

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
June 21, 2021**

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
	Harold Easter	Chief of Police
	Amy B. Leonard	Henry & Beaver LLP
Absent:	Cheri Grumbine	Township Manager

Also, present was Erika Sheibley, Recording Secretary, Brian Vragovich, Fire Chief of Glenn Lebanon Fire Company, Doug Stump, *Lebanon Daily News* reporter, Dave Gibble representing Chrisland Engineering, and a resident.

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

COMMENTS FROM THE PUBLIC

A.) Gingrich 1715 E Cumberland St Storage Units

Mr. Dave Gibble from Chrisland Engineering provided the Board with a list of materials that will be used for this project as well as a picture of the storage units across the street which are very similar to the ones in this plan. This plan is for interior storage units in the C2A Zoning District. There will be a paved area around the units along with screen plantings.

The Planning Commission members reviewed this plan along with the clean letter from Lebanon County Planning Department at their May meeting and are recommending approval from the Board.

Manager Grumbine provided a Memo to the Board stating that the following documents have now been received for this Land Development Plan, so it is ready for Board review.

- 1.) Sewage Facilities Planning Module
- 2.) BMP O&M Agreement
- 3.) Final Land Development Improvements Agreement and \$5,000 Escrow
- 4.) Indemnification Agreement. Exhibit included of the M-950AA for approval
- 5.) Approval of Building Materials

After some discussion, the Board was ready to take action on the LDP.

MOTION was made and seconded to approve the Land Development Plan for 1715 E Cumberland St Storage Units, the Sewage Facilities Planning Module, BMP O &M Agreement, Final Land Development Improvement Agreements, Materials to be Used, Indemnification Agreement and M-950AA. Motion unanimously carried.

REVIEW OF STORMWATER CREDIT APPLICATIONS/ BMP O&M Agreements**1.) NONE****APPROVAL OF MINUTES**

The meeting minutes from the 5/17/2021 Supervisor's meeting are ready for action.

MOTION was made and seconded to approve the 5/17/2021 Board of Supervisors 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.

FIRE CHIEF'S REPORT – Brian Vragovich, Chief Glenn-Lebanon Fire Co**A.) Monthly Summary –May 2021 Summary**

The number of calls, responses, trainings, and aid for the month of April for all 4 volunteer fire companies in the Township was discussed.

B.) Pertinent Matters – Lack of Manpower

Fire Chief Steiner sent an email to the Township concerning fire companies being called out to help with EMS calls pertaining to mostly lift assists. Fire Chief Vragovich informed the Board that between the 4 volunteer fire companies there were at least 7 calls to assist with EMS. He also informed them of the slow response time with one ambulance showing up over 30 minutes after being dispatched.

Supervisor Miller would like the Board to have a meeting with the First Aid and Safety Patrol.

Supervisor Snook Jr. asked Chief Vragovich if someone from the fire company would like to be present for this meeting. Chief Vragovich informed the Board that he does not think it is necessary because the agreement is between the Township and First Aid and Safety Patrol not with the Fire Companies. The Fire Companies do not discriminate on which calls they go to, when dispatch calls them to a scene they go.

Supervisor Miller also asked if the ambulance that was stationed at Ebenezer was no longer there. Chief Vragovich informed the Board that the ambulance is no longer stationed at Ebenezer that it is now being housed at Mt. Zion Fire Company, which does not make sense to him because Mt. Zion and Bethel contract with Hershey Life Lion EMA and he is unsure of why change happened.

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 May. There were a total of 708 Police-Citizen contacts reported and 8,926 miles driven for patrol.

Supervisor Snook Jr. asked Chief Easter if these numbers have increased. Chief Easter informed him that these numbers have been increasing.

Supervisor Miller asked if there was any one intersection where there is a high number of traffic incidents. Chief Easter informed him that there is no one location with a recurring number of

incidents.

B.) Monthly Code Enforcement Report (Brenner)

The Board received a written report on Code Enforcement from John Brenner for the month of May.

TOWNSHIP MANAGERS REPORT – Cheri Grumbine, Manager (Absent but provided written report.)

A.) Release of Semi-Annual Allocation to NLTFC

Per MOU with the township's 4 fire companies, they are required to submit their annual CPA prepared financial statements and 990s to the township by May 15th. The township has received these reports from 3 out of the 4 fire companies, Ebenezer, Glenn Lebanon, and Rural Security. Weavertown Fire Company has been trying to obtain their financial statements. They are hopeful that they will receive them soon.

MOTION was made and seconded to approve the semi-annual distribution (\$24k each) to Ebenezer, Glen Lebanon, and Rural Security Fire Companies in June. Motion unanimously carried.

MOTION was made and seconded to approve the semi-annual distribution (\$24k) to Weavertown Fire Company after the CPA Financial Statements are provided to Manager Grumbine. Motion unanimously carried.

B.) Tree Dedication Agreement Community Park Tree #12 Janice Ream

The township has a Tree Dedication Agreement for Community Park, Tree #12 with Janice Ream.

MOTION was made and seconded to approve the Tree Dedication Agreement with Janice Ream for Community Park, Tree #12. Motion unanimously carried.

C.) PERTINENT MATTERS:

1.) SW Consortium Update

The Consortium continues to move forward with several projects. The next step is to finalize Agreements with the property owners. A draft has been provided to the members to review. The Consortium is also moving forward with applying for several grants, as mentioned before. The next Consortium meeting is July 20th.

2.) Fee Schedule Draft

Attached to the Board's Agenda is a DRAFT Fee Schedule for the various fees charged to the township. The changes are highlighted in yellow with a few comments included in the margin. Manager Grumbine would like to adopt the Fee Schedule at July meeting.

3.) Personnel Manual Updates

Over the past two plus years, the township noticed areas to be updated in the Personnel Manual. Manager Grumbine proved each Board member with a DRAFT Personnel Manual for them to review. After the Board has had time to review the proposed changes, they will need to determine what stays and what we may want to remove or edit. These changes will be made, and the revised Manual placed on a future Board agenda for adoption. Following the adoption, the township will review the Manual with the Non-Uniform employees.

4.) Short-term Rentals (AirBnB)

The township has been receiving various questions and requests regarding Short-term rentals (airBnB). Thus, Manager Grumbine has provided the Board with a sample Short-term Rental Ordinance for them to review and discuss. The Planning Commission has also received a copy of the sample ordinance at their June 14th meeting.

5.) SW Report

SW Report showing the Revenues Vs. Expenses to date as been provided to the Board.

6.) Renewal of General Liability Insurance

After looking at several different insurance groups the Administrative staff recommends that the Board renew their current General Liability Insurance policy with Bowman's.

MOTION was made and seconded to approve the renewal of the Township's General Liability Insurance with Bowmans from July 1st, 2021 – June 30th, 2022. Motion unanimously carried.

SOLICITOR'S REPORT; Solicitor Amy B. Leonard -- Henry & Beaver**A.) Appeal to Zoning Officer's NOV, 231 E Kercher Ave, Dirt Track**

The Township has received an appeal to a Notice of Violation for 231 E Kercher Ave and a ZHB meeting will be scheduled at a future time. The Township will need to provide witnesses, testimonies, and evidence for this hearing.

Supervisor Miller asked Chief Easter to check police records for any information they have involving motorcycles (dirt bikes) at 231 E Kercher Ave. Chief Easter agreed to research this information.

B.) Conditional Use Application Community Homes of Lebanon

Solicitor Leonard asked the Board to authorize her to schedule and advertise for the Conditional Use Application for Community Homes of Lebanon.

MOTION was made and seconded to authorize Solicitor Leonard to schedule and advertise a Conditional Use Hearing on July 19th at 6pm at the Township Building. Motion unanimously carried.

COMMENTS FROM BOARD MEMBERS**A.) Ebenezer FC New Engine Housing Event – Held June 19th**

Supervisor Brensinger attended the New Engine Housing event at Ebenezer and would like to pass on to his fellow Supervisors and Manager Grumbine how grateful the members for Ebenezer Fire Company are for their monetary help with acquiring their new apparatus. Glenn-Lebanon Fire Company did a "wetting" for this new apparatus.

B.) 2021 Paving Project Update

Supervisor Brensinger would like to inform the Board that as of Friday June 18th the paving project is done except for some small projects. He would also like to thank the residents for their cooperation during this project.

C.) 2020 Budget Review

Supervisor Snook reported that he met with Manager Grumbine and reviewing the year-end

financial reports to learn more about the specific revenues and expenses of the Township and was pleased to see we ended the year in the “black”.

With no further business to discuss, meeting adjourned.

Respectfully Submitted,

Erika A. Sheibley
Recording Secretary