

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
NOVEMBER 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 Grumbine	Township Manager
Harold L. Easter	Chief of Police
Frederick Wolf	Henry & Beaver LLP

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

**COMMENTS FROM THE PUBLIC**

**A.) Brian Vragovich - Glenn – Lebanon Fire Co (MOU \$30,000 Request)**

Brian told the Board Glenn-Lebanon Fire Co is requesting the amount of \$30,000 be released from the Capital Reserve Fund. All the paperwork has been submitted and Mgr Grumbine confirmed she has received all required documents.

The following documents from Glenn- Lebanon have been received:

- Signed MOU
- CPA Audit and 990 Form filed for 2016
- Letter from President Barry Fisher requesting the \$30,000
- Minutes from Fire Co meeting approving purchase of new tanker
- Copy of agreement with Pierce to purchase new tanker for \$339,065
- Certificate of Insurance (Blanket Employee Dishonesty Bond)
- Written check writing policy of GLFC and Accurate Accounting confirmation

**MOTION** was made and seconded to approve the request from Glenn-Lebanon Fire Co to receive the \$30,000 fund from the Capital Reserve Fund established for them to purchase vehicles/lifesaving equipment. Motion unanimously carried.

**B.) NCCS Land Development Plan - Revised**

Chad Smith attended to discuss this revised Land Dev Plan with the Board. In 2016 NCCS had submitted and received approvals for building expansion and new stormwater designs. However, the Land Development Plan had not been recorded. On October 5, 2017 a new submission from NCCS was received showing a slightly larger building which is approximately 7' longer to the north and 4' wider to the east. The original stormwater facility was designed large enough to handle the change in the building size. The NLT Planning Commission had reviewed this plan at their 11-13-17 meeting and recommends approval of the plan. Also, LCPD has submitted a letter recommending approval of the plan as all items have been met.

**MOTION** was made and seconded to approve the New Covenant Christian School Land Development Plan. Motion unanimously carried.

**C.) SESI – Dan Cannistraci; MS 4 Educational Component**

Dan Cannistraci of Steckbeck Engineering Inc gave a presentation for the annual educational MS4 program. A slide show was provided briefly describing the 6 Minimum control Measures (MCM) in the MS4 program.

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**MS 4 Educational Component (con't)**

Dan also outlined for the Supervisors activities that the Twp is currently involved with to meet the MS4 requirements. He highlighted certain areas of the program that needs to be developed by the Twp for the 2018 permit. The floor was opened for questions.

**Valerie Kaiser** questioned if there has been any feedback as to whether all these required activities are helping the Chesapeake Bay or not? Dan Cannistraci replied it is too early to tell with the new requirements (Pollution Reduction Plan). This is a program that is in initial stages.

**Valerie Kaiser** asked if the Twp has committed to educating owners of private facilities regarding the maintenance of these facilities as most property owners are not aware of the requirements. Dan replied that would be something that would take place during the inspection phase of the program. Specific information could be gathered and passed on to the property owners.

**Valerie Kaiser** asked whether the Board has determined what tier level of service will be adopted. She was told, no, not decided yet but should be announced soon.

**D.) Valerie Kaiser – E Brookfield Dr; Stormwater Facilities**

Ms. Kaiser shared some of her research with the Supervisors regarding maintenance of private stormwater facilities. A suggestion would be to look at charging additional ERUs for neighborhoods that have these stormwater pipes to relieve the burden on the farm land owners. She said she is hoping they will consider everything that has been discussed up to this point and will hear what she has been saying to them about the burden on the property owners of maintaining these private facilities. Ms. Kaiser's hope is that the Board will decide on Tier 3 level of service for the stormwater program to be adopted which will include maintenance of all private facilities.

**E.) Mike Dunkle – Frisbee Golf @ Lenni Lenape**

Mr. Mike Dunkle is in attendance to review his group's proposal to add 4 additional baskets to the Frisbee Golf Course located at Lenni Lenape Park. The additional baskets will offer increased difficulty. Mr. Dunkle stated that none of the trees would be disturbed. The walking paths would not be interfered with at all. As Mr. Dunkle and his group have agreed to install and maintain everything, the Parks & Rec Board has recommended approval of expansion of the golf tees located at Lenni Lenape Park.

Suv Brensinger told Mr. Dunkle the Twp is in the process of applying for a Grant to extend the walking trail. His concern is that the new baskets not interfere with the plans for extending the walking trails. After some conversation it was determined the proposed baskets will not interfere with the plans to extend the walking trails.

**MOTION** was made and seconded to approve the request from the Frisbee Golf Club to install and maintain 4 additional baskets for the disc golf course at Lenni Lenape Park. Motion unanimously carried.

**APPROVAL OF MINUTES**

The minutes from the Board of Supervisors meeting held October 16, 2017; Budget meeting minutes from October 9, 10, 17, 24, and November 1<sup>st</sup> are ready for action.

**MOTION** was made and seconded to approve Board of Supervisors minutes from October 16, 2017; Budget workshop meeting minutes from October 9, 10, 17, 24, and November 1<sup>st</sup>. 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 – Brian Vragovich, Glenn-Lebanon****A.) Monthly Report – October**

Chf Vragovich reported there were 39 responses to calls for service in the month of October. A total of 295.37-man hours was reported for the month of October.

**B.) EMA System Upgrade**

Chf Vragovich reported on the EMA upgrade to the CAD system which affects the alarm boxes for North Lebanon Twp. He told the Board the Fire Companies were told to provide a revised list of Phantom Box Alarms. Due to difficulties with the way the system is being setup, this was not accomplished. Chf Vragovich explained there are quite a few conflicts with trying to get everyone in sync with the new program. The problems are being worked on and will be resolved. When the revised lists are completed, the lists will be submitted to EMA and then will be released to the Supervisors. Brian V acknowledged that this procedure is different from the past when these Phantom Box cards were presented to the Board first for approval, then to EMA for implementation.

**CHIEF OF POLICE REPORT – Chief Harold Easter****A.) Calls for Service – October**

Chf Easter reported on the summary of activities for the month of October. A total of 585 Citizen/ Police contacts were completed along with 10,374 miles on the cruisers.

**B.) 2017-2018 Humane Society Stray Housing Agreement - \$495**

Chf Easter told the Board he had reviewed the 2017-2018 Stray Housing Agreement with the Humane Society. He feels it is a fair assessment for the activities now taking place between the Twp and the Humane Society. He is recommending the Supervisors approve this contract in the amount of \$495.

**MOTION** was made and seconded to approve the 2017-2018 Stray Housing Agreement with the Humane Society in the amount of \$495 (\$45 per animal). Motion unanimously carried.

**TOWNSHIP MANAGERS REPORT –Cheri Grumbine, Twp Manager****A.) 2018 All Funds Preliminary Budget**

A power point presentation was provided by Mgr Grumbine. A review of all funds of the Twp was provided. Mgr Grumbine reviewed the anticipated revenues and expenses for each specific fund highlighting the department capital purchase items and specific projects. The 2018 Budget does not show any reductions in Twp services and shows no tax increase for 2018, although a Stormwater Fee was discussed for 2018.

There were no questions or comments regarding the 2018 Preliminary All Funds Budget.

**MOTION** was made and seconded to adopt the 2018 All Funds Preliminary Budget for North Lebanon Township. Motion unanimously carried.

**B.) Consortium Update**

Suv Miller gave an update on the Consortium meeting that he and Mgr Grumbine had attended earlier in the day. The 2018 meetings will be held the third Tuesday of every month at 10am on Mifflin St in the former Red Cross/Time Warner building. Mgr Grumbine told the Supervisors there have been a few proposed amendments to the Inter-Governmental Agreement for them to review. It is hoped all parties involved will adopt during their December meetings. Also, the Consortium has put together an RFP to hire a Solicitor to represent the Consortium.

**C.) 2018 Meeting Dates**

The meeting dates for Board meetings will remain the 3<sup>rd</sup> Monday of each month @7:00PM, except the organizational meeting to be held Tuesday, January 2<sup>nd</sup> at 1:00PM.

**MOTION** was made and seconded to approve meeting dates for year 2018. Motion unanimously carried.

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**D.) Signed Fire Company MOUs – Ebenezer, Weavertown, Rural Security and Glenn-Lebanon Fire Co**

During the Nov 1<sup>st</sup> Workshop the Board agreed to make 2 minor changes to the MOU that had been suggested by the Fire Co representatives. The changes had been made and the revised MOU had been forwarded to the Fire Company representatives. The Twp has now received the signed MOUs from all 4 Fire Companies within the Twp. The Board is being asked to approve and sign these MOUs.

**MOTION** was made and seconded to approve the signed MOUs received from the 4 volunteer Fire Companies within the Twp. Motion unanimously carried.

**E.) Tree Dedication Agreement – Weavertown Fire Co**

Weavertown Fire Co has asked for a Tree Agreement to be signed for Tree #20 at Lenni Lenape Park. The Board is asked to approve this agreement.

**MOTION** was made and seconded to approve signatures on the Tree Dedication Agreement for Tree #20 at Lenni Lenape Park for Weavertown Fire Co. Motion unanimously carried.

**F.) Janitorial Services – Bid Tabulation**

The Twp has received 4 proposals for janitorial services at the municipal building. Mgr Grumbine is recommending the lowest proposal from Arndt Cleaning and Detail at the cost \$650/month. All positive comments have been received from the references that were received. The contract provides for a 1-year term with a 30-day termination notice.

**MOTION** was made and seconded to approve the proposal received from Arndt Cleaning & Detail for janitorial services for the municipal building. Motion unanimously carried.

**G.) Meeting with Athletic Association**

After previous conversations concerning recreation in the Twp, the Board had requested a meeting be scheduled with the Athletic Associations in North Lebanon Twp. The following dates are being proposed: January 23, 24, 25 or 30. The Board is being asked to check their schedules for available dates before asking the Associations which date will work for them. Also, a time should be determined as well. After some discussion it was decided to schedule either Tuesday, January 23 or Tuesday, January 30, 2018. It was also agreed to meet at 7pm. Mgr Grumbine stated she would inform Lori Books so she could contact the Association Presidents. Once a date is agreed upon she would let the Board know. The Supervisors agreed to a Tuesday evening, 1/23/18 or 1/30/18, at 7pm.

**SOLICITOR'S REPORT; Sol Fred Wolf -- Henry & Beaver****A.) Resolution 18-2017 – Prohibiting Placement of Category 4 Casinos**

Sol Wolf explained that by adopting Resolution 18-2017 the Twp is stating that category 4 mini casinos are being prohibited in North Lebanon Township. Should the Board decide to allow category 4 casinos to locate within the Twp, another Resolution could be adopted to repeal the current Resolution. By adopting this Resolution any potential proposals will have to come before the Board for approval.

Suv Brensinger questioned an existing casino and the 25-mile radius allowable for satellite casinos. He wanted to clarify that this Resolution would override that situation. Sol Wolf confirmed this Resolution would prevent any satellite casinos unless the the Board is sought out for approval by someone.

Suv Sattazahn said he wants to confirm that by adopting this Resolution tonight, the Board will have the option to change their thinking in the future. Sol Wolf agreed with that statement. He said by adopting Resolution 18-2017 the Twp will get to decide the placement for this type of activity if/when they are approached.

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**MOTION** was made and seconded to adopt Resolution 18-2017 regarding category 4 casino placement in North Lebanon Twp. Motion unanimously carried.

**B.) Resolution 19-2017- In Lieu of Condemnation**

Resolution 19-2017 refers to a property located at 1405 E Old Cumberland St which is in an area that is prone to flooding. This property borders a property the Twp has already purchased. The property had been previously purchased and is now being sold again. The Twp received an offer of \$32,500 to purchase the property. Suv Brensinger suggested the Resolution be revised to reflect Dick Miller as the Chairman and authorized signature.

**MOTION** was made and seconded to adopt Resolution 19-2017 regarding 1405 E Old Cumberland St. Motion unanimously carried.

**C.) Schreckengost Settlement/ Lenni Lenape – 11/13/2017**

Sol Wolf told the Board that the settlement for the Lenni Lenape and Schreckengost lot addition took place on 11/13/2017. As part of the settlement, Mr. Schreckengost had a new deed drafted combining his current property and the new lot addition into one deed.

**D.) Bid Specs for Roofing; Dec – Finalize; Prebid – Jan; Award Feb and Start March**

Sol Wolf reported the specifications would be prepared for approval at the Dec meeting. A pre-bid meeting will be held in January, with award to bidder given at February meeting and expected start date to be March of 2018.

**COMMENTS FROM BOARD MEMBERS**

**A.) Water St Paving Update**

Suv Brensinger provided an update to everyone on the paving of Water Street in the areas that had been disturbed during the pipe replacement project. Leaf collection is ongoing currently.

**B.) Suv Dick Miller**

Suv Miller commented on the excellent preparation and presentation of the proposed 2018 Budget.

With no further business to discuss, meeting adjourned.

Respectfully Submitted,

Theresa L. George  
Recording Secretary