

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
JUNE 20, 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
	Harold L. Easter	Chief of Police
	Frederick Wolf	Henry & Beaver LLP
Absent	A. Bruce Sattazahn	Treasurer
	Cheri F Grumbine	Twp Manager

Also in attendance was Tom Kotay of Lebanon County Transportation and several other individuals. The meeting was called to order and the pledge to the flag was done.

**COMMENTS FROM THE PUBLIC**

**A.) Update on Rails to Trails Phase 7 Project – Tom Kotay (LCPD)**

Tom Kotay told the Board he was present to give an update on Phase 7 of the Rails to Trails extension which will pass through a portion (1.8 mile) of North Lebanon Twp. He provided the Board with a map of Phase 7 showing the trail which follows the former railroad bed. This land is already owned by the County and the group is ready to begin the design work and in 2017 the actual construction of the trail. Kotay told the Board he is asking for approval on 2 issues tonight, the design as shown for the portion of the trail that will be in North Lebanon Twp and secondly a copy of June Supervisor minutes, once approved, stating the approval received from the Board. The roads involved will be Tunnel Hill Rd, State Rte 72 and Hill Church Rd all of which are PADOT roadways.

Suv Miller asked if local traffic will be impacted by the project. Tom replied immediate local traffic will be permitted access to their properties. It is estimated the project should only take about 2 weeks in regards to the detour process.

**MOTION** was made and seconded to approve the design for the Rails to Trails as presented to the Board tonight and also a copy of the approved minutes being provided to Tom Kotay. Motion unanimously carried.

**APPROVAL OF MINUTES**

The minutes of May 16, 2016 are ready for action.

**MOTION** was made and seconded to approve the Board of Supervisors minutes from May 16, 2016. Motion 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 – Don Steiner Jr.****A.) Monthly Report – April/May 2016**

Chm Brensinger told Chf Steiner that the new format for the monthly reports are posted on the one drive for the Supervisors. He is happy with the reports which provides the Board the information that had been questioned in the past. Chf Don said it is still a work in progress but he thinks they are almost there.

Chf Steiner reported in April there were a total of 45 calls, a total of 154.75 man hours and 23 training sessions completed. For the month of May there were 23 calls, a total of 85.82 man hours and 27 training sessions completed.

**B.) Fire Study Committee – June 28<sup>th</sup> @ 7pm**

Chf Steiner announced the Fire Study Committee will be meeting on Tuesday, June 28<sup>th</sup> @ 7pm. The purpose is to meet and discuss future planning for the Twp Fire Companies.

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

Chf Easter reported on the summary of activities for the month of May. A total of 591 citizen/Police contacts was had along with 7,847 miles on the cruisers.

**B.) Calvary Church Event, 4K Run – 8/20/2016****White's H-D Cruise Night – 7/02/2016**

Chf Easter told the Supervisors there are 2 events before them for action. The first is the annual White's Harley Davidson Cruise scheduled for July 2 and the second event is a 5K event for the Calvary Church scheduled for August 20. Chf stated information on both events have been relayed to the Fire Police. Scheduling is under way with the Fire Police for coverage of both events. After some discussion action was taken on the requested events.

**MOTION** was made and seconded to approve the Whites HD Cruise Night event for July 2 and the 5K run event for the Calvary Church. Motion unanimously carried.

Chf Steiner, Weavertown Fire Co, requested approval for the Fire Co to attend the White HD event on July 2<sup>nd</sup> as he does not think it was included on their non-emergency listing.

**MOTION** was made and seconded to approve Weavertown Fire Co attending the White's HD Cruise event scheduled for 7/02/2016. Motion unanimously carried.

**C.) Department Awards**

Chf Easter told the Board that the Police Department received a Certificate of Appreciation for their Aggressive Driving Enforcement Program. Also Sgt Duane Koons received the Officer of the Year Award for Region 2 for 2015/2016. He wanted to extend congratulations to Sgt Koons on that achievement. The Board members asked Chf Easter to pass along their congratulations to Sgt Koons on receiving this honor.

**TOWNSHIP MANAGERS REPORT – Read by Chm Brensinger****A.) Tree Dedication – Leni Lenape (#34)**

A Dedication Agreement for tree #34 at the Lenni Lenape Park has been received. The Board is asked to authorize and sign the agreement.

**MOTION** was made and seconded to authorize the Tree dedication Agreement for tree #34 located in Lenni Lenape Park. Motion unanimously carried.

**B.) Acknowledgement of Employee – Lori Books**

At the time of hiring Lori Books, she was placed on a 6-month probation before becoming a full-time employee. Mgr Grumbine recommended to the Supervisors they confirm satisfactory completion effective July 1, 2016. Chm Brensinger stated that the Board is asked to take action to confirm Lori's full-time status with North Lebanon Twp.

**MOTION** was made and seconded to approve Lori Books as a full-time Administrative Assistant for North Lebanon Twp with full-time benefits and wages as recommended. Motion unanimously carried.

**C.) Pertinent Matters**

1. Deer Crossing Sign area of 1761 Heilmandale Road – A letter had been received from the Gallarellis from Heilmandale Rd asking about signs being posted in regards to Deer Crossing. PADOT has completed their study and indicated to Mgr Grumbine that the need for signage does exist in this area. The Lebanon County PADOT crew has up to 60 days to complete installation. Mgr Grumbine has contacted the Gallarellis to inform them of PADOT's decision. They sent their appreciation to the Supervisors for following up on their request.

2. 2015 TCC Audit (EIT) – A copy of the Audit from Boyer & Ritter for the 2015 TCC Audit (EIT) has been provided to the Supervisors. There were no audit findings and Keystone was found to be in compliance with Act 32.

3. 2014 Liquid Fuels Audit – NLT – An audit performed by the Auditor General's Office was completed for the 2014 Liquid Fuels Fund with no findings or adjustments being needed. This information has been provided to the Supervisors for their review.

4. 2015 Township Audit - BSSF – Brown, Shultz, Sheridan and Fritz have completed a 2015 audit of Township funds with copies provided to the Board on One Drive.. Should the Supervisors have any questions they should contact Mgr Grumbine.

Chm Brensinger stated as there have been no findings in any of these audits, it appears things are being completed as required. He is happy that the Board does not have to report on any findings.

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

**A.) Misc Ordinance Updates Including Mini Cell Tower Ord**

Work is being completed on the draft of the Ordinance updates and will be provided to the Supervisors for their review by the end of the month. The Mini Cell Tower Ordinance will be reviewed for consideration at the same time the Ordinance Updates are discussed.

**B.) Knox Box Non-Compliant (now compliant) Property Update**

At the last meeting information had been shared with the Supervisors regarding a property owner whose property was still in non-compliance with the Knox Box Ordinance. A letter of notice had been mailed from Sol Wolf which prompted the property owner to contact the Twp office. Since that time the owner has brought the property into compliance by meeting with the appropriate Fire Chief and activating the Knox Box. No charges were filed with the courts.

**C.) ZHB Cases #2-2016 and #3-2016**

Sol Wolf reported on 2 Zoning Hearing Cases that are scheduled for Tuesday, June 28. He stated that the Board and he would be discussing the hearings in executive session in order to determine if a representative from the Supervisors should attend the hearing.

**D.) Paul N. Horst ASA Application – Set Public Hearing Date/Time**

A request for inclusion in the AG Security Program was received from Paul N. Horst for a parcel of land located on the west side of State Rte 72 N. The Ag Advisory Committee and the NLT Planning Commission have reviewed the application and offered their recommendations. Sol Wolf told the Board a date should be scheduled for a Public Hearing as well as advertising completed once a date is established. Discussion followed about the time period needed to advertise the hearing and posting of the land. Suv Miller questioned if the August meeting date would provide enough time to get everything accomplished. Sol Wolf said he thinks that would give us the time that is needed. He will review the requirements and get started on the advertisement to be sent to the newspaper. Suv Miller suggested we advertise August 15 at 7:15pm for the public hearing. Chm Brensinger indicated his agreement.

**E.) New Lease for Rental Properties (2)**

Sol Wolf told the Supervisors the leases for the rental properties have been under review. The leases that were being used are from many years ago when a management company was involved. One of the two leases is coming up due and Mgr Grumbine would like to have an updated lease with some revisions available for signatures. He asked the Supervisors to review the leases and prepare any questions/comments they might have. It was agreed by all to table this issue until July.

**COMMENTS FROM BOARD MEMBERS****A.) Appointment to Ag Security Advisory Committee – Allen Heagy**

Chm Brensinger spoke about the AG Advisory Committee that is involved in reviewing any applications that are submitted in regards to the AG Security Program for NLT. The original committee consisted of 7 property owners from the farming community. Since that time 2 are deceased and 1 has moved out of the Twp. After discussion with Cheri Grumbine about the membership, Suv Brensinger spoke to Allen Heagy who operates 2 different farmed properties in NLT. When asked if he would agree to sit on the Committee, Allen Heagy agreed to do so.

**MOTION** was made and seconded to appoint Allen Heagy to the AG Security Advisory Committee for NLT. Motion was unanimously carried.

**B.) Fire Study Committee – Dick Miller**

Suv Miller referred to the meeting that Chf Steiner mentioned for June 28<sup>th</sup>. He said he looks forward to attending the meeting and participating in the discussions regarding the Fire Companies in NLT.

With no more business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George  
Recording Secretary