

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
JANUARY 20, 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:

Edward A. Brensinger	Chairman
Bruce Sattazahn	Vice – Chairman
Richard E Miller	Treasurer
Cheri F Grumbine	Twp Manager
Harold L. Easter	Chief of Police
Solicitor Frederick S. Wolf	Henry & Beaver LLP

Also in attendance were several other individuals. The meeting was called to order and the pledge to the flag was done.

COMMENTS FROM THE PUBLIC

There were no comments from the Public.

APPROVAL OF MINUTES

MOTION was made and seconded to approve the Board of Supervisors meeting minutes from January 6, 2014. Motion carried unanimously.

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 – George Gettler, Rural Security Fire Company

A.) Monthly Summary for NLT Fire Companies

Chf Gettler reported on some of the activities of the four volunteer fire companies for the month of December. There were 15 emergencies, 10 NLT assists, 1 training session and 19 mutual aid calls for a total of 45 responses in the month of December. The value of buildings involved in fire this month totaled \$69,208 with fire damage valued at \$23,000. A total of 341:32 man-hours were logged in December.

Chf Gettler also provided an end of year summary for 2013. There was a total of 532 responses for the year 2013. There were a total of 262 emergency calls: 70 Ebenezer, 82 Weavertown, 15 Glenn-Lebanon and 37 Rural Security. There were 96 training sessions held in 2013 and mutual aid amounted to 101 calls. Volunteer man hours in 2013 totaled 4,993:53.

Chm Brensinger expressed his thanks and appreciation of all the fire companies and its members give to the Township.

B.) Training Responsibilities

Chf Gettler referred to the ISO study that had been completed last year. The one issue that had been negative was the lack of training completed by some of the Fire Companies in NL Twp.

Training Responsibilities (con't)

As a result of that finding the Relief Assoc purchased a “training package” from the Bucks County Community College. In 2013 all Fire Company members had the opportunity to participate in various training sessions. Chf Gettler shared his opinion that the training program for 2013 had been very successful. This coming week there will be training for First Aid, CPR and Blood Borne Pathogens offered at the Rural Security Fire Station. March 7th & 8th there will be Leadership Training conducted.

Chf Gettler told the Board that Rural Security had their Awards dinner this past Saturday evening. As part of the ceremony Allen Firestine received the Fire Fighter of the Year award. Allen took on the task of reviewing, scheduling and organizing the training sessions that are offered. George stated that Allen has been doing a fabulous job organizing these training sessions. Billy Fair, Captain at Rural Security, had received the Meritorious Service Award for being the first responder on the scene at the fatality on W Kercher Avenue. Billy appeared on the scene and established a command using the training that allowed him to proceed during what was a difficult call for service. Another award granted was the Civilian Award which was granted to Eric Gettler, a non-member, who has completed many Grant applications, completed numerous hours of computer work as well as many other types of paperwork associated with the Fire Company. Suv Miller suggested the Board also provide a letter of appreciation to these individuals for their continued services.

C.) Weavertown Fire Co Phantom Box Changes

Phantom Box Card changes for Weavertown Fire Company were discussed. The Supervisors approved all box cards as submitted with the exception of 1 box card. Box #28-03 will be slightly revised from the submitted description.

Box Card 28-01

MOTION was made and seconded to accept Box Card 28-01 as submitted. Motion unanimously carried.

Box Card 28-02

MOTION was made and seconded to accept Box Card 28-02 as submitted. Motion unanimously carried.

Box Card 28-03

Phantom Box Card 28-03 for Weavertown Fire Co will read as follows:

All addresses south of Miller Street that are located in the Twp are in the 28-03 box area including the Stoevers Dam property. Box 43-02 (Rural Security) covers all addresses on Miller Street from the Twp line/ City line to N 8th Avenue.

The boundary line for box 28-03 area contains all territory east of the houses along N 8th Avenue to Kimmerlings Road, all of 8th Avenue south of Miller Street to the City line. North 8th Avenue from and including the intersection with Miller Street to Rte 343 is in the 43-02 box area. This includes all addresses from 1625 to 1779 N 8th Avenue.

MOTION was made and seconded to accept Box Card 28-03 with the amendments described regarding the Miller Street area and N 8th Avenue area. Motion unanimously carried.

Box Card 28-04

MOTION was made and seconded to accept Box Card 28-04 as submitted. Motion unanimously carried.

Box Card 28-05

MOTION was made and seconded to accept Box Card 28-05 as submitted. Motion unanimously carried.

Box Card 28-06

MOTION was made and seconded to accept Box Card 28-06 as submitted. Motion unanimously carried.

Box Card 28-07

MOTION was made and seconded to accept Box Card 28-07 as submitted. Motion unanimously carried.

Exception Box Card

MOTION was made and seconded to accept Exception Box Card for Holiday Inn Express as submitted. Motion unanimously carried.

Exception Box Card

MOTION was made and seconded to accept Exception Box Card for 1528 Suzy Street, Weavertown Fire Station #28. Motion unanimously carried.

Suv Miller mentioned the info on the Box Card 28-03 about Miller Street and north of Miller Street will need to be corrected at EMA and asked that Chf Gettler contact John Wilson to confirm him of the changes to Phantom Box Card 28-03. Chf Gettler agreed to contact John Wilson at EMA of the revised Box Card information.

Suv Miller also took a moment to commend Chf Gettler and Rural Security for stepping in to provide a program at the Union Canal Elementary School during Fire Prevention week in 2013. He explained that Mgr Grumbine and he had met with the new Principal at Union Canal School and the Principal had remarked about the program. George replied that the thanks will be directed to his Assistant Chief, Allen Firestine, as he was the one who organized and presented the program for the children.

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

Chf Easter reported on the activities for the month of December 2013 and mentioned some of the individual categories for these calls of service. He reported there were a total of 507 Police-citizen contacts for the month of December with a total of 7,982 miles logged on the cruiser cars.

Year End Summary - 2013

Chf Easter also provided some information about the summary of calls for 2013. A total of 7,424 Police-Citizen contacts was logged for 2013. A total mileage of 112,812 were logged for the cruiser vehicles.

B.) Lebanon County Humane Society Stray Housing Contract and Required Form

Chf Easter reminded the Board that the annual contract with the Humane Society needed to be addressed. He discussed a form that he is suggesting they make a part of the contract this year. This form would require the individual surrendering a stray animal to stop at the NL Twp Police to sign a form stating the animal is from the Township. The Humane Society would then accept only animals from individuals that have the signed form from the NLT Police Dept. When the Chief receives his monthly reports the signed forms will make the audit process more accurate.

Suv Brensinger questioned if Chf Easter had verified this form with the Humane Society. Chf Easter replied, no, they will know when they receive the signed contract. Suv Brensinger questioned what their reaction will be and Chf Easter replied we will find out when they get the contract back.

MOTION was made and seconded to approve the 2014 Lebanon County Humane Society Stray Housing Agreement along with the required authorization form. Motion unanimously carried.

TOWNSHIP MANAGERS REPORT – Cheri F. Grumbine**A.) Authorization to Prepare Bids and Advertise Specs – Baseball Field/SWM**

In early September of 2013 the Board authorized Steckbeck Engineering to proceed with preparing plans for the relocation of the baseball field and upgrades to the Twp's stormwater system. The specs were delayed until a detailed plan was in place. The project was budgeted for 2014 and the Board is being asked to take action authorizing Steckbeck Engineering to proceed with preparing bid documents. Upon approval from Sol Wolf and Ed, we would proceed with advertising and bid opening to coincide with the Board's March meeting. It is suggested the bids be returned by early March in hopes of getting good prices from the contractors trying to schedule their projects for 2014. Steckbeck Engineering has confirmed their price submitted on August of 2013 in the amount of \$4500 is still valid.

MOTION was made and seconded to approve Steckbeck Engineering Inc preparing bid specs for stormwater improvements and a baseball field at the cost of \$4500 and proceed to advertise for bid upon approval of these documents by Sol Wolf and Ed Brensinger. Motion unanimously carried.

B.) Sale of 2 Items on Municibid

Two items have been placed on Municibid. The following are the highest bids received:

Day-brite shop lights (18) - \$260

Highland Oil Tanks (2) - \$91

The Board is being asked to accept these bids as offered.

MOTION was made and seconded to approve these items being sold for the bid prices listed. Motion unanimously carried.

C.) Consortium Agreement 2014 - GSH

The Twp participates with the Good Samaritan Hospital Consortium for compliance with CDL regulations and for other employees as needed. The renewal of the annual agreement is due. The Board is asked to approve the agreement with GSH for 2014.

MOTION was made and seconded to approve the Consortium Agreement with GSH for 2014. Motion unanimously carried.

D.) Pertinent Issues

1. 2013 Activity Report – Planning Commission – The Planning Commission members have submitted their 2013 Activity Report for the Supervisors’ review. Included in the report is the attendance chart for the Commission members. This report is merely informational and needs no action from the Board. The Cornwall-Lebanon Regional Comp Plan is mentioned on this summary due to Member Allwein being appointed to serve as a member of the comp committee. Member Allwein attended the comp meetings and reported to the Planning Commission on all the discussions and direction the committee was going.

2. Letter from South Lebanon Twp – Leaf Machine – After receiving a second vacuum style leaf machine the Board agreed to “donate” one of our older mechanical units to South Lebanon Twp. A letter of thanks was received from South Lebanon Twp for this donation. This machine was purchased with 90% funding through DEP and thus had restrictions on the sale, which was why the machine was donated. NL Twp now has 2 vacuum style leaf machines that are used most of the time and one mechanical unit for periodic use.

3. Fortna Lot Addition Plan – Steckbeck Engineering will be submitting a Lot Addition Plan regarding the Fortna property which is located adjacent to the Lenni Lenape Park. The Fortna’s have contracted with Steckbeck Engineering for the preparation of the plan which will be ready for submission within the next 2 months.

4. 2013 Right-to-Know Requests – A summary of the 2013 Right-To-Know requests and responses is being provided to the Board for their information. This report is to give the Supervisors an idea of the types of requests the office is receiving as well as some of the responses given to the requests.

SOLICITOR’S REPORT – Solicitor Fred Wolf**A.) Restoration Connection Plan – Park & Rec Fees**

This issue is pertaining to a 4-lot Subdivision Plan that had been approved in 2006 for Restoration Connection. The developer had recently requested that the fees which had been paid at that time be refunded to them. Fees for Park & Recreation and the purchase of sewer capacity were paid for at the time of the plan submission. A lot of discussion followed regarding the options for this developer. If this parcel is sold, the Park & Rec fees as well as the capacity can be included with the sale of the land. Sol Wolf shared his opinion that the Supervisors should deny this request for a refund.

Suv Brensinger questioned the possibility of the land being approved for a subdivision of more than the 4 lots that had been approved. Would the fees paid for the 4 lots be applied to the amount that would be due for anything over the 4 lots? Sol Wolf agreed that would probably be the scenario. His next question was how Sol Wolf arrived at this opinion. Was it based on previous case law?

At the time the Park & Rec fees were paid, the Parks & Recreation department was permitted 3 years to spend the money or be forced to refund it to the developer. Therefore the funds were applied to the park area within the Twp. That money is spent. The policy of the Lebanon Authority, which received the sewer capacity fees, has always been no refunds once capacity has been purchased. The 4 EDU’s are reserved for the developer. The developer has a few options to choose from, therefore Sol Wolf is recommending denial of the request.

Restoration Connection Plan – Park & Rec Fees (con't)

Should the developer sell the parcel, a request to the Authority and a meeting with the potential new owner could be requested regarding the sewer capacity. The options open to the current developer was discussed.

MOTION was made and seconded to authorize Sol Wolf to compose and mail a letter to the developer denying the request for a refund of Park & Rec fees regarding 1998 Water Street Subdivision for Restoration Connection and outlining options for them to pursue. Motion unanimously carried.

B.) Ordinance Updates; Including AG/IA

Sol Wolf reported he and Mgr Grumbine have met to discuss adding the final 2 Ordinance updates to the current update of Ordinances that has been in the works. The Lebanon County Stormwater Ord and the Subdivision & Land Dev Ord are being added to this update. Changes in the Ag/IA districts will be addressed in this Ordinance update. As Mr. Roberts expressed interest in this portion of the update, at the end of the month when the Board receives a draft to review, Sol Wolf will make sure Mr. Roberts receives the information he has asked to review. Once the Supervisors review the information, the Twp Planning Commission will be asked to review the Ordinance, as well as Lebanon County Planning.

C.) Violation Letter –Keisch Property (Exec Session)

Sol Wolf reported on this ongoing issue with the Keisch family in regards to the installation of a kitchen in an addition which is in non-compliance with Twp Agreement and Ordinances. A letter from the Keisch's Attorney was received pertaining to a variance request before the Zoning Hearing Board. The request was for 1 determination, the kitchen. Lebanon County Planning was instructed to contact the attorney and ask if that was the only issue that they are applying for. Upon receiving no response they are moving forward with scheduling the variance request pertaining to the kitchen. Sol Wolf stated he had contacted the attorney for the Zoning Hearing Board to inform her about the particulars of this issue. Once a definite date is scheduled, Sol Wolf told the Board he will contact her so she is in attendance at the Hearing to offer guidance to the ZHB as well as the Board.

D.) Personnel Manual – Previously Distributed to Board; Set Review Date

Sol Wolf stated the Supervisors had received a draft of the Personnel Manual to review. Revisions were discussed and have been made. Cheri will be distributing the revised information to the Supervisors. His question was directed to Suv Sattazahn about getting a copy to him. Suv Sattazahn replied Ken Artz had provided him with a load of materials to review. At this point he has not had the opportunity to sort through all of it.

E.) Code Enforcement Violations

Sol Wolf reported on 2 Code Enforcement issues that are still outstanding issues. One of the situations involves a property owner trying to accomplish bringing her property into compliance. Chf Easter has been working with this property owner to bring the property into compliance. He and Sol Wolf will be meeting with the individual again after ABI makes a re-inspection of the property and the corrections that were to have been accomplished. April was the deadline set for having the corrections accomplished and the inspection report returned to the Twp. Suv Miller questioned if that means the Board will have a copy of the inspection report for the May meeting. Sol Wolf agreed yes, it would be the May meeting for the Supervisors. Sol Wolf praised Bonnie for her efforts keeping these individuals current with their payments for outstanding fees/fines.

COMMENTS FROM BOARD MEMBERS**A.) Suv Dick Miller – Appointment of Code Enforcement/ Police Officer**

Suv Miller mentioned the position of Code Enforcement Officer that had been filled approximately 4 months ago. That particular individual resigned from the position. The Supervisors and Chf Easter had met with and interviewed several individuals to fill this position. The position was offered to Joshua Bogner of Myerstown who verbally accepted the position when Chf Easter had contacted him. The position will be part-time Code Enforcement/ Police Officer.

MOTION was made and seconded to appoint Joshua Bogner as NL Twp's part-time Code Enforcement/ Police Officer. Motion unanimously carried.

With nothing more to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George
Recording Secretary