

**MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
JANUARY 4, 2010**

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
Kenneth C. Artz Supervisor
Richard E. Miller Supervisor
Cheri F. Grumbine Township Manager

Also in attendance were Alicia Gurdus of the Lebanon Daily News and several other individuals.

REORGANIZATION FOR 2010

1.) Oath of Office: Richard E. Miller provided his notarized Oath of Office as a Supervisor to Manager Grumbine.

2.) Nomination and Election of Chairperson, Vice Chairperson and Treasurer

MOTION: Was made and seconded to nominate Kenneth Artz as Chairman, Richard E. Miller as Vice-Chairman and Ed Brensinger to serve as Treasurer for the next 2 years. Motion unanimously carried.

Suv Artz commented on the fact that Ed Brensinger serves not only as a Supervisor but also as Twp Roadmaster. He said the Board often will look to Ed for advice on a lot of different issues and he will continue to do so for the next 2 years.

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

MOTION: Was made and seconded to appoint Cheri F. Grumbine as 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.

Suv Miller questioned if these amounts are sufficient. Chm Artz replied there have never been any problems with the set amounts. Suv Miller indicated his agreement.

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

MOTION was made and seconded to approve the above listed depositories for all Township Funds. Motion unanimously carried.

7.) Motion to Appoint SEO (Presently Lebanon County Planning Dept – Gordon Sheetz and Alternate, Mandy Fidler)

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

8.) Motion to Appoint All Board Members as Emergency Equipment Operators (Recommended hourly compensation to be approved by Auditors)

MOTION was made and seconded to appoint all Board Members as emergency equipment operators, with hourly compensation to be approved by the Township Auditors. Motion unanimously carried.

9.) Select Voting Delegate for PSATS Convention (Previously Board Chairperson) and Approve Supervisors, Roadmaster, Manager, And Asst. Manager to Attend Convention. Also approve Roadmaster, Manager and Ass't Manager to receive employee wages while in attendance.

MOTION: Was made and seconded to approve Suv Ken Artz as voting delegate at the PSATS Convention and to approve the Supervisors, Roadmaster, Manager and Asst Manager for attendance at the PSATS Convention with the Roadmaster, Twp Manager & Ass't Mgr receiving their regular employee wages while in attendance. Motion unanimously carried.

10.) Affirm Supervisor Ed Brensinger as Road Master

MOTION was made and seconded to affirm Ed Brensinger as Roadmaster of NL Twp for 2010. Motion unanimously carried.

11.) Motion to Approve Board Meeting Schedule for 2010

The dates had been advertised for the first and third Mondays of the month (unless a Holiday). January – May (1st Monday only in April-PSATS Convention 3rd Monday) and October-December. For the months of May, June, July, August and September the meetings are to be held on the third Monday only. All meetings commence at 7:00PM @ the Township Building. The re-organizational Board meeting is being held Monday, January 3, 2011, per Twp Code.

MOTION was made and seconded to approve the Board of Supervisors meeting schedule for 2010. Motion unanimously carried.

12.) Motion to Approve 2010 Holiday Schedule – Dates Offices Closed

Good Friday	April 2	Election Day	Nov 2
Primary Election	May 18	Veterans Day	Nov 11
Memorial Day	May 31	Thanksgiving Day	Nov 25
Independence Day	July 5	Christmas Day	Dec 24
Labor Day	Sept 6	New Year's Day	Dec 31, 2010

MOTION was made and seconded to approve the 2010 Holiday schedule for Non-Uniform employees and the offices to be closed on these days. Motion unanimously carried.

13.) Letter of Resignation

A letter of resignation from the Auditor position was received from Richard E. Miller.

MOTION was made and seconded to accept a letter of resignation from Richard E. Miller. Motion was unanimously carried.

14.) Appointments to Various Boards/Commissions

- A. Municipal Authority – (5 yr term) TO EXPIRE: 12/31/2014
APPOINT: Wynanne Demler
- B. Planning Commission – (4 yr term) TO EXPIRE: 12/31/2013
APPOINT: A. Bruce Sattazahn
- C. Park & Recreation - (3 yr term) To EXPIRE: 12/31/2012
APPOINT: Jay Snavely
- D.) Vacancy Board – (1 yr term) TO EXPIRE: 12/31/2010
APPOINT: A. Bruce Sattazahn
- E.) Elected Auditor: (2 yr term) EXPIRE: 12/31/2011
Vacancy from Dick Miller's term: Appt until next Municipal election
APPOINT: Dawn M. Hawkins
- F.) Authority/Township Joint Arbitration Board (1 yr term)
APPOINT: Suv Ken Artz EXPIRE: 12/31/2010
Hiram Brightbill 12/31/2010

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

15.) Appointment to Zoning Hearing Board – Resolution No. 1-2010

APPOINT: Robert Yordy EXPIRE: 12/31/2012

MOTION was made and seconded to adopt Resolution No. 1-2010, required by the MPC, appointing Robert Yordy as a member to the Zoning Hearing Board for a 3-year term, which expires 12/31/2012. Motion unanimously carried.

16.) Code Appeals Board Appointment – Resolution No. 2-2010

MOTION was made and seconded to adopt Resolution No. 2-2010 regarding the Code Appeals Board which consists of Robert Boltz, John Poff, William Smeltzer and alternate member Pat Brewer. Motion unanimously carried.

17.) Approval of 2010 Fire Police Roster

Chm Artz commented on the passing of Thomas Sholly who had served as a Fire Police. Suv Miller questioned the liability insurance on the Fire Police. The Fire Companies and Fire Police members are covered by the Twp's Workers Compensation insurance. Mgr Grumbine stated she is not sure if the Twp carries liability insurance for them or not. This is an issue she will need to research.

MOTION was made and seconded to approve the 2010 Fire Police roster. Motion unanimously carried.

18.) MOTION was made and seconded to approve the minutes of December 21, 2009. Motion unanimously carried.

Suv Miller said he had a few questions he would like to ask. His first question was in reference to a topic that had been discussed by Sol Wolf last meeting, Act 51 and the "Killed In Service" Act. He wanted to understand how this is going to be handled. He questioned if the Twp has a separate pension plan to deal with this possibility. Mgr Grumbine replied there is a separate insurance policy that had been purchased for this situation; however, now that the responsibility has now become the State's the Twp will repeal its Ordinance on this issue. Suv Miller asked if this topic will come to the Board for discussion. Mgr Grumbine replied the Board will be kept informed; however Sol Wolf will be preparing the Ordinance to repeal our previous Ordinance.

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

COMMENTS FROM PUBLIC

A.) Bill McMichael – Kimmerlings Road

Mr. McMichael questioned if he could have a copy of the sign-in sheet used for the attendance. He said the information at the top of the page has changed. The Board said they were not aware of any change to the sign-in sheet. Suv Brensinger read the Disorderly Conduct Ord information to the public. Theresa George, Twp employee, said the Ordinance information is not different. The information is provided in Disorderly Conduct portion of Ordinance 1-2001. The only difference on the sign-in sheet is that there is now an option to provide a telephone number and/or email address. Sometimes there are issues that are followed up with some individuals and the phone or email information is needed. Suv Miller told McMichael he would stop by his home and to provide a copy to him.

B.) Martin Barondick – New Street

Mr. Barondick questioned the Oath of Office and why it is not done in the public meeting. He was told it is the choice of the individual. Some people prefer to have the District Judge administer the Oath. It is an option that is provided to the individual taking the oath.

Barondick questioned the amount of the fee charged for the Yardwaste facility. He said some people have mentioned they think the fee is too high. A discussion was held by the Board and the public on this topic. Most were in agreement that the NLT facility offers a good solution for green waste and at a more affordable cost than the GLRA.

C.) Charles Allwein – Martin Drive

Mr. Allwein stated he wanted to be clear about the schedule for the Supervisor meetings. The months of May through September there is only 1 meeting a month (the third Monday of the month). Suv Brensinger agreed. Allwein then asked why there is the need for 2 meetings in the early and late months. Some discussion took place about the summer months being a lighter load than the start up and the ending of the year. Also discussed was the fact that sometimes 1 meeting a month does not seem sufficient. Chm Artz stated that if necessary an emergency meeting, after being advertised, is permitted.

D.) Glen Kreiser – Shellie Street

Mr. Kreiser told the Board he has several comments/questions this evening. His first remark was about various information being placed in the meeting room. The general office has meeting cards and other useful information that the people who attend these meetings would be interested in reading. Suv Brensinger agreed this should be easy to accomplish.

His next question was about the Susquehanna River Basin and Tenaska. At the last meeting it was mentioned that Tenaska had met with the River Basin Commission.

Kreiser – Tenaska (con't)

Mgr Grumbine responded she had mentioned that Dan Culver had visited the Twp office to let her know that Tenaska has been in touch with the River Basin Commission. She does not know any of the details, only that contact had been made. Kreiser said he wants everyone in this room to know that there are not any arrangements made regarding water without this commission becoming involved.

At the last meeting also discussed was LED lighting for the traffic signals and some of the problems associated with winter weather. Kreiser encouraged the Board to research this issue thoroughly before making any decisions. Suv Brensinger replied that the problem with winter weather is not prevalent in our area. He told Kreiser that the traffic signals located on Rte 72/Long Lane and N 22nd streets are already LED lights. The maintenance of these lights falls to the Lebanon Valley Economic Development Corp as these lights were installed when the Lebanon Rails Business Park began construction

Mr. Kreiser's next comment was in regards to the flashing lights located across from the New Covenant Christian School on Rte 72, near Long Lane. He asked the Board if they were aware that the lights are flashing even when the school is not in session. Kreiser felt there should be some type of solution to prevent this from happening. He suggested the Board contact the school and have them look into this issue. Suv Miller told Kreiser the flashing light are only enforceable when school is in session. Kreiser indicated he would still like to have the flashing lights adjusted to school hours only.

The final comment was directed to the Board. He told the Supervisors that with a new Supervisor on board, now would be the time to be more receptive to the comments made by the public during these meetings. It is his opinion that the comments are heard but the Board is not necessarily receptive to the content of the comments. Kreiser told the Board these comments are made to help the Board, not criticize.

E.) Dawn Hawkins – Mt Zion Road; Auditors Appointment for Twp All Funds

Mrs. Hawkins wanted to go on record as saying she is in favor of changing auditing firms occasionally. She is aware we have been with BSSF for several years and the Twp has no complaints about their service. She feels it is in the best interest of the Twp to switch auditing firms every so often. Mgr Grumbine stated she would seek quotes from other firms for the year 2011.

TOWNSHIP MANAGER'S REPORT (Cheri Grumbine)**A.) Appointment of CPA – All Funds Audit 2010**

Advertisement for the appointment of a CPA firm to perform the All Funds Audit for 2010 has been completed. Mgr Grumbine is suggesting Brown, Schultz, Sheridan and Fritz be appointed. The Township has used this firm in the past and has been satisfied.

MOTION was made and seconded to appoint Brown, Schultz, Sheridan and Fritz as the firm to perform the All Funds Audit for 2010. Motion unanimously carried.

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

A proposal from CM High for preventative maintenance of the traffic signals located at Rte 72 & Long Lane and Rte 422 & 15th Avenue has been received. The preventative maintenance work will be provided as outlined by the PADOT Pub 191. The work performed shall be an annual lamp change and a semi-annual check. Cleaning of lenses in twp owned streetlights located at contracted intersections will also be performed by contractor. This also includes annual Electronic Conflict Monitor Test w/Report. The report will be sent with the Preventative Maintenance Record. This work will be done on a contract basis for the duration of the contract as listed above.

C.M. High Proposal (con't)

A copy of the Preventative Maintenance Record and a comment sheet with recommendations shall be submitted to the township for review. The repairs recommended on the comment sheet will be completed on a time and material basis at rates listed with the proposal. The contractor will not proceed until they are given authorization to do so.

MOTION was made and seconded to approve the contract with C.M. High for traffic signal maintenance at Rte 72 & Long Lane and Rte 422 & N 15th Avenue. Motion unanimously carried.

C.) Resolution No. 3-2010; SEO Fees

Resolution No. 3-2010 is being provided to the Board for adoption. This resolution outlines some changes in the sewage enforcement of on-lot systems which is conducted by Lebanon County Planning Dept. The fees have been determined by LCPD and they are asking the Twp to adopt the suggested fees. Some conversation took place as to what options are available. Suv Brensinger replied there are other options available but not at the prices that the County is offering.

MOTION was made and seconded to adopt Resolution No. 3-2010 outlining fees for on-lot sewer system programs through LCPD. Motion unanimously carried.

D.) Pertinent Matters

1. Yard Waste Facility Card Renewal for 2010 - \$30.00 – As a reminder to the Twp residents, Yard Waste Facility cards are due for renewal with the new year. The fee for 2010 is \$30 per residential card. The fee for business access is \$275 for less than 100 uses (in prior year) and \$550 over 100 uses (in prior year). Cards are activated for one calendar year, January 1st to December 31.

2. Christmas Tree Recycling Program Continues until Feb 12 – The Twp offers a Christmas tree drop-off through Friday, February 12. Access cards to the Yard Waste Facility are not required for this program. All trees should be undecorated and bagged. The drop-off area is outside the access gate to the Yard Waste Facility.

3. Attendance at State Conference - Registration Due Jan 22 – The annual PSATS Education Conference and Trade Show is scheduled for April 18-21 in Hershey, PA. In order to receive the early bird discount registration is due by January 22. The event provides the opportunity to attend any of the 80-plus workshops; 30 exhibits; an opportunity to talk with your legislators, and informative speakers. Mgr Grumbine will need to know who will be attending in order to prepare checks to be approved at the January 18 meeting. All 3 Supervisors indicated their interest in attending.

4. Public Officials Day Luncheon – PA Farm Show – The Board and their spouses have been invited to attend this year's Pa Farm Show Public Officials Day luncheon to be held Thursday, January 14 @ noon. The luncheon is held in the Farm Show Complex Cafeteria. Responses are required if anyone is planning to attend.

E.) The Crossings @ Sweet Briar – Park & Rec Agreement

At last month's meeting the Preliminary plan for The Crossings received conditional approval. The Park & Rec Agreement is now being presented to the Board for approval.

MOTION was made and seconded to approve the Park & Rec Agreement for The Crossings @ Sweet Briar Preliminary Plan. Motion unanimously carried.

COMMENTS FROM BOARD MEMBERS**A.) Suv Ken Artz**

Suv Artz said he would like to welcome our new Supervisor, Dick Miller. He looks forward to the next 6 years of working together. He told Suv Brensinger he will still be looking to him as the Roadmaster to continue giving the Board guidance on a lot of issues he deals with daily.

B.) Suv Richard E. Miller

Suv Miller said he had been approached and asked about an increase in the prices for building permits. Suv Brensinger said this was a recent adoption made by the Board. Some of the pricing per footage had been increased. This was an increase suggested by LCPD. Suv Miller asked if he could have a copy of the information and was told it will be provided to him.

Suv Miller next had a question about the 2010 Budget. His question was in regards to the 1 mill tax allocation for the 4 Fire Companies. It is his understanding that this 1 mill is divided equally between the 4 volunteer Fire Companies. Mgr Grumbine confirmed this is accurate. Chm Artz told Suv Miller they are able to levy up to 3 mills total for Fire protection.

C.) Suv Ed Brensinger

Suv Brensinger stated he also is looking forward to a new year and working with a new Board member. He told the public he wishes them a Happy New Year also.

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