents will be densely screened with a barrier to protect against pollution, noise and meets the Ordinance requirements for mixed uses. The distance from the queuing lane for the trucks to Heilmandale Rd is approximately 250' – 260' and then another 75' before the houses located on Heilmandale Rd.

Air Pollution

Anthony referred to some discussion about air pollution He stated the tenant will be required to follow requirements set by the Clean Air Act and any Environmental Acts such as:

- Proposed truck parking areas as opposed to constant idling of the trucks
- 2 lanes of ingress and 2 lanes of egress will prevent “bottle necking” of trucks and control idling of vehicles for long periods of time

Sewer and Water –Public sewer and water is planned for the facility. Anthony stated there is a sewer main extension proposed from the Orange Ln area, where the pumping station is currently located. The Orange Ln pumping station will be eliminated, and a gravity system will accommodate the current sewer flow. The changes will not affect any of the other properties in the area. The proposal is to extend the water service by 1600' to their facility only.

Lighting Plan – Anthony Caponigro provided a plan that showed the limitations of the property lighting. All site lighting has been provided with cut-off shields near the site perimeter to keep foot-candle values at zero levels. The earthen berm will assist in keeping the lighting blocked.

Anthony summed his remarks telling the Supervisors it is their intention to come back to the December meeting asking for approvals.

Sup Brensinger mentioned the intersection at the “Pansy Hill Area”. Kimley Horn had been involved in another project in the NL Business Rails Park. The intersection on Rte 72, Tunnel Hill Rd and Hill St has been on the horizon for improvements. Now another traffic light is being proposed and his question to this developer is would they be willing to commit to this project when the time comes to complete the improvement. Anthony replied this conversation had been had during meetings with Twp staff and County representatives. Due to the constraints with the existing intersection, improvements will be challenging. It is a discussion that could be had at that time. He said they would be open to discussions and possibly offering assessments for the area when the time arrives.

Suv Miller questioned the principal interest of the tenant for this facility? He was told it involves packing of consumer goods. Packages being received, broken down and re-distributed to consumers. They are hoping to make their business more efficient.

Suv Miller asked if the information about the tenant will be revealed at the December meeting. Greg Boler responded yes, at that time, the tenant’s name will be revealed. Suv Miller then asked about the principal traffic for this facility. Will it be 24 hours a day? He was told, a mixture of truck traffic and employee traffic will be 24 hours a day.

Mr. Boler told the Board their tenant is concerned about being a good neighbor. Overnight traffic 8am to 8pm approximately 5 trucks per hour can be expected. The traffic is expected to be confined to Route 22 and Route 72 for this facility. Mr. Boler said there would be no reason for the trucks to travel in the residential areas.

Suv Miller stated that his main concern about the tenant has to do with Fire and Police service. These 2 services will be impacted by the traffic and whatever is occurring at this facility. Mr. Boler responded that is understandable. The facility will have the highest fire suppression system available. Suv Miller said the Fire Chiefs meet the first Wed of the month. He would suggest the owners of this facility meet with the Fire Chiefs to prepare for this operation and what might be required. The more information these services have about this operation, the better equipped they will be to handle an emergency.

**Project TV – Heilmandale (con't)**

Lee Spencer – questioned the square footage of the building. He was told 411,000 sq ft.

Martin Barondick – has this facility applied for a LERTA exemption? Suv Brensinger replied, no, it was not requested.

Keith Hartman – Average trucks for daylight hours will be what? He was told based on the projections they have been given by the tenant, there would be 16 truck/ hour. Mr. Hartman said he has a real concern about the traffic. We have all seen the traffic on 7<sup>th</sup> Street (Rte 343) continue to increase. Once this facility is built and the engineers have gone their way, there is nothing to stop these truck drivers from taking the shortcuts they are always seeking.

Martin Barondick – said as he was a truck driver, he thinks the figures provided for estimates of truck traffic are really off the mark. He mentioned his opposition to the Business Park that was introduced many years ago. He is in favor of this warehouse because he does not wish to see 250 residential houses being built there.

Suv Brensinger asked about the Jonestown intersection not being a part of this scope in the traffic study. Mr. Boler replied they had a meeting with PADOT awhile ago. PADOT did not think this intersection warranted investigation.

As there were no more comments from the public, the remainder of the meeting continued.

**REVIEW OF STORMWATER CREDIT APPLICATIONS/ BMP O&M Agreements**

None to review this evening.

**APPROVAL OF MINUTES**

The meeting minutes from the 10/19/2020 Supervisors meeting as well as Budget Workshop Meetings 10/07/2020, 10/21/2020, 10/27/2020 are ready for action.

**MOTION** to approve the 11/19/20 Supervisors meeting and Budget Workshop meetings minutes of 10/07/20, 10/21/20, and 10/27/20 was made and seconded. 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.

**FIRE CHIEF'S REPORT – Donald Steiner Jr – Chief Weavertown Fire Co.**

Chf Steiner reviewed the number of calls, responses, trainings, and aid for the month of October.

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

Chief Easter read the report on various calls for service for the month of October. There was a total of 7,525 miles reported for patrol as well as 482 Police citizen contacts.

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

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

**C.) Code Enforcement Protocol**

Chf Easter explained this establishes a protocol to follow for certain individuals, such as himself and Sec Krick to dispatch Code Enforcement personnel, after receiving a complaint, during working hours. After hours it will be the Officer in Charge. Chf Easter reviewed the process for contacting a Code Enforcement Officer after hours. Also detailed is the policy for fire fighters on fire scenes. A Fire Chief must remain on the scene until a Code Enforcement Office arrives.

**Code Enforcement Protocol (con't)**

Suv Miller questioned Chf Steiner if the Fire Departments received this information to review. Chf Steiner replied, yes, and they agree.

**MOTION** was made and seconded to adopt the Code Enforcement Protocol dated 10/30/2020. Motion unanimously approved.

**TOWNSHIP MANAGERS REPORT – Cheri Grumbine, Twp Manager****A.) 2021 Preliminary All Funds Budget**

Mgr Grumbine presented a power point for the 2021 Preliminary All Funds Budget. She reviewed the Budget each fund category at a time. The last few years budget history was provided for each category. There is no tax increase being proposed for 2021.

Following Manager Grumbine's presentation, Attorney Leonard explained the situation with having 2 employees with the dual role of Supervisors. She read aloud from the State Ethics Act that provides for this type of situation. Having made that announcement, a signed Conflict of Interest form from Suv Ed Brensinger and Suv Arden Snook was provided to Manager/Secretary Grumbine for the record and is to become a part of these minutes.

**MOTION** was made and seconded to approve 2021 Preliminary All Funds Budget and advertisement for review. Motion unanimously carried.

**B.) Tempered Glass Project at Admin Counter – H & M Glass**

During Budget Workshops discussion about 3/8" thick tempered glass being installed at the Administrative counter was held. This is to answer both Covid-19 protection and safety concerns for the staff. H&M Glass has provided a proposal of \$3570.

The Board is being asked to approve the installation this year.

**MOTION** was made and seconded to approve moving forward with the installation of 3/8" tempered glass in the Administrative Office at the front counter. Motion unanimously carried.

**C.) 2021 Meeting Dates**

The 2021 meeting dates for the Board have been presented for approval. They are all the third Monday with exception of April because of PSATS conference. After discussion at the Joint Municipal Authority meeting, the Joint meeting for 2021 has been scheduled for 10/14/2021 due to continuing conflicts. After approval is provided the dates will be advertised along with the advertising of the 2021 Budget.

**MOTION** was made and seconded to approve the 2021 meeting schedule for the Supervisors meetings as provided including the Joint Municipal Authority meeting for 10/14/2021 at 5:30pm. Motion unanimously carried.

**D.) Tree Dedication, Edward Zohn – Lenni Lenape #8**

Edward Zohn has requested a tree dedication for tree #8 at Lenni Lenape Park. The Board is being asked to approve signing of the agreement.

**MOTION** was made and seconded to approve signing the agreement with Edward Zohn for tree #8 at the Lenni Lenape Park. Motion unanimously carried.

**E.) IT Proposals**

The Administrative staff has been gathering information since July regarding IT needs and asking for proposals. Conversations during the Budget workshops resulted in contacting a local vendor. All information has been reviewed and PointSolve Technology of Lebanon is being recommended for the Board's approval.

**IT Proposals (con't)**

The proposal includes a solution overview, fixed fee agreements and inclusion listing, guaranteed response times, immediate upgrade (Firewall), and the fixed fees monthly IT solution costs per device and/or monthly depending on the service. The monthly fee does not include the Police Dept. Projects not listed in the covered items will be at additional costs (a proposal to be provided before commencing). Some discussion followed about some of the services listed in the agreement and other IT vendors interviewed. Suv Miller questioned the Police Dept having a separate contract for their IT system. Chf Easter stated they are happy with the IT person they currently have.

**MOTION** was made and seconded to authorize moving forward and approving a one-year contract with PointSolve to commence immediately upon signing of contract when approved by Sol Leonard. Motion unanimously carried.

**F.) Pertinent Matters****1. SW Consortium**

The November meeting for the Stormwater Consortium will be held on 11/17/2020 at 10:00 a.m. The location has been changed to the North Lebanon Township Municipal building for the remainder of the year and will also be available via ZOOM.

**2. Lebanon Storage Units – ZHB Hearing 11/17/2020 @ 7:30pm**

The Zoning Hearing Board will meet on 11/17/2020 to conduct a hearing for North Lebanon Storage. A Land Development Plan had been submitted previously. Following the Zoning Hearing Board decision, the developer can continue through the land development plan process.

**3. Discussion with Mr. Mulhern – Donation Box @ Lions Lake**

Mgr Grumbine reported she had the opportunity to discuss with Mr. Mulhern his suggestion for a donation box to be placed at Lions Lake. The handling of the cash and checks by a volunteer who is not bonded was the main discussion. Mr. Mulhern indicated he understood Mgr Grumbine's concerns. At this time, a donation box will not be placed at Lions Lake. The suggestion of a sign being placed at Lions Lake directing people to the Twp office was an idea Mr. Mulhern was not receptive to.

**4. SMT Safety Award- Risk Management Award – 2<sup>nd</sup> Place**

NL Twp has received a 2<sup>nd</sup> place award based on our Risk Management Report Card for the Plan year 2019. They have repeated the suggestions we adopt a "Return to Work Policy". This subject has been reviewed with the Labor Attorney but the Personnel Manual has not been updated to include the policy as of now. Manager Grumbine extended her appreciation to the Safety Committee that meets every month to address safety concerns and mandates. The L&I Certification has also just been received for the Safety Committee.

**SOLICITOR'S REPORT; Solicitor Amy Leonard -- Henry & Beaver**

Solicitor Leonard had no legal or pertinent matters to discuss this evening.

**COMMENTS FROM BOARD MEMBERS****A.) Update on Joint Meeting with NLTMA held 11/12/2020**

Suv Brensinger reported on the Joint Meeting with the Municipal Authority which was held on 11/12/2020. The Supervisors and the Authority Board try to meet every year to discuss common projects and any immediate issues.

**B.) EMA Director for NLT**

Suv Miller explained that Dave Lauver has resigned as the Twp's EMA Coordinator. Following that resignation, the Twp received an offer of interest from Steve Beard, a Twp resident. Suv Miller stated he seems to have the proper experience to handle the position.

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**EMA Director for NLT (con't)**

Suv Brensinger pointed out the Governor is the person to approve the final appointment. After some discussion, the Board agreed to recommend appointing Steve Beard as the EMA Coordinator for North Lebanon Township, dependent on the Governor's appointment.

**MOTION** was made and seconded to recommend appointing Steve Beard as the Twp's EMA Coordinator. Motion unanimously carried.

**C.) 2021 Budget Preparations**

The Supervisors all offered their appreciation to Mgr Grumbine, Ass't Mgr Books and Bonnie Grumbine for the long hours of preparation for the 2021 Budget.

With no further business to discuss, meeting adjourned.

Respectfully Submitted,

Theresa L. George  
Recording Secretary