

**MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
JANUARY 6, 2014**

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:

Edward A. Brensinger	Supervisor
A. Bruce Sattazahn	Supervisor
Richard E. Miller	Supervisor
Cheri F. Grumbine	Township Manager
Harold L. Easter	Chief of Police

Also in attendance were several other individuals.

The Call to Order was made and the Pledge to the Flag was completed.

REORGANIZATION FOR 2014

1.) Oath of Office

Bruce Sattazahn submitted his notarized Oath of Office to the Township Secretary as required.

2.) Nomination and Election of Board Members

Chairman	Edward A. Brensinger
Vice Chairman	A. Bruce Sattazahn
Treasurer	Richard E. Miller

MOTION was made and seconded to nominate Edward A. Brensinger as Chairman, Bruce Sattazahn as Vice-Chairman and Richard E. Miller to serve as Treasurer. Motion unanimously carried.

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

Township Manger Cheri F. Grumbine was nominated to serve as Twp Secretary and also as an alternate Treasurer in the event the Treasurer would not be available to sign necessary checks.

MOTION was made and seconded to appoint Cheri F. Grumbine as Twp Secretary and to act as alternate Twp Treasurer. 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 Consulting Engineer for MS-4 Stormwater Issues

Steve Sherk of Steckbeck Engineering has been working with Ed, Cheri and Sheila on the Township's MS4 requirements and regulations.

MOTION was made and seconded to appoint Steckbeck Engineering (Steve Sherk) as the Twp's MS-4 Stormwater consultant. 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 opening 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.) 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, has worked as the IPMC 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 on the IPMC enforcement issues. Motion unanimously carried.

10.) 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 Ed Brensinger, 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 13-16, 2014 and the County Convention to be held in October of 2014. The Roadmaster, Twp Manager & Ass't Mgr are approved to receive their regular employee wages when in attendance at State and County Conferences. Motion unanimously carried.

11.) Affirm Supervisor Ed Brensinger as Road Master

MOTION was made and seconded to affirm Ed Brensinger as Roadmaster for NL Twp for 2014. Motion unanimously carried.

12.) Motion to Approve Board Meeting Schedule for 2014

The 2014 meeting dates had been advertised for the third Monday of each month of 2014. 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 2014. Motion unanimously carried.

13.) Motion to Approve 2014 Holiday Schedule – Dates Offices Closed

Good Friday	Apr 18	Election Day	Nov 4
Primary Election	May 20	Veterans Day	Nov 11
Memorial Day	May 26	Thanksgiving Day	Nov 27
Independence Day	July 4	Christmas Day	Dec 25
Labor Day	Sept 1	New Year's Day	Jan 1, 2015

MOTION was made and seconded to approve the 2014 Holiday schedule as provided for employee Holidays and the offices to be closed on these days. Motion unanimously carried.

14.) Appointments to Various Boards/Commissions

A. Municipal Authority – (5 yr term) TO EXPIRE: 12/31/2018

APPOINT: Susan Switzer Pierce

MOTION was made and seconded to re-appoint Susan S. Pierce to serve on the Municipal Authority Board. Motion unanimously carried.

B. Planning Commission – (4 yr term) TO EXPIRE: 12/31/2017

APPOINT: Kevin M. George

MOTION was made and seconded to appoint Kevin M. George to serve on the Planning Commission. Motion unanimously carried.

C. Park & Recreation – (3 yr term) TO EXPIRE: 12/31/2016

APPOINT: Dwayne Elder

Corey Hetrick

MOTION was made and seconded to re-appoint Dwayne Elder and Corey Hetrick to serve on the Park & Recreation Board. Motion unanimously carried.

D.) Vacancy Board – (1 yr term) TO EXPIRE: 12/31/2014

APPOINT: Dave Mader

MOTION was made and seconded to appoint Dave Mader to serve as the Vacancy Board. Suv Brensinger and Sattazahn voted in favor with Suv Miller abstaining from a vote. Motion was carried. Suv Miller stated his abstention was due to not knowing this person.

E.) Authority/Township Joint Arbitration Board (1 yr term) EXPIRE: 12/31/2014
APPOINT: Suv Ed Brensinger
Resident Ken Artz

MOTION was made and seconded to appoint Ed Brensinger and Ken Artz to serve as the Authority/ Township Joint Arbitration Board members. Motion unanimously carried.

15.) Appointment to Zoning Hearing Board – Resolution No. 1-2014

MOTION was made and seconded to adopt Resolution No. 1-2014, required by the MPC, appointing John Resanovich Sr. as a member to the Zoning Hearing Board for a 3-year term, which expires 12/31/ 2016. Motion unanimously carried.

16.) Code Appeals Board Appointment – Resolution No. 2-2014

MOTION was made and seconded to adopt Resolution No. 2-2014 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.) International Property Maintenance Code Appeals Board – Resolution 3-2014

MOTION was made and seconded to adopt Resolution 3-2014 appointing the International Property Maintenance Code Appeals member, Karl French Jr., Jay Street, which will expire 12/31/2016. Motion unanimously carried.

18.) Approval of 2014 Fire Police Roster

The roster of 2014 Fire Police was submitted by Chf Easter for approval.

MOTION was made and seconded to approve the 2014 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 Meeting Minutes

MOTION was made and seconded to approve the minutes of December 16, 2013. Motion carried with 2 approval votes and Suv Sattazahn abstaining, as was not present as a Supervisor at this meeting.

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.

COMMENTS FROM THE PUBLIC

There were no comments from the Public this evening.

TOWNSHIP MANAGER'S REPORT (Cheri Grumbine)**A.) Appointment of CPA – All Funds Audit 2014**

The Twp had advertised for the appointment of a CPA firm to conduct the All Funds Audit for 2014. A written proposal from Brown, Schultz, Sheridan and Fritz was received quoting “Not to exceed fee of \$13,950” for the All Funds Audit of 2014. The fee for 2013 had been \$13,725.

MOTION was made and seconded to appoint Brown, Schultz, Sheridan and Fritz as the firm to perform the All Funds Audit for 2014, not to exceed fee of \$13,950. Motion unanimously carried.

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

The Annual Preventive Maintenance agreement from CM High was received. The amount for 2014 will remain at \$840 for both the Rte 422/15th Avenue and Rte 72/ Long Lane intersections and includes the annual LED cleaning and semi-annual maintenance check. The cleaning of lenses in Twp owned streetlights located at contracted intersections will also be performed. Also included is an annual Electronic Conflict Monitor Test w/report, as well as completion of the PaDot TE-699 form. A copy of the Preventive Maintenance Record and a comment sheet with recommendations will be submitted to the Twp to review. The fee of \$840 has remained the same as 2013.

Suv Brensinger questioned the intersection at Prescott Dr and Rte 422. Mgr Grumbine confirmed this is an intersection which the costs are split with South Lebanon Twp and is covered by the SLT contract for maintenance. Suv Miller asked about the intersection at the Pansy Hill area. Mgr Grumbine replied that intersection is the financial responsibility of Lebanon Valley Economic Development Corp.

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

C.) Donation of 4 Bicycles to Marine Toys for Tots Program

The Police Department has reported they have 4 bicycles they would like to donate to the Marine Toys-for Tots Program. According to Resolution #8-2000 Chf Easter is required to get approval from the Board before making the donation.

MOTION was made and seconded to approve the Police Dept donating 4 bicycles to the Marine Corps Toys-for Tots Program per Resolution #8-2000. Motion unanimously carried.

D.) County SALDO and SWM Ordinance

The Lebanon County Commissioners had adopted 2 Ordinances at their 12/05/2013 meeting.

1. SALDO (Subdivision and Land Development Ord)
2. SWM (Storm Water Management Ord)

County Ordinances (con't)

Mgr Grumbine is suggesting that the Board authorize Sol Wolf to include these 2 new Ordinance updates with the Twp's overall Ordinance update currently being finalized for review by the Board. The Supervisors discussed the Ordinance update being drafted and decided this would be a good time to review all the Ordinances.

MOTION was made and seconded to authorize Sol Wolf to include the 2 new County Ordinances in the Twp's overall Ordinance update being drafted. Motion unanimously carried.

E.) Pertinent Matters

1. Attendance at State Conference - Registration due Jan 15th – The annual PSATS Education Conference and Trade Show is scheduled for April 13-16 in Hershey. In order to receive the early bird discount registration is due by January 15th. 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 along with the information about Ed Brensinger being the Twp's voting delegate.

2. Resolution No. 4-2014; Misc Township Fees (Discussion Only) - A draft of Resolution #4-2014 has been provided to the Supervisors outlining various fees for services provided by the Twp. These fees are established by Resolution and the corresponding Ordinance is identified as a reference. This Resolution has been forwarded to Sol Wolf and Chf Easter to review and make recommendations on any changes/ additions. Any revisions will be highlighted and reprinted for the 1/20/2014 meeting.

Suv Miller remarked that he would like it noted that he is still opposed to having residents assume the cost of specific signage that they request, such as Handicapped Parking etc. It is still his belief that the Twp should assume those costs.

Suv Brensinger questioned Mgr Grumbine if she was aware of possible new legislation concerning fees charged to utility companies by municipalities. He mentioned she might want to watch for information as it is an upcoming issue.

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 which is the 21st.

4. Resignation from Tax Collector – A resident had received a write-in election for Tax Collector and had accepted this position through the Voter's Registration Office without discussing the responsibilities of the position with Mgr Grumbine. Following a discussion and review of all the responsibilities of the job description, a letter of resignation was received from the resident. Mgr Grumbine contacted the County Treasurer's Office to re-establish them as the Twp's collector of 2014 Real Estate and Street Light Taxes. She also will contact the Voters' Registration Office to share the resignation letter.

5. Safety Committee Goals for 2014 – The Safety Committee annually provides a list of their Goals. The 2014 Goals List has been submitted to the Board. Mgr Grumbine reviewed the list of Goals outlined. The Safety Committee meets the 4th Thursday of each month and any employee/ supervisor is welcome to attend.

6. Non-Emergency Activity Lists – The 4 volunteer Fire Companies, Ebenezer, Glenn-Lebanon, Rural Security and Weavertown, have all submitted their list of Non-emergency activities for the year of 2014. For Insurance purposes the Supervisors must approve any non-emergency activities the fire companies are involved in/with. Should any future events be planned that are not listed, the Fire Company will seek approval from the Supervisors prior to the event. Suv Brensinger remarked on how good it is to receive all 4 lists at the same meeting. After a review of the submitted lists, the Supervisors took action to approve.

MOTION was made and seconded to approve the annual Non-Emergency Lists for all 4 Fire Companies, Ebenezer, Glenn-Lebanon, Rural Security and Weavertown with any future requests being made prior to the event. Motion unanimously carried.

7. Annual Lions Lake Dam Inspection - Mgr Grumbine told the Supervisors that Steckbeck Engineering has completed the report on the annual inspection of the dam at Lions Lake and it will be forwarded to the Supervisors. Mgr Grumbine reminded the Supervisors of a 1pm meeting scheduled for tomorrow regarding the Incremental Dam Breach Analysis.

8.) Snow Plowing on E Old Cumberland Street (Earhart property) – Mgr Grumbine informed the Board the Office had received a phone call earlier today about the snow plowing on E Old Cumberland St near the Earhart property. Ms. Earhart had attended the December meeting to request the plowing continue past the end of the street and to include the entrance to her property. This issue is one that has been discussed many times at the meetings. At one of the meetings the Board had directed Ed to continue the plowing activity to include the Earhart property. Today Ms Earhart phoned the office a second time to state she was not happy with the plowing that had been done. Mgr Grumbine at that time rode with one of the highway crew to return to E Old Cumberland St. She took pictures of the area and the plowing that had been done to show to the Board. After the plow driver completed additional snow plowing, Mgr Grumbine took additional pictures. Suv Brensinger repeated that he would speak to the drivers and remind them to plow up to the embankment area. He repeated he is not convinced this is the right way to handle this situation but he would instruct the men to do whatever the Board authorizes.

Suv Sattazahn stated he thought maybe a definite measurement should be determined. Some type of marker or foot measurement to provide to the plow drivers would give some consistency during the snow events and the plowing season. He questioned if the Twp is now plowing, does that mean the Twp will be on the hook to repair potholes and repair the macadam? After some discussion it was decided to review what type of definition could be determined for the remainder of the winter snow maintenance. That way the stopping point is not open for interpretation. Mgr Grumbine suggested that once the weather improved, the Board visit the area to review some suggestions in order to make some decisions on this issue.

Plowing on E Old Cumberland Street (con't)

It was decided Ed would make a determination about a stopping point and mark it somehow. Once the marker is in place there should be no future requests for return plowing trips.

9.) Ribbon Cutting Ceremony – Lenni Lenape Park – Mgr Grumbine told the Board they should review their calendars to make sure the date of April 21 for the cutting ceremony is agreeable. Once it is decided we will contact the Commissioners and others who would be involved in the ceremony. All Supervisors indicated that April 21st would be a good date at around 1 to 2pm.

COMMENTS FROM BOARD MEMBERS**A.) Suv Miller – Welcome to New Supervisor**

Suv Miller welcomed Bruce Sattazahn as the new Supervisor and said he looks forward to working with him on Twp issues. He also mentioned the Board will be updating their use of technology this year by using “computer tablets” in an effort to eliminate some paper usage.

B.) Suv Brensinger – New Mack Dump Truck

Suv Brensinger told the Board he wanted to speak to them about a 2014 Budget item. It had been approved to replace truck #3, an older dump truck. The vendor had contacted Ed to explain a price increase was taking place in early 2014. If he chose to place an order now for a new Mack truck the Twp could avoid a price increase. Ed explained the truck itself would not be received until later in the year sometime. Production of the chassis would only be started in March/ April. Suv Brensinger asked for Board approval to order the new Mack truck now in order to avoid the higher cost. Suv Miller questioned the old truck versus the new truck. He was told the new truck is the same size as the truck being replaced, a 10-wheel dump truck. The new truck would be replacing the older truck and the older truck would be placed on MunicibiBid for sale.

MOTION was made and seconded to authorize the ordering of the new Mack dump truck before a price increase occurs. Motion unanimously carried.

The last comment Suv Brensinger had to make concerned Ken Artz, former NLT Supervisor. He stated that Ken is facing some health issues and asked that everyone who cared to, keep Ken in their thoughts and good wishes.

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