

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
JUNE 18, 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 |
| Harold L. Easter | Chief of Police |
| Solicitor Frederick S. Wolf | Henry & Beaver LLP |

Absent: Kenneth C. Artz Treasurer

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

COMMENTS FROM THE PUBLIC

A.) Thomas A. Stewart Jr. Lot Addition Plan – McKinley Avenue

The Stewart plan shows a lot addition from the Thomas Stewart Jr. property to the neighboring Thomas/Carole Stewart Sr property. The vacating of a portion of McKinley Avenue has been completed as a part of this plan. The NLT Planning Commission and the Lebanon County Planning Dept are recommending approval for the plan. Brent Mc Featers was present to discuss any questions/comments the Board might have in regards to this plan. Mr. McFeaters explained the lot addition and the residual land that would be remaining. He stated that Stewart Jr will be selling the lot which contains the existing structure. Mr. Stewart Sr will combine the lot addition with his existing tract.

MOTION was made and seconded to approve the Thomas A Stewart Jr Lot Addition Plan and the Planning Module for the Stewart Plan. Motion unanimously carried.

B.) Arthur/Diane Brown – 840 Walnut Crest Drive; UGI Inspections

Mr. Brown had called and requested to be placed on the agenda to discuss the Code Enforcement billing for the UGI issues. There were several UGI customers that had received a non-compliance letter from UGI (appliance tag). Lt Wengert forwarded the information to Chris Miller, of High Safety, which created an invoice to the Twp from High Safety. In turn the resident was billed to cover the High Safety charges. There are 3 individuals that are asking to have the invoice waived by the Supervisors.

Mr. Brown explained the process that had led up to the yellow tag he had received from UGI during a routine maintenance check. Chm Miller discussed the procedure the Twp uses for these inspections and the resulting letters that are usually issued by Chris Miller of High Safety. He told Mr. Brown that Chris Miller is no longer with High Safety and has since taken a different job. As a result of the course of these events he feels the Twp should waive the invoices from High Safety regarding the UGI inspections. Chm Miller told Mr. Brown and Ms. Starleper they

would receive a letter confirming the waiving of the invoice amounts.

UGI Inspections (con't)

Also a third individual, Mr. Hassenbein, who had received and paid the invoice, will receive a refund.

MOTION was made and seconded to waive the Twp invoices from High Safety for Arthur Brown, Jessica Starleper and Mr. Hassenbein. Motion unanimously carried.

C.) Earl Roberts – Minutes from May 2 Meeting

Mr. Roberts stated he wished to comment on the minutes from the May 2 meeting when Patrick Freer had been present to discuss insurance options with the fire departments. He said as part of the discussion had been an explanation about options which offered a savings to the Twp but did not affect the employees' co-pays or payment responsibilities. One option was getting the average age of the employee down and another mention had been the \$1000 deductible. Mr. Roberts said he felt the information should have been specified in the minutes. He felt this was an important part of the conversation and should have been included in the minutes. Sol Wolf asked if Mr. Freer had provided any written comments for the Board's information. The answer was no because the meeting was a general discussion. Chm Miller stated that during the evaluations with the employees last year they were informed that there would possibly be changes in insurance coverage this year. Chm Miller thanked Mr. Roberts for his comments.

APPROVAL OF MINUTES

MOTION was made and seconded to approve minutes from the meeting of May 21, 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.

FIRE CHIEFS REPORT – Donald Steiner Sr – Weavertown Fire Co

A.) Monthly Report – May 2012

Fire Chief Steiner reported on all activities for the month of May for the 4 volunteer Fire Companies. A total of 280 ½ manhours were logged. He reported on the variety of service calls that had been performed and some of the equipment that had been required in response to these calls.

B.) Fire Police Report – May 2012

Chm Miller referred to a previous discussion the Fire Chiefs had with the Board. As a result of the conversation, Chf Easter is presenting a summary report of the Fire Police activities for the month of May which the Board is now providing to him for the next Fire Chiefs meeting.

CHIEF OF POLICE REPORT – Chief Harold Easter

A.) Calls for Service – Month of May

Chf Easter reported on the activities for the month of May 2012. There were a total of 707 Police-Citizen contacts in the month of May. Chief Easter mentioned some of the individual categories for these calls of service.

B.) NLT Police Officers

Earl Roberts questioned the Chief about the starting salary for a beginning Officer at NLT. He

was told it is approximately \$54,000.

NLT Police Officers (con't)

Mr. Roberts also questioned the years of service in respect to the pay scale. Suv Brensinger responded that without the Police contract in front of them; they could not give an exact pay scale. Mr. Roberts thanked Chf Easter for the information.

TOWNSHIP MANAGERS REPORT – Cheri F. Grumbine

A.) 902 Recycling Grant Application – Yard Waste Expansion

The next 902 recycling grant application is due June 29th with an anticipated award within one year. The completed application has been provided to the Supervisors to review. Roadmaster Ed Brensinger and Recycling Coordinator Bonnie Grumbine have worked to complete the grant application by meeting with DEP and Jackson Twp regarding a possible co-op program for yard waste materials.

Suv Brensinger discussed the Grant application process. He said when he and Bonnie had met with them to discuss the application for this round; DEP had stated that a co-op application would be strongly considered. As Jackson Twp is a newly mandated recycling community, the idea is to team up with them to create a facility for Jackson residents to recycle their yardwaste. Bonnie, Suv Brensinger and 2 of the Supervisors from Jackson Twp had a meeting to discuss an inter-municipal agreement for a yardwaste recycling facility. A Memorandum of Understanding between the municipalities is being worked on.

The Board is being asked to approve the application and to authorize Chm Miller's signature on the application.

MOTION was made and seconded to approve the 902 Recycling Grant Application and to authorize the Chairman's signature on the application. Motion unanimously carried.

B.) Sholly Avenue Storm Water Swale – Letters to Residents; July 16 Meeting

As part of the continuing work on the Sholly Ave townhouse swale issue, Rick Bolt has met with a surveyor to provide additional information in order to look at redesigning the swale for a less intrusive conveyance system. The estimate for the two, the survey and Rick's time, is around \$3500 to \$4000. Mgr Grumbine has suggested the Board meet with the property owners to discuss an agreement among them regarding the hiring of one contractor to install the swale at their cost, which will remain the property owner's maintenance responsibility.

Mgr Grumbine had prepared a draft of 2 different letters. One letter is for the townhouse property owners that had received the original violation letter. The second is a letter for the single family residential properties located south of the townhouse units where the storm water will drain into an existing inlet. The property owners are being asked to attend the July 16th meeting. Rick Bolt, County Engineer, has also agreed to attend the July 16th meeting to facilitate this issue for the Board as well as the residents.

Suv Brensinger reported he had walked the entire swale area this afternoon. He had been asked to note some addresses of single family residents that are in the area of the inlet just south of the townhouses. A list of those addresses will be provided to the office. Suv Brensinger said he feels this project could affect some of the Watson St residents located downhill from the swale area, where the inlet is located. One of the properties actually has a compost unit located directly in the swale area. He said he is in agreement the property owners should be invited to attend the

meeting in order to discuss this issue.

Sholly Avenue Storm Water Swale (con't)

Chm Miller asked if Rick Bolt had actually walked the area or if he had reviewed on GIS. He was told that Rick would be contacted to find out as it is not known if he had physically walked the area. He asked what exactly is it the Board is being asked to do.

Theresa George, Twp employee, explained the Board is being asked to approve the 2 different letters; 1 for townhouse property owners and 1 for single family residence owners. Also the invitation to attend the July 16th meeting should be approved by Board members. Chm Miller said he is not clear on whether these letters had already been mailed or not. He was told the letters would not be mailed until the Supervisors approved the letter content and the date of July 16. Chm Miller said he would like to hear an answer from Rick Bolt regarding his review of the additional homes possibly involved. He requested this item should be listed as the #1 issue for the July meeting so it is not an inconvenience to these property owners.

MOTION was made and seconded to approve the letters being mailed to townhouse and single family property owners inviting them to attend the July 16, 2012 Board of Supervisors meeting. Motion unanimously carried.

C.) Pertinent Issues

1.) CLSD Regional Comp Plan Update; PC to Review by September – It is anticipated the draft plan will be available to be distributed to the five municipal planning commissions within the next week. The schedule outlines up to September for them to review the draft plan and offer comments. A joint meeting will then be planned in September for the 5 planning commission boards to meet and take action on the draft plan. A draft of the plan should be available for the Supervisors within the next week.

2.) GLRA Recognition and Achievement Awards Program – July 10 @ 7pm – The Board has been invited to attend the annual municipal recycling recognition and achievement awards program. The event will be held during the regular monthly board meeting of the GLRA on Tuesday, July 10th @ 7pm. An RSVP is requested.

3.) Upcoming LEMA Events – 400 S 8th Street

- Monday, 6/25 7PM – Local Coordinators and Elected Officials “Duties and Responsibilities of a Local Coordinator” (*RSVP required by June 21st*)
- Thursday, 6/28 7pm – SkyWarn Weather Watcher Presentation (*No RSVP required*)

Suv Brensinger said he had already attended the first session of “Duties and Responsibilities of Local Coordinator” when it was offered previously. The guest speaker never showed up. The Twp EMA Coordinator had been in attendance as well. Suv Brensinger said he would not be available to attend either of these sessions. Chm Miller said he would check his schedule and let Mgr Grumbine know if he is able to attend.

SOLICITOR’S REPORT – Sol Frederick Wolf

A.) Rockwood Sewer Project Update & Intermunicipal Agreement w Swatara; Pennvest

The inter-municipal agreement is being prepared for submission to PennVest for final approval, possibly this week. Once PennVest approves the agreement it will be presented to the Board for their approval with expected adoption by the Supervisors in August. Sol Wolf outlined the

possible future timeframe for the project.

Rockwood Sewer Project Update & Intermunicipal Agreement (con't)

The bids will be released in the near future with a bid opening held in July and an award being granted in August. The closing date with PennVest will be scheduled in September with possible construction to begin in September.

Sol Wolf reviewed some of the highlights within the agreement. Connection to the new line and guidelines for disabling the current onlot systems was explained. Some of the details for the Block Grant were explained. This Grant will offer financial assistance to property owners who meet certain requirements. Sol Wolf talked about the expected billing process for the new customers.

B.) 2011 On-Lot Sewage Management Ordinance Compliance

Out of 43 there are 5 or 6 properties that still are not in compliance with the 3-year pumping Ordinance. Sol wolf stated he would continue working to get these properties into compliance.

C.) Act 37 – Ambulance Service; Memo to Board 6/12//12

Sol Wolf reported he had done some research on Act 37 as directed by the Board. The Act is quite lengthy and there are only certain portions that relate to the municipality. A copy of the Act had been provided to the Supervisors. He also mentioned the Second Class Twp Code which was enacted prior to Act 37. Sol Wolf guided the Supervisors to portions he felt would be of importance to the Twp. He told the Board he is still collecting information. Central Medical is asking to be moved up on the order of call for the Hill Church Road area only. Currently he is waiting for a response from Director of Federation Steve Lyle of Lebanon County and Everett Binns Director of Federation for Berks County. Sol Wolf stated he would like to speak to them and hear the guidelines used to set up their response list for emergency services.

Sol Wolf suggested meeting with Central Medical and FASP after the information is received from these 2 directors. Chm Miller asked Sol Wolf if he had noticed any significant differences between Act 47 and Act 37 during his review of this material. Sol Wolf replied there were not any significant difference in the areas that the Twp is reviewing.

D.) Resolution No. 15-2012; ASA Renewal

The Ag Security Area Program has been worked on for a few months. The Twp has an Ag Security Committee which reviews the current program members and tries to contact any other farmers who might express an interest in the program. The Twp is mandated to conduct a renewal process every 7 years. During this renewal process the individuals who are currently in the program are contacted to determine continued interest. They are also instructed to pass on any information as to anyone who might be interested. The idea is to gather all the information and complete this process all at one time as it is a costly process for the Twp. Letters are mailed to all current ASA members, advertising is completed, postings are done in the Ag areas announcing a public hearing date and the public hearing is held. Prior to the hearing the information is provided to NLT Planning Commission and Lebanon County Planning Dept for their comment and approval. A Resolution is adopted by the Board after the public hearing is conducted. Resolution 15-2012 has been assigned to the ASA adoption. Sol Wolf told the Board that he would like to hold the hearing during the August 20th meeting.

E.) Resolution 16-2012; Conduit Issue – Moravian Manor

The Municipal Authority had been contacted by Moravian Manor in reference to acting as a

conduit.

Resolution 16-2012; Conduit Issue (con't)

This is a service that the Authority has been asked to provide several times in the past. Moravian Manor is a non-profit organization that is qualified, according to IRS guidelines, for this type of financial program. There are certain interest rates that are offered to non-profit groups who are eligible when using a conduit.

The Authority had discussed and adopted a Resolution at their last meeting. The Supervisors are now being asked to also adopt a Resolution. There is no financial responsibility for this service. The Twp and the Authority are not responsible for any financial payments. There had been a public hearing held June 11, 2012 at the Henry & Beaver building located on Willow Street. Sol Wolf stated there were no members of the public that attended the hearing. After the Tefar Hearing is held the Authority and the Twp are expected to adopt Resolutions. A one-time fee of \$10,000 will be paid to the Authority for their services as a conduit.

Suv Miller questioned why the hearing was held at Henry & Beaver. He expressed his feelings that NLT residents would be more likely to attend a hearing if it was held at our municipal building. Sol Wolf stated the location of where the hearing is held is not an issue. However these types of hearings have always been held at his office due to the fact that any documents that might be questioned are at Sol Wolf's office. If the preference is that the hearings are held at NLT it will be scheduled to be held here. Suv Miller questioned if the Authority had provided this service previously. He was told there have been several times this process had been completed.

Martin Barondick talked to Sol Wolf about the legalities of this conduit activity. He expressed his opinions about the process. Sol Wolf explained the steps involved and the procedures established by the IRS for the qualified non-profit groups.

MOTION was made and seconded to adopt Resolution 16-2012 allowing the Municipal Authority to act as conduit for the Moravian Manor. Motion unanimously carried.

COMMENTS FROM BOARD MEMBERS

There were no comments this evening.

With no further business to discuss the meeting was adjourned.

Respectfully Submitted,

Theresa L. George
Recording Secretary