

**MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
JANUARY 4, 2021**

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:

Edward A. Brensinger Supervisor
Richard E. Miller Supervisor
Arden A. Snook, Sr..... Supervisor
Cheri F. Grumbine Township Manager

Also, in attendance were and 2 other individuals. Participating via Zoom was Anthony Caponigro, Greg Boler, Hal Conte, USA Today, Julie Cheyney, LCPD Executive Director, and Doug Stump of Lebanon Daily News. In person was Charlie Suhr, legal counsel for Heilmandale Road, LLC (Project TV).

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

REORGANIZATION FOR 2021

1.) Oath of Office – N/A

There were no Oath of Office submissions for this afternoon.

2.) Appoint Temporary Chairman and Temporary Secretary

MOTION was made and seconded to appoint Dick Miller as temporary Chairman. Motion unanimously carried.

MOTION was made and seconded to appoint Cheri Grumbine as temporary Secretary for North Lebanon Township. Motion unanimously carried.

3.) Nomination and Election of Board Members

Chairman Richard E. Miller
Vice Chairman Edward A. Brensinger
Treasurer Arden A. Snook, Sr.

MOTION was made and seconded to nominate Richard (Dick) Miller as Chairman, Ed Brensinger to serve as Vice-Chairman and Arden Snook, Sr. as Treasurer. Motion unanimously carried.

4.) Motion to Appoint the Township Secretary (Presently Cheri Grumbine) and Assistant Treasurer (currently 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.

5.) 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.

6.) Motion to Appoint Township Solicitor – Presently Amy B. Leonard

MOTION was made and seconded to appoint Amy B. Leonard as the Township Solicitor at a rate of \$175/hour. Motion unanimously carried.

7.) Motion to Appoint Steckbeck Engineering (Steve Sherk/ Jacob Shaffer) as Consulting Engineer for MS-4 Stormwater Issues

MOTION was made and seconded to appoint Steckbeck Engineering (Steve Sherk and Jacob Shaffer) as the Twp's MS-4 Stormwater consultant Engineer. Motion unanimously carried.

8.) Motion to Approve Depositories for Township Funds - Presently Fulton Bank, Northwest, Jonestown, PLGIT and First Citizens Community.

The Board is being asked to act on these depositories and to authorize the 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 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.

9.) 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.

10.) Appointment of Code Enforcement Officer (John Brenner for Enforcement of International Property Maintenance Code, Working with Code Enforcement Officer Ryan Hasse)

A fee of \$25/inspection plus mileage is set for this service. An agreement will be presented at the 1/18/ - 2/15 meeting.

MOTION was made and seconded to appoint John Brenner, Code Enforcement Officer to work with NLT's Code Officer, Ryan Hasse on the IPMC enforcement issues, a fee of \$25/inspection plus mileage being approved. Motion unanimously carried.

11.) Appoint Tax Collector (Good until 12/31/2021 – Lebanon County Treasurer's Office)

MOTION was made and seconded to appoint the Lebanon County Treasurer's Office as Tax Collector through 12/31/2021. Motion unanimously carried.

12.) Select Voting Delegate for PSATS Conference

As Chairman of the County Assn Suv Miller will already be a Voting Delegate, it is suggested appointment of Vice-Chair or Treasurer. Also, to approve Supervisors, Roadmaster, Manager, Assistant Manager, and Accounting Clerk to attend PSATS Convention.

MOTION was made and seconded to approve Ed Brensinger as the voting delegate for the PSATS conference. Also approved is the Supervisors, Roadmaster, Manager, Assistant Township Manager, and Accounting Clerk attending the PSATS Conference on April 18-22, 2021 and the County Convention to be held in October of 2021. Motion unanimously carried.

13.) Affirm Supervisor Ed Brensinger as Roadmaster and Arden Snook as Laborer

MOTION was made and seconded to affirm Ed Brensinger as Roadmaster and Arden Snook as Laborer for NL Twp for 2021. Motion unanimously carried.

14.) Motion to Approve Board Meeting Schedule for 2021

The 2021 meeting dates have been advertised for the third Monday of each month of 2021. The meeting for the month of April will be held the 26th due to PSATS Conference scheduled for the third Monday in April. All meetings commence at 7:00pm at the Township Municipal Building (Board Meeting Room). The Joint meeting with the Municipal Authority is scheduled for the 2nd Thursday in October.

MOTION was made and seconded to approve the Board of Supervisors meeting schedule for 2021 as listed, including the Joint Meeting with the Municipal Authority held the 2nd Thursday in October. Motion unanimously carried.

15.) Motion to Approve 2021 Holiday Schedule – Dates Offices Closed

Good Friday	Apr 2	Election Day	Nov 2
Primary Election	May 18	Veterans Day	Nov 11
Memorial Day	May 31	Thanksgiving Day	Nov 25
Independence Day	July 5	Christmas Day	Dec 24 (holiday)
Labor Day	Sept 6	New Year's Day	Dec 31, 2021

Chairman Miller reviewed the listing of Holidays to be observed by the Township Non-Uniform employees.

Abstention forms were submitted by both Suv Brensinger and Suv Snook in regarding a conflict approving payment for a paid Holiday, as an employee. Solicitor Amy Leonard explained that having identified a conflict of interest by the 2 Supervisors and not enough remaining votes to act on this issue, Suv Brensinger and Suv Snook are able to participate in this vote.

MOTION was made and seconded to approve the 2021 paid Holiday schedule as listed above for non-uniform employee Holidays with the offices to be closed on these days. Motion unanimously carried.

16.) Appointments to Various Boards/Commissions**A. Municipal Authority – (5 yr term TO EXPIRE: 12/31/2025)**

APPOINT: Gary Heisey

MOTION was made and seconded to re-appoint Gary Heisey to serve on the Municipal Authority Board, new term expiring 12/31/2025. Motion unanimously carried.

B. Planning Commission – (4 yr term TO EXPIRE: 12/31/2024)

APPOINT: William Tice

Charlie Allwein

MOTION was made and seconded to re-appoint William Tice and Charlie Allwein to serve on the Planning Commission, expiring 12/31/2024. Motion unanimously carried.

C. Park & Recreation - (3 yr term) TO EXPIRE: 12/31/2023

APPOINT: Mark Grumbine

MOTION was made and seconded to appoint Mark Grumbine to serve on the Park & Recreation Board, expiring 12/31/2023. Motion unanimously carried.

D.) Vacancy Board – (1 yr term) TO EXPIRE: 12/31/2021

APPOINT: Dave Mader

MOTION was made and seconded to appoint Dave Mader to serve as the Vacancy Board, expiring 12/31/2021. Motion was unanimously carried.

17.) Appointment to Safety Committee

Lori Books – Ass't Manger

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 appoint the above listed employees to serve as the Safety Committee for North Lebanon Twp in 2021. Motion unanimously carried.

18.) Resolution No. 1-2021 – Appointment to Zoning Hearing Board (3 yr term)

MOTION was made and seconded to adopt Resolution 1-2021 appointing Allen Heagy, term to expire 12/31/2023, as Zoning Hearing Board member and Edward Swisher to serve as alternate member with term to expire 12/31/2023. Motion unanimously carried.

19.) Resolution 2-2021; Lebanon County Code Appeals Board Appointment

MOTION was made and seconded to appoint John R. Poff, William Smeltzer and Patrick Brewer as the Lebanon County Code Appeals Board member with Rick Horst as an Alternate member. Motion unanimously carried.

20.) Resolution 3-2021- International Property Maintenance Code Appeals Board (3 yr term)

MOTION was made and seconded to adopt Resolution 3-2021 appointing the International Property Maintenance Code Appeals members, Kevin George term to expire 12/31/2023; and David Newhard (to fill unexpired term for Karl French) term to expire 12/31/2022 and Scott Gingrich as alternate member, term expiring 12/31/2023. Motion unanimously carried.

21.) Resolution 4-2021 - TCC Representative for 2021

MOTION was made and seconded to adopt Resolution 4-2021 appointing Cody Rhoads (Cornwall Borough) as Voting Delegate term to expire 12/31/2021 and Dave Lloyd (W Cornwall Twp) as Alternate Voting Delegate, term to expire 12/31/2021. Motion unanimously carried.

22.) Approval of 2021 Fire Police Roster

MOTION was made and seconded to approve the Fire Police Roster as submitted. Motion unanimously carried.

23.) Motion to Pay Payroll and Other Bills between Meetings

MOTION was made and seconded to authorize the proper officers to pay payroll and those bills at discount or that would accrue a penalty between meetings. The bills paid by this procedure will be presented at the next meeting for subsequent approval. Motion unanimously carried.

24.) Motion to Approve Meeting Minutes for December 2020.

This action will take place at the 1/18/2021 meeting.

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 (5yr increments) for years of service

Richard Evans was recognized for 35 years of service with the Township in the Highway Department. Also recognized was Harold Easter for 15 years of service, as Chief of Police. A Certificate of Appreciation was provided to both Township employees.

27.) COMMENTS FROM THE PUBLIC**A.) Project TV – 1625 Heilmandale Rd; LLC Representatives Update**

Charlie Suhr was in attendance with Anthony Caponigro and Greg Boler participating via Zoom. Charlie Suhr stated they are here hoping to get approval and execution of two Agreements tonight. They have been working with Solicitor Leonard on the Developments Improvement Agreement and the Indemnification Agreement for Project TV proposed for 1625 Heilmandale Road. Being submitted to night are two checks; one in the amount of \$10,000 to be held in escrow and the other in the amount of \$398,000 as an ATP amount.

Project TV is still waiting for the clean letter from Rick Bolt, County Engineer. Mr. Suhr is requesting the Board to approve and execute these two agreements and sign all the Land Development Plans tonight. The plans can then be held at the Township level until the clean letter from the Engineer is received. Their concern is any bad weather events causing a delay with this plan. The time constraints are very tight for movement on this project.

Hal Conte, reporter for USA Today questioned the proposed berm along Heilmandale Road. He questioned if this berm had been originally proposed or was it in answer to residents' concerns being expressed. He was told the berm was part of the original planning. However, the concerns voiced from the area residents were addressed by the developers expanding the height of the berm.

Manager Grumbine reported she had compiled a letter after approval of the plan at the Board's last meeting. There were 4 items that were listed as outstanding items. Of the 4 items 2 have been completed and 2 are remaining: Rick Bolt's clean letter and the NPDES permit. She explained the Township would hold the signature pages from the plan until the last 2 items are completed.

Solicitor Leonard said the request from Project TV is reasonable when considering their timeline. Manager Grumbine will be in control of the release of the executed plans once the other 2 remaining items are received by the Township. The required payments have been made to the Township. Project TV has provided the executed Agreements on their behalf. The Supervisors will need to make their decision on the executed Agreements and the release of the Land Development Plans, which have already been approved at their last meeting.

MOTION was made and seconded to approve the execution of the Development Improvements Agreement and the Indemnification Agreement for Project TV at 1625 Heilmandale Road. Motion unanimously carried.

B.) Stifel Investment Proposal

Mike Battestelli introduced himself and his colleagues. Manager Grumbine had contacted them to start discussions on Financial Planning and money management for Township funds as the banks are not offering much in the way of yields with Certificates of Deposits. A presentation has been provided for the Supervisors and Mgr Grumbine on various options, various programs, and some examples of the agency's clients. Mr. Battestelli pointed out a questionnaire at the back of the written presentation. He said the Township would be asked to provide this completed questionnaire to give guidance to them as to what the Township needs would be and anything the Township is interested in accomplishing.

Suv Snook questioned if the Risk Tolerance is mandated by the State at all? The response was yes, there are statutory guidelines mandated by the State. Mr. Battestelli pointed out a section contained in the written material which explains some of the programs other municipalities decided to utilize that are managed by Stifel. Suv Snook next questioned the fees for this type of management. He was directed to portion of the provided material that lists the associated fees. There is also insurance provided by Stifel for any employee who works with the management of these funds.

Solicitor Leonard addressed the Supervisors saying they are limited to what they can do with the funds. Everything that has been discussed or is contained in the presentation is within the limits of what the Officials are able to work with in Government investing. Anything more aggressive with investing would require a closer look to make sure everything is within the guidelines. Suv Snook questioned Mr. Battestelli if the firm is aware of the guidelines and restrictions for government investing. He was told yes; the firm is up to date on the information. A work session was suggested to sit down and discuss information with the Supervisors or someone who would act on behalf of the Board. These funds are treated very different than other municipal funds, such as Pensions.

The Board thanked Stifel Investment for their time and information.

28.) Chief of Police Report – Harold Easter

Chf Easter reported currently there are 2 Officers off the duty roster for work related injuries. The Board had appointed 2 new Officers previously. The one Officer had started 12/14/2020 and the other one started today. Uniforms and shields have been provided to both new hires.

29.) TOWNSHIP MANAGER'S REPORT (Cheri Grumbine)**A.) Appointment PA – All Funds Audit 2021**

A proposal from BSSF has been received to perform the All-Funds Audit for 2021 in the amount of \$14,950 which is a \$300 increase from 2020.

MOTION was made and seconded to approve the proposal from Brown Shultz Sheridan and Fritz for auditing of the 2021 All Funds . Motion unanimously carried.

B.) CM High – Traffic Signal Preventative Maintenance Proposal

Mgr Grumbine told the Board the proposal in the amount of \$1085.00 from C.M. High has been received. This preventative agreement includes the traffic signals at the intersections at Route 422 and 15th Avenue; Route 72 and Long Lane and the flashing amber warning light signal located on N 7th Street.

Suv Snook asked about the new traffic signal proposed for Heilmandale Road and Route 72. Solicitor Leonard explained the reason for the Developer's Agreement and Indemnification Agreement that is executed for these new installations is to ensure the developers will be financially responsible for the maintenance of the requested traffic improvements. The Agreement will be recorded, and the responsibility will follow with any new property owners that might purchase these developed properties. It would become too costly for the municipality to assume maintenance for these requests.

MOTION was made and seconded to approve the C.M. High Traffic Signal and Preventative Maintenance proposal. Motion unanimously carried.

C.) Non-Emergency Listings from Fire Companies

Ebenezer Fire Company has submitted their Non-Emergency listing for the year 2021. This is required to be covered by the Workers' Compensation Insurance the Township is required to provide for the Fire Companies.

MOTION was made and seconded to approve the Non-Emergency list of activities submitted by Ebenezer Fire Company for 2021. Motion unanimously carried.

D.) Pertinent Matters

1. PSATS Notification – An email notification was received by each supervisor and employee registered for the cancelled 2020 PSATS Conference. Registration for 2021 is automatic using the registration information from 2020. The events that had been registered for 2020 were cancelled and now require registration for these types of events. If there are any other events of interest, the Supervisors are encouraged to edit their registration.

2. Christmas Tree Recycling Program – An area is being provided for unbagged and undecorated Christmas Trees to be dropped off at the NLT recycle yard by 2/06/2021.

3. 2020-2021 Human Society of Lebanon County Agreement – The Township has received the contract from the Human Society for 10/01/2020 through 9/30/2021 in the amount of \$450 which is \$50 per animal. This amount has remained the same as 2020.

MOTION was made and seconded to approve the contract with the Human Society for the 2020-2021 year. Motion unanimously carried.

4. The Crossings Streetlights – The HOA had contacted Mgr Grumbine in August of 2020 regarding a deviation from Twp practice in the way the streetlights are installed and provided for developments. The developer for The Crossings had made an agreement directly with Met Ed to purchase the streetlights as opposed to purchasing through the Township. As a result of the agreement the developer rolled the cost of the installation of the streetlights into the electric bill with Met-Ed. As a result, when the HOA took over the streetlights, the cost of the electric was assumed by the HOA. The developer avoided paying for the streetlights that were installed. Mgr. Grumbine has met with the developer several times and prepared a spreadsheet for the developer informing them of what is expected from them to correct this situation.

A letter was received from the developer agreeing to convert Phase 1 and 2 to LED lighting at their expense. Phase 3 and 4 will follow the required process of purchasing through the Township for

the cost of the installation of the streetlights. Mgr Grumbine reviewed the details agreed to by the developer to remedy this situation.

Solicitor Leonard said she thinks what the developer is asking for is a written agreement that this streetlight situation has been resolved and the requirements will be listed in the agreement between the Township and the developer. She suggested the Board offer their agreement to this remedy. The discussion about who will draft the official Agreement needs to be decided. When asked if she would prepare the agreement, Solicitor Leonard replied if Landmark is agreeable to her doing so, she will prepare the agreement.

Suv Brensinger questioned if the design for the streetlights should be reviewed. In driving through the Phase 3 of The Crossings, it seems the lamps are located on every other lot. He suggested the language in our streetlight specs be reviewed to make sure it is done according to the specs.

COMMENTS FROM BOARD MEMBERS

A.) Suv Snook – Karl French

Suv Snook recognized the passing of Karl French, who sat on one of the Township Boards for many years. He stated he wants the family to know that the Township appreciated his service.

The Board offered Happy New Year greetings.

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

Respectfully submitted,

Theresa L. George
Recording Secretary