

**MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
JANUARY 5, 2015**

The regularly scheduled meeting of the North Lebanon Township Board of Supervisors was held at 7:00 PM at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following people present:

Edward A. Brensinger	Supervisor
A. Bruce Sattazahn	Supervisor
Richard E. Miller	Supervisor
Cheri F. Grumbine	Township Manager
Harold L. Easter	Chief of Police
Frederick S. Wolf	Solicitor

Also in attendance were several other individuals.

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

Chm Brensinger started the meeting by announcing a Public Hearing will be held at 7:15pm pertaining to the Township's Worker's Compensation.

REORGANIZATION FOR 2015

1.) Oath of Office

There are no Oaths of Office for the year 2015.

2.) Nomination and Election of Board Members

Chairman	Edward A. Brensinger
Vice Chairman	Bruce Sattazahn
Treasurer	Richard E. Miller

MOTION was made and seconded to nominate Edward A. Brensinger as Chairman, Bruce Sattazahn as Vice-Chairman and Richard E. Miller to serve as Treasurer. Motion unanimously carried.

3.) Motion to Appoint the Township Secretary (Presently Cheri Grumbine)

MOTION was made and seconded to appoint Cheri F. Grumbine as Twp Secretary and to act as alternate Twp Treasurer as needed. Motion unanimously carried.

4.) Motion to Set Treasurer's Bond to \$300,000 and Office Staff/Clerks Bond Limit to \$100,000 each

MOTION: Was made and seconded to set the Treasurer's Bond limit at \$300,000 and the Office staff/clerks Bond limit at \$100,000 each. Motion unanimously carried.

5.) Motion to Appoint Township Solicitor – Presently Frederick S. Wolf

MOTION was made and seconded to appoint Frederick S. Wolf as the Township Solicitor. Motion unanimously carried.

6.) Motion to Appoint Steckbeck Engineering (Steve Sherk) as Consulting Engineer for MS-4 Stormwater Issues

Steve Sherk of Steckbeck Engineering has been working with Ed, Cheri and Sheila on the Township's MS4 requirements and regulations. Suv Miller suggested that the Board meet with Steve Sherk or an owner of the Company to discuss some concerns the Supervisors have in regards to certain recent events that occurred in Fredericksburg. The Supervisors were in agreement to schedule a meeting with one of the owners of the Steckbeck Company prior to the next meeting.

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

7.) Motion to Approve Depositories for Township Funds (Presently Fulton Bank, Northwest, Jonestown, PLGIT and First National Bank of Fredericksburg.)

The Board is being asked to take action on these depositories and also to authorize the Manager/Secretary opening 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 the above 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.

8.) Motion to Appoint SEO (Presently Lebanon County Planning Dept – Gordon Sheetz and Alternate, Lori Books)

MOTION was made and seconded to appoint Lebanon County Planning Dept – Gordon Sheetz as SEO and Lori Books as the alternate Township Sewage Enforcement Officer. Motion unanimously carried.

9.) Appointment of ABI, Inc. (Randy Maurer) for Enforcement of International Property Maintenance Code for 2013

Associated Building Inspections Inc, which is owned by Randy Maurer, has worked with the Code Enforcement Officer for the properties within North Lebanon Township. A fee of \$75 per hour is set for this service.

MOTION was made and seconded to appoint ABI (Randy Maurer) to work with NLT's Code Officer on the IPMC enforcement issues. Motion unanimously carried.

10.) Select Voting Delegate for PSATS Convention (normally Board Chairman) and Approve Supervisors, Roadmaster, Manager, And Asst. Manager to Attend PSATS Convention. Also approve Roadmaster, Manager and Ass't Manager to receive employee wages when attending State and County Conferences.

MOTION was made and seconded to approve the Supervisors, Roadmaster, Manager and Asst Manager for attendance at the PSATS Convention on April 19-22 2015 and the County Convention to be held in October of 2015. Suv Brensinger to be Twp voting delegate. The Roadmaster, Twp Manager & Ass't Mgr are approved to receive their regular employee wages when in attendance at State and County Conferences. Motion unanimously carried.

11.) Affirm Supervisor Ed Brensinger as Road Master

MOTION was made and seconded to affirm Ed Brensinger as Roadmaster for NL Twp for 2015. Motion unanimously carried.

12.) Motion to Approve Board Meeting Schedule for 2015

The 2015 meeting dates had been advertised for the third Monday of each month of 2015 with the exception of April which will be the 4th Monday due to the Hershey Convention . All meetings commence at 7:00PM at the Township Municipal Building (Board Meeting Room).

MOTION was made and seconded to approve the Board of Supervisors meeting schedule for 2015. Motion unanimously carried.

13.) Motion to Approve 2015 Holiday Schedule – Dates Offices Closed

Good Friday	Apr 3	Election Day	Nov 3
Primary Election	May 19	Veterans Day	Nov 11
Memorial Day	May 25	Thanksgiving Day	Nov 26
Independence Day	July 3	Christmas Day	Dec 25
Labor Day	Sept 7	New Year's Day	Jan 1, 2016

MOTION was made and seconded to approve the 2015 Holiday schedule as listed for non-uniform employee Holidays and the offices to be closed on these days. Motion unanimously carried.

14.) Appointments to Various Boards/Commissions

A. Municipal Authority – (5 yr term) TO EXPIRE: 12/31/2019

APPOINT: Wynanne Demler

MOTION was made and seconded to re-appoint Wynanne Demler to serve on the Municipal Authority Board. Motion unanimously carried.

B. Planning Commission – (4 yr term) TO EXPIRE: 12/31/2018

APPOINT: Bill Smeltzer

MOTION was made and seconded to re-appoint Bill Smeltzer to serve on the Planning Commission. Motion unanimously carried.

C. Park & Recreation - (3 yr term) TO EXPIRE: 12/31/2017

APPOINT: Gary Zelinske

Open Position to be filled at a later date.

MOTION was made and seconded to re-appoint Gary Zelinske to serve on the Park & Recreation Board with an open position to be filled at a future time. Motion unanimously carried.

D.) Vacancy Board – (1 yr term) TO EXPIRE: 12/31/2015

APPOINT: Dave Mader

MOTION was made and seconded to appoint Dave Mader to serve as the Vacancy Board. Motion was unanimously carried.

E.) Authority/Township Joint Arbitration Board (1 yr term) EXPIRE: 12/31/2015
APPOINT: Suv Ed Brensinger
Resident

Some discussion was held as to whether or not this board is necessary due to the Supervisors and the Municipal Authority meeting twice annually to discuss any common topics.

MOTION was made and seconded to appoint Ed Brensinger to serve as the Authority/Township Joint Arbitration Board members. Motion unanimously carried.

15.) Appointment to Zoning Hearing Board – Resolution No. 1-2015

Dean Cover agreed to serve as alternate member to the Zoning Hearing Board for a 3-year term and to fill in until the open ZHB position is filled. The vacant position for a Zoning Hearing Board member will remain open until an individual is found to fill that position. Therefore Resolution No. 1-2015 was tabled.

16.) Code Appeals Board Appointment – Resolution No. 2-2015

MOTION was made and seconded to adopt Resolution No. 2-2015 appointing the County Code Appeals Board which consists of Robert V. Boltz, John R. Poff, William Smeltzer and alternate member Pat Brewer. Motion unanimously carried.

17.) International Property Maintenance Code Appeals Board – Resolution 3-2015

MOTION was made and seconded to adopt Resolution 3-2015 appointing the International Property Maintenance Code Appeals members, Kevin M. George, Water Street and Scott Gingrich, Brandthaven Dr as alternate which will expire 12/31/2017. Motion unanimously carried.

18.) Approval of 2015 Fire Police Roster

The roster of 2015 Fire Police was submitted to the Supervisors for approval.

MOTION was made and seconded to approve the 2015 Fire Police roster as submitted. Motion unanimously carried.

19.) Motion to Pay Payroll and Other Bills Between Meetings

MOTION was made and seconded to approve the procedure for the invoice paying as “The proper officers are authorized to pay payroll and those bills at discount or that would accrue a penalty between meetings. The bills paid by this procedure shall be presented at the next regular meeting for subsequent approval”. Motion unanimously carried.

20.) Motion to Approve Meeting Minutes

MOTION was made and seconded to approve the minutes of December 15, 2014. Motion carried unanimously.

21.) 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.

7:15 PM Public Hearing Began

Sol Wolf announced it is now 7:15pm and the Public Hearing was advertised for to begin 7:15pm. Ordinance No. 1-2015 was advertised in the Lebanon Daily News and available in the main office at the Twp for public inspection. The Ordinance is regarding the Township procuring Worker's Compensation through Benecon and the Susquehanna Municipal Trust. Sol Wolf reviewed some of the details involved and then opened the floor for questions/comments.

Don Steiner Jr. asked if this Worker's Comp insurance would be for the Fire fighters also or just the Twp employees involved. He was told it is only the Twp employees as carriers continue not to accept fire fighters. They are through the state fund.

Not hearing any further questions the Board indicated they were ready to take action on this issue.

MOTION was made and seconded to adopt Ordinance 1-2015 approving Susquehanna Municipal Trust for the Township employees' Worker's Comp Insurance carrier. Motion unanimously carried.

Public Hearing Ended**COMMENTS FROM THE PUBLIC****A.) Don Steiner, Sr – Weavertown Fire Co Phantom Box Changes**

Don Steiner Jr was present to discuss the submission of Phantom Box Changes for the Weavertown Fire Company. He told the Board that any changes in the files are due to changes that EMA has decided to make. Most of the changes deal with what pieces of equipment will be dispatched and the alarm classifications on the incoming calls for service. Don Jr. reported that no box locations have been changed. Weavertown Fire Co has the same boxes and areas as before but now has updated their information utilizing EMA's revised form and language.

A lengthy discussion regarding volunteer fire fighting and the increasing difficulties in getting and maintaining volunteer members. Chm Brensinger told Steiner that he wants Weavertown Fire Co and all the NLT Fire Co members to know how much they really are appreciated even if they do not hear it verbalized.

MOTION was made and seconded to approve the revised Phantom Box Listing for Weavertown Fire Company with the exception of a phrase listed for Box 28-03, "Southside of Kimmerlings Rd from N 8th Ave to Mount Zion Rd" which should be eliminated. Motion unanimously carried.

TOWNSHIP MANAGER'S REPORT (Cheri Grumbine)**A.) Appointment of CPA – All Funds Audit 2015**

The Twp had advertised for the appointment of a CPA firm to conduct the All Funds Audit for 2015. A written proposal from Brown, Schultz, Sheridan and Fritz was received quoting “Not to exceed fee of \$14,200” for the All Funds Audit of 2015. The fee for 2014 had been \$13,950.

MOTION was made and seconded to appoint Brown, Schultz, Sheridan and Fritz as the firm to perform the All Funds Audit for 2015, not to exceed fee of \$14,200. Motion unanimously carried.

B.) C.M. High Proposal – Traffic Signal Preventive Maintenance

The Annual Preventive Maintenance agreement from CM High was received. The amount for 2015 will remain at \$840 for both the Rte 422/15th Avenue and Rte 72/ Long Lane intersections and includes the annual LED cleaning and semi-annual maintenance check. Also included is an annual Electronic Conflict Monitor Test w/report, as well as completion of the annual PaDOT TE-699 form. A copy of the Preventive Maintenance Record and a comment sheet with recommendations will be submitted to the Twp for review. The fee of \$840 has remained the same as 2013 and 2014. Chf Easter has indicated his satisfaction with this proposal CM High.

Chm Brensinger questioned an hourly rate for CM High as he did not see it listed. His reason for asking has to do with some of the street lighting throughout the Township. As phone calls are received about problems with some of the street lights, the Twp may have to contact CM High for help to repair the certain lights. While Ray Bowman was still here he was able to repair and reconstruct some of the lighting. Suv Sattazahn suggested that the Twp consider approaching Bowman to discuss if he might be interested in working on the streetlights that the Twp owns on an as needed basis. Mgr Grumbine reported the hourly rate listed on the proposal was \$79/hr. However that rate might not apply to a different task than maintenance work listed on the proposal. Suv Sattazahn suggested we contact CM High with some questions pertaining to the type of repairs being discussed and then explore what would be a financially beneficial plan for the Twp.

MOTION was made and seconded to approve the proposal from C.M. High for the Traffic Signal Preventive Maintenance programs as outlined in their proposal. Motion unanimously carried.

C.) Appointment of EMA Coordinator

Chm Brensinger reported that the resignation of Ron Miller has now become effective. That being said the Township is in need of an EMA Coordinator. Dave Kreider serves as the Deputy Coordinator. Due to the importance of the Emergency Operations Center, this vacancy is a position that must be filled. Suv Miller suggested the Supervisors meet with the Fire Chiefs at their next monthly meeting. Don Steiner Jr responded the next Chiefs' meeting is this Wednesday. Suv Miller suggested attending the February Fire Chiefs meeting to discuss with them any options or suggestions they might have for this position. Chm Brensinger stated there is a general description for the position, however it would be the individual's discretion as to how much time is required. At this time this appointment will be tabled.

D.) Pertinent Matters

1. Attendance at State Conference - Registration due Jan 15th – The annual PSATS Education Conference and Trade Show is scheduled for April 19-22 in Hershey. In order to receive the early bird discount registration is due by January 15th. The event provides the opportunity to attend any of the 80-plus workshops; 300 exhibits; and an opportunity to talk with the legislators at the Legislative Reception. Registrations will be submitted for all three Supervisors along with the information about Ed Brensinger being the Twp's voting delegate.

2. Christmas Tree Recycling Program – North Lebanon will again be accepting decorated and unbagged, Christmas trees at the designated location outside the yardwaste gate. No yardwaste card is required and the trees will be accepted until the 3rd Friday in February (2-20).

3. Safety Committee Goals for 2015 – The Safety Committee is made up of at least one representative from each department. Provided for the Supervisors information is a list of Safety Committee goals for 2015. The Committee meets every 4th Thursday of each month and any employee/ supervisor is invited to attend. Due to the Boards' approval of switching the Workers Comp carrier to Benecon, the Safety Committee will now be working with Benecon's representative. Mgr Grumbine mentioned a few of the goals listed.

4. 2014 Right-To-Know Summary – In order to inform the Supervisors about the types of requests the Township receives in accordance with the Open Records Law, a summary of the 2014 requests has been prepared for their information. This is informational only.

The Board reviewed some of the entries and questioned the window company that is a repeat entry. Theresa replied that an email arrives monthly from a contact person at this company. Suv Miller mentioned NLT seems to be lucky compared to some of the horror stories that they hear from other municipalities about their right-to-know requests.

COMMENTS FROM BOARD MEMBERS

There were no comments from the Supervisors this evening.

As there was no more business to conduct, the meeting adjourned with executive session for personnel and litigation matters to follow.

Respectfully submitted,

Theresa L. George
Recording Secretary