

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
MARCH 19, 2012**

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
Kenneth C. Artz	Treasurer
Cheri F. Grumbine	Township Manager
Harold L. Easter	Chief of Police
Marc Hess	Henry & Beaver LLP

Absent: Sol Frederick Wolf Henry & Beaver LLP

Also in attendance were Kathy Hackleman of the Lebanon Daily News and several other individuals. The meeting was called to order and the pledge to the flag was done.

**COMMENTS FROM THE PUBLIC**

**A.) Shem Heller – Project Keystone**

Mr. Heller introduced himself to everyone and explained that he is involved with Project Keystone. Project Keystone is assigned the task of helping private communities cope with the aftermath of a natural disaster such as Tropical Storm Lee. It is a community outreach program that assists people with the feelings they experience after a natural disaster, such as flooding. The program is funded through a Grant from the Federal government. His attendance here this evening is to educate the community, as well as the local representatives, about the program's existence. Mr. Heller provided the Supervisors with some written material describing various functions of Project Keystone. This service is being offered in multiple counties.

Suv Brensinger questioned the method used to inform the program about the people who might require this service. Mr. Heller listed several FEMA/PEMA lists that are made available to them. Part of their job is to go through the lists and determine who might benefit from these services. Mr. Heller repeated this is a federally funded program.

**APPROVAL OF MINUTES**

**MOTION** was made and seconded to approve minutes from the meeting of February 20, 2012. Motion was unanimously carried.

**APPROVAL PAYROLL and PAYMENT OF INVOICES**

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

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**FIRE CHIEFS REPORT****A.) Monthly Report – February; Brian Vragovich**

Fire Chf Brian Vragovich reported on the 4 fire companies' activities for the month of February. He reported a total of 42 service calls for volunteer response during the month of February. He also reported a total of 228 hours and 15 minutes of volunteer response time.

**B.) Central Medical Ambulance**

Chm Miller explained to Brian Vragovich that the Twp had received a letter from Central Medical Ambulance in regards to reassigning the ambulance boxes that would request their response. He asked Brian if he knew anything about how the ambulance boxes are setup. Brian responded he is not sure if the boxes are established by the same method used for the fire alarm responses. Chm Miller asked what input EMA has in regards to how these boxes are set. Vragovich replied that with the fire alarm boxes EMA has no input at all. The Fire Companies determine which company is closest to respond when an alarm is sent. Once the fire companies have the box alarms set, the Supervisors are asked to approve the alarm list and then the list is provided to EMA in order for EMA to do whatever it is they do from their end. He repeated that the Fire Companies do not have any input to the Ambulance boxes. Chm Miller thanked Brian for his information pertaining to this issue.

Suv Brensinger questioned Brian about brush fires. He asked if the issue is something that may need to be supplied to the media for help in getting the word out. Brian said he does not see any evidence that brush fires are out of control as of yet. The current report of 5 brush fires, in his opinion, was all related to one vehicle throwing out sparks and sparking off small roadside fires.

**CHIEF OF POLICE REPORT – Chief Harold Easter****A.) Calls for Service – Month of February**

Chf Easter reported on the activities for the month of February 2012. There were a total of 678 Police-Citizen contacts in the month of February. The Chf also reported on some of the individual categories for these calls of service.

**B.) 2012 International Property Maintenance Code Book**

Chf Easter told the Board that the 2012 International Property Maintenance Code Book is before them for adoption. He is recommending that the Twp adopt this revised edition of the IPMC. Chm Miller asked Chf Easter if he knows what revisions have been made since the adoption of the previous IPMC. Chf replied he has been told that the changes are minimal. The revisions are more clarification than actual changes. The Supervisors were in agreement that this issue should be tabled until next month after they have an opportunity to review some of the contents of this Code Book. Chf Easter told the Board that if they have specific questions The Code Enforcement officers will be happy to answer them.

**C.) Lebanon City Request for Assistance from NLT Fire Police – Various Events in 2012**

Chf Easter told the Board that a letter had been received from Lebanon City Police Chief pertaining to periodic assistance from North Lebanon Police. Chf Easter will be meeting with Chf Wright tomorrow (3-20-12) to discuss some of the details that need to be clarified before agreeing to this type of general request. He said he will inform the Board of what was discussed after the meeting.

**D.) Police Secretary**

Chf Easter reported to the Board that Kori Eder has returned to work and seems to be doing very well.

**E.) Driveway Issue – 1612 Sandhill Road Rear**

Diane Via who resides at 1612 Sandhill Road Rear stopped in the office to request a “Hidden Driveway” sign. The request was turned over to Chf Easter so he could review the situation. He reported to the Board that he had visited the site Friday afternoon and again this morning.

Chf Easter stated the problem is not the driveway. The problem is the speeding that occurs in the area. Chf stated that the motorists are not going to notice another posted sign. In his opinion it is not necessary to post a sign as there are not any sight obstructions. Another point is that this is a PADOT roadway. Mgr Grumbine told the Chf that PADOT will always kick this type of request back to the local municipality. Chf Easter repeated his opinion that a sign will not accomplish what Ms. Via is looking to correct. Chm Miller requested that Chf Easter assign some patrols in this area to send a warning to motorists about the speeding problems in this particular area.

**MOTION** was made and seconded to deny the request for a Hidden Driveway sign based on Chf Easter’s recommendation not to install the sign. Motion unanimously carried.

**TOWNSHIP MANAGERS REPORT – Cheri F. Grumbine****A.) Resolution No. 9-2012 – Prevailing Wage Act Reform**

PSATS has been actively working for many years on behalf of the municipalities towards prevailing wage reform and/or elimination from the requirements for the municipalities. The PA Prevailing Wage Act (Act 442 of 1961) requires that workers on public construction, reconstruction, demolition, alteration and/or repair projects with estimated cost greater than \$25, 000 be paid a wage set by the Secretary of Labor and Industry rather than local market rates. The prevailing wage rates set by the Secretary of Labor and Industry are generally 20-40 percent higher than local market labor rates and the costs and burden of these artificially inflated wages are borne by taxpayers in the form of higher construction costs and higher taxes than would otherwise be necessary. In addition local contractors often choose not to bid on prevailing wage projects due to the administrative and financial overhead required. According to the U.S. Bureau of Labor and Statistics CPI Inflation Calculator, \$25,000 in 1963 dollars equals \$183,203 in 2011.

Resolution No. 9-2012 is being presented to the Board to request that members of the General Assembly be urged to support and pass House Bill 1329 and 1685, as well as any other proposal that offers relief to PA’s local governments and taxpayers from the burdens of the Prevailing Wage Act. The Board is being asked to take action to adopt Res No. 9-2012.

**MOTION** was made and seconded to adopt Res No. 9-2012 addressing the Prevailing Wage issue. Motion was unanimously carried.

**B.) Proposal to Strip & Wax Floors**

A proposal to strip and wax all floors in various offices of the municipal building has been obtained from our current professional cleaning service. This task would be performed annually with the weekly cleaning performed by Personalized Commercial Cleaning. Last year 2 of the Twp employees performed this task and did a tremendous job.

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**Proposal to Strip & Wax Floors (con't)**

However it took over 122 hours (including some evening hours) to finish the task. Personalized Commercial Cleaning has the proper equipment to perform this job. The Twp will be able to perform single area touch-ups, as needed, but the entire building is too large to handle adequately. The Board is being asked to consider this issue.

Suv Artz questioned the in-house completion of this project. Mgr Grumbine said the results were satisfactory however it took so much time to complete the task. The employees had to return in the evenings to finish the multiple coats of wax. They had accomplished this waxing project while completing their regular jobs. It is so time consuming and the Personalized Commercial Cleaning service has all the equipment to make the task easier. Chm Miller confirmed that Mgr Grumbine is looking to them to accept the proposal Personalized Commercial Cleaning has submitted. Mgr Grumbine indicated that is what she was looking for from them.

The Board questioned if there had been any amount budgeted for this work. Mgr Grumbine replied there is a general maintenance item that has been budgeted. This amount will easily be covered by the budgeted amount. If there should be some type of major repair needed sometime in the near future a strain could occur for that budget line item. The quote provided to strip and wax and the tile floors throughout the Twp building was in the amount of \$4433.00. Chm Miller asked Mgr Grumbine if she would be coordinating this task with Chf Easter to have the Police area completed. Mgr Grumbine indicated she would be coordinating the timeframe with Chf Easter.

**MOTION** was made and seconded to accept the proposal from Personalized Commercial Cleaning to perform stripping, waxing and sealing of the tile floors throughout the Twp building. Motion was unanimously carried.

**C.) Municibid Items – JD 4300 Tractor, Howse Disc Harrow**

Three items were placed on Municibid, 2 of which the minimum bid has been met. The Board is being asked to approve the bids and then the items will be released to the high bidder.

Howse Disc Harrow – high bidder Dick Witmer - \$370.00

2001 JD 4300 Tractor – high bidder William Schofield - \$6,700.00

**MOTION** was made and seconded to accept the bids received through Municibid for the Howse Disc Harrow high bid offer of \$370 from Dick Witmer and William Schofield's high bid offer of \$6700 for the 2001 John Deere Tractor. Motion was unanimously carried.

**D.) Ambulance Box Cards – Info from Central Medical; Schedule for April Meeting**

Central Medical is requesting the Twp update a few box cards that would enable them to be 1<sup>st</sup> responder for medical calls. Mgr Grumbine has scheduled the April 16 Board meeting for Central Medical to attend and discuss this request. She told the Board she has a list of 13 questions for discussion and is asking the Supervisors to forward any questions they might have to her so that she can forward the list to Central Medical for a response.

Chm Miller offered his opinion that after hearing what Brian Vragovich had to offer this evening, he would be more comfortable with asking Central Medical to attend the May meeting. The April meeting already has the Zoning Amendment Public Hearing scheduled. He thinks this may take some time to discuss. Suv Artz indicated his agreement with Chm Miller.

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**Ambulance Box Cards (con't)**

Suv Brensinger said he is fine with the suggestion. Mgr Grumbine said she would contact Central Medical and ask them to attend the May Supervisors meeting to discuss the ambulance boxes.

**E.) Pertinent Issues****1.) CLSD Regional Comp Plan Update; Next Meeting; April 5<sup>th</sup> @ 6:00 PM**

The draft of the Regional Comprehensive Plan has been provided to the Committee. However due to insufficient time for review the meeting that had been scheduled for March 1 was cancelled. Michelle Brummer has provided a written report on the public meeting that had been held February 16<sup>th</sup>. The Committee is currently reviewing the draft plan and will discuss their concerns at the April 5<sup>th</sup> meeting to be held at the South Lebanon Township Municipal Building at 6:00 PM. Mgr Grumbine stated she has 1 extra copy of the draft plan if any of the Supervisors are interested in reading at this time. Chm Miller acknowledged Earl Roberts, W Kercher Ave, who requested a copy of the draft plan to review. The Board agreed to provide a copy to Mr. Roberts.

**2.) Floodplain Management Measures Update**

A reminder letter has been received from FEMA regarding updates to the Floodplain Management Measures for North Lebanon Township. Julie Cheyney, Lebanon County Planning Department, has been working on a county-wide ordinance and has provided Mgr Grumbine with a copy. A copy was provided to the Board with tonight's agenda.

Mgr Grumbine explained that Julie Cheyney has not received word back from Dan Fitzpatrick of DCED about the draft ordinance that she has submitted to him for his review. Once Julie hears from Mr. Fitzpatrick, Mgr Grumbine will work with Sol Wolf to set up a Public Hearing before the Board.

**3.) Elected Officials Meeting**

Invitations had been mailed to the Supervisors regarding an Elected Officials meeting being held March 20 at the City/County Building. Fred Boylstein, Director PEMA Central Area will be in attendance to discuss a number of issues, including the Duties and Responsibilities of a Local EMA Coordinator. Mgr Grumbine suggested a Supervisor representative attend this meeting in order to learn from the County EMA perspective what went right during TS Lee and what could have been done to improve the coordination of this emergency. The Board members discussed who would be available to attend. Chm Miller questioned Mgr Grumbine if she was planning to attend the meeting. She replied she had not expected to as it is geared toward elected officials. However if the Board wishes her to attend she said she will do so. Suv Miller stated he would check his calendar and try to attend.

Suv Brensinger said he has a few notes on some topics he wished to get information about. The radio situation is one of them. Brian Vragovich suggested that Dan Kauffman may be able to offer some info about the ambulance boxes. Vragovich explained the difficulties of not being issued the number of radios that have been promised to them by the County. The change in the Fire Police program has also affected the issuance of the radios. There are so many issues with this topic that need to be discussed and worked through to resolve all the current problems.

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#### 4.) Traffic Counting on Municipally Owned Roads

Notification was received from PADOT that starting in March through June 2012; PADOT will be contracting with Tri-State Traffic Data, Inc. to collect data on municipally owned roads within Lebanon County. The collected data is reported annually to the Federal Highway Administration and is used in a federal funding allocation formula which in turn determines the amount of money the state receives from the Federal Government. The traffic counters are not being set for any road project or speed trap. The data will be available on the Internet Traffic Monitory System website after the data has been collected and processed.

#### 5.) Tire Collection Event – March 30, 8 am – 6 pm Expo Center

The advertised tire collection is to take place on Friday, March 30<sup>th</sup> from 8 AM to 6 PM at the Expo Center Fairgrounds. Pre-registration ends March 23<sup>rd</sup>. Mgr Grumbine said she included this on the agenda as a reminder to everyone.

#### 6.) Re-addressing W Maple Street/ Rte 72

Mgr Grumbine told the Board she is waiting to hear back from Mr. Podjed. If she does not hear from him this week, her plans are to phone him the end of this week to discuss his findings.

#### 7.) Non-Emergency Activity Listing – Fire Companies; Joint Session/Apr 4<sup>th</sup> @ 6:00PM

During the January 16<sup>th</sup> Board meeting the Supervisors had conditionally approved the Non-emergency Activity Listing for all 4 Fire Companies. The condition placed on the approval was that a meeting would take place between the 4 Fire Chiefs, Board of Supervisors, Township staff and our Insurance agent. This meeting has now been scheduled for April 4<sup>th</sup>, which is the regular monthly scheduled meeting for the Twp Fire Chiefs.

#### 8.) DEP Accepting Applications for Act 101 Recycling Grants

The Twp received an announcement that DEP will be accepting applications for Act 101 Recycling Grants due June 29, 2012. An application is being worked on and will be presented to the Supervisors for approval prior to submission. Enlarging the YardWaste Facility is top priority. The plan is to separate the equipment working area from the resident drop-off/pick-up area.

#### 9. Community Development Block Grant (CDBG)

The Grantee agreement has been received from the Lebanon County Commissioners for the CDBG that is intended for use during the Rockwood Sewer Project. The funds will be used to help offset the expenses for the property owners' connection fees and will be offered to all property owners in the Rockwood Project area who might qualify. The amount of the award is \$50,000. The Board is being asked to approve and sign the agreement.

**MOTION** was made and seconded to accept the Community Development Block Grant in the amount of \$50,000 and authorize signature on the Sub-Grantee Agreement. Motion unanimously carried.

#### 10. Personnel Manual

Mgr Grumbine questioned the Board members about whether or not they have completed their review of the drafted Personnel Manual. The Board members told her they have not finished their review yet.

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**SOLICITOR'S REPORT** – Attorney Marc Hess), Henry & Beaver LLP  
(Sol Frederick Wolf provided a written report for Marc Hess to review with the Board)

**A.) HOA Documents - The Crossings; Ext Request Recommended – April 16**

Mgr Grumbine and Sol Wolf have submitted their remarks/comments to Landmark. The revisions should be finished by March 31, 2012. A request is being made to grant an extension to Landmark to complete the revised HOA documents, by our April meeting. The Board members all indicated their agreement to an extension.

**B.) Rockwood Sewer Project Update**

The Municipal Authority is working towards completing all the required documents for closing with PennVest in the spring or summer of this year.

**C.) 2011 On-Lot Sewage Management Ordinance Compliance**

There are a total of 3 property owners who have not completed the requirement to clean their septic system and file a report with County Planning. These property owners have received several notices from the County and the Twp has sent 2 notices. Sol Wolf will now ask the court to require compliance, to pay a fine or penalty and to pay the attorney's fees and costs. County Planning is the administrator of the program while under the direction of the Municipal Authority.

**D.) Sahonic Update**

Mgr Grumbine stated that she has not had any contact from the Sahonics for several weeks now.

**E.) Drainage Swale – Sholly Avenue Properties**

After the February meeting and the discussion about the current property owner's responsibility in dealing with this swale area, the records were researched. The records verify the developer had constructed the swale and the developer's bond had been released at that time. A note is on the subdivision plan pertaining to individual property owners being responsible for maintenance of the swale area. Mgr Grumbine provided copies of inspection reports to Sol Wolf and the Board. Mgr Grumbine had contacted Karl Kerchner with the Lebanon County Conservation to get copies of all inspection reports related to this development. However, the inspections were performed in 1992 and their records were purged and no longer available. The property owners will be required to restore the original swale. Mgr Grumbine contacted the 2 individuals that had attended the meeting previously. She had spoken to Mr. Lutz, who had attended the Board meeting with questions. However she was not able to speak with Christine, who had also attended a previous meeting, but was able to leave a voice message for her.

Mgr Grumbine suggested to the Board that if the property owners are able to coordinate and accomplish the reconstruction of the swale with 1 specified contractor, the Twp could absorb the costs of Rick Bolt's services as Engineer for the project.

**MOTION** was made and seconded to absorb the cost of the County Engineer for services conditional on all the property owners are able to agree on 1 contractor, of their choice, to accomplish the work. Motion was unanimously carried.

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**F.) Rezoning Request – Hearing Advertised for April 16<sup>th</sup> at 7:30 PM****Letters Sent to Surrounding Property Owners/ Property Posted by Township Staff**

Preparations for the Public Hearing which is scheduled for April 16 are ready for completion. A ruling was requested from the Ethics Commission for Suv Ken Artz. Mgr Grumbine informed the Supervisors that a response has been received and will be reviewed by Sol Wolf for the Hearing.

**COMMENTS FROM BOARD MEMBERS****A.) Tentative Date to View Stormwater Line in Avon – March 26<sup>th</sup>**

Suv Brensinger announced that Lebanon Authority has contacted him to schedule the viewing of the stormwater line located on (Old) E Cumberland Street for Monday, March 26. He described the line and the expected difficulties in trying to video it. The hope is that there will be enough breaks in the line so that the viewing can be done in several sections. The video should show what problems exist in that area.

With no further business to discuss the meeting was adjourned.

Respectfully Submitted,

Theresa L. George  
Recording Secretary