

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
MARCH 20, 2017**

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:

Richard E. Miller	Chairman
Edward A. Brensinger	Vice – Chairman
A. Bruce Sattazahn	Treasurer
Cheri F Grumbine	Twp Manager
Harold L. Easter	Chief of Police
Amy Leonard	Henry & Beaver LLP

Also in attendance was several other individuals. The meeting was called to order and the pledge to the flag was done.

**FIRE POLICE OATH** – Leroy Lutz (Badge 11)

Chm Miller asked Mr. Lutz to step forward to administer the Oath for Fire Police. After the oath was administered Lutz received badge #11. The Supervisors all thanked Mr. Lutz for volunteering his service and time for the Twp.

**COMMENTS FROM THE PUBLIC**

**A.) Pete Hatcher (Permit Mgr) @ Expedite The Diehl; Sign Request from Quest Diagnostics**

There was not anyone present to represent this request. Mgr Grumbine reviewed all the information that had been provided. A sign request from Quest Diagnostics was received along with a signed agreement from the Lebanon Valley Mall for the signage. They are asking for a 24 sq ft sign at the Quest location. The Board discussed the request and decided they had enough information to act on this request

**MOTION** was made and seconded to approve the request from Expedite the Diehl for signage installation at Quest Diagnostics located at the Lebanon Valley Mall. Motion unanimously carried.

**B.) Arthur Arnold – Kenbrook Rd**

Mr. Arnold told the Supervisors he owns property that is split by the boundary line between NL Twp and Swatara Twp. He had received a letter in regards to a Land Development Plan for new chicken houses. He voiced his concern about the distribution of the manure this facility would create. Another concern he had was the placement of the boundary line through his property splitting the 2 municipalities. Arnold said he cannot understand why Lebanon County Planning Dept won't research what he has been telling them for years. He said they have the boundary line incorrect on all the maps they create. They show his property as being 3 and 3 acres which is incorrect, per Arnold. It should be 2 in NL Twp and 4 in Swatara he told the Supervisors.

Suv Brensinger spoke to Arnold telling him he is aware of Arnold's concern as they have discussed it before. He then asked Arnold if the supposed incorrect boundary affects his livelihood in any way. Does it disrupt his life in some fashion? Mr. Arnold agreed it does not. However, he cannot understand why Lebanon County Planning would not show the boundary the way it is supposed to be shown.

**Arthur Arnold – Chicken Houses on Kenbrook Rd (con't)**

Mr. Arnold questioned the proposed poultry houses again. He wanted to know about the manure and what will be done with it. Mgr Grumbine told Arnold part of the plan processing will be a Nutrient Management Plan which will be reviewed and approved by the Conservation District. Arnold stated he had gone to the Conservation District and was told he needed to come to the Twp for answers. Mgr Grumbine offered to contact the Conservation District and ask some questions about the Nutrient Management Plan that will be required. She told Arnold she will contact him after she gets some answers for him.

**7:15 PM PUBLIC HEARING – Ordinances 1-2017 and 2-2017****Ord 1-2017 – Police Services Inter-Municipal Agreement with Jonestown Borough**

Attorney Leonard explained the contents of Ordinance 1-2017 and the required advertising that had been completed. The Ordinance had also been available in the Twp office for public viewing. This ordinance is the result of a proposed inter-municipal agreement entered between North Lebanon Township and Swatara Twp for Police Services. Attorney Leonard asked the Public for any comments or questions. There were none. She then asked the Supervisors for their comments or questions.

Chm Miller asked about revisions that might need to be made. Are the revisions completed by Resolution? Attny Leonard agreed that revisions are made by adopting a Resolution. Chm Miller next questioned Chf Easter about what the agreement entails. Chf Easter stated the agreement spells out 8 hours a month for Police Services. The services include patrolling and enforcement of any type of vehicle ordinances. In the time of a crisis our Police services would also be involved.

Suv Brensinger said it is his understanding the inter-municipal agreement is an open-ended agreement. Either party could end the agreement at any given time. Attny Leonard agreed with his comment. With no more comments or questions, Attny Leonard told the Board Ordinance 1-2017 is before them for action.

**MOTION** was made and seconded to adopt Ord 1-2017, along with an inter-municipal agreement with Swatara Twp in regards to specific Police Services for Swatara Twp. Motion unanimously carried.

**Ord 2-2017 – Revisions to Mini Cell Tower Ordinance**

Attny Leonard explained the contents of Ord 2-2017 and mentioned the advertising that had been completed for the Ordinance per requirements. This Ordinance had also been available in the Twp office for Public review. The Ordinance contains minor revisions to the current mini-cell tower ordinance. Attny Leonard explained because this Ordinance is considered to be a Zoning issue, the NLT Planning Commission and Lebanon County Planning had been asked to review and offer recommendations. A recommendation from the Planning Commission was received after their March 13 meeting. Lebanon County Planning stated they have no comments to offer on the Ordinance. Attny Leonard explained this revision was being completed due to a comment received from Julie Cheyney, of Lebanon County Planning, on some measurement inconsistencies in the current cell tower ordinance. The measurements have all been revised to be identical in this revision. Attny Leonard asked the Public for any comments or question on Ord 2-2017. There were none offered. She then asked the Supervisors for any comments or questions. The Supervisors all indicated they had no comments or questions.

**MOTION** was made and seconded to adopt Ord 2-2017 for minor revisions to the current mini cell tower Ordinance. Motion unanimously carried.

**APPROVAL OF MINUTES**

The minutes from the Board of Supervisors meeting held 2/20/2017 are ready for action

**MOTION** was made and seconded to approve the Board of Supervisors minutes from 2/20/2017. 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.

**FIRE CHIEF'S REPORT – Brian Vragovich, Glenn-Lebanon**

**A.) Monthly Report – February**

Chf Vragovich reported there had been 50 calls for service from the 4 volunteer Fire Departments in the month February. The total man hours have been logged at 207.7 hrs/mins. The training hrs/mins cannot be reported due to an error in the report.

**B.) National Night Out**

Chf Vragovich told the Supervisors the Fire Chiefs had discussed National Night Out during their last meeting. He asked the Board if they are aware of anything being planned for 2017. He was told currently there are no plans to hold any type of event. Chm Miller told Chf Vragovich is anything changes he will contact him to let him know.

**C.) Fire on Martin Drive**

Chf Vragovich reported to the Board on a fire that occurred on Martin Drive. He wanted to mention the cooperation and teamwork between all the responders that had occurred during that situation. He felt the scene was well run and there were no problems that could not be dealt with. When asked about the cause of the fire, Brian stated the Fire Marshall has reported it was careless smoking that had caused the fire. The main accomplishment is that no one was injured.

**CHIEF OF POLICE REPORT – Chief Harold Easter**

**A.) Calls For Service – February**

Chf Easter reported on the summary of activities for the month of February. A total of 317 citizen/Police contacts were completed along with 7,552 miles on the cruisers.

**B.) NLT EMA Coordinator Report – Stella; #StellaStick**

Chf Easter reported that Dave Lauver, as EMA Coordinator for NLT, opened the Emergency Center after a Snow Emergency Declaration had been announced by the Supervisors on March 13. He reported that a meeting of the response groups was held on Monday to organize, as well as office staff to man the phones. Chf Easter reported the process was run smoothly and wished to commend Dave as well as everyone else that was involved with helping the Emergency Center operate. He also commended the Highway Dept for their maintenance activities during the snow storm. He commended the Public for adhering to the advice about staying off the roadways as requested.

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**TOWNSHIP MANAGERS REPORT – Cheri Grumbine****A.) MHP License Renewals – 2017; Lakeside Mobile Home Park**

Mgr Grumbine reported to the Board that all but 1 Mobile Home Park owner has completed their annual application for renewal. Lakeside MHP was sent a second notice about the application for renewal and the annual fee. The second due date was set for March 24<sup>th</sup>. She is asking the Board for direction after the due date has passed if this fee is not paid.

The Supervisors discussed the due date that had been set for the property owner. The Supervisors told Mgr Grumbine she may forward delinquent information to the Solicitor if the fee is not paid by the deadline that had been set.

**MOTION** was made and seconded to authorize the delinquent Lakeside Mobile Home Park renewal to the Solicitor after March 24<sup>th</sup>. Motion unanimously carried.

**B.) Ebenezer Beautification Committee;**

**1.) Verizon Agrmt (banners/wreaths poles)** – As had been discussed last month, the Verizon agreement requires posting of a Surety Bond or Irrevocable Letter of Credit in the amount of \$10,000. Our option is a Letter of Credit with Fulton Bank - \$170 a set-up fee + \$350 annually = \$520 initial year and \$350 annually or Surety Bond - \$250/yr.

Mgr Grumbine is suggesting the Board confirm with Bob Deck that the Ebenezer Committee plans to incorporate this annual cost into their funding requirements. The Board is being requested to act on the agreement with Verizon and approve the Surety Bond at annual cost of \$250 to satisfy the terms of the agreement.

Bob Deck was present to discuss the Letter of Credit or Surety Bond that is required. He told the Supervisors it is not the intention of the Committee to ask the Twp for any funds toward this project. Mgr Grumbine suggested the signed agreement and the fee be submitted by the Twp. The Committee would then reimburse the Twp for the amount paid. She told the Board they should decide which method, the Letter of Credit or the Surety Bond. She is recommending the Surety Bond as it is only \$250 as compared to \$350 annually.

**MOTION** was made and seconded to approve the agreement with Verizon as well as a Surety Bond, initial \$250 to be paid by Twp and the Twp to be reimbursed by the Ebenezer Committee. The annual fee of \$250 to be paid by the Ebenezer Committee. Motion unanimously carried.

Bob Deck said he would like to thank Mgr Grumbine for all her efforts on the Committee's behalf. He would also like to thank the Board for their cooperation in getting all the details arranged for the installation of the banners and wreaths.

**2.) Met Ed Agrmt – (banners)** – Met Ed has now provided a draft of a second agreement. The first Met Ed agreement covered the proposed wreaths. This new agreement is to cover the proposed banners. Mgr Grumbine is recommending the Board act on the second agreement with Met Ed.

**MOTION** was made and seconded to approve a second agreement with Met Ed regarding the proposed banners for the Met Ed poles. Motion unanimously carried.

Mgr Grumbine told the Supervisors, as a reminder, the Ebenezer Committee has set Saturday, April 22 at noon as their Dedication Event and are hoping that the Supervisors can be in attendance.

**Ebenezer Beautification Committee (con't)**

The Highway Department will be installing the banners prior to the event on April 22. All 3 Supervisors have commitments on that day as the PSATS convention starts the next day. However, they extended good wishes for the kickoff event that is planned for April 22.

**C.) Request from Al Hammer – Weavertown Rd/ N 15<sup>th</sup> Ave**

Early in March Mr. Hammer stopped in the Twp office to express his frustration with ongoing damage being done to the wall located at his property on the corner of Weavertown Rd and N 15<sup>th</sup> Ave. The damage is caused when large trucks are attempting to make a right-hand turn onto N 15<sup>th</sup> Ave while traveling east on Weavertown Rd. Currently the wall is being held together by a chain on the northern most end along N 15<sup>th</sup> Ave. Mgr Grumbine is suggesting a letter be mailed to PADOT asking restriction of right-hand turns by large trucks at this intersection.

This request is similar to the request from the Twp for Weavertown Rd and N 8<sup>th</sup> Ave. Suv Brensinger asked if the Twp has had any type of response to the request for Weavertown and N 8<sup>th</sup> Ave. Mgr Grumbine replied no, we have not. A discussion followed about the wording for any signage that might be posted for Weavertown Rd and N 15<sup>th</sup> Ave. Suv Brensinger questioned Chf Easter if they would be able to enforce any signage posted. Chf Easter replied, yes. It would be considered failure to obey posted signage. Suv Miller stated the signage would have to be specific and not limited to tractor trailer rigs. Suv Brensinger agreed saying the signage would have to be regarding specific weight limits.

**MOTION** was made and seconded to authorize Mgr Grumbine to send a letter to PADOT requesting prohibited right hand turns for trucks off Weavertown Rd onto N 15<sup>th</sup> Ave. Motion unanimously carried.

**D.) Approval of Bids – Paving, Fuel**

Bid opening was held Thursday, March 16 and the results were provided to the Supervisors.

Paving Bids received as follows:

	Pennsy Supply	Handwerk
Item A – Milling N 8 <sup>th</sup> Ave (Cedar Crest Dr to City Line)	\$4.44/sy \$11,100.00	\$4.31/sy \$10,775.00
Item B – Scratch coat N 8 <sup>th</sup> Ave (Kimmerlings Rd to Maple St)	\$73.73/tn \$81,103.00	\$82.09/tn \$90,299.00
Item C – Wearing Coat N 8 <sup>th</sup> Ave (Kimmerlings Rd to Maple St & Weavertown Rd to City Line)	\$6.76/sy \$118,976.00	\$7.31/sy \$128,656.00
<b>TOTAL BID</b>	<b>\$211,179.00</b>	<b>\$229,730.00</b>

**MOTION** was made and seconded to approve the bid from Pennsy Supply for paving as low bid received. Motion unanimously carried.

Fuel Bid received:

	Meyer Oil
15 RPM ULSD Hwy Diesel (Delivered to the Twp)	\$1.667/gal No winter additive fee listed

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**Approval of Bids – Paving, Fuel (con't)**

**MOTION** was made and seconded to approve Meyer Oil for the fuel bid submitted to the Twp. Motion unanimously carried.

Chf Vragovich questioned the Twp having a diesel supply on Twp property. He questioned if there was a reason the Fire Companies were buying diesel at the pump. Brian said the Twp pays for the diesel for the trucks. He can't understand why the Twp would be paying a higher price at the pumps. Suv Brensinger told Brian the on-site tank is a small 1000-gallon tank. Mgr Grumbine said she thinks the pricing using the Fleet card is within a fraction of the pricing the Twp pays for the diesel delivered to the property. Suv Brensinger explained that at some point in the future this might be an option for the Twp to consider. He stated that Jackson Twp has a larger tank for their diesel. He repeated it is something to think about for future planning.

**E.) CDL Requirement – Qualified Brake Mechanic**

During a recent CDL class, PSATS reviewed requirements under the CDL regulations that stipulate only qualified persons work on CMV truck brakes. It was suggested all Twps make a list of the employees who are qualified (as per Federal regulations) to perform any inspections of, or maintenance, repair or service to, the brakes of their CMV's which is any vehicle with a GVWR greater than 17,001 pounds.

Mgr Grumbine is recommending the Board act to list our in-house mechanic, Tim Buffenmeyer, as the qualified air brake mechanic. Tim has been with the Twp since 2002 (February) and has worked on all vehicles at the Twp since that time. Suv Brensinger added that Tim is certainly qualified to work on all the Twp equipment. He has been the mechanic for many years already.

**MOTION** was made and seconded to approve Tim Buffenmeyer, Twp mechanic, as NL Twp's qualified air brake mechanic. Motion unanimously carried.

**F.) Letter of Intent - DCED**

Due to conversation during previous meetings, Mgr Grumbine contacted DCED in regards to hourly rates for Police Services. Prior to DCED completing a study, a Letter of Intent must be approved by the Supervisors. There is no cost for DCED to perform this study for the Twp.

Chm Miller mentioned a list of the Officers' salaries being included with this paperwork. Mgr Grumbine replied the Twp is required to submit that information to DCED every year in January. Chm Miller said he thinks it would be a good idea to provide the information with the Letter of Intent.

**MOTION** was made and seconded to submit the completed Letter of Intent, along with the information on Officers' salaries. Motion unanimously carried.

**G.) Pertinent Issues****1. Young Lungs at Play Signs – Promo Date (4/26 @ 2:30) Lenni Lenape Park**

The Young Lungs At Play promotion will be held on Wednesday, April 26 at 2:30pm at Lenni Lenape Park, located off Narrows Dr. The Twp will be installing the No Smoking-Young Lungs At Play signs in all the Twp parks. The signs were provided free from Lebanon Family Health Services. Mgr Grumbine told the Supervisors this was just a reminder.

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**2. LCCD – Ag Land Preservation; Paul/Patricia Horst Property – 13.97 acres**

The Twp received a letter from the Conservation District stating the Ag Land Preservation Board will consider approving an application for Paul/Patricia Horst at their April 13 meeting. The Horst property consists of 139.77 acres and is located at 105 Horst Drive. Mgr Grumbine informed the Board should they have any comments to be forwarded to the Ag Land Preservation Board it must be provided before April 8<sup>th</sup>. The Horst lands are already a part of the Twp's AG Security. Preservation is the next step. This is for informational purposes only.

**3. Zoning Hearing Board Case 2111 W Maple St – 3/21/2017 @ 7:30pm**

The Zoning Hearing Board has a case scheduled for tomorrow night, March 21 @ 7:30pm. Suv Sattazahn will be attending on behalf of the Board. Mgr Grumbine reviewed some of the information that had been submitted with the application. A large concern is the lack water and sewer on this property. The proposal is for 3 different businesses to be located on this property. A discussion about how to accommodate enough parking for 3 businesses was held.

**4. Pension Updates- Conrad Siegel**

Mgr Grumbine reported the Pension Committee had met with Conrad Siegel representatives to review the Year End Report for both Pension Plans. Also discussed were recommended changes received in a letter dated March 8, 2017, regarding the assumption for the mortality rate for the Actuarial Valuation Reports due in 2017. Previously the RP2000 Table was used for the mortality chart for these reports. Conrad Siegel is now recommending the IRS 2017 Static Combined Table for Small Plans be used for the 2017 actuarial valuation report. The Board reviewed the letter received from Conrad Siegel.

**MOTION** was made and seconded to approve Conrad Siegel Actuaries recommendation to the change in the actuarial assumptions for the January 1, 2017, actuarial valuation report to the IRS 2017 Static Combined Table for Small Plans. Motion unanimously approved.

**SOLICITOR'S REPORT; Atty. Amy Leonard -- Henry & Beaver****A.) Res 9-2017 – Opt-in for Regional Stormwater PRP**

Attny Leonard mentioned this Resolution had been tabled last month. The Resolution addresses the joining of a consortium, which will include several municipalities, to complete 5 year requirements outlined in the 2018 permitting for MS4. DEP has established a rigorous and costly outline for the next phase of the MS4 program. No funding is being offered to help offset some of the costs. By creating and joining a regional consortium, it is hoped that the costs will be minimized somewhat. DEP has always looked favorably on municipalities working together to accomplish required tasks.

Suv Miller questioned if there will be one Engineer appointed to accomplish a schedule for the group. Attny Leonard agreed saying the Lebanon Redevelopment Authority will be the Administrator of the consortium. Suv Brensinger asked if each municipality will have a representative on the committee. He was told that is the plan. The discussion moved to how an Engineer would be selected. Suv Brensinger said he would think that RFPs would be advertised by the consortium. Mgr Grumbine agreed that RFPs will be sought. The committee will then choose an Engineer for the consortium.

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**COMMENTS FROM BOARD MEMBERS****A.) Kochenderfer Rd Report (Road Foreman - Ed Brensinger)**

Suv Brensinger said he would like to follow up on an issue that had been raised at the last meeting when the Wyse's (Kochenderfer Rd) were in attendance. The Wyse's raised a concern about the curve on Kochenderfer Rd where a fatal accident had occurred in November of 2016. Suv Brensinger contacted Pat Wright to meet and evaluate the area in question. It was noticed the Wyse's had done some landscaping improvements in the area presumably to minimize accident possibilities.

After review of the area and following a formula set for these types of studies, a few facts became evident. Signage for the type of curve would be an option but not required. Signage for both lanes of travel, eastbound and westbound could be marked with signage. The study indicated an advisory speed of 30MPH for this curve. When considering all the information provided by Pat Wright, it was decided to place "chevron" signs prior to the curve on both sides of the roadway, east and west bound. The signs are highly reflective and indicate the curve that is ahead on the road. Suv Brensinger said he hopes the additions of the signage will help but knows the motorists must be mindful of speed limit signage

**B.) Ratify Emergency Declaration issued 3/13/2017 @ 6pm**

The Supervisors are being asked to ratify the Snow Emergency Declaration from Storm Stella on March 13, 2017.

**MOTION** was made and seconded to ratify the Storm Emergency Declaration for Storm Stella enacted March 13, 2017. Motion unanimously carried.

Suv Sattazahn said he wanted to commend the Highway Dept and the people involved with operating the Emergency Operation Center during the storm. He said it seemed to operate smoothly without any major issues. Suv Miller agreed with Suv Sattazahn's remarks regarding the storm events. He said he would like to include the Fire Companies when speaking about his appreciation for the services rendered. He commended the Fire Companies for their quick response and control of both the Lebanon Sunoco fire as well as the Martin Dr fire.

With no further business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George  
Recording Secretary