

**MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
JANUARY 4, 2016**

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

Also in attendance were several other individuals.

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

REORGANIZATION FOR 2016

1.) Oath of Office

Dick Miller submitted his Oath of Office to Mgr Grumbine today.

2.) Nomination and Election of Board Members

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

MOTION was made and seconded to nominate Edward A. Brensinger as Chairman, Richard E. Miller as Vice-Chairman and Bruce Sattazahn to serve as Treasurer. Also approved is Ed Brensinger acting as voting delegate at the PSATS conference. Motion unanimously carried.

3.) Motion to Appoint the Township Secretary (Presently Cheri Grumbine) and Alternate Treasurer (currently Cheri Grumbine)

MOTION was made and seconded to appoint Cheri 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

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 Citizens Community Bank (formerly 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 – currently vacant)

MOTION was made and seconded to appoint Lebanon County Planning Dept – Gordon Sheetz as SEO Township Sewage Enforcement Officer with the alternate position being vacant at this time. 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, Officer Rick Kline, 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, Rick Kline on the IPMC enforcement issues. Motion unanimously carried.

10.) Approve Supervisors, Roadmaster, Manager, And Admin. Assistant to Attend PSATS Convention. Also approve Roadmaster, Manager and Admin Assistant to receive employee wages when attending State and County Conferences.

MOTION was made and seconded to approve the Supervisors, Roadmaster, Manager and Admin Asst for attendance at the PSATS Convention on April 17-20 2016 and the County Convention to be held in October of 2016. Suv Brensinger is appointed as Twp voting delegate. The Roadmaster, Twp Manager & Admin Asst 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 2016. Motion carries with majority vote. Suv Brensinger abstained from voting.

12.) Motion to Approve Board Meeting Schedule for 2016

The 2016 meeting dates had been advertised for the third Monday of each month of 2016 with the exception of April which will be the 4th Monday, April 25th, due to the Hershey Convention. All meetings commence at 7:00PM at the Township Municipal Building (Board Meeting Room). Suv Miller pointed out the following day in April is Primary Election Day.

MOTION was made and seconded to approve the Board of Supervisors meeting schedule for 2016. Motion unanimously carried.

13.) Motion to Approve 2016 Holiday Schedule – Dates Offices Closed

Good Friday	Mar 25	Election Day	Nov 8
Primary Election	Apr 26	Veterans Day	Nov 11
Memorial Day	May 30	Thanksgiving Day	Nov 24
Independence Day	July 4	Christmas Day	Dec 26*
Labor Day	Sept 5	New Year's Day	Jan 2, 2017

*celebrated day (Monday)

MOTION was made and seconded to approve the 2016 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: 12/31/2020

APPOINT: Gary Heisey

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

B. Planning Commission – (4 yr term) TO EXPIRE: 12/31/2019

APPOINT: Darlene Martin

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

C. Park & Recreation - (3 yr term) TO EXPIRE: 12/31/2018

APPOINT: Jay Snavelly

MOTION was made and seconded to re-appoint Jay Snavelly to serve on the Park & Recreation Board. Motion unanimously carried.

D.) Vacancy Board – (1 yr term) TO EXPIRE: 12/31/2016

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: 12/31/2016

APPOINT: Suv Ed Brensinger

Resident - vacant

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. 1-2016

MOTION was made and seconded to adopt Resolution 1-2016 appointing John Yordy as Zoning Hearing Board member and Dean Cover as Alternate member. Motion unanimously carried.

16.) Code Appeals Board Appointment – Resolution No. 2-2016

MOTION was made and seconded to adopt Resolution No. 2-2016 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 3-2016

MOTION was made and seconded to adopt Resolution 3-2016 appointing the International Property Maintenance Code Appeals members, Dr. John Eder, Lake Drive and David Newhard, Jay Street as alternate. Motion unanimously carried.

18.) Approval of 2016 Fire Police Roster

MOTION was made and seconded to approve the 2016 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 paying invoice 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 29, 2015. 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.

COMMENTS FROM THE PUBLIC

A.) Traffic Light @ N 15th Ave and Cumberland St

Audrey Zellers questioned the timing sequence for the traffic light @ N15th Ave and Cumberland St, in particular traveling south through the intersection. She told the Board her wait time is quite long.

Traffic Light @ N 15th Ave and Cumberland St (con't)

Suv Brensinger explained that sometimes the wires are damaged just because of wear and tear, along with the changes in temperature affecting the road surfaces. It is something that will be checked when complaints are received.

TOWNSHIP MANAGER'S REPORT (Cheri Grumbine)**A.) Appointment of CPA – All Funds Audit 2016**

MOTION was made and seconded to appoint Brown, Schultz, Sheridan and Fritz as the firm to perform the All Funds Audit for 2016, the prices to remain the same as 2015. Motion unanimously carried.

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

MOTION was made and seconded to approve the agreement with CM High for traffic signal preventative maintenance. Motion unanimously carried.

C.) Pertinent Matters

1. Attendance at State Conference - Registration opens Jan 12th.

2. Christmas Tree Recycling Program – North Lebanon will be accepting undecorated and unbagged, Christmas trees at the designated location outside the yardwaste gate. No yardwaste card is required and the trees are to be placed in an assigned area

COMMENTS FROM BOARD MEMBERS**A.) Suv Ed Brensinger – Hiring of Administrative Assistant**

Suv Brensinger announced that Lori Books has been hired to begin work as the Twp's Administrative Assistant beginning 1/11/2016.

As there was no more business to conduct, the meeting adjourned

Respectfully submitted,

Theresa L. George
Recording Secretary