

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
MARCH 16, 2009**

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
Kenneth C. Artz	Vice-Chairman
Dawn M. Hawkins	Treasurer
Cheri F. Grumbine	Township Manager
Harold L. Easter	Chief of Police
Frederick S. Wolf	Henry & Beaver LLP

Also in attendance was Brad Habecker of the Lebanon Daily News and several other individuals. The meeting was called to order and the pledge to the flag was done.

COMMENTS FROM THE PUBLIC

A.) Susan Gill – Water Edge Court; Waste Haulers

Although Ms Gill is not in attendance this evening, the Board decided to comment on this issue. At a previous meeting Ms Gill had offered to help the Twp establish a system for a Twp-wide designated trash hauler. The Briar Lake community advertised for bids and after reviewing the submissions decided on a hauler for the community. The decision to go with one hauler saved quite a bit of money for the residents in the community. However the Board is in agreement that the residents of North Lebanon Twp should have the freedom to choose their hauler and not be restricted to one chosen by the Twp. The Board feels the people of NL Twp want this choice to be their own decision.

B.) Dwayne Elder – Ebenezer Baseball Association

Mr. Elder stated he was representing the Ebenezer Baseball Association and had 2 separate issues to discuss. Recently the Twp had provided the sports associations with a contract for the use of the sports fields. As part of this contract a portion of it describes what is expected when planning tournaments. A fee is charged for the use of the fields. Elder said when he had spoken to Sheila Wartluft pertaining to this particular tournament to be hosted at the Long Lane Athletic fields, she mentioned the tournament fees were to cover the revenue lost at Lions Lake during the pavilion rental season. Elder said she had advised him to approach the Supervisors to get the fee waived. That is the first issue he wanted to request from the Board.

The second issue is the matter of the changing of the lock system for the concession stand located at the Long Lane fields. The system will be transferred to the Abloy key system which is currently used at the Municipal Building. The sports associations will each receive 2 keys per sport. Elder told the Board this will never work for the Baseball Assoc. He said they have at least 17 different teams scheduled to use the fields and the concession stand and restrooms. He is convinced having only 2 of these keys will create a nightmare for the association. The Baseball Association is proposing that they have 8 additional keys made and paid for by the association. The Association would return 8 of the 10 keys at the end of the season but would like to retain 2 of the keys year round.

Elder was asked if this was discussed with the Park & Rec Board. Elder replied he had spoken to Sheila about this issue. Sheila had explained to Elder the limit of 2 keys was set due to the expense of the keys and not wanting to go over the budgeted amount. Mgr Grumbine questioned if all 8 keys were for baseball or if the keys would be split out among the various sports associations. She was told the 8 keys were for the baseball association only. Chm Brensinger told Elder the Twp was using this new key system to protect them from theft and vandalism of their equipment.

Ebenezer Baseball Association (con't)

By having so many keys it is difficult to track where all the keys are and then we will be back where we started when this issue was first brought to the Board. Elder repeated that 2 keys would not work for the baseball association.

Suv Artz asked for clarification that the keys would be for the concession stand and restrooms at the concession stand only. Mgr Grumbine replied that is correct. Suv Hawkins repeated that if something goes missing, how do you determine what happened with so many keys out there. When asked, Elder explained that baseball and soccer are the only associations using the concession stand area for storage. Football association has stored their equipment in the building closer to the New Covenant Christian School. Suv Brensinger talked about his experience with having to deal with the key system in the City. Mgr Grumbine reminded the Board if just 1 key gets lost the whole key system will have to be rekeyed. The reason for the Abloy system was so that copies could not be made. Thinking out loud, Suv Brensinger stated that an agreement could be drawn up which states if a key goes missing the baseball association would be financially responsible for the rekeying of the system. The idea of using a lockbox was mentioned but discarded because the codes are so easy to decipher.

Mgr Grumbine suggested talking to the Park & Rec Board. Elder said the plan is to key the building next week. Chm Brensinger said they would attempt to get the key issue settled before the season starts on April 19th. Elder reminded the Board the practice sessions start tomorrow night. In summary Chm Brensinger asked fellow Board members for opinions on the waiving of the tournament fees. All 3 Supervisors were in agreement to waive the tournament fees for the tournament to be hosted at the Long Lane fields in July. Chm Brensinger told Elder the Supervisors will be discussing the key system with the Park & Rec Board. Sheila will be the contact person to give them the final information.

C.) Glen Kreiser – Shellie Street

Kreiser reminded the Board at the last meeting a gas card purchasing system was approved. He would like to have it explained to him. Chm Brensinger told Kreiser it is a process for purchasing gasoline at various locations throughout the state. The Voyage system is part of the State contract and because of that the Twp does not have to advertise for a bid which is quite costly. The card is assigned to each vehicle and enables employees, Police and Fire Companies to purchase gas from several vendors as opposed to one company, such as we have been using. In 2008 every time gas was needed the vehicle had to travel to Cleona at Meyer Oil. It also allows for a cost savings when reviewing where the more competitive prices are to be found and selected. This card is restricted to fuel purchases only. Every attempt is made to utilize the local businesses.

APPROVAL OF MINUTES

MOTION was made and seconded to approve the minutes from March 2, 2009. Motion unanimously carried.

APPROVAL PAYROLL and PAYMENT OF INVOICES

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

FIRE CHIEF'S REPORT – Brian Vragovich

Chf Brian Vragovich told the Board he is reporting on activities for all 4 Fire Companies this evening for the month of February. Totals for the number of responses to calls for services were read and he reported a total of 190 volunteer man hours being logged for the month of February. Suv Brensinger questioned one remark Brian had made about the number of damaged structures. Brian explained the calls are logged according to the way the report is dispatched to them on their pagers. Sometimes the call comes in as a structure fire but in reality is a burn barrel smoking. The call is logged as a structure fire because that was the original dispatch on the pager.

CHIEF OF POLICE REPORT - Harold Easter**A.) Calls for Service – February 2009**

The total calls for service in the month of February were 547 with the high day being Friday. Chf Easter mentioned some of the types of calls received and the total amount of miles logged on the vehicles.

B.) DARE Grant Approval 2008/09

Chf Easter asked the Board to authorize the Chairman's signature on the DARE Grant approval for 2008/2009. This Grant applies to the school program which has already been completed at Union Canal Elementary and the current program being taught at the Ebenezer Elementary. Chm Brensinger asked Chf Easter if he prefers to have the document signed and returned to him immediately. Chf Easter indicated that would be agreeable to him.

MOTION was made and seconded to authorize the Chairman's signature on the Grant Approval for DARE. Motion unanimously carried.

TOWNSHIP MANAGERS REPORT – Cheri F. Grumbine**A.) Site Approval for Make-A-Wish Event @ Community Park**

Mgr Grumbine reported on the progress being made with the Make-A-Wish Foundation regarding a particular request involving a North Lebanon Twp resident. The Make-A-Wish Foundation has been working with Schaefer Pyrotechnics and Fire Chief George Gettler (Rural Security Fire Co) to arrange a display of fireworks for a child who has requested this event. Chf Gettler and a representative from Schaefer had met to review the 2 possible Twp owned sites for such a display to take place, Lions Lake Park and the Community Park on Kimmerlings Rd. It has been determined the Community Park will meet all regulations pertaining to a fireworks display. Mgr Grumbine has spoken to Chf Easter about any Fire Police that might be needed to assist with traffic control. The Board is being asked to approve the date and location for this display. One requirement would be for the Township to be listed as an additional insured on Schaefer's insurance policy. One other piece of information is the fact that the family has asked this event is kept confidential so as to not draw attention to this child and the family.

Brian Vragovich told the Supervisors he has had the opportunity to speak to George Gettler about this event. All 4 Fire Companies will have apparatus on location as well as an ambulance for any emergencies. The tree farm will be an obvious concern and will be well guarded.

MOTION was made and seconded to approve the date and location for Schaefer Pyrotechnics to display fireworks in conjunction with the Make-A-Wish Foundation and conditional upon the Twp being listed as an additional insured on Schaefer's insurance certificate. Motion unanimously carried.

B.) Resolution No. 7-2009; Adoption of New 2008 Municipal Records Manual

Previously adopted in 1997, the Board of Supervisors at that time adopted a Resolution declaring the intent to follow the procedures and schedules as set forth in the Municipal Records Manual prepared by the PA Historical Commission-Bureau of Archives and History. This manual has now been updated by the Historical and Museum commission and approved in Harrisburg on December 16, 2008. Resolution 7-2008 has been provided for adoption indicating the Twp will follow procedure as set forth in the updated schedules. Mgr Grumbine is suggesting all departments use this manual from this point forward.

MOTION was made and seconded to adopt Resolution 7-2008 creating a procedure for all departments to follow when maintaining and eliminating records according to the Retention Manual. Motion unanimously carried.

C.) Resolution No. 8-2009; 2 Additional Streetlights on Laurel Street

During the August 18, 2008 meeting a petition was received from the neighbors on Laurel Street pertaining to street lights being installed on Laurel Street.

Resolution No. 8-2009 (con't)

Two of the residents, Jeff Levensgood and Scott Taylor were present to confirm that they had spoken to all the neighbors who signed the petition. There was only one individual who did not sign the petition. Met Ed has finally completed the design and provided the Twp with a Resolution to add 2 cobra head streetlights on existing poles. The neighborhood would then be assessed an annual streetlight tax and had been reviewed with Jeff and Scott. For this year the Twp office will have to bill the Laurel Street residents directly as the streetlight tax had already been mailed March 1. Starting in 2010 they will be included with the County mailing.

MOTION was made and seconded to adopt Resolution 8-2009 for the addition of 2 cobra head streetlights being added to Laurel Street. Motion unanimously carried.

D.) 2009 Tire Collection Program

Information on the 2009 County Tire Collection has been received. It will be held on April 6th at the Expo Center and Fairgrounds from 8am to 6pm. Proof of address is required. Tires must be removed from the rim and drained of water, unburned and not excessively dirty. Twelve auto or 2 large tires (or a mix of 1 large and up to 6 auto) will be taken for free from NLT residents until the funds set aside are exhausted. After the funds are exhausted excess tires from Twp residents will be accepted at \$2.50 per auto or \$20 per large tire. Pre-registration (270-4391) is recommended to avoid waiting in line. The deadline for pre-registration is Monday, March 23. The Twp has budgeted \$700 from our Recycling Fund for this event to encourage our residents to participate in this event.

E.) Meeting with Verizon

Sol Wolf and Mgr Grumbine met with Verizon to discuss Verizon's intent to install fiber optic lines in North Lebanon Twp in order to offer their customers the Internet-voice-video services by early 2010. This was the first meeting and more meetings are anticipated as there are issues to be discussed such as the franchise ordinance and proposing an agreement to the Board of Supervisors.

F.) 2009 License; Lakeside Mobile Home Park Renewal

Per the ordinance, all Mobile Home Park owners must renew their Mobile Home Licenses by January 15. All but one park have completed this matter. Lakeside MHP is the outstanding license. Upon being contacted by telephone the owner has assured the "check is in the mail". Mgr Grumbine is suggesting that we wait until Wednesday and then authorize the Solicitor to file with the District Justice on this matter. Sol Wolf told the Board his first step would be to mail a letter to the park owner informing this issue is going to be turned over to the District Justice.

MOTION was made and seconded to authorize the Solicitor to move forward with the collection process from Lakeside MHP if the renewal application and fee for 2009 license is not received in the Twp office by Wednesday March 18th from the owners. Motion unanimously carried.

G.) Spring Newsletters

Mgr Grumbine informed the public that the Spring Newsletters are being labeled for mailing to the residents. She confirmed the tax assessment records are used to get mailing addresses for all taxpaying residents in North Lebanon Twp.

SOLICITORS REPORT – Solicitor Frederick Wolf**A.) N 11th Avenue RR Crossing –Appeal Filed w Supreme Court, Waiting for Response**

Sol Wolf said we are still waiting for word from the State Supreme Court. He said he will be contacting the Court to confirm they have received the case and will be acting on it.

B.) Code Enforcement Issues

There were 2 complaints filed as had been discussed last meeting.

Code Enforcement Issues (con't)

The one property owner has received a work schedule to bring the property into compliance. Sol Wolf has been provided with this work schedule. Once Lt Wengert reviews and approves the schedule, the compliance work will begin.

The other complaint was being planned for a hearing to be schedule. The property owner has now contacted an Attorney for the first time. The Attorney and client have worked on creating a work schedule for this property. A copy of this work schedule has been provided to Lt Wengert for review.

C.) Homeowners Association Documents – The Crossings @ Sweet Briar

Sol Wolf provided a list of comments to the Board regarding the documents received for the Crossings and a list of additional documents he would like to see. The Supervisors and Mgr Grumbine are being asked to review the comments in his MEMO so that the comments can be forwarded to the developer.

D.) Truck Traffic Agreement – Kreiders Property Tunnel Hill Road

Sol Wolf said he is waiting for Bob Gerhart to research the radius turns for the smaller trucks.

E.) Ordinance 2-2009; Misc Ord Updates for 2008/2009

Chf Easter, Lt Wengert, the Supervisors and Mgr Grumbine have all his draft Ordinance for comments. Once comments are reviewed and the draft is revised a hearing will be scheduled and advertised.

F.) Non-Conforming Certificate – 1205 Mt Zion Road

Sol Wolf received a phone call from the attorney representing the new owners of 1205 Mt Zion Rd. He indicated he had some comments on the non-conforming certificate. However, to date, Sol Wolf has received no comment list. After all this time of waiting for a response from the new property owners, Sol Wolf thought it would be best to remove the portion of acceptance of the new property owner portion from the certificate and just have the County and Twp approve the certificate. Once the Twp has approved the certificate this item can be removed from the agenda. Sol Wolf is asking the Board to authorize the Chairman's signature once the certificate meets the Solicitor's satisfaction.

MOTION was made and seconded to authorize the signatures of Chm Brensinger and the Secretary on the non-conforming certificate for 1205 Mt Zion Road when the Solicitor is satisfied with its contents. Motion unanimously carried.

G.) Resolution No. 9-2009; Amending Resolution 26-2008 – Open Records Policy

Resolution No. 26-2008 adopts the Open Records and Right-To-Know Policy. Resolution 9-2009 is an amendment to the original policy regarding requests for certain Police information. There are some Police records the Open Records Officer is not authorized to view and thus must rely on the judgment of the Chief regarding any denial. Terry Mutchler recommended the procedure that is outlined in Resolution 9-2009.

MOTION made and seconded to adopt Resolution No. 9-2009 as an amendment to Resolution No.26-2008 for the Open Records Policy and procedures. Motion unanimously carried.

As there was no more business to conduct or discuss the meeting adjourned.

Respectfully Submitted,

Theresa L. George
Recording Secretary