

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
MAY 18, 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 Brent McFeaters of Matthew & Hockley and several other individuals. The meeting was called to order and the pledge to the flag was done.

**CERTIFICATE OF APPRECIATION – Stuart Koch**

Chf Easter explained the Twp would like to recognize the volunteer efforts of Stuart Koch, who is a Criminal Justice student. Stuart had been an intern for the Police Dept 2 years ago. Since then Stuart has volunteered to work on some projects with Det Lauver. He has now graduated and received his degree. At this point in time Stuart has been received in the State Police Academy.

Chm Brensinger spoke on behalf of North Lebanon Township thanking Stuart for his time and efforts that were offered. He presented a plaque to Stuart expressing appreciation for his volunteered services. Det Lauver stated the State Police Academy's gain is North Lebanon Twp's loss.

The Board of Supervisors, Chf Easter and Det Lauver all congratulated Stuart on his acceptance to the Police Academy and wished him well.

**COMMENTS FROM THE PUBLIC**

**A.) HACM/ Karl French Jr Lot Addition Plan & Non-Building Waiver; Sandhill Rd**

This plan shows a subdivision plan along the west side of Sandhill Road at the Twp line with the City of Lebanon. A parcel containing 1.5795 acres is being annexed to the lands owned by Karl French Jr from lands owned by HACM. A new deed and consolidated property description will need to be completed by French once the plan is recorded.

A Planning Waiver and Non-Building declaration is also being presented for approval from the Board. Suv Brensinger asked Brent McFeaters what the Non-Building Waiver signifies. Brent explained this document indicates this lot addition may not be used as a building lot. Should it be decided that the owner would like to build, they would have to submit a Land Development or Subdivision Plan to accomplish that. During the Land Development and Subdivision process the sewer needs are reviewed and applied for with the Municipal Authority.

**MOTION** was made and seconded to approve the Lot Addition Plan and Non-Building Waiver for HACM and Karl French Jr. Motion unanimously carried.

**APPROVAL OF MINUTES**

**MOTION** was made and seconded to approve the Supervisor meeting of April 27, 2015. Motion was unanimously carried.

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**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 - Toby Gettler, Ebenezer Fire Co****A.) Monthly Report – April**

A summary report for the month of April was given. For the month of April the calls for service amount to 44, along with 22 training sessions attended. A total of 550' of hose was used. A total of 284 personnel hrs of which 78 hrs was training time.

**B.) Non-Emergency Activities**

Suv Miller questioned the process for the non-emergency activity list that had been approved in the beginning of the year. His question is, if a rain date is scheduled and observed, does the Insurance Co recognize the Supervisors' approval or should they be approving the activity for the second date (rain date). Mgr Grumbine and Toby said it is their understanding that the approval is good for a week or 2 after the original scheduled date. Should the event be held a month or several months later a second approval should be requested and given by the Board.

**C.) DCED Study Request**

Mgr Grumbine asked Toby if the Fire Chiefs had made a decision on having a DCED representative conduct a study for the Fire Companies. Toby responded he received Mgr Grumbine's email and he had thought that he had responded that Ebenezer was in favor. Mgr Grumbine stated that Weavertown was the only Fire Co that had attended the DCED meeting. Originally when it was discussed there was interest from all 4 Fire Companies. At the May Fire Chiefs' meeting one company was against the study being performed. She asked Toby if he has information on the other 3 Fire Chief responses on the issue of having a DCED study.

Toby stated he was not able to make the meeting. However he is very much in favor of having a study completed as he feels the fire companies will benefit from the information for future use planning. Some discussion followed about what the study would involve and how the future planning could be helpful to the 4 companies should it become necessary to scale down to 1 or 2 fire companies. Toby agreed it is very difficult to recruit for volunteers and to keep the fire houses financially able to continue. The results of this study could provide some solutions to the problems.

**D.) Former Sahonic Property – 1401 E Old Cumberland St**

Suv Brensinger stated that Don Steiner of Weavertown Fire Co had approached him concerning the demolition of the former Sahonic property. It was questioned whether or not the fire companies could make use of the property for training exercises. He was NOT asking about any type of burning exercise. Exercises involving the roof and some other interior training were discussed.

Chm Brensinger said South Lebanon Twp would need to be contacted to find out their opinion on the question as they are co-owner of the property. Suv Miller said perhaps the South Lebanon Fire Co might wish to participate if something can be scheduled.

Mgr Grumbine reminded the Board that the Twp had applied for Grant money to cover cost of demolition of the structures. The timeline is cutting it close as the bidding for the project is to start in June. The Board discussed the timing issue and asked Mgr Grumbine to make contact with Jim Loser of S Leb Twp to ask their thoughts on this request.

**MOTION** was made and seconded to permit the Fire Companies using the former Sahonic structure for training exercises, no fires being done, contingent on information received from the Lebanon County Redevelopment Authority and South Lebanon Twp. Motion unanimously carried.

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

Chf Easter reported on the activities for the month of April 2015 and mentioned some of the individual categories for these calls of service. Chf Easter reported there were a total of 646 Police-citizen contacts for the month of April with a total of 9,757 miles logged on the cruiser cars.

**B.) D.A.R.E. Graduations**

Chf Easter told the Board that there had been 2 successful D.A.R.E. programs and graduations, one at Ebenezer and one at Union Canal Elementary School. Officer Koons was the instructor for these D.A.R.E. classes. Conversation was held about the value of continuing these classes to the elementary children.

**TOWNSHIP MANAGERS REPORT – Cheri F. Grumbine****A.) Lenni Lenape Park – Natural Areas (Non-mowing)**

During the April meeting a discussion about certain areas in the Lenni Lenape Park being considered as a “no-mow” area was held. Suv Miller had requested additional time to review the specific area. Suv Miller reported he did not have an opportunity to review the area discussed. However in order not to delay this issue any longer, he indicated he is ready to move on this subject.

**MOTION** was made and seconded to approve the specified areas in Lenni Lenape Park as natural “non-mowing” areas. Motion carried with Suv Sattazahn and Suv Miller voting in favor and Suv Brensinger denying the motion.

**B.) Resolution #9-2015 Assignment of Responsibilities & #10-2015 Appointment of an Illness Prevention Program Coordinator**

As part of the proposed Safety Manual, 2 Resolutions have been prepared to adopt. Resolution #9 outlines the “Assignment of Responsibilities for Safety Practices to the Board of Supervisors”. Resolution #10-2015 is for the “Appointment of an Illness Prevention Program Coordinator”. It has been suggested that Sheila Wartluft be appointed to this position. The Supervisors discussed the Resolutions listed and indicated they were ready to take action on the Resolutions.

**MOTION** was made and seconded to adopt Resolution #9-2015, Assignment of Responsibilities to the Board of Supervisors and Resolution #10-2015 appointing Sheila Wartluft as the Illness Prevention Program Coordinator. Motion unanimously carried.

**C.) Safety Program Template – Susquehanna Municipal Trust**

A template had been provided to the Twp by Susquehanna Municipal Trust. The template was used to merge information from the Twp’s existing Safety Manual. There were some policies the Twp did not have in the current Safety Manual and notations were made for the Board to review and consider. Also there had been some comments from the Safety Committee after their review in February for the Board’s consideration. The Board is being asked to adopt this Template for a Safety Manual provided by Susquehanna Municipal Trust.

Mgr Grumbine reminded the Supervisors this draft had been prepared in February and the Safety Committee has already reviewed and discussed the contents in their February meeting. As Susquehanna Municipal Trust has phoned her several times to find out where the Board is with this adoption, she is suggesting the Supervisors take action to adopt in the very near future.

The program outlines a “Lock Out Tag Out” which would involve all the equipment. The Twp does not have a program in place with its current Manual. Discussion was held about the lock out tag out program that is outlined in the Safety Manual. Suv Brensinger stated the format suggests identifying a specific person’s name as the person in charge of the program. He said he has concerns with that procedure. What happens when that individual is not at work? Who has the authority to “un-tag” the equipment then?

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**Safety Program Template (con't)**

During training for the grinder, Suv Brensinger said they were told to pull the key to the equipment and place the key in their pocket. Thus preventing anyone else from using the equipment which would be out of service. The equipment had been taken out of service by whomever held the key. He repeated he has some concerns about the verbiage in the Lock Out –Tag Out program described in the proposed manual.

As a member of the Safety Committee, Theresa George said it was her understanding that the Twp is permitted to revise language in the policy and could tailor it to suit the Twp's needs. She said the Safety Committee had discussed this issue numerous times and feels it should not be too difficult to adjust the policy to meet the Twp's needs.

Suv Sattazahn questioned if all the equipment needs a key to start. He was told no it does not and therein creates a problem. Suv Sattazahn suggested getting a list of all the equipment used by the Twp employees. By reviewing that list we will know what needs to be reflected in the language. The Supervisors continued to discuss the proposed Tag Out program provided by Susquehanna Municipal Trust. As there are still some questions and concerns about the language in the Tag Out program the Supervisors were in agreement to table action on the adoption of the Safety Manual. Mgr Grumbine agreed to review the policy with the Department Heads for language that will work for all involved.

**D.) Pertinent Matters**

1. GLRA Award Ceremony- June 2<sup>nd</sup> - The annual award ceremony for Recycling is scheduled for June 2<sup>nd</sup> during the regularly meeting. A confirmation of attendance is being asked for. Suv Sattazahn said he would be able to attend this meeting.

2. Tree Dedication @ Lenni Lenape – A request had been received to dedicate a bench. The Park & Rec Board discussed the request at their meeting and are now asking the Supervisors to approve benches being dedicated for the Lenni Lenape Park. Dave Strohm researched what the existing benches had cost and suggested the amount of \$500 per bench.

**MOTION** was made and seconded to approve the Park & Rec Board request for park bench dedications to the Lenni Lenape Park in the amount of \$500 each. Motion unanimously carried.

**SOLICITOR'S REPORT – Sol Frederick Wolf, Henry & Beaver****A.) Comcast Franchise Agreement Review - Update**

Sol Wolf reviewed the history of 4 Lebanon County municipalities combining to hire an attorney to review and draft the Franchise Agreement with Comcast. The agreement is for an 11 year contract (including the remaining year in the current contract), 5% gross revenues and a \$25,000 bond provided by Comcast. Payments & reports would be received quarterly and the new contract begins at the time of approval and signing of the agreement. Sol Wolf said if the Board is in agreeable to moving forward with this contract a Public Hearing must be scheduled and advertised for the adoption of an Ordinance adopting this agreement.

**MOTION** was made and seconded to authorize Sol Wolf advertising the Ordinance to adopt the new Comcast Franchise agreement with the Twp. Motion unanimously carried.

Suv Miller asked if it would be prudent to request for an audit from Comcast. Sol Wolf stated that an audit for 2 years could be requested by the 4 municipalities. It can be whatever 2 years is decided upon. He stated he has been informed that all 3 of the other municipalities have paid the fee for the audit.

**MOTION** was made and seconded to approve a combined audit of Comcast's be completed. Motion unanimously carried.

**B.) Misc Ordinance Updates**

Sol Wolf said he and Mgr Grumbine have been meeting to review updates for misc Ordinances. He has researched the Twp Firearms Ordinances in order to revise as necessary according to newly adopted legislation. Chf Easter has been asked to provide any requests he might have to review for revision or amendment to the Ordinances.

**C.) Stormwater Facilities**

Sol Wolf spoke about the issue of stormwater that had been brought by Mr. & Mrs. Kaiser during several previous meetings. Review of the deed had shown the stormwater to be listed on the deed. July 2, 2014 information was provided to the Kaisers in a letter from Mgr Grumbine along with guidance from Steve Sherk, SESI, on the maintenance of the stormwater facility. Sol Wolf told the Board that it is apparent the Twp has tried to provide helpful information to the Kaisers and that this issue has been addressed.

**COMMENTS FROM BOARD MEMBERS****A.) Suv Dick Miller - Sunset Flea Market Sunday Morning Parking; Traffic/Safety Concerns**

Suv Miller stated he had been approached about the illegal parking of vehicles during the Flea Markets held on Sundays at Sunset. Another concern is the backing out of the vehicles onto N 7<sup>th</sup> St at the end of the events. He said he has spoken to Chf Easter about having the Officers ticket any traffic violations. He has also asked Roadmaster Brensinger to check on updating the existing “NO PARKING” signage as the signs appear to be a bit weather worn.

**B.) Suv Bruce Sattazahn – Go Vote**

Suv Sattazahn encouraged everyone to get out and Vote tomorrow for the Primary Elections.

With no more business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George  
Recording Secretary