

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
MARCH 21, 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
Attorney Amy Leonard	Henry & Beaver LLP

Also in attendance Don Steiner Jr. Weavertown Fire Co and several other individuals. The meeting was called to order and the pledge to the flag was done.

**COMMENTS FROM THE PUBLIC**

**A.) Susan Eberly – LVEDC**

Susan Eberly introduced herself to the Board and presented a short description of the Lebanon Valley Economic Development Corporation and their function. She also mentioned that the LVEDC is in negotiation with a southern based company for a 24 acre parcel located in the Lebanon Rails Business Park. The project will be completed in 2 different phases. Phase 1 will contain manufacturing and cold storage space and when Phase 2 is added there will be more manufacturing involved.

Ms. Eberly mentioned the operation of the LVEDC and explained to the Supervisors the LVEDC is looking to “partner up”. She is visiting all local municipalities and groups to meet and greet and to explain that any help they can provide to LVEDC would be greatly appreciated. Memberships are available in various levels. The group is a 501C3 classification and is a not-for-profit group. She expressed her appreciation for the working relation she has with North Lebanon and looks forward to it becoming an even better relationship. The Supervisors thanked Ms. Eberly for her time and presentation.

**B.) Steckbeck Engineering: Narrows Glen – Swale “E”**

Chad Smith, Steckbeck Engineering, told the Board the Narrows Glen Swale “E” Plan is before them. The construction of a required swale for the Narrows Glen Plan was started and halted about halfway. As the rest of the lots were developing, Landmark, developer for Narrow Glen, requested computations be completed to gauge the necessity of the continuation of the swale due to the severe elevation drop offs. After some figures and computations were compiled and presented to Landmark, the numbers were presented to Lebanon County Planning for review. LCPD and Rick Bolt were in agreement that the swale was not needed for the remaining 2 lots. In order to provide a definite paper trail of what was being revised it was decided to treat this amendment as an actual plan submission.

Suv Brensinger asked if the deeds of the current property owners will be revised to show the changes to the swale. Smith replied no the deeds will not be revised as the property owners will receive a copy of the plan once it is recorded.

**Swale “E” (con’t)**

Suv Brensinger questioned how the resale of these properties would be handled by the assessment office.

Suv Sattazahn questioned how can we be assured this amended information will be handed over to the new owners as these properties change ownership? Chad stated he is of the opinion that each property owner will receive a copy of the recorded plan for the swale amendment. Suv Sattazahn asked what is to insure that information will be passed to next owner during a change of ownership. Suv Miller looked to Attny. Leonard for her legal opinion. Attny. Leonard stated that anytime a property changes ownership, a deed search is performed. Since this swale plan is being recorded the amendment to the swale and all the information will surface during that process. Suv Miller asked Chad and Mgr Grumbine to make sure the Twp has a copy of the stormwater report which contains the revised calculations for this swale “E”. Suv Brensinger said he feels it is a good idea to provide the current property owners with a copy of the amended swale area once it is recorded. The information can be passed on to new owners and if the information does not get passed on to the new owner, it will surface during the transfer of ownership.

After some more discussion the Supervisors were in agreement to take action on this plan.

**MOTION** was made and seconded to approve the Narrows Glen Swale “E” revision Plan. Motion unanimously carried.

**C.) John Yalch/Mike Demmey – Cedar Crest Dr**

Mr. Yalch addressed the Board on an issue that had been brought before the Supervisors last year. The parking of recreational vehicles along the street was an issue the Cedar Crest Drive residents were battling last year. Yalch said fortunately that situation was finally resolved. Since that time he and Mike Demmey have conducted some research and pulled together a suggested plan for the Board to review. The plan is detailing the signage for roads regarding the restriction of parking boats, trailers and campers on the streets of the Twp. During the discussions last year the costs of signage was mentioned. Yalch said after some thought he put together some information that could be useful when planning a project such as this. He said the project could be completed in phases so the costs would not be so prohibitive. Yalch provided a packet of information to each of the Supervisors. He told the Supervisors he thought they could look over the information at their leisure.

Mr. Yalch also thanked the Board for addressing the boat parking situation that was present on Cedar Crest Drive. The elimination of the boat on the street has made life so much easier for the residents who live there. He addressed Roadmaster Brensinger saying it had to make snow plowing much better this year. Suv Brensinger indicated his agreement.

**APPROVAL OF MINUTES**

**MOTION** was made and seconded to approve the Supervisor meeting minutes from 2/15/2016. 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.

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**FIRE CHIEF'S REPORT – Donald Steiner Jr. – Weavertown Fire Co****A.) Monthly Report - February**

For the month of February the calls for service amounted to 37, including 3 hrs of training sessions attended. A total of 372:45 personnel hrs/minutes were logged for February.

Some discussion was held about the recent fire at Godshall Quality Meats on Weavertown Road. Chf Steiner stated he thinks an actual damage report will not be received for some time yet. When questioned, Chf Steiner replied that the cause of the fire is still undetermined and we may not ever know for sure.

**CHIEF OF POLICE REPORT – Chief Harold Easter****A.) Kayla Clements – Intern**

Chf Easter introduced Ms. Clements as a senior at Cedar Crest High School and is interning with the NL Police Dept.

**B.) Monthly Report – February**

Chf Easter reported on the activities for the month of February and mentioned some of the individual categories for these calls of service. Chf Easter reported there were a total of 543 Police-citizen contacts for the month of February with a total of 8,341 miles logged on the cruiser cars.

**C.) 2015-2016 Housing Agreement – Humane Society**

Chf Easter told the Supervisors he has received the Humane Society's agreement for 2015-2016 and has reviewed the contents of the agreement. The pricing has remained the same as last year's agreement at \$1,215. Suv Miller questioned if this was an increase to which Chf Easter replied, no, it is the same amount. Chf Easter reported the agreement seems to be in order and is recommending approval of the contract.

Suv Miller questioned how the Twp program is progressing with residents coming into the Police Office to obtain the necessary report when taking an animal for surrender to the Humane Society. Chf Easter replied the animals will not be accepted at the Humane Society if the report is not part of the surrendering process.

**MOTION** was made and seconded to approve the 2015-2016 Stray Housing Agreement with the Lebanon County Human Society. Motion unanimously carried.

**C.) Traffic Studies; Kimmerlings Road & Kochenderfer Road**

Chf Easter reported that the Board had requested Traffic Studies be completed for Kochenderfer Road and Kimmerlings Road to determine if the speed limit should be revised to 25MPH from the current 35MPH. A detailed report has been provided by Sgt Koons regarding the studies he performed. His determination after reviewing the results from the study is that both roads should remain at the current 35MPH speed limit. The study warrants no changes in the speed limit should be made.

**D.) MOU Between North Lebanon and South Lebanon Twp**

The Board has before them a Memorandum of Understanding between North Lebanon Township and South Lebanon Township concerning the purchase of a 2016 Ford F-250 truck to replace the jointly owned vehicle that was previously used for the purpose of transporting the portable scales or participation with the Motor Carrier Safety Assurance Program.

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**MOU Between N Leb and S Leb Twp (con't)**

The Memo outlines shared responsibilities for both North and South Townships. Chf Easter is asking the Supervisors to approve this MOU.

**MOTION** was made and seconded to approve the MOU between North and South Lebanon Townships. Motion unanimously carried.

**E.) Aggressive Driving – Phase 2**

Chf Easter announced the Aggressive Driving Grant that the Twp had secured last year will be going into Phase 2 shortly. The Officers will be out and about observing the drivers in our area for speeding and seatbelt usage.

**F.) 18-Wheeler Traffic Stops – Martin Barondick**

Mr. Barondick started his comments by saying he would like to address Chf Easter. Barondick described some traffic stops he had observed made by the NL Police Officers, all which were 18 wheeler trucks. After his comments about the traffic stops he mentioned an incident that had previously occurred on the Ebenezer Fire Company grounds. Several more remarks were made before Chf Easter questioned exactly what the question was that was being asked. Barondick continued on to express his dissatisfaction with the Police Dept actions, or in his opinion, lack of action the one time he came to them for help. He then asked Attny. Leonard to tell Sol Wolf that he is did not receive a letter granting permission for Barondick to be on Ebenezer Fire Co property to vote.

The other issue he spoke about was the hiring of Chf Easter. He spoke about some of the requirements that were talked about at the time of Chf Easter being hired. Chp Brensinger told Barondick that the personnel issues are decided by the Supervisors. Any requirements having to do with personnel are at the discretion of the Supervisors.

**TOWNSHIP MANAGERS REPORT – Cheri Grumbine****A.) 2016 Bid Award; Fuel, Paving in Place**

1.) Advertisement for fuel bids were completed. Three bids were received with Talley Petroleum being the lowest bidder after considering charges for winter additives by the other 2 bidders.

**MOTION** was made and seconded to award the bid from Talley Petroleum in the amount of 1.3709 for Highway diesel fuel delivery. Motion carried unanimously.

2.) Advertisement for the 2016 paving project was also completed. Three bids were received for the paving of Jay St as the 2016 paving project. The bid from Pennsy Supply was the lowest bid presented. Mgr Grumbine said \$350,000 was budgeted for this project and Pennsy has come in under that amount.

**MOTION** was made and seconded to award the 2016 paving bid to Pennsy Supply in the amount of \$317,897.00 for the Jay St paving project Motion unanimously carried.

**B.) Award of Municibid Items (4)**

A total of 5 items were placed on Municibid for sale. The Sweepster Leaf Loader had a reserve of \$2500 on it and the bids received were lower than that amount. Conversation followed and it was decided to not accept the highest bid but to remove from the bidding list and attempt to sell it to another municipality. The second item on Municibid was a large leaf box (bid of \$2051) and a

small leaf box (bid of \$1825).

**Award of Municibid Items (4) (con't)**

The next 2 items were a gasboy fuel pump (bid of \$69) and an oil tank (bid of \$46) that were bid on. After some conversation it was decided to accept the bids received on the large and small leaf boxes, the fuel pump and the oil tank. The Supervisors were in agreement to try to sell the Sweepster to another municipality. Suv Brensinger told his fellow Supervisors he would keep them updated as to what happens with the Sweepster Leaf Loader.

**MOTION** was made and seconded accept the bids listed above on the large and small leaf boxes, the gasboy fuel pump and the oil tank. Motion unanimously carried.

**C.) Resolution 10-2016; DAP Forms for Jonas**

The State's request for a Federal Declaration of Major Disaster for Jonas (snow storm) that impacted the region 1-22/24 continues to be in the process of validation. PEMA is asking that Counties/municipalities who anticipate reimbursement adopt the required DAP forms. These forms are being presented to the Board to approve. Bonnie Grumbine has been listed as the authorized signature on the forms as she is the one who has dealt with these forms with past declarations for FEMA reimbursement. The Board is being asked to adopt Resolution 10-2016.

**MOTION** was made and seconded to adopt Resolution 10-2016 regarding the required "Jonas" DAP Forms. Motion unanimously carried.

**D.) Resolution 11-2016 – Swatara Sojourn**

Resolution 11-2016 is the Swatara Sojourn which is the request to approve the annual cleanup efforts along the Swatara Creek. This Resolution is submitted as part of the Township's MS-4 reports.

**MOTION** was made and seconded to approve Resolution 11-2016 approving the Swatara Sojourn. Motion unanimously carried.

**E.) MHP Licenses for 2016**

The annual Mobile Home Park Licensing renewal applications have been received from all 7 Mobile Home Park owners. Each has provided the required information and the yearly fee for renewal. The Board is being asked to approve the renewals.

**MOTION** was made and seconded to approve license renewal of all 7 Mobile Home Parks. Motion unanimously carried.

**F.) Resolution 12-2016; Revised Pension Plan**

A meeting was held on March 8 between the Pension Committee and Conrad Siegel to review the 2015 Performance of the Police and Non-uniform Pension Funds. Following Conrad Siegel and the Pension Committee's recommendation, the Board is being asked to adopt Resolution 12-2016 which is revising the Investment Policy Statement.

**MOTION** was made and seconded to adopt Resolution 12-2016 revising the Twp's Pension Investment Policy Statement. Motion unanimously carried.

**G.) Resolution 13-2016; Destruction of Records**

According to the State Municipal Records Manual, Resolution 13-2016 outlines a list of certain records for destruction. The Board is being asked to adopt Resolution 13-2016.

**MOTION** was made and seconded to adopt Resolution 13-2016 to allow for destruction of certain records according to the State Municipal Records Manual. Motion unanimously carried.

**H.) Group Homes – Knox Box**

Recently questions pertaining to Care Homes and Group Homes being required to have Knox Boxes at the facilities has been submitted to the Twp office. A situation in Heilmandale recently and the existence of an automatic dialer alarm raised the question about the lack of a Knox Box installation. In 2012 a waiver was granted to Allegheny Homes for a care center located on Cedar Crest Dr as there had been no automatic fire alarm at that location. Also it was reported that the facility was attended 24/7. However in recent conversation with the Fire Companies, Theresa George has fielded questions regarding the Care Center/Group Homes falling under the Ordinance for Knox Box installations. The Supervisors are being asked to provide a direction to go with these situations, especially those with automatic alarm systems. Disconnecting the system to avoid purchasing a Knox Box should not be considered as acceptable.

After some conversation Suv Miller asked that Officer Kline be asked to visit these facilities and get some information about each operation. The Chief could then bring the information back to the Board. Conversation continued about the type of information the Twp should have regarding the operation of these group homes. The Supervisors were all in agreement that more information is needed from each of these facilities.

**I.) Pertinent Matters**

1. Meeting with PADOT; Rte 72 Paving 2017 – Mgr Grumbine said she and Roadmaster Brensinger had met with PADOT representatives to discuss PADOT's plans for a paving project slated for 2017. The paving project will go from the City line to Swatara. Suv Brensinger mentioned with the volume of work scheduled with this project, it will probably necessitate night work being done.

2. Safety Committee Year End Report 2015 – Mgr Grumbine told the Supervisors the Safety Committee has submitted their 2015 yearend report. The report highlights the issues discussed as well as any recommendations made by the Committee for the year. Also included was the training webinars that had been completed. Mgr Grumbine reviewed some of the topics listed in the report.

Suv Brensinger said he wished to thank the Safety Committee for pursuing matching Grant monies to purchase 3 eye wash units. The difference between using cold water for an eye injury and the eye wash units is immeasurable. He also mentioned thanks to Pete Spitler and Tom Camasta for completing the installation of all 3 units.

3. Lebanon County Treasurers Office – Mgr Grumbine received notification from Sallie Neuin of the County Treasurers Office. An error had occurred when releasing the Tax bills which her office will be rectifying. Non-taxable properties received an invoice that should not have been mailed. Those individuals will be contacted and informed of the mistake.

4. Codification – After receiving notice from our previous codification company that they will no longer be completing the codification process, the search for a new codifying company began. The staff received proposals from 4 companies. Palmyra Borough recommended the codifier they have been dealing with, General Code Codifications. After a second meeting with the representative from General Code Mgr Grumbine and Bonnie Grumbine were in agreement this company could satisfy the Twp’s needs.

The outline of costs were as follow:

2015 – \$657.00 for Codification Upgrades

2016 - \$795.00 for Hosting

2017 - \$795.00 for Hosting

Mgr Grumbine explained to the Supervisors some of the features this new company offers that the Twp did not have access to previously. One nice feature is a “search engine” when looking for a particular ordinance. After a brief discussion the Supervisors indicated they were ready to take action.

**MOTION** was made and seconded to approve General Code Codifiers as the Twp’s codifying company. Motion unanimously carried.

### **SOLICITOR’S REPORT – Attorney Amy Leonard; Henry & Beaver**

#### **A.) Misc Ordinance Updates**

Attny Leonard reported the draft of the Ordinance updates could possibly be ready for review of the Supervisors by the end of April. Sol Wolf and Mgr Grumbine have reviewed the revisions and a draft will be prepared.

#### **B.) Mini Cell Tower Ordinance**

The mini Cell Tower Ordinance is being prepared and after a final review by Sol Wolf and Mgr Grumbine it will be forwarded to the Board for their review.

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

NCCS is planning a building expansion and the part of the expansion which will take over a small athletic field. At the time of the sale of this property to NCCS, an agreement for use of the athletic fields was signed between the Board of Supervisors and NCCS. Because this small field is being eliminated NCCS has indicated they would be willing to work with the Athletic Associations to schedule limited indoor gym use. Sol Wolf has indicated he expects the addendum to be available for review by the April or May meeting.

#### **D.) Knox Box Non-Compliant Properties (3)**

Attny Leonard reported that Sol Wolf had sent notices to 3 property owners who had, to this point in time, not installed a Knox Box on their properties. The ordering and receipt of the Knox Box has been completed but the installation has not been finalized. The notification had specified a time limit in which to contact the Twp office. As of this time, 1 owner has completed the install and the other 2 property owners have contacted the Twp or respective Fire Chief to schedule appointments. The process will continue to be followed until the installation and activation is completed.

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**COMMENTS FROM BOARD MEMBERS****A.) Suv Dick Miller – Fire Study Committee**

Suv Miller mentioned the Fire Study Committee had held their first meeting. He stated he enjoyed the opportunity to hear about some of the topics and issues that the fire personnel brought to the discussion table. He found it to be informative. He then announced that the March meeting was cancelled.

**B.) Suv Bruce Sattazahn – Donated Trees**

Suv Sattazahn announced that Godshalls Quality Meats (Weaver Bologna) had recently donated (16) 10 ft evergreen trees to the Twp. The only requirement was that the Twp needed to provide the labor to remove the trees. The trees were planted along N 8<sup>th</sup> Ave and along the N 7<sup>th</sup> St side of the Twp property. Suv Sattazahn said he wanted to extend his appreciation to the crews for their quick and efficient work in transplanting the trees.

**C.) Police Negotiations to Commence**

Union representatives from the Police Dept have provided a proposal for their new contract with the Board. The Board met with their Labor Attorney to discuss the Township's proposal. It is very early in the process and updates will be offered from time to time.

**D.) Broom Bear Sweeper**

Suv Brensinger explained it had been his intention to list the used Broom Bear on Municibid. However Annville Twp has expressed interest in buying the equipment from NL Twp. After some discussions it has been decided that \$35,000 is being offered by Annville Twp. Suv Brensinger is asking that his fellow Supervisors take action on this offer from Annville to purchase the used Broom Bear Sweeper.

**MOTION** was made and seconded to accept the offer of \$35,000 for the used Broom Bear Sweeper. Motion unanimously carried.

With no more business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George  
Recording Secretary