

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
December 20 , 2021**

The regularly scheduled meeting of the North Lebanon Township Board of Supervisors commenced 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
	Tim Knight	Chief of Police
	Amy B. Leonard	Henry & Beaver LLP

Also, present was, Michael Bingham representing ARRO Consulting, Erika Sheibley, Recording Secretary, Chief Brian Vragovich with Glenn Lebanon Fire Company, Supervisor-Elect Gary Heisey, Doug Stump, *Lebanon Daily News* reporter, and several members of the public.

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

**CHIEF OF POLICE APPOINTMENT**

**MOTION** was made and seconded to appoint Sgt. Tim Knight as North Lebanon Township Chief of Police effective December 1, 2021. Motion carried with Supv. Miller and Supv. Snook voting in favor of the motion and Supv. Brensinger opposing.

Supv. Brensinger clarified that he is not opposed to Tim Knight being named Chief of Police but was disappointed in the process at which the Supervisors handled this appointment.

Mr. Heisey asked the Board if there were other candidates interviewed for the Chief of Police position? Supv. Snook informed Mr. Heisey that the Township wanted to hire from within and while no official interviews were held, he had conversation with all three sergeants prior to the appointment.

**COMMENTS FROM THE PUBLIC**

**A.) Michael Bingham- ARRO**

During a 2022 budget meeting, discussion was held regarding the hiring of an engineering firm to review all subdivision and land development plans submitted to the Township. Cheri Grumbine and Lori Books have reached out to two firms to discuss this service and to obtain proposals for the work. The firms are Steckbeck Engineering & Survey, Lebanon and ARRO from Lititz. The proposals were given to the Board for discussion and review.

Michael Bingham was present as a representative of ARRO Engineering.

Mr. Bingham explained to the Board that ARRO only works with municipalities which would avoid any conflict of interest with any incoming plans as ARRO would not be submitting any plans to the Township. Mr. Bingham reviewed the services provided by ARRO and their proposal

submitted to the township for this service. Also, provided to the Board were proposal to upgrade our SALDO and Stormwater Ordinance, as well as providing Zoning Administrative services.

Supv. Brensinger asked Mr. Bingham if the firm has any clients who are first- or second-class townships? Mr. Bingham explained that they provide services to over forty municipalities and over half are first- or second-class townships. A reference list was provided to the Township Manager late this afternoon. Manager Grumbine informed the Board that she will reach out to some of the municipalities.

Supv. Brensinger asked if other Counties offer these types of services to their municipalities. Mr. Bingham explained that most Counties in Pa offer this service however most municipalities hire a private firm who look at for the interest of the Municipality.

The Board invited Mr. Bingham to attend the Organizational Meeting held on Monday, January 3<sup>rd</sup>, 2022, at 3:00PM.

### **APPROVAL OF MINUTES**

The meeting minutes from the 11/15/2021 Supervisor's meeting is ready for action.

**MOTION** was made and seconded to approve the meeting minutes from the 11/15/2021 Supervisor's meeting. 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 – November 2021 Summary**

The number of calls, responses, trainings, and aid for the month of November for all four volunteer fire companies in the Township was reviewed by Chief Vragovich.

Fire Chief Vragovich on behalf of the fire departments would like to congratulate Chief Knight on his promotion and he looks forward to working with him.

Fire Chief Vragovich on behalf of the Glenn Lebanon Fire Company would like to thank Chairman Miller for what “we” have accomplished in the time that Chairman Miller has been a supervisor.

### **CHIEF OF POLICE REPORT**

#### **A.) Calls for Service.**

Chief Knight reviewed the report on various calls for service for the month of November. There was a total of 7,326 miles driven for patrol.

#### **B.) Monthly Code Enforcement Report (Brenner)**

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

#### **C.) Departmental Notes of Interest**

There were two incidents this month that the Chief shared with the Board.

Officer Hilbert responded to a call for a missing 6-year-old at Walmart. He was able to quickly locate the child and reunite them with their mother.

A neighboring authority participated in a vehicle chase that resulted in a car crash. The car then caught on fire. Officers Sweigart, Himmelberger, and Peiffer were able to pull the suspect out of the burning vehicle and arrest them.

### **TOWNSHIP MANAGERS REPORT – Cheri Grumbine, Manager**

#### **A.) 2022 All Funds Budget Presentation – Resolution #18-2021**

The 2022 All Funds Preliminary Budget was presented at the November 15<sup>th</sup> Board meeting. The budget was advertised for inspection for a minimum of 20 days, as required by the Second-Class Township Code, for the adoption at tonight’s meeting. As stated in November, there is no tax increase proposed for 2022 and all services are to remain the same as 2021.

Sol. Leonard explained that the CPA Firm replaces the elected auditors only to the extent that a financial audit is preformed but the elected auditors set the compensation of the Supervisor/Employees and approving of their benefits. Supv. Brensinger and Supv. Arden Snook completed a Conflict-of-Interest form because the budget contains wages and benefits that pertain to them as a Supervisor/Employee. However, they do not set their own wages and benefits, the elected auditors determine them. The State Ethics Commission which indicates that a Supervisor/Employee identifies a conflict of interest and produces the required abstention form and submits it to the Township secretary then that Supervisor/Employee may vote on the issue at hand. In this case the issue would be the 2022 Township Budget.

At this time, Supv. Brensinger and Supv. Snook presented Township Manager/Secretary Grumbine with a “Conflict of Interest” abstention memorandum.

**MOTION** was made and seconded to approve the 2022 Final All Funds Budget. Motion unanimously carried.

At this time, Manager Grumbine read aloud Resolution #18-2021, setting certain tax rates for the year 2022.

**MOTION** was made and seconded to adopted Resolution #18-2021, including certain tax rates for 2022. Motion unanimously carried

#### **B.) Resolution #19-2021, #20,2021, and #21-2021 Relative to Pension Fund**

Resolutions #19-2021, #20-2021, and #21-2021 were presented to the Board for adoption stating the Minimum Municipal Obligation and Contribution requirements for 2022 for both Pension Plans.

**MOTION** was made and seconded to adopt Resolutions #19-2021, #20-2021, and #21-2021 relating to the Non-Uniform and Uniform Pension Plans. Motion unanimously carried.

#### **C.) Wilson Consulting Group, PC.**

The Township has obtained a proposal from Wilson Consulting Group the engineering firm that provides the biennial inspections on the Township’s bridges.

As this is a professional service, the Township is not required to bid for this service. The proposal is in the amount of \$35,000 and includes the following 4 Tasks as outlined.

Task 1 - Coordination with PennDOT

Task 2 - Field Survey and Bridge Measurements

Task 3 - Preliminary Design

Task 4 - Final Design

Work is to be completed within six months of receiving a signed agreement unless unforeseen conditions are encountered.

Supv. Brensinger asked if this is in the 2022 budget. Manager Grumbine informed him that money was designated in the Liquid Fuels Fund for 2022.

Supv. Snook asked if this proposal is just for the design of the bridge. Manager Grumbine informed him that this proposal is only for the design for the bridge and work outlined in their proposal. There are Exclusions listed in their proposal, one being the bid specifications.

Supv. Snook then asked Supv. Brensinger if the Township Road Crew would be able to handle the project or if it would need to be outsourced. Supv. Brensinger informed him that he will not know if the Road Crew would be able to handle project until the design is complete.

**MOTION** was made and seconded to the proposal with Wilson Consulting Group in the amount of \$35,000 for the tasks outline in their Proposal No. 2021-80 dated November 2, 2021. Motion unanimously carried.

#### **D.) Marcellus Shale Grant Reimbursement Request**

Lori Books, Township Assistant Manager has prepared the Marcellus Shale Grant application to the County Commissioners for the 2021/2022 funding opportunity. The application is for an extension of the walking path at the Lenni Lenape Park located off Narrows Drive. This is the last section of the walking path remaining from the Master Plan and would consist of adding approximately 1500 feet to the existing half-mile walking path. The total cost of the project is \$84,605 with \$25,000 requested from the grant (maximum grant). The Township's in-kind services are estimated at \$44,060 and the remaining balance to come from the Fees in Lieu of Funds, in the amount of \$40,545.

**MOTION** was made and seconded to approve the submission of the Marcellus Shale Grant application to the County Commissioners for the walking path extension at Lenni Lenape Park. Motion unanimously carried

#### **E.) Adoption of Personnel Manual**

In June, the Board was given a Personnel Manual containing red-lined suggestions for updates within various sections. Some of the proposed changes are a direct result of updates required by law (CDL clearinghouse, etc.), some are clarifications, and others are suggestions by employees.

Manger Grumbine also stated that they received updated documentation from Benecon regarding our health insurance, which will be added to the Personnel Manual to clarify certain enrollment and benefit requirements.

Solicitor Leonard stated the State Ethics Commission which indicates that a Supervisor/Employee identifies a conflict of interest and produces the required abstention form and submits it to the Township secretary then that Supervisor/Employee may vote on the issue at hand. In this case the issue would be the Personnel Manual.

At this time, Supv. Brensinger and Supv. Snook presented Township Manager/Secretary Grumbine with a “Conflict of Interest” abstention memorandum.

**MOTION** was made and seconded to adopt Resolution #23-2021 the revised Personnel Manual with the red-lined changes as shown an Exhibit “A”. Motion carried with Supv. Miller and Supv. Snook voting in favor and Supv. Brensinger opposing.

#### **F.) Proposal from Engineering Firms**

Previously discussed under Public Comment.

#### **G.) 2022 Supervisor Meeting Dates**

**MOTION** was made and seconded to approve the Third Monday of every month at 7:00 PM for the 2022 Board Meeting. Motion unanimously carried.

#### **H.) Pickleball Request and Park & Rec Board Recommendation**

During the December Park & Rec Board meeting, the members reviewed a written request from Virginia Witmer. Ms. Witmer is requesting for the group of pickleball players that a portable toilet is placed at the court until spring when the rest room facilities are re-opened.

The Park & Rec Board submitted a memo dated 12/8/2021 to the Board. They are recommending not to provide a portable toilet over the winter. They also recommend that should the Supervisors decide to approve this request that the pickleball group should have to pay for the costs to provide the portable toilets for one select group. A quote was provided to the Board members for review on costs.

Discussion was held and due to winter weather, the Board does not feel that a portable toilet would be beneficial during the winter season. However, The Board would like to offer the pickleball players the use of the restroom facilities located inside one of the Township’s municipal buildings during regular Township Office hours.

**MOTION** was made and seconded to deny the request of the portable toilets at the pickleball/tennis courts over the winter until the restrooms are opened. Motion unanimously carried.

#### **PERTINENT MATTERS:**

##### **1.) SW Consortium Update**

Manager Grumbine announced that the December 21<sup>st</sup> Lebanon County Stormwater Consortium meeting has been cancelled.

##### **2.) Appeal from Landmark regarding ZHB Decision for Briar Ridge**

Landmark Builders, Inc. Appeal – Briar Ridge Commons ZHB Decision  
Oral arguments scheduled for February 4, 2022, at 2:00 PM

Two items only referenced in appeal

- A. Special exemption request for 36' 10" vs. 35' max height
- B. Dimensional Variance Request, access driveways on the frontage street to have at least 150' from Right-of-Way line of nearest intersecting street or any other driveway.

No further action on this issue is required by the Board.

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

**A.) Winter Maintenance Agreement – Homestead Acres – Phase 4**

The roads in Homestead Acres Phase 4 have a wearing surface but were not dedicated to the Township in time to meet the Liquid Fuels deadline. This agreement is for the Township to salt and plow the roads in Homestead Acres Development- Phase 4 at the cost listed in the agreement for the developer to reimburse the township.

The roads covered in this agreement are Rolling Meadow Road, Lockwood Drive and the western sections of Hunters Chase Lane and Harvest Drive.

Supv. Brensinger explained that the Township has entered into a Winter Maintenance Agreement in the past with other developers. This agreement is for the Township to salt and plow the roads at a cost to the developer.

Mr. Brensinger feels that it would be in the best interest for the residents of Homestead Acres for the Township to enter into this agreement with the developer.

**MOTION** was made and seconded to sign the Winter Maintenance Agreement for Homestead Acres – Phase 4. Motion unanimously carried.

**B.) Proposed Ordinance Updates**

Chapter 6 Part 801 was brought to attention at a previous meeting by a concerned resident and the Board requested that Sol. Leonard investigate revising this ordinance. The updated ordinance would add additional restrictions to the use of off-road vehicles in the RR District.

Sol. Leonard is requesting permission from the Board to advertise this Ordinance update to hold a public hearing.

**MOTION** was made and seconded to allow Sol. Leonard to advertise for the Ordinance update. Motion unanimously carried.

Sol. Leonard is requesting approval from the Board to advertise for amendments to be made to the following Ordinances:

Chapter 1 – Administration and Government – Part 8 – Drug and Alcohol Policy

This Ordinance is no longer needed as it pertains to Township employees and is now in the Personnel Manual.

Chapter 13 – License and Permits – Part 2 – Junkyard Regulations, Section 13-206 – Burning Restricted

This would prohibit the burning of cars on junkyard property.

Chapter 15 – Motor Vehicles – Part 1 – General Regulations, Section 15-112 – Snow Emergency Routes Designated.

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This would add Snapdragon Court, Loretta Drive and Linda Drive to the Snow Emergency Routes.

**MOTION** was made and seconded to allow Sol. Leonard to advertise the amendments pertaining to the Drug and Alcohol Program, Burning on Junkyard property, and Snow Emergency Routes. Motion unanimously carried.

Sol. Leonard requested permission from the Board to allow her to submit a draft zoning amendment to the Planning Commission Board to amend the Zoning Ordinance to include solar farms.

**MOTION** was made and seconded to allow Sol. Leonard to submit a drafted zoning amendment to the Planning Commission Board to amend the Zoning Ordinance to include solar farms. Motion unanimously carried.

### **COMMENTS FROM BOARD MEMBERS**

#### **A.) PSATS Certificate of Appreciation of Service**

Manager Grumbine presented Chairman Miller with a Certificate of Service from the PSATS Organization for recognition of his 12 years of service, as a Supervisor for North Lebanon Township.

Vice Chairman Brensinger presented Chairman Miller with a gavel plaque from the Township in recognition of his 12 years of service as a Township Supervisor. Supv. Brensinger and Supv. Snook thanked Supv. Miller for his 12 years of service.

### **ADD-ON ITEMS IN THE LAST 24 HOURS**

#### **A.) None**

With no further business to discuss, meeting adjourned at 7:57 pm.

Respectfully Submitted,

Erika Sheibley  
Recording Secretary