

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
FEBRUARY 16, 2015**

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:

Edward A. Brensinger	Chairman
A. Bruce Sattazahn	Vice – Chairman
Richard E Miller	Treasurer
Cheri F Grumbine	Twp Manager
Harold L. Easter	Chief of Police
Solicitor Frederick S. Wolf	Henry & Beaver LLP

Also in attendance was several other individuals. The meeting was called to order and the pledge to the flag was done.

**COMMENTS FROM THE PUBLIC**

**A.) Sherry Capello – Lebanon Valley Destination Marketing Organization; Res 4-2015**

Mayor Capello was present as a representative to discuss the Lebanon Valley Destination Marketing Organization. She stated that the Board's support is needed in the form of a Resolution to approve the organization's marketing suggestions. Mayor Capello told the Board how this committee had been formed and expressed her belief in their ability to get the necessary promotions for Lebanon County accomplished. She stated that the people who make up this committee are the very ones who will benefit the most from the promotion of tourism in Lebanon Valley. What better incentive to do a good job of promoting the County's tourism possibilities? Mayor Capello is asking the Board to adopt Resolution 4-2015 in support of the Lebanon Valley DMO.

**MOTION** was made and seconded to adopt Resolution 4-2015 supporting the Lebanon Valley Destination Marketing Organization. Motion unanimously carried.

**B.) Ebenezer Baseball Association – New Scoreboard**

The Ebenezer Baseball Assoc is proposing the placement of a new scoreboard on the John Lyter teener field located at the corner of Long Lane and Water Street. Steve Beard is present to explain the details for the new scoreboard, which is possible due to the donation from Patriot Chevrolet. Steve explained the material content of the new scoreboard and the economic improvement of the lighting. As of now the Baseball Assoc needs to raise only \$200 to complete the entire project. As of this date the Park & Recreation Board has not been approached about this project. Steve explained that a window of opportunity in the ordering process for the scoreboard is not very large.

Chm Brensinger explained that the Twp has a Park & Recreation Board that was appointed to make these types of recommendations to the Supervisors. He is hesitant to again give approval for something that the Park & Rec Board has not heard about yet. Steve stated he had spoken to Dwayne Elder who sits on the Park & Rec Board. He was told that Elder thinks the Park & Rec Board would understand when he explains the limited time period that exists for getting this sign ordered, delivered and placed before the start of the season. Chm Brensinger stated he can understand the Association's passion for getting these issues accomplished but he is strongly suggesting a representative from the Baseball Assoc attend the March meeting of the Park & Rec Board and provide a presentation of the facts to that Board. Steve Beard replied he hears what is being said and he will see to it that someone from the Assoc is in attendance at the March 3<sup>rd</sup> meeting. Chm Brensinger repeated he feels strongly that these types of issues must be made through the proper sequence which means the Park & Rec Board hears these requests first.

**MOTION** was made and seconded to approve the purchase and installation of a new scoreboard at the John Lyter Teener field by the Baseball Association. Also approved is, attendance of a representative from the Baseball Assoc attending the March 3<sup>rd</sup> meeting of the Park & Rec Board to explain the complete details involving the new scoreboard. Motion unanimously carried.

**C.) Justin Smith – New St; Relay For Life Fundraiser**

Justin Smith and his wife were in attendance to express their thanks to the Board for their cooperation during their December “North Pole” activities. He described the event as a great success giving a summary of all the donations that were collected and distributed to various organizations. The event went very smoothly due to the use of the parking lot at Lions Lake Park, the Fire Police and participation by some of the Fire Companies. Justin told the Board that all the charities that were targeted have received their donations and he would like to present the Fire Police with their check tonight. The Fire Police representatives were invited to step front to receive a donation check from the “North Pole” at North Lebanon. Smith told the Fire Police he is sure the event ran smoothly due to their attendance and thanked them for their services.

Smith then told the Board his Relay for Life team is planning the December activities again for 2015 and would like the Supervisor’s approval for use of the parking lot, the street closures, and the Fire Police participation. Chm Brensinger said he really does not see a problem but is asking that Justin attend a meeting closer to the time when his Relay team has more specific details. After some discussion it was decided that Justin should attend the June meeting with some details for the December event. Because he will have specific information by that time, the Twp will be able to mention the event in the newsletter and/or the Twp website. Smith agreed to this suggestion.

**D.) Mike Swank – SESI; Dollar General**

Mike Swank of Steckbeck Engineering and Surveying Inc. was present to discuss the traffic issues regarding the proposed Dollar General Plan. Chm Brensinger asked Mike if he is here to discuss return comments from PADOT regarding the traffic issues discussed at the last Board meeting. Mike stated that he has not received the written comments from PADOT as of yet but expects to have receipt of the letter by the next Supervisors’ meeting.

The first item he wanted to inform the Supervisors about was a relocation for the building. They were able to contact Met Ed and discuss the possibility of placing a portion of the parking lot in their right-of-way, which covers a good portion of this property. This placement will allow for the access to be placed more to the northern portion of the lot, closer to Heisey’s Diner. In viewing the accident history, PADOT reported there was not a pattern of traffic accidents for this area. Also a left turn lane, traveling southbound, is not warranted. Nor is a right in, right out lane warranted.

Mike provided a revised proposal of the placement for the building. Suv Miller questioned where the access is now proposed. Mike pointed to the new location for the access to the store which is now located closer the District Justice office, away from the Valero at the corner of State Rte 72. Suv Sattazahn discussed the area marked to the rear of the store which appeared to be a walking path that leads to Cloverfield Dr. Mike confirmed this is a walking path. Suv Sattazahn then questioned if it would be noted on the plan anywhere about the maintenance of this walking path. Mike explained the flipping of the building location does not allow a rear vehicular path to Cloverfield Dr due to the need for a retaining wall that has a sizeable drop off area. Hence the walking path. Suv Sattazahn remarked if the pathway is there and the residents will be using it to gain access, it is reasonable to expect year-round maintenance for the pathway. He strongly feels this needs to be noted directly onto the plan for reference in the future. Mike Swank agreed saying he is sure it can be done as a notation on the plan.

Suv Miller questioned the loading/ unloading area for the tractor trailer trucks. Mike stated they would access off State Rte 72 pulling to the front of the store and then backing to the side area of the store. A loading ramp 12 x 55 parking space for the trucks is provided for with a loading pad.

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**Dollar General (con't)**

Suv Brensinger said he would like to hear Mike's opinion about what his client's feelings would be if they were told that they would be responsible for a left hand turn lane. Is it something that is cost prohibitive? Mike replied that this is one of the issues that had been discussed with PADOT. PADOT is interested in maintaining wide shoulders and is not in favor of a center turning lane, which would decrease the shoulder area. The thinking is that the bicyclists and pedestrians rely on that area for use. Dollar General does not have a center turn lane listed as part of the budget for this project.

Chm Brensinger asked if this newest information has been provided to the NLT Planning Commission yet. Mike replied, no, his intention is to attend the March Planning Commission meeting. Prior to his receiving the PADOT letter there has not been anything new to present to the Planning Commission. Chm Brensinger said he feels that Mike has done everything that was requested of him, as far as getting the access to the store as far away from the traffic signal intersection as possible. With the suggested revisions presented here tonight, it appears that has been done. Suv Sattazahn reminded Mike that it should be noted, on the plan itself, that the walking path will be maintained year round. Mike indicated his agreement and said he would be speaking to his client in regards to this suggestion. The Board thanked Mike for his time and the update.

**E.) Josh Weaber – SESI; Chesapeake Bay Pollutant Reduction Plan Report**

Josh Weaber of Steckbeck Engineering and Surveying Inc. was present to explain/discuss the report that is due to DEP regarding the Chesapeake Bay Reduction Pollution Report that is due by the end of March. Last year the Twp's MS4 permit had been submitted and approved effective April 1, 2014. Josh stated that as part of the MS4 program, within 12 months the municipality must prepare and submit a Chesapeake Bay Pollutant Reduction Plan. Josh stated he has worked on preparing a plan which must be submitted by March 31<sup>st</sup>. A copy of the prepared plan has been provided to the Supervisors. His reason for attendance tonight is to get approval for Mgr Grumbine's signature on the plan and subsequent submission of the plan.

The plan starts with information concerning all tributaries, streams and waters draining to the Chesapeake Bay. The plan provides various forms that must be completed for the MS4, a narrative, place for the seal and a signature page. Although the language in the Chesapeake Bay Pollutant Reduction Plan does not specify certain information be provided, there is language in the MS4 permit which suggests the information will be requested at some point in time. Josh said it was felt that the information should be provided in the Chesapeake Plan submission now to avoid having to backtrack to get it accomplished at a later date.

A lengthy discussion followed concerning charts shown in the Plan and formulas used to determine percentages completed as opposed to the percentage needed to be completed. Suv Miller questioned Josh if he can make a judgment call, based on his experiences with DEP submissions, will they be receptive to the information being provided? Josh replied that a few submissions have been made to DEP by Steckbeck Engineering on behalf of some of their other clients but as of this date he has not received any responses from DEP pertaining to the submissions. Suv Sattazahn stated that he felt it was safe to assume that the Twp would probably not hear any response to the plan submission in the year 2015. From what he is hearing it could be 2016 before the Twp gets any type of feedback on what we are submitting March of 2015. Weaber said he could not guarantee that but as of now it seems that response from DEP on the already submitted plans has been very slow.

The Supervisors discussed again the idea of offering more information than was required in the current submission from North Lebanon Twp. Josh reviewed information that would be contained in the plan which would show the Twp's movement on planning for future management practices which is one of the requirements DEP is mandating. The new retention pond constructed on the lower athletic fields off N 8<sup>th</sup> Ave is an example of one. The small rain garden created off the side of the new Yardwaste Facility expansion is another example.

**Chesapeake Bay Pollutant Reduction Plan Report (con't)**

A change in the street sweeping schedule was discussed as one of the items spelled out in the proposed plan. The Twp has ordered a new street sweeper which will be part of the formula for the Chesapeake Bay Pollutant Reduction Plan Report. Josh stated that one more proof read of the report and final editing will be completed before a final copy is provided to the Chairman and Mgr Grumbine for signing.

**MOTION** was made and seconded to authorize Chm Ed Brensinger and Twp Mgr Grumbine to sign the proposed Chesapeake Bay Pollutant Reduction Plan Report to be submitted to DEP. Motion unanimously carried.

**Ed Minford – Birch Ln**

Mr. Minford said he heard during this discussion, the mention of a new street sweeper and an increase in the services offered. While he understands that the Board needs to comply with certain requirements, he wants the Board to also remember the tax payers. He said the tax payers' pockets are only so deep. He is asking that the Supervisors consider tax payers when making these decisions about programs and services. Chm Brensinger replied that the Supervisors are very much aware of the financial problems with unfunded mandates that the Twp is forced to deal with. This Board does not lose sight of the tax payers these decisions affect.

**APPROVAL OF MINUTES**

**MOTION** was made and seconded to approve the Supervisor meeting of January 19, 2015. Motion was 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 was unanimously carried.

**FIRE CHIEF'S REPORT – Wes Keener, Deputy Chief Ebenezer FC****A.) Monthly Report – Jan 2015**

Mr. Keener stated that Toby Gettler had received a call to go to work so he is here tonight to give the monthly report for January. The 4 Fire Companies attended 6 training sessions and answered a total of 40 calls for service which included; 16 emergency details, 10 N Leb assists, and 14 mutual aid calls. The total hours were 105:19 with training hours at 62:30 for a total of 170:49 personnel hours. The Board thanked Deputy Keener for his report.

**CHIEF OF POLICE REPORT – Chf Harold Easter****A.) Monthly Report – January 2015**

Chf Easter reported on the activities for the month of January 2015 and mentioned some of the individual categories for these calls of service. Chf Easter reported there were a total of 595 Police-citizen contacts for the month of January with a total of 10,163 miles logged on the cruiser cars.

**B.) Updated 2015 Fire Police Roster**

Chf Easter reported that he had submitted the revised 2015 Fire Police roster. Chm Brensinger remarked on his concern about the dwindling numbers the Board is seeing for volunteer services such as this roster. Chf Easter said it is challenging but they are currently working with a few individuals to bring on as additional volunteer Fire Police.

**MOTION** was made and seconded to approve the revised Fire Police roster for 2015 as submitted by Chf Easter. Motion unanimously carried.

**TOWNSHIP MANAGERS REPORT – Cheri F. Grumbine****A.) Tree Dedication – Lenni Lenape**

The Board has received all the components to start the tree dedication Program at Lenni Lenape Park.

**Tree Dedication – Lenni Lenape (con't)**

1. Tree Dedication Agreement
2. Dedication Tree Map
3. Dedication Tree Listing
4. Brochure on species of trees available for dedication

Mgr Grumbine explained a map will be used “in house” to document trees dedicated vs. trees available. She told the Board it is important to keep track of these dedications to avoid any confusion when accepting the requests. Each requester will be asked to sign the agreement after selecting the tree of their choice. As approved in the December meeting, half of the cost must be paid when making a request. The map will be noted and the balance of the payment is due when the dedication plaque is submitted to the office for installation.

Mgr Grumbine commended Sheila and Rebecca for their research and informational brochure regarding the various trees pictured for selection. In viewing the information, it will be helpful to the individuals trying to make their selection. Suv Miller added his appreciation of the brochure and mentioned he is partial to tree #17. Additional conversation followed about the tree program for Lenni Lenape.

**MOTION** was made and seconded to approve the completed Tree Dedication program for Lenni Lenape Park. Motion unanimously carried.

Information will be placed on the Township website and in the Township summer Newsletter to get the word out concerning the program.

**B.) 2015 Mobile Home Park License Renewal**

Renewal applications for all 7 of the Mobile Home Parks located within the Township have been received. The Board is being asked to approve all the renewal applications and authorize the Chairman's signature on the licenses.

**MOTION** was made and seconded to approve the Chairman's signature on the renewal licenses for the Mobile Home Park 2015 renewals. Motion unanimously carried.

**C.) Fire Company Insurance & Non-Emergency Listings – Rural Security & Glenn-Lebanon**

Following a recent meeting between the Fire Chiefs and the Supervisors, Patrick Freer was contacted to answer some questions regarding insurance. He has confirmed that training events are covered under the Worker's Comp insurance and do not need to be itemized for individual approval. However traveling to and from the training events are NOT covered unless firemen are traveling in fire/emergency apparatus. The Fire Chiefs were emailed to confirm this information.

Two additional items for Non-emergency lists have been submitted. One for Glenn-Lebanon for their breakfast held every Sunday. The other is for Rural Security recognizing every Monday night as training events. The Supervisors are being asked to approve these 2 items.

**MOTION** was made and seconded to approve the 2 additional items for the non-emergency lists; Sunday breakfasts for Glenn-Lebanon and Monday evening training for Rural Security. Motion carried unanimously.

**D.) Res 7-2015; Document Destruction**

The annual review of records to be destroyed in accordance with the Municipal Records Manual has been completed and listed in Resolution 7-2015. Administrative Office and Police Department records are listed in the Resolution per the Municipal Code.

**Res 7-2015 (con't)**

**MOTION** was made and seconded to adopt Resolution 7-2015 listing records to be destroyed per the Municipal Records Manual. Motion unanimously carried.

**E.) Res 8-2015; Swatara Sojourn**

This year is the 27<sup>th</sup> Anniversary of the Swatara Sojourn canoeing and cleanup trip for the Swatara Watershed Group. This year's event is scheduled for May 2 & 3, 2015. The Board is being asked to adopt Resolution 8-2015 which will be included in the annual MS4 report.

**MOTION** was made and seconded to adopt Resolution 8-2015 promoting the Swatara Sojourn. Motion unanimously carried.

**F.) Doggy Waste Station - Lenni Lenape**

Kathy Sattazahn had attended the Park & Rec Board as a new member and suggested placement of a “doggie waste station” at the Lenni Lenape Park. The Park & Rec Board were agreeable to her suggestion and discussed researching the specific station and finding a sponsor so there is no cost to the Township. The Board is being asked if they are amicable to the idea so that the Park & Rec Board can research and finalize the type of station and get a sponsor.

**MOTION** was made and seconded to approve the Park & Rec Board researching a “doggie waste station” and obtaining a sponsor for the station. Motion unanimously carried.

**G.) Pertinent Matters**

1. 2014 LCPD Zoning Annual Report –Lebanon County Planning Department provides an annual summary report regarding Zoning permits. Mgr Grumbine pointed out that for 2014 only 9 single-family dwelling permits had been issued, which is the lowest amount for 26 years. The total building value was at the lowest for 26 years also.

2. Tire Collection –Tuesday, April 14<sup>th</sup> – 8am to 6pm – The annual Tire Collection is scheduled for Tuesday, April 14<sup>th</sup> from 8am to 6pm at the Lebanon Expo Center. Pre-registration is preferred and alleviates having to wait in long lines. Emailed pre-registration is preferred as it will reach the registration list first. Tires are to be off the rims, drained of water, unburned and not excessively dirty. Chm Brensinger questioned the next newsletter going out to the residents. He was told that the Newsletter has already gone to the printer and it is too late now to add additional information. He suggested that for 2016 a phone call be placed to the Cooperative Extension, prior to the Newsletter going to the printer, for specific information about the Tire Collection.

3. Heilinger Plan Comments from LCPD – Lebanon County Planning has provided a list of comments regarding a dairy barn being constructed on the Heilinger farm which is located off Heffelfinger Rd. The farm itself is located in Bethel Twp but the driveway accesses onto NL Twp's Heffelfinger Rd. Comments include grading, stormwater management facilities and associated site improvements. The comments were provided as a courtesy and requires no action from the Supervisors.

4. SMT Safety Program Template – As part of the membership with Susq Municipal Trust, Jason Gouldner of PA Risk & Insurance Services, recently performed a Risk Control Study at North Lebanon Twp. Mr. Gouldner met with various department heads during the study. A report on the study has been provided to the Supervisors. In addition to completing items outlined in the report, we received the Susq Municipal Trust Safety Manual Template for inclusion of our policies and adoption by the Board. Sheila Wartluft is currently working on incorporating many items from our current Safety Manual onto the provided template and gathering any additional needed information from Department Heads. The Supervisors will need to designate an Accident & Illness Prevention Program Coordinator and adopt this policy. The Police Dept's Bloodborne Pathogen Program documents and a few other items requested in the Accident & Illness Prevention Program will be incorporated.

**Pertinent Matters (con't)**

The finished document is anticipated within the next 60 days. Jason Gouldner has agreed to review the completed document before being provided to the Supervisors for approval.

5. DCED Study – Fire Companies – During the February 4<sup>th</sup> Fire Chief's meeting, they stated they were interested in having a study performed to help guide their future. Mgr Grumbine spoke to Rob Brady of DCED and provided him with the details. As he is currently working with other Fire Companies in Lebanon County, he stated he would reach out to someone else that would be able to provide a peer-to-peer study for North Lebanon Township Fire Companies. The study would require a minimum of 6 months to complete. Chm Brensinger verified that this was at the Fire Chiefs request and has nothing to do with any type of unification talk. Mgr Grumbine confirmed that was what DCED was told, the Fire Companies are looking toward the future.

**SOLICITOR'S REPORT – Solicitor Fred Wolf****A.) Firearms Industry Consulting Group**

Sol Wolf reviewed the discussions held during previous Supervisor meetings regarding the Firearms Ordinances for NL Twp. Sol Wolf has made contact with the consulting group. A letter was received from this group and provided to the Board. Sol Wolf has replied that the Twp is reviewing the letter and the current Firearm Ordinances. Sol Wolf has reviewed information on other cases that have already been heard on this issue.

**B.) Personnel Manual – Executive Session Following Meeting**

Sol Wolf reported that the Board will be discussing the final draft of the Personnel Manual in executive session following the meeting.

**C.) Condemnation Filed on Property**

The filing for condemnation of a property located in NL Twp has now been completed. Sol Wolf stated that from this point forward this is now a litigation issue and will be discussed in executive session only. On completion of the action the results will be announced at a public meeting.

**D.) Comcast Franchise Agreement Review - Response**

Sol Wolf reminded the Supervisors that several municipalities had determined to group together and hire the Cohen Group for renewal of our franchise agreement with Comcast. Some conversation followed concerning what the municipalities are looking to the Cohen Group to answer.

**COMMENTS FROM BOARD MEMBERS****A.) Suv Brensinger; Generator Hookup for Storage Building**

Suv Brensinger explained that an issue of a generator for the storage building (eastside of municipal building) had been raised at a joint Safety/Employee quarterly meeting. On a few occasions the power had been lost and one of the employees had to access the storage building, in the dark, raise the overhead garage doors manually in order to remove required equipment for use. After some discussion it seemed there were 2 options to be reviewed:

1. Electricity run from our existing generator located on the west side of our building to the storage building located on the east side of the building.
2. A new generator purchased to operate just the storage building.

Suv Brensinger said in reviewing both of these options the quotes came back very similar. The problem is he has a real concern about spending that type of money on a sporadic situation that has occurred maybe 3 times since the storage building had been built. When asked how the building had been lit and the garage doors opened during those 3 situations, Suv Brensinger replied a portable generator had been used which is stored in the building. This same portable generator is used for power outages at traffic signal intersections. It just happened that one of the times the generator was needed here for the building, it was being utilized at one of the traffic signal intersections.

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**Generator Hookup for Storage Building (con't)**

Suv Miller and Suv Sattazahn questioned why a second portable generator could not be purchased, at a much lower price, instead of a stationary generator. Suv Sattazahn asked if a quote was gotten for a portable generator. Suv Brensinger said he wanted to discuss the subject with the 2 of them and get their opinions.

Both Suv Miller and Suv Sattazahn suggested that Suv Brensinger obtain quotes for a portable generator and if he feels it is a good price to move forward in that direction, especially considering the price difference. Suv Brensinger agreed to do some price checking on a portable generator and provide the information at the March meeting.

**B.) Appointment of EMA Coordinator**

Chm Brensinger stated that the Supervisors need to get this appointment in place and soon. Mgr Grumbine had provided a list of qualifications needed for an individual to hold this position. He said he feels strongly that the individual should be someone who is an employee and can identify with all the various functions and services that the Twp is responsible for handling. Another requirement is all the NIMS training that is part of the description. Suv Brensinger suggested a name that he thought would fit this position. Suv Miller shared some of his thoughts about the type of individual that would be qualified to hold this position. He stated it needs to be a person who is not pulled away from their assigned duties that could be equally important in the time of a crisis.

Suv Sattazahn asked Chf Easter if he has an opinion that he would like to share with the Supervisors. Chf Easter indicated this is a decision that the Supervisors are required to make and the fact that there is specific criteria required makes the Board's decision more difficult.

**Ed Minford** questioned the State law regarding the EMA position. He said the Governor is the one who appoints the EMA Coordinator. Suv Brensinger agreed saying the Twp is required by State Law to choose an appointee as EMA Coordinator.

Suv Brensinger told his fellow Board members to think about this issue some more and hopefully an answer will come to them, the sooner the better.

With no more business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George  
Recording Secretary