

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
APRIL 17, 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
Harold L. Easter	Chief of Police
Frederick Wolf	Henry & Beaver LLP

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

COMMENTS FROM THE PUBLIC

A.) Arianne Chernich – Ebenezer Elementary School; May 12 Race for Education Event

Ms. Chernich explained to the Board the details planned for the 7th annual Race for Education. She is here to ask for permission to close off the Colonial Circle loop for the duration of the run event. Dennis Copenhaver, Fire Police, will have the area staffed to deal with traffic flow across that area during the actual event. She reminded the Board this event had been held in previous years and has not created any bad situations. The event is scheduled for May 12th between 9:15am and 2:30pm, with a raindate of May of 19th.

MOTION was made and seconded to approve the request for the closing of Colonial Circle loop on May 12th (Raindate of May 19th) for the annual Race for Education being hosted by Ebenezer Elementary School. Motion unanimously carried.

APPROVAL OF MINUTES

The minutes from the Board of Supervisors meeting held March 20, 2017 are ready for action

MOTION was made and seconded to approve the Board of Supervisors minutes from March 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 – March

Chf Vragovich reported there had been 44 calls for service from the 4 volunteer Fire Departments in the month of March as well as 15 hrs of mutual aid hrs. The total man hours have been logged at 581.2 hrs/mins. The training hrs/mins were reported at 153.25.

B.) Occasional Requested Station Standby Duties

Chf Vragovich mentioned a detail that Glenn-Lebanon was involved in this past weekend. A member of the Keystone Hook and Ladder Fire Co from Jackson Twp had passed away.

Occasional Requested Station Standby Duties (con't)

Glenn-Lebanon was requested to man/equip the Jackson station location to answer any calls received during the funeral services. Brian reported that they had done so.

The question for the Supervisors is how this kind of activity fits into the Workers Com coverage. Transporting the Glenn-Lebanon equipment to the Keystone Hook and Ladder station, as well as Workers Comp coverage during the transport is the area that he feels would be considered “gray”. No one wants to be in a position where something occurs and then find out there is no coverage for their situation. The question of Mutual Aid Agreements was brought up. A discussion followed about this type of activity, which happens infrequently. Brian said he has been thinking about the Non-Emergency Activity list each company submits annually. He is thinking it might be called “Fire Company Activity List” instead of “Non-Emergency List”. This occasional activity could be something included on this listing.

Chm Miller asked Sol Wolf if he could put together some wording that would guarantee coverage for an activity such as this. Sol Wolf said it might be easy to add it to the list that is already being submitted annually. It was agreed to provide Sol Wolf with a copy of the existing list that the Fire Companies are provided annually. A determination on language could be suggested after he reviews the list.

CHIEF OF POLICE REPORT – Chief Harold Easter**A.) Calls For Service – March**

Chf Easter reported on the summary of activities for the month of March. A total of 685 citizen/Police contacts were completed along with 10,062 miles on the cruisers.

TOWNSHIP MANAGERS REPORT – Read by Chm Dick Miller**A.) SWM Easement Agreement – N 11th Ave Lots (Jack Keener)**

As the developer for 8 lots located off N 11th Avenue, Jack Keener is required to provide stormwater management facilities for the lots. Part of the stormwater requirements is, a signed easement agreement for approval from all parties. The Board is being asked to approve and sign the Stormwater Management Agreement for 8 lots located off N 11th Avenue (former Northeast Swim Club) owned by Jack Keener.

MOTION was made and seconded to approve the Chairman’s signature on the Stormwater Management Agreement for the Jack Keener lots (former Northeast Swim Club) located on N 11th Ave. Motion unanimously carried.

B.) Resignation; Jay Snavelly – Park & Rec Board Member (1991)

Chm Miller said the Board has received a resignation notice from Jay Snavelly, a member of the Park & Rec Board. Chm Miller said unfortunately, in the meantime, Mr. Snavelly has passed away. Suv Brensinger mentioned that Jay had been an employee prior to sitting on the Park & Rec Board for many years. Mr. Snavelly was a valued employee and/or Board member since 1991. The Supervisors expressed their sympathies to Jay’s wife and family.

Suv Brensinger mentioned the vacant position on the Park & Rec Board to be filled by the Supervisors.

C.) Athletic Association - Tournaments

The Park & Rec Board discussed many issues at their April meeting. Dave Strohm, Park Maintenance Foreman has scheduled April 22nd (Day of Caring) as a work project day making use of 8-9 volunteer people to help accomplish maintenance tasks at the Long Lane fields.

The Baseball Assoc recently submitted a list of requested dates for tournaments to be held at the Long Lane fields. April 22nd is scheduled to be the first tournament of the season. During the P&R meeting it was worked out to allow for the projects to be done in the morning up to noon. The baseball tournament would begin at noon on April 22nd.

Dwayne Elder has agreed to be responsible for the coordination of the painting of the dugouts in the future as it cannot be done on the 22nd. Also, Dave has agreed certain staining projects will need to be delayed until another time. The schedule of tournaments is as follows:

- April 8-9 – Spring Opener (completed)
- April 22-23 Bring The Heat
- May 6-7 Chocolate Town Classic
- May 22-23 May Massacre
- June 17-18 Father's Day
- July 1-3 Firecracker
- July 15-16 Dawg Days of Summer
- July 30-21 Blue Mt Battle

A Memo was drafted by Lori Books outlining the discussion of these tournaments at the April P&R meeting, previous minutes, and the Twp fee schedule for these tournaments. Also provided to the Supervisors is a list of the 2016 field-related expenses. In 2016 there were some joint projects completed using Twp manpower and equipment, with the Baseball Assoc paying for the materials.

The Supervisors are being asked to confirm the fees for tournaments on the Twp fields by Twp Associations that have signed agreements with the Twp. Any decision made can be clarified on the 2018 Fee Schedule for future reference as well as the Athletic Assoc agreement of 2018.

The Supervisors discussed the tournaments and the amount of work that is involved for the Twp for cleanup efforts after these events. A question was asked about the trash being removed by the Baseball Assoc after the tournaments. The Board was told, no, the Park Foreman is responsible for the total cleanup of the park after these events. There is work involved with cleanup of the fields, bathrooms and removal of trash to name a few. The discussion moved on to the signed agreement that the Twp has with the 4 sports associations; Ebenezer baseball, UC baseball, Ebenezer football and EUC soccer. Because a fee is paid to the Twp, should we be asking them to pay additional for these tournaments is the question. Suv Brensinger directed his fellow member's attention to the expense list that was provided. He stated that although the Twp is expected to provide recreation for its citizens, should we only be considering repeated requests for more expenses? He said there are other recreational needs that need to be considered. The Supervisors continued to debate some of the costs for field expenses versus what each Sports Assoc pays for an annual fee.

The Board was told that when these tournament fees first became an issue, several years ago, the Twp had been receiving requests from outside associations, such as church and adult leagues. The requests from these other groups had to be reviewed after conferring with the Baseball Assoc.

Athletic Association – Tournaments (con't)

At that time, it was decided to create a fee for tournaments being held at the Twp fields, by other sports groups, to help cover some of the Twp expenses after these events. It is not clear whether the intention, at that time, was to charge the Twp Associations. The Supervisors are being asked, in Lori's memo, to decide on whether, or not, to have the Twp Assoc pay the additional fee for tournaments.

After some discussion Suv Brensinger suggested he would like to exempt the Association from these additional fees for this year. He also feels the Supervisors need to meet with the Park & Rec Board and a few representatives from each of the Sports groups to review a lot of issues that need to be discussed, the \$500 agreement/user fee being one of the items to be discussed, as well as, what exactly the agreement fee pertains to.

MOTION was made and seconded to exempt the 4 sports associations (the ones with signed agreements) from additional tournament fees for 2017. Approval for the current submitted tournament schedule was made. Motion unanimously carried.

MOTION was made and seconded to schedule a meeting with the Park & Rec Board and a few representatives from each of the sports associations to discuss the sports fields in the Twp, the expenses/responsibilities to operate these fields and any fee schedule the Supervisors might feel necessary for future years. Motion unanimously carried.

Theresa George, Twp employee, suggested the Supervisors provide 2 or 3 dates to Mgr Grumbine when they would be available so she could follow up on trying to schedule this meeting.

D.) MS – 4; Inter-Municipal Agreement & NLT Projects for PRP

Chm Miller asked Suv Brensinger if he would like to explain this as he is more involved with this project. NLT had agreed to participate with a Regional Group for our MS-4 Pollution Reduction Plan. Dan Cannistraci, Steckbeck Engineering, attended the February Supervisors' meeting to outline the costs associated with the Pollution Reduction Program on our own vs as part of the group. The municipalities that have agreed to participate as a group are as follows:

Annville Twp	North Cornwall Twp
Cleona Boro	North Lebanon Twp
City of Lebanon	South Lebanon Twp

As a group, they have met to discuss the contents of the Inter-Municipal Agreement to finalize a draft for forwarding to each Solicitor representing the group. Each group is instructed to approve the Agreement no later than July. The possibility of having one meeting with all participants in attendance would allow for all approvals to be made at one time. The Cornwall-Lebanon School District Regional Comprehensive Plan was accomplished in this manner.

Each municipality was instructed to create a list of prioritized projects within their communities. Associated costs will be calculated by SESI for the various listed projects. The group and/or representatives for the group will determine what is most cost effective to accomplish the required 10% sediment reduction. Mgr Grumbine and Suv Brensinger met with Dan Cannistraci, SESI, to draft a list of projects for NLT. The Board is being asked to review the list showing High Priority and Low Priority Projects.

MS – 4; Inter-Municipal Agreement & NLT Projects for PRP (con't)

The issue of paying for these unfunded mandates is still unanswered. Working together as a group to obtain Grant funds will be the group's priority. In 2016 legislation passed that will allow municipalities to assess stormwater fees. Several factors need to be completed such as a list of municipal projects and costs, as well as pursuing any grant monies. The shoreline restoration for Lions Lake is number 1 on the NLT list. Suv Brensinger told his fellow Board members that for right now they are being asked to review the priority list for North Lebanon Twp and act on it tonight.

MOTION was made and seconded to approve the priority list for NLT as provided, high priority to low priority. Motion unanimously carried.

E.) Street and Right of Way Improvement Specifications

Suv Brensinger informed the Supervisors Admin Asst Lori Books has been working on revising and organizing the existing Right of Way/Street Specs. Mgr Grumbine had asked Lori to organize the information and to clarify it to be user friendly. The only new information has added is in reference to the LED upgrades for street lighting. The Board will need to decide whether to provide the developers with an option between the Colonial style and the Acorn style post top or mandate uniformity throughout the Twp by mandating 1 choice. Once decided the corresponding detail sheets will be added as Exhibit J. Exhibits K and L, which are for the fire hydrant flags and stormwater stencils will also be added to the specs. Some of the documents have been revised to make the specs easier to understand. Suv Brensinger said Lori could take some of the exhibits and recreate them on her husband's cad system. The drawings are more professional looking and can be easily understood. The Supervisors are being asked to review the reformatted information and be ready to discuss during the May meeting.

Lebanon County GIS will now be coordinating street names and addressing with the developers. The notification list remaining the same (post office, supervisors, and EMA). This change will be beneficial to the Twp.

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

The promotion for Young Lungs at Play is scheduled for Wednesday, April 26 @ 2:30pm at the Lenni Lenape Park.

2. Comcast Audit Results - \$4500

The Cohen Group had completed an audit on the Comcast fees provided to the Twp. As a result, the Twp will be receiving \$4500 for underpayment, which the Cohen Group has requested from Comcast. Chm Miller stated that amount is quite sizable for an underpayment. Suv Miller and Sattazahn questioned how much the Audit had cost the Twp versus the amount we will be receiving.

Suv Brensinger questioned if we know where that \$4500 underpayment went when distributed originally. Was it paid to another municipality? He sees the parallel with the previous EIT problems and expressed his hopes that we are not going down that road again. Sol Wolf said it is not a one-time payment. The underpayment amount being recognized will now become part of the regular fees the Twp will be collecting. Regarding the Audit Findings Sol Wolf suggested the Twp ask that Comcast be responsible for at least half of Cohen's bill for the Audit.

3. LVRTT Road Closure/Detour for Tunnel Hill Road Postponed

As an FYI, the detour for the construction of Phase 7 of the Lebanon Valley Rails To Trails has been delayed and tentatively rescheduled for 09/15/2017 to 10/09/2017.

4. Letter of Support – Lebanon County Historical Society

Lori Books had drafted a letter of support for the Historical Society regarding application for a Community Conservation Partnership Program grant to DCNR for Phase 1 of the Union Canal Park. The Supervisors have been provided with a copy of the letter that has been submitted.

5.) Verizon Cell Tower Payments – Received 1st Payment \$10,800 (9 months)

The first payment of \$10,800 for the Verizon cell tower has been received. The payment includes August 2016 through April 2017. After this initial payment, the payments will be received monthly.

6.) GLRA Recycling Recognition and Achievement Awards

Tuesday, May 2nd @ 7:00pm, the annual municipal recycling recognition and achievement awards program will be held. The event will be held at the GLRA Maintenance Facility. A request for a Board member to attend the event with Bonnie, Recycling Coordinator, has been issued. Suv Miller and Sattazahn reported they are both unavailable to attend. Suv Brensinger stated he would let Bonnie know later whether he can make it.

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

A.) Delinquent Collection – Lakeside MHP

Sol Wolf reported his office had been in contact with the owner of Lakeside Mobile Home Park regarding the delinquent license renewal and fees. As of this date the owner is now in compliance with the licensing process. The Chairman is asked to sign the 2017 license before it is mailed to the owner.

Suv Miller questioned if the owner of the Mobile Home Park is required to pay any type of penalty fees for being delinquent with payment. Sol Wolf replied the Twp fee schedule does not contain any type of penalty fees for this item. If legal action would become necessary, the owner will be responsible for all court costs. If that is something the Board would like to see happen, they could request it be adopted on the 2018 fee schedule.

MOTION was made and seconded to approve the 2017 application for renewal for the Lakeside Mobile Home Park. Motion unanimously carried.

B.) Ordinance Updates; Include W Lebanon Agreement

Sol Wolf reminded the Board that an Agreement/Ordinance had to be adopted for Jonestown Borough when they wanted part-time Police Services. He is suggesting that we now do the same process for the services provided to West Lebanon Twp. Sol Wolf asked Chf Easter to provide him with a copy of the existing agreement between the Twp and W Leb Twp. He will draft an Ordinance to be heard at the May meeting. Suv Miller questioned if W Leb Twp will have time to adopt an Ordinance on this issue at their meeting the first Monday in May. Sol Wolf said he would contact Scott Feeman tomorrow to give him the details for Feeman to prepare for the W Leb Commissioners meeting by the first Monday in May. That way they will have adopted their Ordinance prior to our meeting the third Monday in May. The existing signed and approved Agreement between NL Twp and WL Twp will remain as is.

C.) Appointment of ZHB Solicitor

Attorney Ann Kline has indicated to Sol Wolf her desire to resign her position as the Zoning Hearing Board Solicitor. With that in mind, Sol Wolf said he had contacted a few possibilities for the position. At this point in time he is suggesting Andrew Morrow of Spitler, Kilgore & Enck, who has indicated he is interested in serving on the Zoning Hearing Board. His fee is \$145/hr, which is the Twp's responsibility. Mr. Morrow stated he would attend the ZHB meeting scheduled for Tuesday, April 25, 2017 @ 7:30pm to view how the meetings proceed. His attendance will be at no charge to the Twp. If appointed, his fee of \$145/hr would be for meetings following the April Hearing. Sol Wolf is suggesting Andrew Morrow of Spitler, Kilgore & Enck be appointed as the NLT Zoning Hearing Board Attorney. Attnry Morrow will be expected to attend all Zoning Hearing Cases that are scheduled.

MOTION was made and seconded to appoint Andrew Morrow of Kilgore & Enck to serve as NLT Zoning Hearing Board Attorney. Motion passes by majority with Suv Brensinger and Sattazahn approving the motion. Suv Miller abstained from voting due to personal connections with Mr. Morrow's firm.

COMMENTS FROM BOARD MEMBERS**A.) Banners in Ebenezer – Installation**

Suv Brensinger mentioned that the Highway crew had installed a few of the banners in Ebenezer for the Ebenezer Beautification Committee. As the Committee still has not received permission from Verizon, Met Ed poles were the only poles where banners were installed. Suv Brensinger told the Supervisors the banners look very nice. He applauds this Committee for the work that they have put into this project. He reminded the Board members about the "kick off" program scheduled for April 22nd at the Ebenezer Fire Company.

With no further business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George
Recording Secretary