

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
JANUARY 18, 2016**

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
Richard E Miller	Vice – Chairman
A. Bruce Sattazahn	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.

**OFFICER OF THE YEAR**

A presentation was made to Officer Nelson Sweigert who was nominated as Officer of the Year for Lebanon County. Due to Officer's Sweigert's attention and awareness of activities surrounding him he was instrumental in the apprehension and arrest of an individual that had committed several robberies. The arrest of this individual prevented further possible violence and promoted safety for the Lebanon County residents. The Supervisors congratulated Officer Sweigert on the award and thanked him for his services provided to the citizens of Lebanon County.

**COMMENTS FROM THE PUBLIC**

**A.) Podjed Parking Request**

Chm Brensinger told the Podjeds that he and Chf Easter had visited the area on 20<sup>th</sup> St that they had requested be reviewed. After reviewing the area and making some quick calculations, Suv Brensinger stated he is willing to recommend to his fellow Supervisors that a revision to the "NO PARKING" Ordinance be done. He is suggesting that the west side of 20<sup>th</sup> St, approximately 40 to 50 ft north of the STOP sign be considered for public parking. A sign will be installed that reads "NO Parking Here to Corner" in accordance with the STOP sign. The east side will remain "NO Parking" the whole length of 20<sup>th</sup> St. Suv Brensinger did caution the Podjeds that the parking will be public parking and cannot be restricted to just their tenants. The Podjeds indicated their understanding of this remark. Chm Brensinger asked his fellow Supervisors if they have any questions concerning his recommendations, they stated there were no questions.

**MOTION** was made and seconded to revise the parking Ordinance for the area 40 to 50 ft north of the STOP sign located on the west side of N 20<sup>th</sup> St. Also a sign to be installed stating "No Parking Here to Corner" on the west side of N20th St. The east side of 20<sup>th</sup> St is to remain as "No Parking". Motion unanimously carried.

**B.) Larry Minnich – Ambulance Services; Box Card Changes**

Mr. Minnich started his remarks by reminding the Supervisors that he had attended a meeting several years ago to discuss the ambulance box cards and the call setup for certain areas in North Lebanon Township. Minnich told the Board about a recent meeting held by the Ambulance Association. Many changes have happened since he had last attended a NLT meeting.

**Ambulance Services; Box Card Changes (con't)**

Minnich is requesting the Board to consider the material he has provided to them and to consider making some changes to some of the box cards for North Lebanon Twp regarding ambulance services. The area in question is the Hill Church Rd area which includes the development off Hill Church Rd on the north side which is located in North Lebanon Twp.

Suv Miller engaged Mr. Minnich in conversation pertaining to the staffing, the hours of operation and the municipalities serviced by Central Medical as a “first call” status. After a lengthy conversation about the available medical services and responses to calls for service, Chm Brensinger told Mr. Minnich that he is not satisfied with the process that this issue was handled by Lebanon County EMA, John Wilson in particular. Chm Brensinger said he does not understand why the communication that was distributed was addressed to the Elected Officials but did not bother to send copies to the municipalities. He said the municipal officials should have been provided with the necessary information to conduct some research and access what might be, if at all, broken in the system and what might need to be fixed or revised. Suv Miller agreed by saying he is not willing to make any decisions on revising box cards until he has the opportunity to meet with Mr. Wilson, LEMA Director and whomever else he needs to talk with to obtain the information that is needed in order to make an informed determination.

Chm Brensinger stated that this Board is very aware they are tasked with the safety of all the residents within North Lebanon Twp and the Board members feel the weight of that responsibility. He feels some research needs to be completed by the Board. Mr. Minnich was told that if there is any type of decision or announcement to be made, Minnich would be informed so he can attend should he wish to do so.

**APPROVAL OF MINUTES**

**MOTION** was made and seconded to approve the Supervisor meeting minutes from the January 4, 2016 Board meeting after revising the dates listed in point #10 for the PSATS conference to read Sunday, Apr 17<sup>th</sup> to Wed, Apr 20, 2016. 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 – Donald Steiner Jr. – Weavertown Fire Co****A.) Monthly Report - December**

A summary report for the month of December was given. For the month of December the calls for service amounted to 53, including 6 hrs of training sessions attended. A total of 181:24 personnel hrs/minutes were logged for December.

**B.) Annual Report for 2015**

A summary report for the year of 2015 was given. The calls for service amounted to 713, including 144 hrs of training sessions attended. A total of 4,465:37 personnel hrs/minutes was logged for 2015.

**C.) Fire Study Committee**

Don Steiner stated that the Fire Companies have been waiting to hear about movement on a meeting with this group. Chm Brensinger stated that the Committee will be reviewing where the fire companies and services offered are today and what should be projected for the future.

**Fire Study Committee (con't)**

Suv Brensinger is very much in favor of having this Committee start meeting and plan for the future of the companies. The Board at some time would be looking at their part as far as planning for the future, financial and otherwise. The Board is also looking to this group to make recommendations which will allow the volunteer system to continue. Don asked about a Supervisor being a part of the group. Chm Brensinger replied that at some point in time one of the Supervisors will become involved. He said he thinks the group should begin meeting and start the process of outlining what the group should accomplish.

Suv Dick Miller said he would like to volunteer to be a part of this group. He had a question for Don Steiner in regards to the box cards issue. Do the fire companies revise these box cards to reflect the amount of anticipated manpower each company has to respond to a call for service? Steiner replied the cards had been revised a few years ago to answer the need for required manpower to calls. It is not something that is done annually. Chm Brensinger took the opportunity to again thank the volunteer fire fighters for all they contribute to the Township.

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

Chf Easter reported on the activities for the month of December 2015 and mentioned some of the individual categories for these calls of service. Chf Easter reported there were a total of 520 Police-citizen contacts for the month of December with a total of 9,492 miles logged on the cruiser cars.

**B.) 2015 Annual Report**

Chf Easter provided an annual report for 2015. The calls for service totaled 7,263 with a total of 113,554 miles logged on the cruisers.

**TOWNSHIP MANAGERS REPORT – Cheri Grumbine****A.) Appointment of Alternate SEO – Chris Leisey (LCPD)**

During the 1/04/2016 Supervisor meeting Gordon Sheetz had been appointed as Twp SEO. Since that time the name of Chris Leisey has been submitted as Alternate SEO. The Board is being asked to make this appointment.

**MOTION** was made and seconded to approve the appointment of Chris Leisey as alternate SEO for North Lebanon Township for 2016. Motion carried unanimously.

**B.) Res 5 -2016; Revised Marcellus Grant Resolution**

A new Resolution with revised information is being provided to the Board regarding the Marcellus Shale Grant application. The amount of \$7000/\$14,000 has been revised to \$7500/\$15,000. The Grant had been submitted Friday to LCPD with the corrected Resolution to follow on Tuesday. The Grant application will then match the Resolution and the proposal for various species of trees and evergreens.

**MOTION** was made and seconded to adopt Resolution 5-2016 with revised dollar amounts of \$7500/\$15,000 for the Marcellus Grant application. Motion unanimously carried.

**C.) TCC Representative - CLSD**

Mgr Grumbine reported this issue is on hold until West Cornwall Twp responds with necessary information.

**D.) Benecon Medical Policy**

The Board of Supervisors have established their policy regarding eligibility for continuation of insurance coverage. Benecon has prepared the document and is asking for approval from the Township. After approved by the Board the information will be shared with the employees.

**MOTION** was made and seconded to approve the medical coverage policies outlined and provided by Benecon. Motion unanimously carried.

**E.) Pertinent Matters**

1. 2016 Safety Committee Goals – The Safety Committee has submitted the list of 2016 Goals for the Committee. Mgr Grumbine told the Supervisors if they have any questions they should let her know.

2. Non-Emergency Activity Lists – The lists for all 4 Fire Companies have been submitted for approval from the Board of Supervisors. Any additional activities other than the lists provided will be brought to the Board for approval.

**MOTION** was made and seconded to approve the non-emergency activity listings by all 4 Fire Companies. Motion unanimously carried.

3. Active Roster Listings - Don Steiner Jr told the Board that the Fire Companies had been requested to submit an Active Roster to the office to provide to the Insurance Company. A conversation followed as to why the responses were so varied from the 4 companies. Steiner told the Board that Weavertown considered anyone who was involved with the Fire Company, whether it was BINGO, sub sales or wearing bunker gear as the Active Roster listing. That way they would be covered for any insurance issues. The Supervisors discussed asking the Insurance Company for a clarification about the exact information they are looking for from the Twp.

Chm Brensinger thanked the Fire Chiefs and their companies for getting the information to the Board in a timely fashion. He repeated his appreciation for the services they provide to the Twp residents.

**SOLICITOR'S REPORT – Sol Frederick Wolf, Henry & Beaver****A.) Misc Ord Updates**

A list of misc Ordinance updates has been worked on by Mgr Grumbine and Sol Wolf. They have decided to prepare an Ordinance with the list gathered to date. Once the Ordinance is drafted a workshop will be scheduled with Mgr Grumbine, Chf Easter, Sol Wolf and the Supervisors to review and discuss. Once the workshop and the Ordinance is completed, a Public Hearing will need to be scheduled.

**B.) Mini Cell Tower Ordinance - CLG**

The Cohen Group has drafted an Ordinance regarding mini-cell tower placements. Sol Wolf reported he has reviewed the Ord but has not met with Mgr Grumbine to review the contents. They will be scheduling a meeting to discuss this drafted Ordinance before meeting with the Supervisors for discussion.

**C.) NCCS Athletic Field Agreement – Field Use**

NCCS is in the process of planning a building expansion. The plan involves a sports field that is

used by the soccer Association as well as T-ball.

### **NCCS Athletic Field Agreement – Field Use (con't)**

A meeting was held with NCCS and the sports Associations to discuss the school's building plans. Part of the building will be a new gymnasium. The sports Assoc are in agreement that the school expansion should proceed. One of the issues discussed with the school is to document the shared gym use by the sports associations in a revised agreement. NCCS has agreed to discussion pertaining to this request.

Another issue involving the expansion is a portion of the proposed parking lot area. The proposed paving will be done over an existing sewer line. The Authority has indicated they are in agreement with the paving project as it is shown if NCCS is willing to enter into an agreement with the Authority. The Authority is agreeing to the paving with the exception that should the paving be disturbed for any type of sewer issues, the paving repairs will become the responsibility of the school and restoring the ground disturbance will be the responsibility of the Authority.

### **D.) Deed of Dedication for Homestead Acres- Preparing for April**

The deed of dedication for Homestead Acres Phase 3 streets has been received. Although the Township is not accepting the roads at this time, the paperwork could be completed and then once spring arrives everything could be processed. Sol Wolf said he will send everything to George Christianson for signing in preparation for the dedication to the Twp in the spring of 2016.

### **E.) Pertinent Matters**

1.) 7<sup>th</sup> Street Zoning Violation – Sol Wolf reported that a Zoning violation that has been under review and acted upon has been rectified. The tenant has left the property and the property is now vacant.

2.) Moravian Manor Re-Financing – The Municipal Authority has been acting as a conduit for Moravian Manor for at least 15 years. In 2012 the Authority acted as conduit for Moravian Manor for financing issues. That financial arrangement is now being re-financed in order to take advantage of better interest. In order for the Authority to act as conduit once again the Twp must approve the action for the Authority. The Supervisors are being asked to approve Resolution 6-2016 which will approve the Authority acting as the conduit for the re-financing. Some discussion was held about the process of acting as a conduit. Sol Wolf reminded the Board that there is no financial responsibility on the part of the Twp or the Authority. A Public Hearing will be held on Feb 4, 2016 @ 10am at Henry & Beaver for the re-financing and the Authority's part as the Conduit.

**MOTION** was made and seconded to adopt Resolution 6-2016 approving the Municipal Authority acting as conduit for Moravian Manor re-financing. Motion unanimously carried.

### **COMMENTS FROM BOARD MEMBERS**

#### **A.) Chevy Pickup - 2016 Budget**

Roadmaster Brensinger asked for approval to place the order for the 2016 Chevy pickup to replace the 2001 Blazer for the Highway Dept. The item is a budgeted vehicle in the 2016 budget.

**MOTION** was made and seconded to approve ordering the 2016 pickup truck included in the 2016 budget. Motion unanimously carried.

**B.) Suv Dick Miller**

Suv Miller offered kudos to Nelson Sweigert for the Officer of Year award. Also appreciation to Chf Easter for all the reports he prepares and shares with the Supervisors. Commendations were extended to the office staff for all their efforts to keep the public informed about current issues within the Township. Suv Miller said sometimes he asks questions in order to get answers on the record that he feels the public simply is not asking. This Board is interested in maintaining it's transparency.

With no more business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George  
Recording Secretary