

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
APRIL 25, 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
Frederick Wolf	Henry & Beaver LLP

Also in attendance was Brandon Harner of Snyder, Secary & Associates and several other individuals. The meeting was called to order and the pledge to the flag was done.

**COMMENTS FROM THE PUBLIC**

**A.) NCCS Land Development Plan – Ebenezer Rd**

**MOTION** was made and seconded to table action on this plan due to the lack of a representative to answer questions about the plan. Motion unanimously carried.

**B.) Hampton Inn Land Development Plan; Resolution 4-2016 Planning Module**

A new 85-unit hotel is proposed to be constructed along Rte 422 in the area of White's Harley Davidson and Weis Markets. Lebanon County Planning as well as NLT Planning Commission are recommending approval for this Land Development Plan. Also the Planning Module will need to be approved by adopting Resolution 4-2016.

Suv Brensinger questioned the entrance to the proposed facility. Will there be another access or just the existing one off State Rte 422? Mr. Harner replied there will be one access to the hotel and that is the existing one which was approved in 1994 for this property. Suv Miller questioned the portico area which had been discussed. He was told the area is sufficient for what is being proposed. The Supervisors felt the criteria has been met for this plan.

**MOTION** was made and seconded to approve the Hampton Inn Final Land Development Plan conditional on the Twp receiving the signed agreement for capacity purchase and the required bonding. Motion unanimously carried.

**MOTION** was made and seconded to adopt Resolution 4-2016 regarding the Planning Module for Hampton Inn Land Development Plan. Motion unanimously carried.

**C.) PSATS Convention & Lodging – Dawn Hawkins**

Mrs. Hawkins stated she is aware the PSATS Convention was held the previous week. Her question was in regards to the lodging that is offered. Although this is a Twp function she feels that the location is close enough that the Supervisors should not need to lodge in Hershey when the commute is fairly easy. Mrs. Hawkins asked if they had considered commuting to save the cost of lodging. Two of the 3 Supervisors replied they had stayed overnight during the event.

**Lee Spencer** offered his opinion on the subject. He stated having been a Supervisor at one time, he is aware of importance of this convention and the information that can be gained by attending. Also important is being available to attend the evening programs that are offered. Spencer said he feels the cost of the lodging is justified when considering the information that can be gained as well as the networking opportunities. Mrs. Hawkins replied she is aware of the advantages but felt she would share her opinion on the subject.

**D.) Update on Fire Siren Activity for Ebenezer Fire Co. - Lee Spencer (President)**

Mr. Spencer told the Board he is here to update them on the events concerning the fire siren procedure for the Ebenezer Fire Co. Within the last year the Company has dealt with EMA to silence the alarm between the hours of 9pm and 9am. During the daytime the siren is activated 1 time and a request to cancel the second activation was put in place. The problem is not the Fire Company having the siren activated. The problem is with EMA's software and the inability to override certain settings that are in place. A cancellation device had been installed by Donnelly which cancelled the reactivation of the siren between the hours of midnight and 6am in the morning. Suv Brensinger voiced his appreciation of the Fire Company attempting to work with the neighbors in the area after having received a complaint about the siren activation.

**Suv Sattazahn** wanted to go on record with his feelings about a phone call he received on his voicemail at his home. The phone call certainly was not good and contained very unflattering language. He expressed appreciation for the fact that his wife was not home to be subjected to this type of language. Furthermore he has nieces and nephews that frequently visit his home and he certainly did not want them to hear the profanities that were contained in the message. He voiced his preference to conduct these types of conversation one-on-one. His opinion concerning the siren activation is that it has been altered to try to satisfy the complaint from 1 resident. That is the only complaint that has been received. It has been his experience that majority usually rules. No other complaints have been received and his opinion is that the complaint has been addressed and no further action needs to be considered.

**Martin Barondick** from New Street commented that he is still unhappy that he has to deal with the loud sirens, which in his opinion, is unnecessary. With all the electronics available today there is no reason he should have to contend with this noise, whether it is daytime or nighttime.

**APPROVAL OF MINUTES**

**MOTION** was made and seconded to approve the Supervisor meeting minutes from 3/21/2016. 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 – No Fire Chiefs Present**

**A.) Monthly Report - March**

No report was reviewed due to lack of the Fire Chief attendance.

**B.) Phantom Box Cards & Revisions – Rural Security Fire Co**

Mgr Grumbine reported that Allen Firestone, Chf of Rural Security had submitted the Phantom Box Cards with a few revisions. A new box card has been added which contains all the structures located on the Sunset property, 1650 N 7<sup>th</sup> Street.

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**Phantom Box Cards & Revisions – Rural Security (con't)**

Other revisions listed are some changes in regards to the equipment that would respond to specific calls.

**MOTION** was made and seconded to approve the Rural Security Phantom Box cards as submitted to the Twp with changes of equipment and the new card for the Sunset property. Motion unanimously carried.

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

Chf Easter reported on the activities for the month of March and mentioned some of the individual categories for these calls of service. Chf Easter reported there were a total of 563 Police-Citizen contacts for the month of March with a total of 7,853 miles logged on the cruiser cars.

**TOWNSHIP MANAGERS REPORT – Cheri Grumbine****A.) Employee Appointment to Safety Committee – Lori Books**

Mgr Grumbine is recommending Lori Books be appointed by the Board to serve on the Safety Committee. She will be joining current members Theresa George, Kori Eder, Rich Evans, Tom Camasta and Tim Buffenmeyer. Lori will be filling the vacated position.

**MOTION** was made and seconded to appoint Lori Books to the Safety Committee as administrative representative. Motion carried unanimously.

**B.) Resolution 14-2016– Appointment of Accident & Illness Prevention Program Coordinator**

The Board is being asked to approve Resolution 14-2016 appointing Lori Books as the Accident & Illness Prevention Program Coordinator.

**MOTION** was made and seconded to adopt Resolution 14-2016 appointing Lori Books as the Accident & Illness Prevention Program Coordinator. Motion unanimously carried.

**C.) Group Homes – Can automatic fire alarm be disconnected? Knox Box?**

Following up on the conversation at the last meeting, Mgr Grumbine contacted Commonwealth Code Enforcement for commercial, industrial and multi-family dwellings. They were able to provide information on 2 different classifications for Group Homes:

R-3 Congregate living facilities with 16 or fewer occupants requires no alarm system, just smoke detectors and carbon monoxide detectors;

R-4 Residential occupancies shall include buildings arranged for occupancy as residential care/assisted living facilities including more than five but not more than 16 occupants, excluding staff. Fire alarm systems and smoke alarms are required for this classification.

A letter was sent dated April 11 to the owner of the property asking for a copy of their License which would provide the classification. Det Lauver had received information while preparing the Emergency Operations Plan that stated there were only 2 people living at the residence and would not require an automatic fire alarm.

Suv Brensinger asked about the fact that there are only 2 individuals living at the location. Mgr Grumbine confirmed that Det Lauver had received that information while he was compiling the Emergency Manual for the Twp. So according to this information received they are not required to have a fire alarm system was his question.

**Group Homes/ Fire Alarms (con't)**

Suv Sattazahn questioned if we are notified about license information for all group homes in the Twp. Mgr Grumbine stated we do not. Suv Miller questioned if we could send a letter to the Dept of Labor & Industry requesting this information be provided to us. Mgr Grumbine agreed to prepare a letter of request to send to L & I. Suv Miller said this is information he feels we should have in our files for all Group Homes located in the Twp.

**D.) Restricted Garage Access to Offices; Quote to Install Keri FOB**

During the March quarterly employee meeting a discussion regarding the restriction of individuals entering the building from the garage area was held. It was suggested that our current Keri system be installed on the door that separates the garage from the maintenance offices. Since that meeting a quote was received from Reed's Locksmith for an installation. As this was not a budgeted item but had been requested by employees to increase safety, Mgr Grumbine is asking the Board for a direction to go with this suggestion and the quote.

Suv Miller questioned if this is the first time this subject was raised by the employees. Mgr Grumbine replied the issue had been discussed previously but this is the first time the maintenance crews have suggested securing the door with a FOB. He then asked Suv Brensinger if this is going to impede the employees from entering the building easily. Suv Brensinger stated it should not as they all have a keychain on which they carry their FOB, which is used to enter several other doorways within the building. Suv Miller said if the employees feel their safety is at risk then he feels we should have the FOB lock installed on this entry door to the garage area. Suv Sattazahn questioned the urgency of this that we could not wait until next year's budget. Mgr Grumbine replied that the summer season is approaching and that is the time of year when the doors are typically left open in the shop area. The Supervisors agreed to move forward on the installation and should be budgeted to the Capital Improvement Fund.

**MOTION** was made and seconded to approve having Reed's Locksmith install a FOB lock on the entry door located between the garage area and the WasteWater Office expensing from the Capital Improvement Fund. Motion unanimously carried.

**E.) Knox Box – 1133 State Rte 72 Property (Barr Landscaping)**

Ebenezer Chief Weitzel has recommended to the Board that the Knox Box Ordinance be waived for the property located at 1133 State Rte 72 N which is the location of Barr's Landscaping. This property has 2 separate single family dwellings as well as a separate garage that has no man door (only overhead). To gain access to the garage for the business the only way is to use the numeric keypad mounted to the right of the overhead door. The Board is being asked to determine the applicability of a Knox Box for this business which has no man doors. The 2 single family dwellings do not fit the criteria of the Knox Box Ordinance.

Suv Sattazahn stated he is recusing himself from this subject due to his close association with the owner of the property. Suv Miller queried if the overhead door is the only door located on the garage that is used by the business located at this address. Suv Brensinger stated that the bulk of the business conducted there is the selling of mulch and landscape accessories. The garage is utilized to house the equipment used for the landscaping business. The house which had been office space for the previous business is not used by Barr's Landscaping.

**MOTION** was made and seconded to approve a waiver from the Knox Box Ordinance for the property located at 1133 State Rte 72 N as it now exists. Motion passes on 2 votes for (Brensinger and Miller) and 1 abstention (Sattazahn) from voting.

#### **F.) Heilmandale Rd Resident Request – Deer Crossing Sign**

The Board has received a request to consider placing a “deer crossing” sign in the area of 1761 Heilmandale Rd. Mgr Grumbine contacted the property owner to inform them it would not be necessary to attend the meeting unless there was other business they had to bring to the Board. She also explained should the Supervisors be in agreement a request would need to be made to PADOT as it is a PADOT roadway. PADOT would then perform a study to determine whether or not a sign is warranted. They would then provide the Twp with the report for posting for the sign.

Suv Miller questioned if there is that many deer in this area that a sign is warranted. Suv Brensinger responded that is what PADOT will have to determine. They will probably conduct a study and then tell the Twp yes or no. Suv Miller said he sees no harm in requesting PADOT to do the study. If the answer is yes then the question will be asked who is responsible for all the costs associated with the sign and placement. Suv Sattazahn asked if the Twp could be mandated to provide the sign including the costs. He was told no, the option would be for the requestor to assume the costs or not place the sign.

**MOTION** was made and seconded to submit a letter to PADOT requesting that they do a study for the placement of a deer crossing sign for Heilmandale Rd conditional on the requester’s address being located within NL Twp. Motion unanimously carried.

#### **G.) Park & Rec Ordinance & Bylaws – Revise**

It was recently discovered that the Ordinance which created the Park & Rec Board is in need of updating. As the Bylaws are also outdated, they would also be reviewed for revisions. Another issue which needs to be discussed and updated is the “Fees In Lieu Of” portion of the subdivision ordinance. If the Supervisors are in agreement Lori Books, Sol Wolf and Mgr Grumbine will work with the current Park & Rec Board on the updating of the Ordinance and Bylaws.

Sol Wolf said a review of the Park & Rec Ordinance as well as the Bylaws will be completed and revisions discussed for the current documents. A draft with the suggested revisions will then be forwarded to the Supervisors for their review.

**MOTION** was made and seconded to approve the Park & Rec Ordinance review and suggested revisions as well as a review of the Bylaws for the Park & Rec Board. Motion unanimously carried.

#### **H.) Resolution 15-2016 – Deed of Dedication for Homestead Acres Phase 3**

Resolution 15-2016 accepts portions of 3 streets located in Homestead Acres Phase 3; Harvest Dr, Hunters Chase Ln and Manor View Dr. A punchlist had been prepared and a final inspection completed by Roadmaster Brensinger which indicates all items on his list have been addressed. Resolution 15-2016 identifies the portions of the streets ready for dedication. It will be recorded at the Clerk of Courts and filed with PADOT for inclusion with our annual Liquid Fuels allocation once the Resolution is adopted and recorded. The Board should also take action to approve the Agreement with Isaac and Lena Martin for an 18-month Integrity Bond regarding security for the streets and appurtenances in Homestead Acres Phase 3.

**Resolution 15-2016 (con't)**

Suv Miller questioned if the adoption of this Resolution will mean the portions of the streets adopted will be included in next year's allocation for Liquid Fuels. He was told the identified portions of streets will only be included for our 2017 allocation as we have already received this year's allocation. Suv Brensinger questioned if all winter maintenance invoices have been paid in full. Mgr Grumbine replied she would need to confirm with Bonnie to confirm that. Sol Wolf reminded the Supervisors that before agreeing to any bonding being released to the developer the Twp should be sure all legal costs and recording costs for this issue have been paid.

**MOTION** was made and seconded to adopt Resolution 15-2016 accepting portions of Harvest Dr, Hunters Chase Ln and Manor View Dr located in Homestead Acres Phase 3 and enter into an 18 month Integrity Bond conditional on all outstanding costs to the Twp being paid in full. Motion unanimously carried.

**I.) Naming Private – Hawk Lane**

On the west side of N 7<sup>th</sup> Street a private lane has 6 different properties that have N 7<sup>th</sup> St addressing. The concern arises during emergency responses. Lebanon County GIS has contacted the property owners and received the suggestion of "Hawk Lane" as a name for a private lane. Lebanon County GIS will work on applicable addressing for the properties located on this lane and notify County Assessment, the post office and others on the changes in addressing. The Supervisors are being asked to approve the name of "Hawk Lane" for this private lane.

Suv Brensinger questioned if the owners were told they would be responsible for the costs of the blue/white lane sign and the installation of the sign and post. Mgr Grumbine replied she would verify with GIS to share that information with the owners of the property.

**MOTION** was made and seconded to approve the name of "Hawk Lane" for the private lane located on the west side of N 7<sup>th</sup> St and authorizing County GIS to work on new addressing for these properties. Motion unanimously carried.

**J.) Application to ASA Program – Paul Horst**

An application was received from Paul Horst regarding a track of land he recently acquired and would like to add to the AG Security Program. The land consists of 23 acres. The receipt of the application must be advertised and the property posted. After the required review period, the information must be forwarded to the Ag Security Advisory Committee, the NLT Planning Commission and Lebanon County Planning for their recommendations. Following receipt of their recommendation the Application must be advertised again and the property reposted announcing the date and time of a Public Hearing. The seven year renewal of the Twp's current ASA is 2019.

Sol Wolf suggested contacting the AG Advisory Committee members and have them make contact with anyone who may be considering the AG Security Program for their properties. It is expensive for the Twp to complete these applications so it makes sense to complete all requests at one time.

**K.) Tree Dedication Agreement**

Payment for tree #22 in Lenni Lenape Park has been received. An agreement has been submitted and the Board is being asked to approve the agreement.

**MOTION** was made and seconded to approve signing the tree dedication agreement for tree #22 at Lenni Lenape Park. Motion unanimously carried.

**L.) Municibid Items (2 lots)**

The Twp received bids on 2 lots that were placed on Municibid. 1.) 2 steel file cabinets; 2.) a steel desk with 2 wooden chairs. The highest bidder for both items came from the same person. The Board is being asked to approve these 2 bids.

**MOTION** was made and seconded to award the bids on Municibid for the highest bidder. Motion unanimously carried.

**M.) New Scoreboard – Long Lane Athletic Fields**

In 2015 the Athletic Association requested approval to install a new scoreboard, which they had stated they would take full responsibility for installation and all future maintenance. Currently the new scoreboard is still not connected to electric, as the past 2 contractors have backed out. After a conversation with the Athletic Association, Dave Strohm is questioning the Board if he should review and connect the electricity. He estimated it would take approximately 2 hours to complete.

After some discussion the Board stated a representative from the Athletic Assoc should be present to assist Dave when completing the connection work. Mgr Grumbine replied if that is what the Board would prefer she would inform Dave of their wishes. Suv Miller stated someone from the Association needs to be there to take responsibility for the work that gets completed. His fellow Supervisors indicated their agreement.

**MOTION** was made and seconded to approve the Park & Rec Foreman completing the electrical work on the new scoreboard located at the John Lyter Teener Field contingent on a member of the Association being present at the time the work is being completed and the Assoc take responsibility for the work completed. Motion unanimously carried.

**N.) LED Upgrades – Street Lights**

A meeting was held recently with Met Ed regarding upgrades to LED street lighting. Bonnie has forwarded all the Twp's questions. The program outlines any lights 10 years or older and that have not been upgraded within the 10 years would be replaced at Met Ed's expense. Mgr Grumbine explained the change will not be an immediate response. The lights will be reviewed by Met Ed, the parts will be ordered and when the parts are delivered is when the Twp would go on the work roster for Met Ed. After discussing the probability of the street lighting costs being reduced, the Supervisors were in agreement that the ones within the perimeters of Met Ed's 10 year streetlamps requirements.

Suv Brensinger reminded Mgr Grumbine the street light specs will need to be reviewed and revised to match the LED upgrades that are being recommended for the current street lights. Any new developments will need to meet the current standards. Mgr Grumbine indicated her agreement.

**MOTION** was made and seconded to approve the agreement with Met Ed for upgrading any eligible street lights to LED lighting at Met Ed's expense. Motion unanimously carried.

**O.) Pertinent Matters**

1. GLRA Invite – Recycling Recognition – The GLRA is holding their annual Recycling Recognition event on May 3, 2016 @ 7pm at the Maintenance Facility. The Supervisors are invited to attend with the Twp's Recycling Coordinator to accept an award for recycling efforts, An RSVP is requested by April 29. After some conversation Chm Brensinger said it looks like Bonnie will be representing the Twp as all 3 Supervisors are unavailable at that time.

2. Day of Caring April 23<sup>rd</sup> – 9am to Noon; A group of 16 volunteers from the Lebanon Federal Credit Union participated in the annual Day of Caring by donating time in our parks. Weeding, mulching and staining was done by all volunteers. Dave Strohm commended the volunteers for giving their time. Mgr Grumbine stated a note of thanks will be forwarded to the Lebanon Federal Credit Union.

3. PSATS Executive Board reappointed Suv Brensinger to continue serving on that Board. Suv Brensinger stated he finds being on the Board very informative in a lot of different aspects. He shared appreciation of PSATS services and all of their staff. Suv Miller has been appointed as Chair of the Resolutions Committee. He remarked that he finds the educational seminars offered by PSATS are invaluable.

4. Administrative Day – May 3<sup>rd</sup> Lunch – Mgr Grumbine told the Board she would like to treat the office staff to lunch on Tuesday, May 3<sup>rd</sup> in honor of Administrative Assistant’s Day. She wanted to let the Board know the office would be closed from 11:30 to 2:00. The Supervisors indicated their agreement for the luncheon and closing of the office between 11:30am and 2pm.

## **SOLICITOR’S REPORT; Sol Fred Wolf -- Henry & Beaver**

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

Sol Wolf reported that as part of the Ordinance updates, Chf Easter has provided his suggestions for the Police related Ordinances. Chf Easter, Mgr Grumbine and Sol Wolf will be meeting to review the Chief’s suggested revisions. Also part of the updates will be the new Mini Cell Tower Ordinance which was prepared by The Cohen Group. All revisions have been completed and the draft has been provided to the Supervisors for their review.

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

Sol Wolf mentioned the non-compliant property owners he has been reviewing with Theresa George, Twp Clerk. At this point there is only 1 individual that has not brought his property into compliance. After letters were issued to the other 2 property owners, those owners took steps to complete the process. Sol Wolf told the Board he will be drafting a letter which gives the remaining owner 10 days for compliance or the issue will be pursued through the courts.

### **C.) Park & Rec Fees In Lieu of Amendment**

During the review of the current Park & Rec Ordinance, the Fees In Lieu Of portion of the subdivision ordinance will be reviewed for updating as well. All these subjects will be reviewed for revisions and updates. The Fees In Lieu Of will be included in the overall Ordinance updates the Twp is working on at this time.

### **D.) Property Acquisition**

In the process of the Annual Dam Inspection completed at Lions Lake, issues were raised in regards to the floodplain areas outside the dam breast. A small property located at 130 Old Ebenezer Road, on the corner of Jay St and Old Ebenezer Rd, has become the focus of an important decision. DEP required the property either be vacated or the Twp would be required to review and restructure the existing dam, costing hundreds of thousands of dollars. In an attempt to negotiate a price for purchase of the property, the owner came back with an appraisal in the area of \$70,000. However after the Twp appraisal of \$40,000 came back and discussions about condemnation proceedings was had. The price of \$58,000 was finally negotiated and deemed acceptable to all involved. Sol Wolf is asking the Supervisors to approve signing the agreement of sale for this property.



**MOTION** was made and seconded to authorize the signing for an agreement of sale regarding the property at 130 Old Ebenezer Road. Unanimously carried.

**E.) Pertinent Matters**

1. NCCS/ Athletic Assoc Agreement regarding the indoor gym use has been discussed and signed by both the school and the Athletic Assoc. The Agreement will become an Amendment to the existing Athletic Assoc/NCCS agreement from several years ago.

**MOTION** was made and seconded to approve the amendment to the current Athletic Assoc/ NCCS agreement regarding sports fields and indoor gym use during times of inclement weather. Motion unanimously carried.

2. BOS/Authority Joint Meeting is scheduled for June 9 to discuss any/all common issues the Boards work on jointly. Sol Wolf will be preparing the Agenda and will provide to both Board members prior to the meeting. If the Supervisors have any topics they would like to have included on the Agenda they should let him know.

**COMMENTS FROM BOARD MEMBERS**

**A.) Police Negotiations Continue**

Chm Brensinger reported the negotiations with the Police Association for their new contract continues. He stated the meetings have been positive so far.

**B.) WasteWater Certification – Ed Brensinger**

Suv Brensinger discussed the staff changes in the maintenance departments. As there are only 2 wastewater certified operators for the wastewater department, one of which is looking to retire in the near future, he decided to pursue and has accomplished getting certified as a wastewater operator. It is his hope to encourage at least 1 more member of the maintenance staff to pursue certification. All costs associated with this certification had been paid for by the Municipal Authority. Mgr Grumbine and his fellow Supervisors commended Ed on this achievement.

**C.) GP-11 Permit – Water Street**

Suv Brensinger mentioned the GP-11 Permit that had been applied for last fall in regards to some repairs needed on Water St at a stormwater structure. After all this time the Permit has finally been received. A Bog Turtle habitat has been located in the area and the Twp work will need to be scheduled around their mating/nesting season.

**D.) Central Medical/ FASP Services – Dick Miller**

Suv Miller stated it had been his intention to discuss this subject tonight. However it will be tabled because the information pertaining to the issue was only received today.

With no more business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George  
Recording Secretary