

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
FEBRUARY 15, 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 Don Steiner Jr. Weavertown Fire Co. The meeting was called to order and the pledge to the flag was done.

COMMENTS FROM THE PUBLIC

There were no comments this evening.

APPROVAL OF MINUTES

MOTION was made and seconded to approve the Supervisor meeting minutes from 1/18/2016. 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 - January

A summary report for the month of January was given. For the month of January the calls for service amounted to 74, including 3 hrs of training sessions attended. A total of 328:00 personnel hrs/minutes were logged for January. The hours were higher due to the snow storm.

Some discussion was held about the recent fire at Godshall Quality Meats on Weavertown Road.

B.) Fire Study Committee

Suv Miller told Don Jr that he had received a phone call from his father earlier this evening. They spoke about the Fire Study Committee and were trying to schedule a time for regular meetings. After some discussion it was decided to schedule for the 4th Tuesday of each month. The remainder of the Committee members will need to be notified. Don Jr indicated that was his understanding also.

Mgr Grumbine stated that although this had been discussed at the last meeting the Board did not take formal action to appoint Suv Miller to the Committee. She is recommending they do so now.

MOTION was made and seconded to appoint Suv Miller to the Fire Study Committee. Motion unanimously carried.

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

Chf Easter reported on the activities for the month of January and mentioned some of the individual categories for these calls of service. Chf Easter reported there were a total of 541 Police-citizen contacts for the month of January with a total of 8,081 miles logged on the cruiser cars.

B.) Inter-Municipal Agreement with West Lebanon Twp

The Supervisors are being asked to approve a 5-yr inter-municipal agreement with West Lebanon Twp for Police services beginning 1/01/17 through 12/31/2021. Chf Easter stated he has reviewed the agreement and finds it satisfactory and is recommending the Board approve the agreement with West Lebanon Twp.

MOTION was made and seconded to approve the 5-yr agreement with West Lebanon Twp for Police services. Motion unanimously carried.

TOWNSHIP MANAGERS REPORT – Cheri Grumbine**A.) Resolution 7-2016 – TCC Representative CLSD**

Resolution 7-2016 lists the suggested appointees to be representatives for the TCC. David Lloyd of West Cornwall Twp and Virginia Minnich of Mt Gretna Borough have been submitted. The Supervisors are being asked to approve these representative to sit on the TCC.

MOTION was made and seconded to adopt Resolution 7-2016 appointing representatives, David Lloyd of West Cornwall Twp and Virginia Minnich of the Mt Gretna Borough for TCC representatives. Motion carried unanimously.

B.) Res 8-2016 – Misc Fees Schedule

Resolution 8-2016 is before the Board for action. Mgr Grumbine explained this is an annual review of the fees for various Twp services. The only increase from the 2015 fees is the pricing for some of the signs. All other costs have remained the same. Suv Miller explained his reasons for disagreeing with a portion of this Resolution, which relate to certain sign costs being charged to individuals that he feels the Twp should be providing at no cost to certain individuals.

MOTION was made and seconded to adopt Resolution 8-2016 outlining misc Twp fees for 2016. Motion carries by majority vote with Suv Miller voting no.

C.) 2016 Bid Documents- Fuel; Paving In Place (Jay St)

The Board is being asked for approval to advertise for bids regarding the 2016 paving project of Jay Street. The bids being requested are fuel and paving in place. The bids would be advertised now and bid opening would take place prior to the March 21st Supervisors meeting with bid award announcements to be made during that meeting.

Sol Wolf mentioned he had revised the documents to reflect the Twp being listed as “additional insured” as opposed to “certificate holder”.

MOTION was made and seconded to approve advertisement for 2016 bids for fuel and paving in place for the Jay Street project. Motion unanimously carried.

D.) Budget Items; Flooring, Park & Rec Items

The following items had been budgeted in the 2016 budget:

Weavers Flooring - Flooring for Police Dept (halls, Sgt office & 2 bathrooms) --- total \$6558

Dove's Fencing - John Lyter Teener Field fencing --- total \$2195

Stewart's Masonry - John Lyter Teener Field wall & step area --- total \$1400

The Supervisors are being asked to approve these amounts for the listed projects. Dave Strohm would like to have the work at the John Lyter Teener field completed in time for the baseball season which begins in March.

Suv Sattazahn questioned the terminology in the documents regarding the masonry work for the steps/wall area in the Teener Field. He noticed it is written as an estimate for the work but does not mention verbiage such as "not to exceed". His concern is that the amount not exceed what is budgeted for this project. After some discussion the Board decided to ask Stewart Masonry to include wording "not to exceed" for the listed estimated amount.

MOTION was made and seconded to approve moving forward with the 3 above listed budgeted projects for 2016 after having the verbiage "not to exceed \$1400 unless a change order is approved" added to Stewart Masonry's agreement. Motion unanimously carried.

E.) Resolution 9-2016 – Pension Committee

Resolution 9-2016 is being recommended for action by the Supervisors. This Resolution is naming Lori Books to the Pension Committee along with Ed Brensinger, Cheri Grumbine and Duane Koons. Suv Miller questioned if there were any other employees who had expressed a desire to be a part of the Committee. Mgr Grumbine replied that no one has approached her with a request.

MOTION was made and seconded to approve Resolution 9-2016 appointing Lori Books, Ed Brensinger, Cheri Grumbine and Duane Koons to the Pension Committee. Motion unanimously carried.

F.) Placing Items on Municibid (4 items)

The Board is being asked to approve placing the following items on Municibid:

- Leaf Loader
- Aluminum Box
- Waste Oil Tank
- Old Street Sweeper

Questions were asked as to how an acceptable bid amount is arrived upon. Also whether reserve amounts are placed on each item when being placed on Municibid. Suv Miller asked if the reserve amounts are known at this time. Suv Brensinger said the determination is made after he makes contact with the vendors to ask what trade-in amounts are at the current time and/or reviews of other pieces being sold by other folks.

MOTION was made and seconded to approve listing the above mentioned items on Municibid for sale. Motion unanimously carried.

G.) Pertinent Matters

1. Annual Tire Collection Program – April 20th - The Twp received notice that the annual tire collection will be conducted at the Leb Valley Expo Center on Wednesday, April 20th from 8am to 6pm. Registration is requested prior to the scheduled date of the collection. Mgr Grumbine said this is just by way of an FYI.

2. 2015 EIT Distribution Summary - Mgr Grumbine is providing the Supervisors the 2015 EIT Distribution Summary for Lebanon County as an informational item. Suv Brensinger asked if a history of previous amounts could be provided to the Board. Mgr Grumbine agreed to do so.

3. 2015 Annual Zoning Report - Lebanon Planning Dept submits an annual Zoning Report which lists the number of building permits issued for the year. The Board has been provided with a copy of their report. Some conversation followed about the increase in the numbers for permits and the building amount.

4. Halfway Drive Farm – Ag Preservation – The Twp has been notified that the Lester & Esther Martin property consisting of 70.54 acres at 180 Halfway Drive is currently under review for inclusion with the Ag Preservation program.

5. 2015 Right-To-Know Summary – The Board has received the summary of 2015 Right-To-Know requests received by the Twp. The summary provides the Board with types of requests we are receiving.

SOLICITOR’S REPORT – Sol Frederick Wolf, Henry & Beaver**A.) Mini Cell Tower Ordinance – Cohen Law Group**

Cohen Group had prepared a draft of an Ordinance in regards to the mini cell tower placements within the Twp. Sol Wolf and Mgr Grumbine had reviewed the draft and made some revisions before forwarding it back to the Cohen Group. Once the revisions are completed and it is returned to the Twp, Mgr Grumbine will provide the Supervisors with copies for their review. Suv Brensinger said he has not been too involved with this topic within the PSATS organization but is aware that it is a major subject right now.

B.) NCCS Athletic Field Agreement – Field Use

Sol Wolf reported that a meeting had been held between the Twp, the Sports Associations and NCCS. With the proposed renovations and additions, a small soccer/Tball field will be lost. The Sports Assoc have indicated they have no objections to the NCCS building addition or the loss of the small playing field. NCCS had mentioned as part of the renovations an indoor gym will be included. They are willing to work with the Sports Assoc to schedule some use of the indoor gym for the associations.

C.) Knox Box Non-Compliant Properties (3)

Sol Wolf reported that the Knox Box program had been implemented in 2010. At this point in time there are 3 properties that are non-compliant and had received several notices to come into compliance. Currently they are still non-compliant. Sol Wolf will be preparing a complaint to file with the courts. The property owners will be given a copy of the documents prior to filing with the courts so that they have 1 more chance to bring their properties into compliance. After receiving a copy of the documents if the property owner still does not comply, the complaints will be filed in court.

Knox Box Non-Compliant Properties (con't)

Suv Miller questioned why a copy of the complaint needs to be provided to the property owners when some of them have had 3+ years to install. Sol Wolf replied that he has found most times the individuals will take care of compliance to avoid the court action.

D.) Deed of Dedication for Homestead Acres – Preparing for April

Roadmaster Brensinger has been working with the developer to prepare the roads in Homestead Acres for inspections in order to meet the Twp specifications. The documents are being prepared for dedication of the roads to the Twp. Bonding integrity of a year and a half has been prepared and sent to the Martins for signatures. The signed documents will then be returned to the Twp.

E.) March Joint Meeting with Municipal Authority

During the February meeting of the Municipal Authority, the Joint Meeting scheduled for March was discussed. Originally with the changes in personnel the additional Joint Meeting was considered necessary. Due to the fact that the changeover has been managed so well, the Authority felt the scheduled meeting for March could be cancelled. Sol Wolf is asking the Supervisors if they are in agreement or if they felt the meeting should remain on the schedule. The Board discussed and agreed if the Authority suggested cancelling the meeting, they would be in agreement with the Authority. The notice of the meeting cancellation will be posted on the Twp website.

The Supervisors discussed the topics that could be scheduled for the June Joint Meeting. After some discussion the Supervisors agreed that the March meeting could be cancelled. Approval had been granted to advertise for bids regarding the new pump station which would be reviewed at the April Municipal Authority meeting.

F.) Pertinent Matters

1. (2) Employee Separation Agreements – Two agreements were prepared by Michael M. Miller, Labor Attorney, on behalf of the Supervisors. The signed agreements have been returned to the Twp and the Board is being asked to take action to approve the agreements.

MOTION was made and seconded to approve an agreement with Sheila Wartluft and L. Michael Kneasel effective 10/16/2015. Motion unanimously carried.

COMMENTS FROM BOARD MEMBERS**A.) Emergency Declaration – Jonas 1/23 thru 1/29/2016**

Suv Brensinger reviewed the Emergency Declaration for the snow event that had occurred and the opening of the Emergency Operations Center for the event. This was the first time the Center opened for operation and was considered a good “test” of the planning in place. All reports seemed to indicate the Center operated fairly smoothly. The County is allowing the municipalities to choose a 48 hour period during the storm that each would like to use for submission to LEMA. All expenses are to be compiled and reports submitted to the County. For NL Twp the time period selected was Friday 1/22/16 at 7pm until Sunday 1/24/16 at 7pm. The total amount of \$31,958.79 was submitted (materials, equipment costs per hour and operator hours).

Suv Miller expressed his appreciation for the work the maintenance crews did during the snow event. He has 1 request to make as far as the next time this type of situation occurs. He understands there was a lot of activity taking place, however he feels the Supervisors should be informed prior to the Storm Declaration being made and provided to the media.

Emergency Declaration (con't)

Suv Miller learned of it through media contacts. Suv Brensinger apologized and stated the thought simply did not occur to him at the time of the storm. Suv Miller added that the Board is responsible for the payroll time as well as other topics involved with the whole operation. He also requested that any minutes from the debriefing and subsequent briefings be shared with the Board. He ended his remarks by congratulating the Highway crew on a job well done.

B.) Suv Bruce Sattazahn

Suv Sattazahn stated he had been involved in a lot of snow removal during the Jonas snow event. He wanted to express his appreciation for the good job completed by the Twp maintenance crews while trying to keep up with the snow as far as keeping the roads passable for travel and the actual removal of snow in some areas.

With no more business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George
Recording Secretary