

**MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
JANUARY 3, 2017**

The regularly scheduled meeting of the North Lebanon Township Board of Supervisors was held at 1:00 PM at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following people present:

Edward A. Brensinger	Supervisor
A. Bruce Sattazahn	Supervisor
Richard E. Miller	Supervisor
Cheri F. Grumbine	Township Manager

Also in attendance were several other individuals.

The Call to Order was made and the Pledge to the Flag was completed.

REORGANIZATION FOR 2017

1.) Oath of Office – N/A

2.) Nomination and Election of Board Members

Chairman	Richard E. Miller
Vice Chairman	Edward A. Brensinger
Treasurer	Bruce Sattazahn

MOTION was made and seconded to nominate Edward A. Brensinger as Vice-Chairman and Bruce Sattazahn to serve as Treasurer expiring 12/31/2017. Also Ed Brensinger to serve as voting delegate at PSATS. Motion unanimously carried.

MOTION was made and seconded to nominate Richard E. Miller as Chairman. Motion unanimously carried.

3.) Motion to Appoint the Township Secretary (Presently Cheri Grumbine) and Assistant Treasurer (currently Cheri Grumbine)

MOTION was made and seconded to appoint Cheri Grumbine as Twp Secretary and to act as assistant Twp Treasurer, as needed. Motion unanimously carried.

4.) Motion to Set Treasurer’s Bond to \$300,000 and Office Staff/Clerks Bond Limit to \$100,000 each

MOTION: Was made and seconded to set the Treasurer’s Bond limit at \$300,000 and the Office staff/clerks Bond limit at \$100,000 each. Motion unanimously carried.

5.) Motion to Appoint Township Solicitor – Presently Frederick S. Wolf

MOTION was made and seconded to appoint Frederick S. Wolf as the Township Solicitor with a quarterly retainer of \$600. Motion unanimously carried.

6.) Motion to Appoint Steckbeck Engineering (Steve Sherk/ Dan Cannistraci) as Consulting Engineer for MS-4 Stormwater Issues

MOTION was made and seconded to appoint Steckbeck Engineering (Steve Sherk and Dan Cannistraci) as the Twp's MS-4 Stormwater consultant Engineer. Motion unanimously carried.

7.) Motion to Approve Depositories for Township Funds - Presently Fulton Bank, Northwest, Jonestown, PLGIT and First Citizens Community.

The Board is being asked to take action on these depositories and also to authorize the Manager/Secretary opening CD's, renew, or withdraw from CD's as necessary, only in the name of North Lebanon Township, for North Lebanon Township's various funds.

MOTION was made and seconded to approve Fulton Bank, Northwest, Jonestown, PLGIT and First Citizens Community Bank as listed depositories for all Township Funds. Authorization is also approved for the Township Manager/Secretary to open CD's, renew, or withdraw from CD's as necessary, only in the name of North Lebanon Township, for North Lebanon Township's various funds. Motion unanimously carried.

8.) Motion to Appoint SEO (Presently Lebanon County Planning Dept – Gordon Sheetz and Alternate – (Vacant at this time)

MOTION was made and seconded to appoint Lebanon County Planning Dept / Gordon Sheetz as SEO Township Sewage Enforcement Officer. Motion unanimously carried.

9.) Appointment of ABI, Inc. (Randy Maurer) for Enforcement of International Property Maintenance Code

Associated Building Inspections Inc, which is owned by Randy Maurer, has worked with the Code Enforcement Officer, Officer Rick Kline, for the code enforcement of properties within North Lebanon Township. A fee of \$75 per hour is set for this service.

MOTION was made and seconded to appoint ABI (Randy Maurer) to work with NLT's Code Officer, Rick Kline on the IPMC enforcement issues. Motion unanimously carried.

10.) Select Voting Delegate for PSATS Conference; Approve Supervisors, Roadmaster, Manager, And Admin. Assistant to Attend PSATS Convention. Also approve Roadmaster, Manager and Admin Assistant to receive employee wages when attending State Conference and County Convention.

MOTION was made and seconded to approve Ed Brensinger as the voting delegate for the PSATS conference, as well as the Supervisors, Roadmaster, Manager and Admin Asst attending the PSATS Conference on April 23-26 2017 and the County Convention to be held in October of 2017. The Roadmaster, Twp Manager & Admin Asst are approved to receive their regular employee wages while in attendance at State and County Conferences. Motion unanimously carried.

11.) Affirm Supervisor Ed Brensinger as Roadmaster

MOTION was made and seconded to affirm Ed Brensinger as Roadmaster for NL Twp for 2017. Motion carried unanimously.

12.) Motion to Approve Board Meeting Schedule for 2017

The 2017 meeting dates have been advertised for the third Monday of each month of 2017. All meetings commence at 7:00PM at the Township Municipal Building (Board Meeting Room). Joint meetings with the Municipal Authority are scheduled for 2nd Thursday in June and November.

MOTION was made and seconded to approve the Board of Supervisors meeting schedule for 2017 as listed, including 2 Joint Meetings with the Municipal Authority. Motion unanimously carried.

13.) Motion to Approve 2017 Holiday Schedule – Dates Offices Closed

Good Friday	Apr 14	Election Day	Nov 7
Primary Election	May 16	Veterans Day	Nov 10
Memorial Day	May 29	Thanksgiving Day	Nov 23
Independence Day	July 4	Christmas Day	Dec 25
Labor Day	Sept 4	New Year's Day	Jan 1, 2018

MOTION was made and seconded to approve the 2017 Holiday schedule as listed above for non-uniform employee Holidays and the offices to be closed on these days. Motion unanimously carried.

14.) Appointments to Various Boards/Commissions

A. Municipal Authority – (5 yr term) TO EXPIRE: 12/31/2021

APPOINT: Brian Hartman

MOTION was made and seconded to re-appoint Brian Hartman to serve on the Municipal Authority Board, expiring 12/31/2021. Motion unanimously carried.

B. Planning Commission – (4 yr term) TO EXPIRE: 12/31/2020

APPOINT: Bill Tice; Charles Allwein Sr.

MOTION was made and seconded to re-appoint Bill Tice and Charles Allwein Sr to serve on the Planning Commission, expiring 12/31/2020. Motion unanimously carried.

C. Park & Recreation - (3 yr term) TO EXPIRE: 12/31/2019

APPOINT: Dwayne Elder; Corey Hetrick

MOTION was made and seconded to re-appoint Dwayne Elder and Corey Hetrick to serve on the Park & Recreation Board, expiring 12/31/2019. Motion unanimously carried.

D.) Vacancy Board – (1 yr term) TO EXPIRE: 12/31/2017

APPOINT: Dave Maeder

MOTION was made and seconded to appoint Dave Maeder to serve as the Vacancy Board, expiring 12/31/2017. Motion was unanimously carried.

E.) Authority/Township Joint Arbitration Board (1 yr term) EXPIRE: 12/31/2017

APPOINT: Suv Ed Brensinger

Resident - vacant

MOTION was made and seconded to appoint Ed Brensinger to serve as the Authority/Township Joint Arbitration Board member, expiring 12/31/2017. Motion unanimously carried.

F.) Appointment to GLRA - 5-yr term to EXPIRE: 12/31/2021

MOTION was made and seconded to appoint Bonnie Grumbine to the GLRA Board, expiring 12/31/2021. Motion unanimously carried.

15.) Resolution No. 2-2017 – John Resanovich, Appointment to Zoning Hearing Board (3 yr term)

MOTION was made and seconded to adopt Resolution 2-2017 appointing John Resanovich as Zoning Hearing Board member with term to expire 12/31/2019. Motion unanimously carried.

16.) Resolution No. 3-2017 - Code Appeals Board Appointment (1 yr term)

MOTION was made and seconded to adopt Resolution No. 3-2017 appointing the County Code Appeals Board which consists of Robert V. Boltz, John R. Poff, William Smeltzer and alternate member Pat Brewer. Motion unanimously carried.

17.) Resolution 4-2017- Karl French Jr, International Property Maintenance Code Appeals Board (3 yr term)

MOTION was made and seconded to adopt Resolution 4-2017 appointing the International Property Maintenance Code Appeals members, Karl French Jr, Jay St, term expiring 12/31/2019. Motion unanimously carried.

18.) Approval of 2017 Fire Police Roster

MOTION was made and seconded to approve the NLT 2017 Fire Police roster, dated 1/2017 as submitted. Motion unanimously carried.

19.) Motion to Pay Payroll and Other Bills between Meetings

MOTION was made and seconded to approve the procedure for paying invoice as “The proper officers are authorized to pay payroll and those bills at discount or that would accrue a penalty between meetings. The bills paid by this procedure shall be presented at the next regular meeting for subsequent approval”. Motion unanimously carried.

20.) Motion to Approve Meeting Minutes

MOTION was made and seconded to approve the minutes of December 19, 2016. Motion carried unanimously.

21.) Motion to Approve Payroll and Invoices for Payment Subject to Audit

MOTION was made and seconded to approve payroll and invoices for payment subject to audit. Motion unanimously carried.

COMMENTS FROM THE PUBLIC

A.) There were no public comments offered.

TOWNSHIP MANAGER'S REPORT (Cheri Grumbine)

A.) Resolution 1-2017; Revision to Res 21-2016 taxes for 2017 – Mgr Grumbine explained that the information on Resolution 21-2016 was correct, however the calculation formula shown did not reflect the actual breakdown for the tax rate. Resolution 1-2017 reads 1.610 mils for Twp and .400 mils for Fire Protection.

MOTION was made and seconded to adopt Resolution 1-2017 revising Resolution 21-2016 pertaining to the tax schedule for 2017 All Funds Budget. Motion unanimously carried.

B.) Appointment of CPA – All Funds Audit 2017 – Mgr Grumbine told the Board the Twp has received a proposal from Brown, Schultz, Sheridan and Fritz for the All Funds Audit of 2017.

MOTION was made and seconded to appoint Brown, Schultz, Sheridan and Fritz as the firm to perform the All Funds Audit for 2017. Motion unanimously carried.

C.) C.M. High Proposal ; Traffic Signal Preventive Maintenance – A proposal is before the Board for traffic signal preventive maintenance received from CM High.

MOTION was made and seconded to approve the agreement with CM High for traffic signal preventative maintenance for 2017, according to the price listed in the proposal. Motion unanimously carried.

D.) Property Line Survey; Lenni Lenape/ Schreckengost – Matthew & Hockley had been hired by the Twp to conduct a survey of the property line for the Lenni Lenape Park and the Schreckengost property (southern portion). A shed/lean-to had been erected which is located on the Twp property. The survey verifies the property is Twp owned. Mgr Grumbine is asking the Supervisors what direction they would like the issue of the shed to go. Some discussion was held between the Board members and it was decided to contact the Schreckengosts and provide them the results of the completed survey. They will be given 6 months to relocate the shed, off Twp property, and must be situated on the Schreckengost property observing the proper setbacks required. Chm Miller requested Mgr Grumbine draft a letter to be provided to the Schreckengosts.

MOTION was made and seconded to provide a letter to the Schreckengosts informing them that the shed must be relocated off Twp property, within the proper setbacks, and a 6 month time period will be permitted to accomplish the relocation of the shed onto the Schreckengost property. Motion unanimously carried.

C.) Pertinent Matters

1. Attendance at State Conference; Registration opens Jan 17th – Mgr Grumbine informed the Board registration is now open for the State Conference. Suv Miller and Brensinger confirmed their attendance with Suv Sattazahn saying he will get back to her on the date.

2. Christmas Tree Recycling Program – North Lebanon will be accepting undecorated and unbagged, Christmas trees at the designated location outside the yardwaste gate.

Christmas Tree Recycling Program (con't)

No yardwaste card is required and the trees are to be placed in the assigned area until 2/10/2017.

COMMENTS FROM BOARD MEMBERS**A.) Hiring of Full-Time Police Officer/ Code Enforcement Officer – Ricky Kline**

Chm Miller announced Ricky Kline, who had been hired as a part-time Officer, will now be become a full-time Police Officer/Code Enforcement Officer, effective today. Chm Miller questioned the date being effective once the Budget had been approved. He was told yes, the full-time position was approved for the Budget but Officer Kline's official start date will be effective today.

MOTION was made and seconded to appoint Ricky Kline as a full-time Police Officer/ Code Enforcement Officer effective 1/03/2017. Motion unanimously carried.

B.) Presentation from Dave Killick and Dave Lytle (Conrad-Siegel)**Defined Contribution vs. Defined Benefit Plan**

Dave Killick introduced himself to the Board as the acting actuary for the Twp Pension Plans. He prepared information for the Board to discuss regarding options pertaining to various Pension plans. Mr. Killick told the Supervisors that any changes to Pension programs would apply only to newly hired employees. The employees that are currently involved with the offered Pension plan would retain all benefits that had been offered at the time of their eligibility.

Mr. Killick and Mr. Lytle provided information on some options available in regards to a Defined Contribution Plan and a Defined Benefit Plan (current plan). They described the financial obligations required for both plans. Defined Benefit plan is employer directed/risk while the Defined Contribution is employee directed/risk. A lengthy conversation took place about some of the advantages and disadvantages of both plans. Mr. Killick stated they prepared this information to inform the Board about some of the options available to them. They are not recommending one plan over the other, as both have benefits. The determining factor is what the Twp's long range financial planning involves. Mr. Killick reminded the Board that any current employees will be receiving the current plan benefits. The only cost savings would be for any new employees that are hired after any changes are implemented, should that be the decision of the Twp. The Board thanked both Mr. Killick and Mr. Lytle for their efforts and for attending the meeting today.

As there was no more business to conduct, the meeting adjourned

Respectfully submitted,

Theresa L. George
Recording Secretary