

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
AUGUST 19, 2013**

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
Kenneth C. Artz	Treasurer
Cheri F Grumbine	Twp Manager
Harold L. Easter	Chief of Police
Solicitor Frederick S. Wolf	Henry & Beaver LLP

Absent	Edward A. Brensinger	Vice – Chairman
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Also in attendance were several individuals. The meeting was called to order and the pledge to the flag was done.

COMMENTS FROM THE PUBLIC

A.) Russell Heller – Heilmandale Road; Brake Retarder Signs & Speed Limits

Mr. Heller had attended the previous meeting to discuss brake retarder signs and the speed limit for Heilmandale Rd. Since that time Mgr Grumbine has completed some research on regulations for placement of brake retarder signs. Also the fact that Heilmandale Rd is a PADOT road needs to be considered. Mr. Heller addressed the Board telling them he is not looking for a quick “fix” for this problem. However he is strongly urging the Board to keep researching and find some sort of compromise as the noise from the trucks using their jake brakes is so annoying. The noise is especially annoying when trying to enjoy any outdoor space at the corner of Heilmandale and Russell Rd.

Chf Easter had been asked to visit the area and conduct a study of any problems with the brakes being used and review the speeding. Chf Easter reported the speeding did not seem to be much of a problem. He had been there on several different days at various times of the day. During the times Chf Easter was sitting in Mr. Heller’s driveway, or the Carpenter’s Center, only 2 speeding citations were issued. At this point Chf Easter felt the speed limit is appropriate for the area. The use of jake brakes was noticeable but he did not feel it was overbearing. Mr. Heller told the Board he has lived there a long time and the last few years the jake brake usage has increased. Heller said what is even worse is that the trucks are going at such a low speed due to the corner; he cannot understand the use of the jake brake at all.

The conversation continued about the regulations for the placement of jake brake signage. Mr. Heller said he had been able to find some information on the internet and while there are some restrictions it would seem his request for No Jake Brake signage is something that would be permitted. Chm Miller told Heller the Supervisors would like to continue researching and discussing this issue with West Lebanon, North Cornwall and Palmyra, who already have jake brake restrictions in their municipalities. He stated that they would keep Heller informed about any determinations on his request.

B.) Robert Graham – Narrows Dr; Water Runoff from Narrows Drive

Mr. Graham told the Board he had been at a meeting in October of 2012 to inform them about the water runoff from Narrows Dr. Due to the paving project that had been completed a few years ago the runoff water now lays on his driveway area. At that meeting the Highway Foreman had said he would take a look at it and determine what, if anything could be done. Graham said as of this date no one has been there and he has not been contacted. Chm Miller told Graham as Suv Brensinger is not present this evening the Board will have to speak to him about this issue and Mr. Graham will be contacted.

Mr. Graham – Lenni Lenape Park

Mr. Graham asked the Board about the status of the Lenni Lenape Park. Is it open to the public as of now? Chm Miller responded that as the work is not complete, he would have to say no, it is not. Graham told the Board he and his wife are concerned because there are people present in the park at all times of the day and night. With the contractors equipment being left at the park it would be easy for vandalism to occur. Also there should be a concern about liability for people who are in the park especially after dark. A conversation followed about the status of the park and having the public within the park in its current condition (construction activities). Graham stated that he has not seen any “No Trespassing” signs posted. Another concern is the golf carts traveling from across Narrows Dr to the park to watch any progress. Mgr Grumbine said she would have to talk to Dave and Ed as to what is posted in the area and what should be posted.

Sol Wolf added his thoughts that they should review what the Ordinance states in regards to the public in the parks. If Lenni Lenape is not included in the Ordinance it might be a good idea to review and revise the language in the current Ordinance. Chm Miller requested that if he sees the public in the park area to please phone the Police Department.

APPROVAL OF MINUTES

MOTION was made and seconded to approve minutes from the March 7, 2013 Joint Public Hearing Regional Comprehensive Plan meeting. Motion unanimously carried.

MOTION was made and seconded to approve minutes from the June 6, 2013 Joint Public Meeting on the Regional Comprehensive Plan. Motion unanimously carried.

MOTION was made and seconded to approve the minutes from the July 11, 2013 Joint Meeting with the Supervisors and the Municipal Authority. Motion unanimously carried.

MOTION was made and seconded to approve the Board of Supervisors meeting minutes from July 15, 2013. Motion 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 CHIEF’S REPORT – Brian Vragovich, Glenn-Lebanon Fire Company**A.) Monthly Summary for NLT Fire Companies**

Chf Gettler provided a summary report for all 4 volunteer fire companies. A total of 38 responses for service were logged for the month of July. A total of 875 ft of various sized hoses were pulled, 4 training sessions and 11 mutual aid calls were answered during this past month. A total of 247.30 volunteer man hours were logged.

B.) ISO Audit for All North Lebanon Twp Fire Companies

Chf Vragovich told the Board he reviewed an Audit received from ISO on all four Fire Companies located within North Lebanon Twp. He told the Supervisors there was good news and some not so good news as a result of the Audit. A rating scale is used to judge the many different aspects of the fire department responses. The results of this Audit directly affect the residents' fire insurance premiums. Chf Vragovich stated he would like to schedule some time during the upcoming Budget meeting to discuss some of the findings of this Audit. One point that was stressed in the report is the lack of manpower for these responses. Brian said he is not sure how that problem can be rectified but it should be looked at.

Brian reviewed some of the information that was included in this report. The fact that public water was extended in the Twp improved that portion of the rating. He told the Supervisors that some of the questions and/or requirements that used to determine the companies rating are totally outdated. When asked how often this Audit is completed, Brian stated every 5 to 7 years. However it has been 12 years since the last Audit was done. Some of the findings highlighted some of the areas that need to be improved on. Brian said some of the items have already improved but will not be reflected until the next Audit is completed.

B.) Phantom Box Change – Ebenezer Fire Company

Chf Gettler explained the Ebenezer Fire boxes were reviewed and revised. The thought was to set up the alarm boxes using the closest available equipment for response. The boxes had been set up many years ago by someone who no longer is with Ebenezer. Glenn Lebanon equipment has also been used for some of the boxes. Chm Miller asked if West Lebanon Fire Company would be involved in some of these alarm boxes. Gettler said West Lebanon is on first response for boxes in their area. Chp Miller said W Leb would then respond to the Mall for calls and Gettler replied yes.

MOTION was made and seconded to approve the Phantom Box revisions for Ebenezer Fire Company. Motion unanimously carried.

Ebenezer Fire Company has also submitted a request for approval to host a Food Auction on September 12, 2013. This would be a Non-emergency function.

MOTION was made and seconded to approve a Food Auction hosted by the Ebenezer Fire Company at the social hall on 9/12/13. Motion unanimously carried.

CHIEF OF POLICE REPORT – Chf Harold Easter**A.) Calls for Service Report – Month of July 2013**

Chf Easter reported on the activities for the month of July 2013 and mentioned some of the individual categories for these calls of service. He reported there were a total of 776 Police-citizen contacts for the month of July with a total of 9882 miles logged on the cruiser cars.

B.) Sgt Knight

Chf Easter reported to the Board that Sgt Knight was involved in the arrest of an individual the FBI was seeking. A notice was received from the FBI and Sgt Knight recognized the individual and was involved in the quick apprehension of the individual. Chf Easter wanted to commend Sgt Knight for his diligence.

Chm Miller spoke to Chf Easter in regards to the revision of the Ordinances. He asked if any of the Officers had mentioned any particular streets that might be considered for “snow emergency routes”. Chf Easter replied he had submitted their suggestions for consideration at last month’s meeting.

TOWNSHIP MANAGERS REPORT – Cheri F. Grumbine

A.) Lebanon County SALDO & Stormwater Management Ordinances

Previously the Supervisors had received the Lebanon County SALDO (Subdivision & Land Development Ordinance) to review. At the end the July, they also received the Stormwater Management Ordinance for the County for review. The Board has been asked to review these documents and forward any comments/questions by August 31. Mgr Grumbine reminded the Board should they have questions she will forward their remarks to the County within the required timeframe. The Board members agreed to provide any comments to her before the deadline time.

B.) Ratify Manager Signing Payroll & Other Checks in Absence of Treasurer for 8-14-13

Due to both the Chairman and the Treasurer being out of town last week when the payroll and bills needed to be signed, Mgr Grumbine had signed the checks. She is requesting her action be ratified by the Supervisors.

MOTION was made and seconded to ratify the Manager’s signing the payroll and checks to pay bills for August 14, 2013. Motion unanimously carried.

MOTION was made and seconded to authorize Cheri Grumbine, in the future, to act as signature on all checks in the event the Treasurer is not available to do so. Motion unanimously carried.

C.) 2013 County Bridge Inspection Report

The Twp has received the inspection reports for the Long Lane Bridge and the Emma Road Bridge. Mgr Grumbine has provided information to the Supervisors regarding the inspections. Suv Brensinger will review to determine how much of the projected work details the Highway Department will be able to perform and what outside proposals will be needed. These 2 bridge inspections were performed because the span is less than 20 feet. The bridge on Halfway Dr is inspected under the County’s Bridge Program due to its bridge span. That report is expected in the near future.

In addition to the Halfway Drive Bridge, the structure on Water St that is a culvert with wing walls is considered a bridge by State and Federal standards. PADOT and Federal requirements indicate an inspection must be performed on any structure over 20 feet. The County has now added this structure to their bridge listing and will perform the bridge inspections for the Twp. When these reports are received the information will be provided to the Supervisors. Any work that is required will be the responsibility of the Twp.

Chm Miller questioned some of the shrubbery pictured on the Emma Bridge and Long Lane Bridge. He is questioning who makes the decision as to what may be trimmed and cleaned up. Mgr Grumbine said she will check with the County as the MS4 regulations have to be considered.

D.) Proposal for Parking Regulation Change

In recent months the Planning Commission has been reviewing a Land Development Plan for Weavers Bologna. Last month a conversation was held pertaining to parking spaces provided for the employee parking in businesses located within an Industrial zoning. The current regulations call out 1 parking space for every 2 employees. As discussed by the Planning Commission almost everybody drives to work now. Mgr Grumbine had contacted a couple surrounding municipalities to get their regulations. After hearing the comments received, the Planning Commission is making a recommendation to the Board to revise the current Ordinance to read 1 parking space per employee on the largest shift for certain Industrial zoned businesses.

Mgr Grumbine reminded the Board that she and Sol Wolf have been meeting to discuss revisions and updates to the current Ordinances. The Board is being asked if they would like this revision added to the list of Ordinance updates. Sol Wolf mentioned this would be the second issue mentioned tonight for revisions. The first would be the posting for the Lenni Lenape Park discussed earlier this evening. The Supervisors indicated that they agreed this issue should be reviewed for revision by Sol Wolf and Mgr Grumbine.

E.) GLRA Annual Picnic

The GLRA has sent the invitation to their annual picnic that includes hotdogs, hamburgers and hayrides. This event is scheduled for Wednesday, September 4 @ 6:00PM. Mgr Grumbine will RSVP for the Board and their families after the Supervisors give her their responses. Suv Artz indicated 2 for his family and Suv Miller responded 1 for him. Mgr Grumbine stated she would check with Suv Brensinger and then respond to the GLRA.

SOLICITOR’S REPORT – Solicitor Frederick C. Wolf**A.) Personnel Manual**

Sol Wolf told the Board that he has met with Suv Brensinger, Sheila Wartluft and Cheri to review some of the language contained in the proposed manual. The Board will be receiving a draft to review in the near future. After the Board’s review if there are questions or changes to be made, once the changes are made the Board will be asked to approve the Personnel Manual.

B.) Ordinance Updates

Sol Wolf said that this topic has been discussed already this evening. He is suggesting the Supervisors decide on a definite cutoff date or these revisions could continue to drag out. He suggested that September be the deadline for the Board to review whatever has been drafted. Then the list of updates can be revised and a Public Hearing can be scheduled for the October meeting.

C.) Rockwood Update

Sol Wolf told the Supervisors that an application/connection packet of information had been mailed to the Rockwood Project property owners, both NL Twp and Swatara residents. A variety of information was provided for the property owners. They were instructed to come to NL Twp office to complete the paperwork and submit the fee of \$2000 for a Tapping Fee. Suv Miller asked if we would also be doing the quarterly billing for the Swatara residents, as well as the NL Twp residents. Sol Wolf confirmed all billing and payments would be made through the NL Twp office. Sol Wolf mentioned the restitution work that will be done following the sewer project. The restoration work is anticipated to be completed in August and September.

Rockwood Update (con't)

Suv Miller asked Sol Wolf if the Municipal Authority would be agreeable to working with the property owners who have severe financial hardships. Sol Wolf explained there was an option of a 3 year agreement and payment plan regarding the Tapping Fee. Suv Miller expressed his concerns that some of the people might need more time than 3 years. He stated his hope that the Authority would act appropriately should anyone come to them with financial constraints. Sol Wolf said the Authority has always, to his knowledge, worked with property owners who were able to provide documented proof of their financial situation. These property owners also have the opportunity to work with Grant money from the Lebanon Redevelopment Authority once they provide financial information to the Redevelopment Authority.

D.) Violation Letter; Keisch Property – Greenwood Dr

Mgr Grumbine has been working with Lebanon County Planning on a situation with a property owner who completed work that is in violation of their building permit and the Zoning regulations. The owner had applied for a permit to complete a building addition to their existing structure. At the time the owner was told there may not be a second kitchen constructed in order to remain in compliance with the Zoning for this property. The building permit shows a game room, which at the time of an inspection of the property one year later, proved to be a kitchen. The owner had signed an agreement at the time the building permit was issued.

Sol Wolf had mailed a letter dated August 11, 2013 explaining the violation and the options to correct this situation. The letter gave the owner a deadline to contact County Planning to discuss what decision the property owner has made in regards to the removal of the kitchen. Sol Wolf said if the property remains in violation, a complaint will be filed with the Courts. The Court would then enforce the compliance with the Zoning classification.

E.) Knox Box Violation

Sol Wolf told the Supervisors that the office staff has provided 3 names of property owners who are now in violation of the Knox Box Ordinance. Several letters have been mailed to the owners with no response from them. A letter from Sol Wolf showing the intended paperwork he will be filing with the Courts resulted in 1 individual contacting the Twp office. The owner was able to provide proof that his home was not being operated as a Group Home. This name and address will be removed from the Knox Box listing. The other 2 property owners will soon be reaching their deadline to contact Sol Wolf's office. Sol Wolf stated his office would be filing the complaints on Monday, August 26 with the courts to enforce compliance of the Ordinance.

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

Chm Miller stated Mgr Grumbine has been keeping the Supervisors informed about the results of the Assessment Appeals. He noted that WalMart was granted a 4 million dollar decrease as a result of their appeal. Weis Markets was granted a 2 million decrease. There was some discussion as to how these decreases affect the Twp's tax base.

With no further business to discuss the meeting was adjourned.

Respectfully Submitted

Theresa L. George
Recording Secretary