

MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
January 3, 2022

The regularly scheduled meeting of the North Lebanon Township Board of Supervisors was held at 3:00 PM at the Municipal Building located at 725 Kimmerlings Road, Lebanon, PA with the following people present:

In person:	Ed Brensinger	
	Gary Heisey	
	Cheri Grumbine	Township Manager
	Amy B. Leonard	Henry & Beaver LLP
	Lori Books	Assistant Township Manager
Absent:	Arden Snook Sr	
	Tim Knight	Chief of Police

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

REORGANIZATION FOR 2022

1.) Oath of Office – Gary Heisey

The Oath of Office for Gary Heisey was provided to Cheri Grumbine for the record.

2.) Appoint Temporary Chairman and Temporary Secretary

MOTION was made and seconded to appoint Edward Brensinger 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	Edward A. Brensinger
Vice Chairman	Gary R. Heisey
Treasurer	Arden A. Snook, Sr.

MOTION was made and seconded to nominate Edward Brensinger as Chairman, Gary Heisey to serve as Vice-Chairman and Arden Snook, Sr. as Treasurer. Motion unanimously carried.

4.) Life-Saving Award – Dave Leid

Mr. Dave Leid used his CPR skills learned through employee training at North Lebanon Township to start CPR until the ambulance arrived, saving the life of the individual. The Board of Supervisors recognized Mr. Leid with the presentation of a Life-Saving Award.

5.) Acknowledgement of Service – Non-Uniform Employees (5-year increments) for years of service to the Township.

The following employees were recognized for their years of service with North Lebanon Township:

Cheri Grumbine – 35 years of service
Dave Strohm – 25 years of service
Tom Camasta – 20 years of service
Ed Brensinger – 20 years of service
Arden Snook – 15 years of service
Tony Oxenreider – 5 years of service
Lori Books – 5 years of service

6.) 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 Township Secretary and to function as assistant Township Treasurer, as needed. Motion unanimously carried.

7.) 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.

8.) 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.

9.) 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 Township’s MS-4 Stormwater consultant Engineer. Motion unanimously carried.

10.) Motion to Appoint Engineer for SALDO Plan Review and Other Issues, as Needed.

MOTION was made and seconded to appoint Steckbeck Engineering and Surveying as the primary engineer firm and to appoint ARRO Consulting as the alternate engineer for North Lebanon Township SALDO and SW plan review. Motion unanimously carried

11.) Motion to Appoint John Schick with Rettew Associates as Traffic Engineer, as Needed.

MOTION was made and seconded to appoint John Schick with Rettew Associates as Traffic Engineer, as needed. Motion unanimously carried

12.) Motion to Approve Depositories for Township Funds - Presently Fulton Bank, Northwest, Jonestown Bank & Trust (JBT), PLGIT and First Citizens Community Bank.

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 Bank & Trust

(JBT), PLGIT, and First Citizens Community Bank as listed depositories and to authorize for 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.

13.) 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.

14.) Appointment of Code Enforcement Officer (John Brenner for Enforcement of International Property Maintenance Code, and Township Ordinances (works with P.D.))

A fee of \$25/inspection plus mileage is set for this service. Agreement from 2021 will continue for 2022.

MOTION was made and seconded to appoint John Brenner, Code Enforcement Officer to work with North Lebanon Township P.D. on the IPMC enforcement issues and Township Ordinances with a fee of \$25/inspection plus mileage being approved. Motion unanimously carried.

15.) Select Voting Delegate for PSATS Conference

MOTION was made and seconded to approve Gary Heisey 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 24-27, 2022, and the County Convention. Motion unanimously carried.

16.) 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 North Lebanon Township for 2022. Motion unanimously carried.

It was noted that the wages of Supervisor/employees would be set by the Elected Auditors at their advertised meeting for Tuesday, January 4th at 7:00 PM.

17.) Motion to Approve Board Meeting Schedule for 2022

The 2022 meeting dates have been advertised for the third Monday of each month of 2022. 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 November.

MOTION was made and seconded to approve the Board of Supervisors meeting schedule for 2022 as listed, including the Joint Meeting with the Municipal Authority held the 2nd Thursday in November. Motion unanimously carried.

18.) Motion to Approve 2022 Holiday Schedule – Dates Offices Closed

Good Friday	Apr 15	Election Day	Nov 8
Primary Election	May 17	Veterans Day	Nov 11
Memorial Day	May 30	Thanksgiving Day	Nov 24

Independence Day	July	4	Christmas Day	Dec	26
Labor Day	Sept	5	New Year's Day	Jan	2, 2023

No motion was made, and this item was tabled until next meeting.

19.) Resolution # 1-2022 – Appointment to Zoning Hearing Board (3-year term)

MOTION was made and seconded to adopt Resolution 1-2022 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.

MOTION was made and seconded to amend the motion previously stated above to adopt Resolution 1-2022 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 but to instead appoint John Yordy as Zoning Hearing Board Member with his term to expire 12/31/2024. Motion unanimously carried.

20.) Resolution # 2-2022; Lebanon County Code Appeals Board Appointment

MOTION was made and seconded to adopt Res. #2-2022 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.

21.) Resolution # 3-2022- International Property Maintenance Code Appeals Board (3-year term)

MOTION was made and seconded to adopt Resolution 3-2022 appointing Dr. John Eder to the International Property Maintenance Code Appeals. Motion unanimously carried.

22.) Resolution # 4-2022 – Tax Collection Committee Representative for 2022

MOTION was made and seconded to adopt Resolution 4-2022 appointing Dave Lloyd (West Cornwall Township) as Voting Delegate, term to expire 12/31/2022 and Lois Herr (Borough of Mount Gretna) as Alternate Voting Delegate, term to expire 12/31/2022. Motion unanimously carried.

23.) Appointment of CPA Firm to Audit 2022 Financials, (Brown, Schultz, Sheridan, and Fritz BSSF) Resolution # 5-2022

MOTION was made and seconded to adopt Res #5-2022 appointing BSSF to audit the financials for the year ending December 31, 2022. Motion unanimously carried.

24.) Resolution #6-2022 Appoint Tax Collector and Intermunicipal Agreement with Lebanon County Treasurer's Office 1/1/2022 – 12/31/2023

MOTION was made and seconded to adopt Resolution #6-2022 and the Intermunicipal Agreement with the Lebanon County Treasurers Office as Tax Collector through 12/31/2023. Motion unanimously carried.

25.) Adoption of Resolution # 7-2022

Per Act 108 – 2020 approves and authorizes Participating members and certain Operational Support under Pa Worker’s Comp Act modified by Act 108 – 2020.

MOTION was made and seconded to approve the adoption of Resolution # 7-2022. Motion unanimously carried.

26.) Appointments to the Lebanon County Stormwater Consortium

MOTION was made and seconded to appoint Edward Brensinger as Voting Member and Cheri Grumbine as Alternating Voting Member to the Lebanon County Stormwater Consortium. Motion unanimously carried.

27.) Appointments to Various Boards/Commissions

A. Municipal Authority – (5-year term to expire: 12/31/2026)

APPOINT: Gary Echard

MOTION was made and seconded to appoint Gary Echard to serve on the Municipal Authority Board, term expiring 12/31/2026. Motion unanimously carried.

B. Planning Commission – (4-year term to expire: 12/31/2025)

APPOINT: Kevin George

MOTION was made and seconded to re-appoint Kevin George to serve on the Planning Commission, expiring 12/31/2025. Motion unanimously carried.

C. Park & Recreation - (3-year term to expire 12/31/2024)

APPOINT: Ryan Schmidt

MOTION was made and seconded to appoint Ryan Schmidt to serve on the Park & Recreation Board, expiring 12/31/2024. Motion unanimously carried.

D. Vacancy Board – (1 year term to expire 12/31/2022)

APPOINT: Dave Mader

MOTION was made and seconded to appoint Dave Mader to serve as the Vacancy Board, expiring 12/31/2022. Motion was unanimously carried.

E. NLT GLRA Representative – (5-year term to expire 12/31/2026)

APPOINT: Bonita (Bonnie) Grumbine

MOTION was made and seconded to appoint Bonita (Bonnie) Grumbine to serve as the NLT GLRA Representative, expiring 12/31/2026. Motion was unanimously carried.

28.) Appointment to Safety Committee

Lori Books – Assistant 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 Township in 2022. Motion unanimously carried.

29.) Approval of 2022 Fire Police Roster

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

30.) 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.

31.) Approval of Minutes

MOTION was made and seconded to approve the meeting minutes from the 12/20/2021 Supervisor's meeting. Motion unanimously carried.

32.) 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.

33.) COMMENTS FROM THE PUBLIC

A.) Bill Smeltzer-Planning Commission Member and Resident

Mr. Smeltzer held discussions with the Board about the change for SALDO and Stormwater plan review and stated he strongly agreed with the change for North Lebanon Township. He thanked the Board for moving forward and appointing an alternate engineering firm when conflicts arise.

34.) CHIEF OF POLICE REPORT (Tim Knight)

A.) Approval to Purchase Equipment for Department

Chief Knight was unable to attend today's meeting, so the Board tabled this item until the January 17th meeting.

35.) TOWNSHIP MANAGER'S REPORT (Cheri Grumbine)

A.) CM High – Traffic Signal Preventative Maintenance Proposal

Manager Grumbine receive a proposal in the amount of \$1,085.00 (no increase from 2021) from C. M. High for the traffic signal preventative maintenance program. The proposal is to provide semi-annual preventative maintenance on SR 422 & 15th Ave, SR 72 & Long Ln, and North 7th St (SR 343) Solar Warning Flashers.

The maintenance check will also include cleaning of lenses in the Township owned streetlights located at these two signalized intersections, annual electronic conflict monitor test with report, as well as the required PaDOT TE-699 form. The Township will also receive a copy of the

Preventive Maintenance Record with comments and recommendations. The repairs recommended will include a cost proposal for review by the Township.

MOTION was made and seconded to approve the C.M. High Traffic Signal and Preventative Maintenance proposal in the amount of \$1,085.00 for 2022. Motion unanimously carried.

B.) Non-Emergency Listings from the Fire Companies for 2022

Rural Security and Weavertown Fire Companies has submitted their non-Emergency listing for the year 2022. These approvals are required by the Board for coverage under the Workers' Compensation Insurance provided by the Township for the Fire Companies.

MOTION was made and seconded to approve the non-Emergency list of activities submitted by Rural Security and Weavertown Fire Companies for 2022. Motion unanimously carried.

C.) Steckbeck Engineering Proposal

At the December meeting, the Board approved the proposal from Wilson Consulting Group for follow specific tasks to be completed

- Task 1 – Coordination with PennDOT
- Task 2 – Field Survey & Bridge Measurements
- Task 3 – Preliminary Design
- Task 4 – Final Design

There were specific “exclusions” listed on Pages 3 and 4 of the proposal.

Following the Board's approval, the Township learned that the Exclusions listed in their proposal are to be performed by Steckbeck Engineering.

MOTION was made and seconded to rescind the approval of the proposal from Wilson Consulting Group that was made at the December meeting. Motion unanimously carried.

MOTION was made and seconded to approve the Proposal with Steckbeck Engineering in the amount of \$50,000.00 for tasks outlined in their Proposal dated December 30th, 2021, that include the work to be performed by Wilson Consulting. Motion unanimously carried.

D.) Fromm Quote (Sensor Lights for Storage Building)

At a recent Department Head meeting discussion was held regarding the lights in the storage building and the possibility of installing lights with sensors. Dave Strohm met with Fromm to obtain pricing on fourteen new light fixtures that would include a sensor. The total cost of the fixtures would be \$3,010.00, with installation by the township crew. To retrofit what we have with LEDs and motion sensors the cost would be \$2,000.

The Board agreed to table this item when all three Supervisors are present.

E.) Pertinent Matters

1. **Stormwater Consortium Committee Update**

The next meeting is January 18th at 10:00.

2. **SMT Risk Control Survey Report 12/14/2021**

On December 14, Pa Risk & Insurance Services performed a risk control survey on the Township's facilities and operations. This also included an analysis of the Township's

workers' compensation claims from 1/1/17 to present. After meeting with Lori Books and Cheri Grumbine for the information gathering and paperwork portion of the survey a safety and health review of the township building, police station, and public works garage was conducted. The Safety Committee will continue to work with our worker's compensation representatives on keeping our employees safe.

3. **Keystone EIT Year-To-Date Nov 2021 Vs. Nov 2020 Comparison**

Manager Grumbine reviewed the comparison of YTD November 2021 and YTD November 2020 Earned Income Tax Collections from Keystone Collections Group.

36.) COMMENTS FROM BOARD MEMBERS

A.) Second -Class Township Code Section 606(7) (c) (1) Participation in Township Insurance Submission Request-Letter from Gary Heisey

Supervisor Gary Heisey submitted his insurance letter to Manager/Secretary Grumbine.

With no further business to discuss, meeting adjourned.

Respectfully Submitted,

Erika A. Sheibley
Recording Secretary