

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
OCTOBER 19, 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.

CITATIONS – Chief Easter/ Chm Brensinger

A.) Bill & Jodi Wolfe and Donald Zimmerman were recognized by the Board for quick reactions to an emergency situation that had occurred recently in the Township. Quick thinking and actions saved the life of an individual who had been involved in a vehicle accident, which involved the vehicle being on fire. These 3 citizens pulled the person from the burning vehicle and got him to a safe location. The 3 citizens also stayed on the scene until emergency responders appeared on location. The Board of Supervisors is recognizing these individuals for outstanding citizenship by presenting a certificate to each of them along with thanks for their bravery.

Mr. Earl Roberts – W Kercher Ave told the public that the man who had been involved in this accident had stopped at his house to ask about the identities of these 3 people. It was his desire to thank them for their kindness and bravery. When asked, Roberts said he had spoken to the man about his injuries and was told he was recovering from abdominal surgery.

B.) Life Saving Badge - Officer Kline / Sgt Herberg

Suv Miller reported that Officer Kline responded to a situation requiring CPR and advance First Aid for a cardiac arrest victim. Due to the required training and being able to apply that training, Officer Kline was able to react quickly to an emergency situation on June 27, 2015.

Suv Miller also reported that Sgt Herberg on June 27, 2015 had responded to a call for a possible suicide attempt. Upon arriving at the scene in W Lebanon Twp, Officer Herberg found a person in a garage with the motor running. He was able to get inside the garage and carry the person to safety thus preventing the loss of a life.

The Board congratulated both Officers and presented them with a Life Saving badge. The Board of Supervisors also expressed appreciation to the Officers for their response and efforts in both situations.

COMMENTS FROM THE PUBLIC**A.) Steve Sherk, SESI – Illicit Discharge Detection & Elimination**

Steve Sherk presented an educational power point regarding Illicit Discharges as one of the components of the MS4 (Municipal Separate Storm Sewer System) permit the Twp is required to apply for. The information pertained to storm sewer drains and the various ways that people may be polluting without knowledge of doing so. During the presentation Sherk told the public about various methods they can use to help govern these storm sewer drains. There are forms available to residents that can be used to file a report to the Twp or a phone call to the Twp regarding any illicit contents being dumped down the drain. Swimming pool water and car washing are 2 issues that are continuing to be reviewed by DEP. The Twp is charged with protecting what goes into the drains which eventually flows to the larger lakes and waterways. Steve told the Board he will be attending their meetings from time to time in order to present information on the protection of our waterways. The public was asked to question or comment. There were none offered. Chm Brensinger thanked Steve Sherk for his time and presentation.

B.) Michelle Hawk – Lebanon Community Library

Ms. Hawk stated she is here to provide another update on the Library activities since her last visit. She reported on some statistics on usage of books, chronicles, e-books and computer programs that are offered throughout the year. She told the Board that the North Lebanon residents have received a lot of use from the services the Library offers. Although the lack of a State Budget has affected the Library it has not yet impacted its function. The Board thanked Ms. Hawk for attending tonight's meeting. She told the Board the Library is very appreciative of the support North Lebanon Twp provides.

C.) Justin/Tracey Smith – New St; Lebanon North Pole (fund raiser)

Justin Smith said they are back before the Board again to update the Board on their plans for the Lebanon North Pole event that is being planned for 2015. He thanked the Supervisors for their support last year and are asking for the same support this year. A road closure for New St between Water St and 21st St will ensure everyone's safety, as had been done last year. A request to again have use of the Lions Lake parking lot on the weekends of the event is being repeated. Smith told the Supervisors the decorations have already begun. This fund raiser will raise funds for the NL Twp Fire Police, Ebenezer Fire Co, Glenn-Lebanon Fire Co, Cancer Society, Lebanon County Ministries, Brittany's Hope, and Joy Pantry. Smith told the Board they are very appreciative of the support this Board has given when these events are held. He said he will gladly attend their meeting in January or February to provide a report on the events.

MOTION was made and seconded to approve the Fire Police assignment, the closing of New St from Water St to 21st St, and the use of the Lions Lake parking lot during the North Pole activities. Motion unanimously carried.

Smith told the Board the planned events are on the following weekends: 11/28/15, 12/05/15, 12/12/15, 12/19/15 and 12/26/15. It is open to the public and they are hopeful the Twp can help get the word out for these events.

D.) Wynanne Demler – Municipal Authority Concerns

Ms. Demler told the Supervisors that as the Chairperson for the Municipal Authority she has some concerns about a decision that had been made regarding WasteWater employees this past Friday.

Wynanne Demler – Municipal Authority Concerns (con't)

The employees terminated were effective for many years in the smooth running of the WasteWater Department. She is concerned about the direction the Municipal Authority will be moving. She expressed her disappointment in the lack of communication from the Supervisors prior to them taking the action they took, considering the Municipal Authority and the rate payers were responsible for paying their wages. Ms. Demler stated she can't help but wonder exactly what is going on here. Chm Brensinger thanked Wynanne Demler for her comments.

Sue Switzer-Pierce; Municipal Authority Board Member

Ms. Switzer-Pierce spoke to the Supervisors expressing her shock and disappointment in the breakdown of communication between the Board of Supervisors and Municipal Authority. She said she has had the privilege of working with these 2 employees for many years and has the utmost respect for both of them. The Supervisors made no attempt to communicate with the Authority Board at all on this termination decision. The fact that the Board allowed a combined 50+ years of experience and knowledge go out the door has her stunned. In the 11 years she has sat on the Municipal Authority Board she had always thought the working relationship between the Supervisors, the Authority Board and the WasteWater dept was in good standing. After this latest action taken by the Supervisors it appears she was mistaken. Chm Brensinger thanked Ms. Switzer-Pierce for her comments.

Chm Brensinger announced that after the September 30th meeting and again after the Oct 6th meeting, the Supervisors had adjourned to go into executive session for discussion of personnel matters.

E.) John Yalch – Cedar Crest Dr; Parking of Recreational Vehicles

Mr. Yalch told the Board he is here tonight to discuss the parking of recreational vehicles on public streets. The Board was able to get a parked boat moved from Cedar Crest Dr into the person's driveway, which the neighbors are definitely appreciative. However now the neighborhood seems to be having a problem with campers being parked on the streets. These vehicles are causing sight obstructions.

Mike Demmy agreed with Yalch's statements asking if the Board could at least speak to the owners of the campers similar as to what was done with the boat owner. He asked if the Ord update on the recreational vehicles has been completed as of now. He was told the Supervisor had scheduled and advertised an Ord workshop on September 30th and the recreational vehicle update had been discussed during that meeting. Demmy questioned how the meeting had been advertised. Mgr Grumbine replied it was advertised in the Lebanon Daily News and was posted on the Twp website. Demmy repeated his request that Chief Easter visit the owners of the campers and speak to them about removing the vehicles from the streets in preparation for snow plowing activities. Chf Easter told Yalch and Demmy he will make the attempt to speak to the owners of the vehicles. Demmy was told that he could read the discussion from the Sept 30th workshop on the Twp website as the minutes will probably be approved tonight. He also asked Demmy if he would like to be informed about the Ord Workshops as they are scheduled. Demmy indicated yes he would like to be informed about these meetings.

F.) Floyd Shepps – N 7th St

Mr. Shepps said he felt he had to attend tonight to voice his appreciation for the good job done by all who were involved in the paving project for Kimmerlings Rd. He said he is sure it took a lot of cooperation and coordination to pull off a project that large.

Floyd Shepps (con't)

Shepps asked Suv Brensinger to share his praises with everyone who works at the Twp, including the office staff, as he is sure every employee was involved in one way or another. Suv Brensinger agreed it was a cooperative effort by all and thanked Shepps for his comments.

Ordinance 3-2015

A revision will be made to in regards to the Motion that had been made by Suv Miller at September 30th workshop meeting for adoption of Ordinance 3-2015.

MOTION was made and seconded to revise the Motion made at the public hearing regarding the signatories on the refinancing documents for Ord 3-2015. The signatories approved are the Chairman and the Twp Secretary with no other signatures needed. Motion unanimously carried.

APPROVAL OF MINUTES

MOTION was made and seconded to approve the Supervisor meeting minutes of September 14, 2015. Also the minutes from the September 30, 2015 Ordinance Workshop. 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, Ebenezer Fire Co**A.) Monthly Report – September**

A summary report for the month of September was given. For the month of September the calls for service amounted to 48, along with 13 training sessions attended. A total of 700 ft of hose was used. A total of 517:23 personnel hrs and 304:18 hrs of training time was logged for September.

B.) Internal Fire Study Committee

It had been decided at a previous meeting to create a Fire Study Committee to review some of the issues the volunteer Fire Companies are dealing with at this time. At this time all 4 Fire Companies have appointed members to sit on the Committee. The next step will be to schedule a time to meet and set up guidelines for regular meetings and other issues that need to be determined.

C.) Fire at Kreider Property – Manure Storage Building

Suv Miller asked Wes Keener if he had responded to the fire call at Kreider's farm located off Tunnel Hill Rd. Keener responded yes he was there this morning. Suv Miller asked Keener what the cause of the fire was and is he correct that this is the 2nd or 3rd time. Keener replied it was the 2nd time he had responded there. The manure storage building was the fire site and the fire seems to be caused by the heat from the composting materials and the partial wood framing in the building.

Suv Miller asked if there is any type of action the Supervisors can take to help prevent these fires from repeated occurrences. Keener stated he cannot think of anything as these farming building designs are approved by the County Conservation District. His feeling is that the building has too much manure stored in it. He told the Board another building is in the process of being constructed in North Cornwall using the same design as Kreider's. Time will tell if North Cornwall starts having reoccurring fires in that building.

Fire at Kreider Property (con't)

Chm Brensinger said he will be looking into this as he wants to know what the cause of the spontaneous combustion is. Also he will look into finding out if any other farmers are having this situation with their buildings.

CHIEF OF POLICE REPORT – Chief Harold Easter**A.) Monthly Report –September 2015**

Chf Easter reported on the activities for the month of September 2015 and mentioned some of the individual categories for these calls of service. Chf Easter reported there were a total of 656 Police-citizen contacts for the month of September with a total of 7,969 miles logged on the cruiser cars.

B.) Donation of Bikes to Marine Toys for Tots Program (per Res 8-2000)

Chf Easter stated that every year around this time the Police Dept requests permission to release the bike inventory to the Marine Toys for Tots Program per a Resolution adopted in 2000. He is asking for a motion to release the bikes in the Police storage area to the Toys for Tots Program.

MOTION was made and seconded to approve the bikes being released to the Marine Corps Toys for Tots Program in accordance with Resolution 8-2000. Motion unanimously carried.

C.) Thursday, 10/29/15 – Trick or Treat

Chf Easter reminded everyone that Trick or Treat is being observed Thursday Oct 29th @ 6pm to 8pm countywide. Raindate is set for Monday Nov 2nd.

TOWNSHIP MANAGERS REPORT – Cheri F. Grumbine**A.) Enhanced Service & Expense Agreement - Principal**

The Twp uses Principal for two retired non-uniform employees and 3 retirees from the Police Dept. Principal does not provide any other services except these monthly payments and affiliated expenses. An “Enhanced Service & Expense Agreement” has been submitted that outlines retirement planning and related core services to be provided to the Twp including the associated fees. Mgr Grumbine spoke to our representative from Principal and was assured that there are no changes for the Twp. The Board is being asked to approve the plan and authorize execution.

MOTION was made and seconded to approve execution of the Principal Enhanced Service & Expense agreement. Motion unanimously carried.

B.) Resolution 17-2015; Curb/Sidewalk – E Old Cumberland St (CDBG Application)

As part of the CDBG application for paving of E Old Cumberland St, we were asked to also apply for sidewalk and curbing on the northside of the street prior to the paving project. These will be separate applications. Dan Lyons had indicated that 4’ sidewalk is acceptable for this area. The cost will be added to Resolution 17-2015. The Twp will be responsible for engineering expenses. A proposal was received from John Poff of Matthew & Hockley for \$10,000 engineering fees regarding curbing/sidewalk. The area being discussed starts at the Avon Church and goes almost to the railroad track area.

MOTION was made and seconded to adopt Resolution 17-2015 to approve application for CDBG funds to replace curb/sidewalks on northside of E Old Cumberland St. Motion unanimously carried.

C.) Resolution 18-2015; Destruction of Certain Records (per Records Retention Manual)

Per the Municipal Records Manual, a list of documents of administrative value has been drafted in order to be destroyed. The Board is being asked to adopt Resolution 18-2015 approving destruction of the listed records.

MOTION was made and seconded to adopt Resolution 18-2015 for destruction of records according to the Municipal Records Manual. Motion unanimously carried.

D.) Safety Manual Revisions (3)

Following the adoption of the new Safety Accident and Illness Prevention Manual during the June Board meeting, the Safety Committee reviewed a few suggestions/corrections. The suggested changes are as follows:

- Page 21 Trailers – The sequences of the bullet points were not accurate. Revisions were made to the satisfaction of the Safety Committee. Also the word “test” lights was revised to say “check” lights.
- Page 23 Specific Procedures to be followed at the Scene of a Vehicle Accident Involving a Twp Employee. The “NOTE” referenced by a * was omitted and has now been added.
*NOTE: These items are the responsibility of an Officer on the scene.
- The last bullet now reads, “All employees are required to go for medical review within 24 hours when involved in an injury accident.”
- Page 32 Steel Tip/Composite Footwear: shall be worn at all times except when performing office tasks, classroom or Internet-based training. Closed toe shoes must be worn for facility and job inspections.

The Supervisors are being asked to approve the changes so that revised pages can be distributed to each employee. Suv Brensinger questioned the medical review term. Mgr Grumbine explained that anytime an employee is in Twp equipment and is injured, they must receive medical treatment at the hospital or some type of medical facility. The term “medical review” does not indicate a hospital ER visit. Suv Miller clarified this is not in reference to the CDL requirements for alcohol and drug testing following an accident. Mgr Grumbine agreed saying it is 2 different items. If approved the revised pages will be provided to all the employees.

MOTION was made and seconded to approve the revisions suggested for the Safety Accident and Illness Prevention Manual. Motion unanimously carried.

E.) Park & Rec Memo (Items 2 and 3)

Crabapple Trees: Mgr Grumbine told the Supervisors the Park & Rec Board is suggesting removal of the Crabapple trees located on Long Lane as the fruit is being used to vandalize the buildings. There are 5 trees in question. Should the Board want to replace the trees, it could be done at a future time. After some discussion on this topic, Suv Brensinger said a note should be made so we remember not to use fruit trees for future plantings.

Suv Sattazahn questioned if the P&R Board is recommending flush cuts or complete stump removal. Mgr Grumbine replied that is the decision the Supervisors must make as they will also be deciding whether or not to replace the trees or just remove them.

MOTION was made and seconded to approve removal of the Crabapple trees located at the Long Lane Athletic Fields. Motion unanimously carried.

Park Rental Refund: A Lions Lake Park Rental fee paid by the St Benedict's Church group is being suggested for refund. The group did not have any electric power and therefore no bathroom facilities or kitchen capabilities. Dave later discovered and repaired the damaged line. The Park & Rec Board is suggesting a \$125.00 refund for this group. Suv Brensinger stated he thought that was the same weekend we had a terrible storm late Friday afternoon and a lot of issues occurred due to the storm.

MOTION was made and seconded to approve a refund of a park rental fee (\$125) to the ST Benedict Church group along with a letter of apology. Motion unanimously carried.

F.) Commuter Services

Representatives from the Commuter Services were in attendance at the Annual County Convention held in October. This is a program of non-profit Susq Regional Transportation Partnership, who's Board includes Transits, MPO's, and Chamber of Commerce. They serve the counties of Adams, Berks, Carbon, Cumberland, Dauphin, Franklin, Lancaster, Monroe, Perry, Pike and Schuylkill & York. Funding is provided by the Federal Highway Administration and PennDOT in partnership with participating MPO's. Community partnership is free and only requires we share their information with our residents. That would involve displaying their brochures in the lobby and placing a link on our Twp website. On their website a link to our Twp will be placed showing us as partner.

MOTION was made and seconded to approve a partnership with Commuter Services. Motion unanimously carried.

G.) Municibid Item - #49 (Old Ambulance)

Due to problems with a previous bidder, the Twp decided to rebid the sale of the old ambulance on Municibid. An amount of \$2000 was offered this time. The Board is being asked to authorize this bid for sale of the old ambulance through Municibid. Some conversation followed about the success of using Municibid to sell used equipment and vehicles.

MOTION was made and seconded to approve the bid received on Municibid in the amount of \$2000 for the old ambulance. Motion unanimously carried.

SOLICITOR'S REPORT – Sol Frederick Wolf, Henry & Beaver

A.) Misc Ord Updates

Sol Wolf said there had been one Ord Workshop already held on September 30th. Another workshop will be held. When asked about the possible time this would be adopted, Sol Wolf replied he has no way to tell that as everything must be completely drafted, provided to the Supervisors and then if any revisions are requested, the documents must be revised and then distributed for approval.

B.) Refinancing of Authority Debt

Sol Wolf stated the refinancing of the Authority debt has been approved and signatures are completed. The process should be totally completed approximately the first week in November.

C.) Joint Meeting with Authority – Nov 12th @ 5:00PM

A joint meeting with the Municipal Authority is scheduled for Nov 12th at 5PM. This meeting is open to the public.

D.) Verizon Wireless Tower Agreement

Earl Roberts (W Kercher Ave) stated he had a few comments/questions that he would like to discuss about the communication tower to be installed on Twp property. He started his comments by questioning when he can expect to receive an answer to the question he had asked in June. He would like to know when the signing of the agreement with Verizon actually took place and if it was done during a public meeting. He said he has asked this question repeatedly and still has not received an answer. The reason he is asking this question is because he wanted to make several comments and questions on an agreement with Verizon regarding the financial aspects of the agreement. He did not have the opportunity to make his comments and therefore he would like to know when the decision and signing of the agreement occurred.

Sol Wolf said he knows he and Cheri have looked at the question and pulled together some information but does not remember if it was ever provided to Mr. Roberts. Sol Wolf offered to have the information provided to Roberts at this time. Roberts told Sol Wolf it is a moot point now as the deal is done. He had wanted to make his comments before the actual signatures were completed. He does not understand why the Twp would hire professional consultants to draft a Comcast Franchise agreement but would attempt to put together an agreement for a communication tower to be placed on the Twp property without a professional consultant's knowledge. It is his opinion that the Twp settled for a financial amount that was too small. A professional consultant would have brokered a considerable amount of revenue for the Twp. Secondly, when was the agreement for the Verizon tower signed? Mr. Roberts said he is continually questioning the procedural processes used by this Board and Solicitor Wolf.

COMMENTS FROM BOARD MEMBERS**A.) Homestead Acres Phase 3 punchlist items – Update on Progress**

Suv Brensinger announced the paving is now completed. However a problem is going to exist about winter maintenance issues as the developer did NOT complete the project in time for it to be inclusion for the Twp's Liquid Fuels funds from the State. The developer will still be responsible for the maintenance. He stated if the developer wants to sign a contract agreement, including fees that would be charged for the Twp to perform maintenance issues we could discuss the subject. The Deed of Dedication has not been received.

B.) Kimmerlings Rd Improvements – Updates

Suv Brensinger stated the paving portion of the Kimmerlings Rd project is finally finished. The line striping is still to be accomplished as well as some restoration work. Overall he felt the project went well considering how hard it was to get it started. This project was the largest project the Twp took on during his employment. His fellow Supervisors offered kudos to all involved for a job well done.

Wynanne Demler, Chairperson of NLT Municipal Authority, asked about the situation involving 7 sewer manholes that were disrupted during the reclamation project. Suv Brensinger said the Twp has been in contact with the contractor that had done the reclamation portion of the project. At this point a response has not been received. A quote from Abel Recon for repair of the manhole covers has been submitted. Ms Demler expressed real concern that no sewer malfunctions are a result of the damages. Suv Brensinger stated it is the Board's intention to hold the contractor, EJ Brenemen, financially responsible for the repairs. He continued on to say that there has been no reports or complaints about flow issues. Chf Easter confirmed Suv Brensinger's remark that Sgt Koons will be performing a traffic speed study for Kimmerlings Rd.

C.) Speed Enforcement – Lake Dr

Suv Miller informed the Board he had been approached about the speeding on Lake Dr in the Mae Ave area. He was told there are several children playing in this area. Chf Easter was asked to have his Officers patrol this area more frequently. Another speeding concern was expressed to him about N 8th Ave at Marcon and Frances Ann Dr. He asked Chf Easter to ask the Officers to keep an eye on this area also.

D.) YardWaste Facility

Suv Miller said he was also approached about the YardWaste Facility hours of operation. He could not remember why there are no hours on a Sunday, even if it would be a half day. Suv Brensinger stated that his answer is, no! If Suv Miller and/or Sattazahn feel differently they may certainly say so. However Sunday is his 1 day off with no on-call situation (except snow and ice weather). He will not agree to Sunday hours and if it is decided to have hours, someone else's phone number will be given to respond to calls about non-operating gates or any other emergency situation that could and would occur. Suv Miller said he understands and agrees to have the hours of operation remain as is. Suv Sattazahn remembered that the neighboring property owners and park pavilion rental groups were a consideration also.

E.) Former Sahonic Property

Suv Brensinger informed everyone that the former Sahonic house located on E Old Cumberland St has been demolished. The Twp will be reviewing what options are a good fit for the property.

F.) Upcoming Workshops

- Oct 21st – 8 AM –Budget Workshop
- ~~Oct 28th – 8 AM – Budget Workshop~~ TO BE RESCHEDULED/ RE-ADVERTISED
- Nov 4th – 6:15 PM – Budget Workshop

Chm Brensinger announced the Board will be conducting an executive session following the end of this meeting to discuss personnel matters. Should any actions be decided on, the Board will reconvene to announce the action.

With no more business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George
Recording Secretary