

**MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
JANUARY 7, 2013**

The regularly scheduled meeting of the North Lebanon Township Board of Supervisors was held at 7:00 PM at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon, PA with the following people present:

Richard E. Miller Supervisor
Edward A. Brensinger Supervisor
Cheri F. Grumbine Township Manager

Absent: Kenneth C. Artz Supervisor

Also in attendance were several other individuals.

Supervisor Miller stated Ken Artz is absent tonight due to illness. As Supervisor Artz acts in the capacity of Treasurer, he is suggesting Cheri F. Grumbine be appointed as temporary Ass't Treasurer until the scheduled February meeting. At that time the situation will be reevaluated.

MOTION was made and seconded to appoint Cheri F. Grumbine, Twp Manager as Ass't Treasurer until the scheduled February meeting. Motion unanimously carried.

REORGANIZATION FOR 2013

1.) Oath of Office

There were no Oaths of Office required for this year.

2.) Nomination and Election of Board Members

Current Positions:

Chairman	Richard E Miller
Vice Chairman	Ed Brensinger
Treasurer	Kenneth Artz

MOTION: Was made and seconded to nominate Richard E. Miller as Chairman, Ed Brensinger as Vice-Chairman and Kenneth Artz to serve as Treasurer for the next year. Motion unanimously carried.

3.) Motion to Appoint the Township Secretary (Presently Cheri Grumbine)

MOTION: Was made and seconded to appoint Cheri F. Grumbine as Twp Secretary. Motion unanimously carried.

4.) Motion to Set Treasurer's Bond to \$300,000 and Office Staff/Clerks Bond Limit to \$100,000 each

MOTION: Was made and seconded to set the Treasurer's Bond limit at \$300,000 and the Office staff/clerks Bond limit at \$100,000 each. Motion unanimously carried.

5.) Motion to Appoint Township Solicitor – Presently Frederick S. Wolf

MOTION: Was made and seconded to appoint Frederick S. Wolf as the Township Solicitor. Motion unanimously carried.

6.) Motion to Appoint Steckbeck Engineering (Steve Sherk) as Engineer for MS-4 Stormwater Issues

Over the past year, Ed, Sheila and Mgr Grumbine have been working with Steve Sherk for guidance on regulations for compliance with our current PAG-13 (MS-4) permit. For 2012 Steve completed our Annual Report to DEP due in June. In addition Steve also completed our NOI (Notice of Intent) to renew our PAG-13 (MS-4) permit this past September. The Annual Report is due June of 2012. In addition, to renew the Twp's PAG-13 Permit, Federal regulations require that complete and acceptable Notices of Intent (NOI) be submitted to DEP no later than September 14, 2012, a minimum of 180 days prior to the expiration date of the current PAG-13, March 15, 2013. Mgr Grumbine is asking that the Board appoint Steve Sherk with Steckbeck Engineering, as the Township's MS-4 engineer, so we can continue to work with him to guide us on meeting the MS-4 regulations. Steve will be attending the January 21 meeting to discuss MS-4 issues.

MOTION was made and seconded to appoint Steckbeck Engineering (Steve Sherk) as the Twp's MS-4 Stormwater person. Motion unanimously carried.

7.) Motion to Approve Depositories for Township Funds (Presently Fulton Bank, Northwest, Jonestown, PLGIT and First National Bank of Fredericksburg.)

The Board is being asked to take action on these depositories and also to authorize the Manager/Secretary to open CD's, renew, or withdraw from CD's as necessary, only in the name of North Lebanon Township, for North Lebanon Township's various funds.

MOTION was made and seconded to approve the above listed depositories for all Township Funds. Authorization is also approved for the Township Manager/Secretary to open CD's, renew, or withdraw from CD's as necessary, only in the name of North Lebanon Township, for North Lebanon Township's various funds. Motion unanimously carried.

8.) Motion to Appoint SEO (Presently Lebanon County Planning Dept – Gordon Sheetz and Alternate, Lori Books)

MOTION was made and seconded to appoint Lebanon County Planning Dept – Gordon Sheetz as SEO and Lori Books as the alternate Township Sewage Enforcement Officer. Motion unanimously carried.

9.) Select Voting Delegate for PSATS Convention (normally Board Chairman) and Approve Supervisors, Roadmaster, Manager, And Asst. Manager to Attend PSATS Convention. Also approve Roadmaster, Manager and Ass't Manager to receive employee wages when attending State and County Conferences.

MOTION: Was made and seconded to appoint Dick Miller, Chairman, as voting delegate at the PSATS Convention. Also to approve the Supervisors, Roadmaster, Manager and Asst Manager for attendance at the PSATS Convention in April 2013 and the County Convention to be held in October of 2013. Also approved was the Roadmaster, Twp Manager & Ass't Mgr receiving their regular employee wages when in attendance at State and County Conferences. Motion unanimously carried.

10.) Affirm Supervisor Ed Brensinger as Road Master

MOTION was made and seconded to affirm Ed Brensinger as Roadmaster for NL Twp for 2013. Motion unanimously carried.

11.) Motion to Approve Board Meeting Schedule for 2013

The dates had been advertised for the third Monday of each month of 2013. All meetings commence at 7:00PM at the Township Municipal Building (Board Meeting Room).

MOTION was made and seconded to approve the Board of Supervisors meeting schedule for 2013. Motion unanimously carried.

12.) Motion to Approve 2013 Holiday Schedule – Dates Offices Closed

Good Friday	Mar 29	Election Day	Nov 5
Primary Election	May 21	Veterans Day	Nov 11
Memorial Day	May 27	Thanksgiving Day	Nov 28
Independence Day	July 4	Christmas Day	Dec 25
Labor Day	Sept 2	New Year's Day	Jan 1, 2014

MOTION was made and seconded to approve the 2013 Holiday schedule as provided for Non-Uniform employees and the offices to be closed on these days. Motion unanimously carried.

13.) Appointments to Various Boards/Commissions

A. Municipal Authority – (5 yr term) TO EXPIRE: 12/31/2017

APPOINT: Tod Dissinger

B. Planning Commission – (4 yr term) TO EXPIRE: 12/31/2016

APPOINT: William Tice

Charles Allwein Sr.

C. Park & Recreation - (3 yr term) TO EXPIRE: 12/31/2015

APPOINT: Jay Snavelly

D.) Vacancy Board – (1 yr term) TO EXPIRE: 12/31/2013

APPOINT: A. Bruce Sattazahn

E.) Authority/Township Joint Arbitration Board (1 yr term) EXPIRE: 12/31/2013

APPOINT: Suv Ken Artz

Hiram Brightbill

MOTION was made and seconded to appoint all the various individuals, as listed above, to the appropriate Boards/Commissions and positions. Motion unanimously carried.

14.) Appointment of ABI, Inc. (Randy Maurer) for Enforcement of International Property Maintenance Code for 2013

Associated Building Inspections Inc, which is owned by Randy Maurer, works with Lt Wengert in the code enforcement for the properties within North Lebanon Township. A fee of \$75 per hour is set for this service.

MOTION was made and seconded to appoint ABI (Randy Maurer) to work with Lt Wengert on IPMC enforcement issues. Motion unanimously carried.

15.) Appointment to Zoning Hearing Board – Resolution No. 1-2013

Mgr Grumbine clarified that John Yordy is a new appointment, as Bob Yordy opted not to be reappointed.

MOTION was made and seconded to adopt Resolution No. 1-2013, required by the MPC, appointing John M. Yordy as a member to the Zoning Hearing Board for a 3-year term, which expires 12/31/2015 and reappointing Dean Cover as an alternate member with the term to expire 12/31/2015. Motion unanimously carried.

16.) Code Appeals Board Appointment – Resolution No. 2-2013

MOTION was made and seconded to adopt Resolution No. 2-2012 regarding the County Code Appeals Board which consists of Robert V. Boltz, John R. Poff, William Smeltzer and alternate member Pat Brewer. Motion unanimously carried.

17.) Property Maintenance Code Appeals Board – Resolution 3-2013

MOTION was made and seconded to adopt Resolution 3-2013 appointing the Property Maintenance Code Appeals member, John Eder as a member and David Newhard serving as alternate member with the term expiring 12/31/2015. Motion unanimously carried.

18.) Approval of 2013 Fire Police Roster

The roster of 2013 Fire Police was submitted by Chf Easter for approval. Chm Miller presented the following list of individuals for approval:

Dennis Copenhaver – Fire Police Chief	Gregory Detweiler – Fire Police Captain
Larry Boyer – Fire Police Lt	Ricky Mease – Fire Police Lt
Dave Gaskin – Fire Police Lt	Edward Minford – Fire Police Officer
Jason Leedy – Fire Police Officer	Nicole Levack – Fire Police Officer
John Moser – Fire Police Officer	Howard Hissner – Fire Police Officer
Warren Sholly – Honorary Member	

MOTION was made and seconded to approve the 2013 Fire Police roster as submitted. Motion unanimously carried.

19.) MOTION TO PAY PAYROLL AND OTHER BILLS BETWEEN MEETINGS.

MOTION was made and seconded to approve the procedure for the invoice paying as “The proper officers are authorized to pay payroll and those bills at discount or that would accrue a penalty between meetings. The bills paid by this procedure shall be presented at the next regular meeting for subsequent approval”. Motion unanimously carried.

20.) MOTION TO APPROVE MINUTES

MOTION was made and seconded to approve the minutes of December 17, 2012. Motion unanimously carried.

21.) MOTION TO APPROVE PAYROLL AND INVOICES FOR PAYMENT SUBJECT TO AUDIT

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

TOWNSHIP MANAGER’S REPORT (Cheri Grumbine)

A.) Appointment of CPA – All Funds Audit 2013

Advertisement for the appointment of a CPA firm to perform the All Funds Audit for 2013 has been completed.

Appointment of CPA (con't)

Per a written proposal of a "Not to exceed \$13,725" a slight increase of 2% is realized from the 2012 proposal of \$13,400. Mgr Grumbine is requesting appointment of Brown, Schultz, Sheridan and Fritz to perform the Twp's 2013 All Funds audit.

MOTION was made and seconded to appoint Brown, Schultz, Sheridan and Fritz as the firm to perform the All Funds Audit for 2013, not to exceed \$13,725. Motion unanimously carried.

B.) C.M. High Proposal – Traffic Signal Preventive Maintenance

The annual preventative maintenance agreement from C.M. High has been received. The proposed amount stated for 2013 is \$840.00 for Rte 422/15th Avenue and Rte 72/Long Lane intersections and includes an annual LED cleaning and semi-annual maintenance check. Cleaning of lenses in Twp owned streetlights located at contracted intersections will also be performed. Also included is an annual Electronic Conflict Monitor Test Report as well as completion of the PaDot TE-699 form. A copy of the Preventative Maintenance Record and a comment sheet with recommendations will be submitted to the Twp for review. The fee for 2011 and 2010 was \$778.00. Mgr Grumbine is recommending the Board approve the proposal from CM High.

MOTION was made and seconded to approve the proposal from C.M. High for the Traffic Signal Preventive Maintenance. Motion unanimously carried.

C.) Pertinent Matters

1. Attendance at State Conference - Registration due Jan 21 – The annual PSATS Education Conference and Trade Show is scheduled for April 21-24 in Hershey. In order to receive the early bird discount registration is due by January 25. The event provides the opportunity to attend any of the 80-plus workshops; 300 exhibits; and an opportunity to talk with the legislators at the Legislative Reception. Registrations will be submitted for all three Supervisors.

2. Youth Fishing Program at Lions Lake – Sheila Wartluft has been contacted by Adam Spangler with the Fish and Boat Commission regarding a youth fishing program that they are looking at launching for 2013. The program allows a "mentor" and youth to register to fish March 23rd from 8AM to dusk. This is a week before the normal trout season, which opens on the 30th. The intent is to get children under the age of 16 to take an interest in fishing. Lions Lake will be included in this program.

3. Christmas Tree Recycling Program – North Lebanon Twp will be accepting undecorated, unbagged Christmas trees at the designated location outside the yardwaste gate. No yardwaste card is required. Trees will be accepted until the 3rd Friday in February (2-21-13).

4. January – National Radon Action Month – January is National Radon Action Month and DEP is spreading awareness through its quarterly webinar series, DEP at Home, on Wednesday January 16 from 7-8PM. The webinar features Robert Lewis and Matthew Shields of DEP's Bureau of Radiation Protection in addition to Kevin Steward of the American Lung Association. The webinar will include a question and answer session with these experts.

Radon is described as a colorless, odorless, radioactive gas that occurs naturally through the breakdown of radium in soil and rocks. It can seep into homes through cracks in basements and foundations and can build up inside to concentrations many times the recommended level. Radon is responsible for an estimated 20,000 lung cancer deaths in the US every year, and about 40 percent of PA homes have radon levels about the EPA action level. More information is available on the DEP website www.dep.state.pa.us, keyword: radon; or you can call 1-800-23-RADON.

5. Safety Committee Goals for 2013 – The Safety Committee, which is comprised of at least one representative from each department, has provided their list of 2013 goals for the Board. The Safety Committee meets on the 4th Thursday of each month and any employee/supervisor is invited to attend.

6. LEMA Tasked with Updating Hazard Mitigation Plan –The Twp received a letter from Lebanon Emergency Management Agency stating that they have been tasked with completing an update to the current Lebanon County Hazard Mitigation Plan. The Lebanon County Hazard Mitigation Plan was adopted by Lebanon County Commissioners in 2008. All municipalities in Lebanon County adopted the Hazard Mitigation Plan as the municipal plan. Each County and Municipality is required under the Federal Disaster Mitigation Plan Act of 2000 to have a current and adopted hazard mitigation plan.

Lebanon County EMA has secured a Grant to complete the plan update. Municipalities will receive requests for information and possible meetings over the next 6 months. The updated plan will then be available for the municipalities to adopt as the municipal hazard mitigation plan. The initial packet of information has been received and must be reviewed and returned to LEMA no later than January 29, 2013. When questioned about this project, Mgr Grumbine replied she had been told that MCM Consulting has been hired to complete the update.

7. Resolution 4-2013 – Traffic Signal Light at State Route 72/Tunnel Hill Rd/ N 22nd St

Resolution 4-2013 outlines timing sequence changes to the traffic signal that is located at the Pansy Hill intersection. This is necessary due to the proposed Seneca Foods Corp location at the Lebanon Rails Business Park. Seneca Foods is proposed for one of the vacant parcels in the Business Park. Mgr Grumbine explained that a Land Development Plan will have to be submitted at some point. As of right now the Twp has not received any type of subdivision/land development plan submission.

MOTION was made and seconded to adopt Resolution 4-2013 for traffic signal sequence changes at the Pansy Hill intersection. Motion unanimously carried.

8. Lions Lake – Paint Dumping Incident

Mgr Grumbine referred to an incident discussed during the December meeting regarding paint being dumped into Lions Lake. She stated the total cost for the cleanup of this incident amounted to \$483. A company named Cycle Chem worked with the Park Maintenance Foreman to dispose of the paint matter once the cleanup was completed by Haz Mat.

9. Fire Co Non-Emergency Activity Listings - 2013

Mgr Grumbine provided the Supervisors with copies of the non-emergency activity lists provided by 3 of the 4 volunteer fire companies. Glenn-Lebanon, Rural Security and Weavertown Fire Companies have submitted their anticipated non-emergency lists for the year 2013. The Fire Companies have the option to revise or ask for approval of additional activities by submitting their request to the Supervisors before the monthly meeting. The Supervisors reviewed the activities listed and agreed to accept the activities as provided on the listings. Also submitted was a listing of all the Fire Company Officers. Ebenezer Fire Company has not submitted any activities for approval as of this meeting.

MOTION was made and seconded to approve the Non-Emergency Activity Lists as provided by Glenn-Lebanon, Rural Security and Weavertown Fire Companies. Motion unanimously carried.

COMMENTS FROM PUBLIC**A.) Suzanne Miller – Seneca Foods**

Ms Miller questioned the discussion about Seneca Foods. When is Seneca Foods expected to locate in North Lebanon? Mgr Grumbine explained the traffic signal discussion was a part of the preparation for the anticipated Seneca Foods plant to be located within the Lebanon Rails Business Park. The proposed facility is expected to be a warehouse only. However a Land Development Plan has not been submitted to the Twp office as of this date.

COMMENTS FROM BOARD MEMBERS**A.) Suv Miller – Assessment Appeals**

Suv Miller referred to the Assessment Appeals process. He stated that each month a report will be provided as the Twp receives information on these various appeals.

As there was no more business to conduct, the meeting adjourned with executive session for personnel and litigation matters to follow.

Respectfully submitted,

Theresa L. George
Recording Secretary