

MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
June 20, 2022

The regularly scheduled meeting of the North Lebanon Township Board of Supervisors commenced at 7:00 PM at the Municipal Building located at 725 Kimmerlings Road, Lebanon, PA with the following people present:

In person:	Ed Brensinger	Chairman
	Gary Heisey	Vice-Chairman
	Arden Snook Sr	Treasurer
	Tim Knight	Chief of Police
	Amy B. Leonard	Henry & Beaver LLP
	Cheri Grumbine	Township Manager
	Lori Books	Assistant Township Manager

Also, present was, Erika Sheibley, Recording Secretary, Isaac Sweeney representing Landmark Homes, Doug Stump, *Lebanon Daily News* reporter, Emily Bixler, *LebTown* reporter, and several members of the public.

Allen Firestine, Fire Chief with Rural Security Fire Company, attended the meeting via zoom.

The meeting was called to order and the pledge to the flag was made.

ANNOUNCEMENT:

Executive Session held by Board on 6/8/2022 at 7:00pm – Litigation

Executive Session: 6/13/2022 at 6:30am NLTPD Association Grievance

Executive Session: 6/13/2022 following Grievance Meeting – Personnel Issue

COMMENTS FROM THE PUBLIC

A.) Jesse Suders, Dawood Planning and Economic Development Program Manager

Jesse Suders with Dawood and is a professional grant writer and provided a proposal to helping the Township obtain other grants that would be able to be used as the Township’s match for the DCNR (C2P2) grant for the Lion’s Lake project. Other grants could be used towards the required match by the DCNR grant and could save the Township up to \$250,000.00. The grants that Jesse believes the Township is eligible for are the DCED Greenways, Trails, and Recreation and the Multi-Modal Grant in 2023. Jesse has a 95-98% success rate on the grants that he has applied for with other municipalities. Mr. Suders explained the one grant that he was unable to attend for a client he had recommended to his client that they should not apply for it. The client was insistent on proceeding, but they were not successful.

Supv. Heisey asked about the proposal that states “Not-to-Exceed”.

Mr. Suders explained that grant guidelines can change, so there may be extra costs with engineering fees. These fees are usually identified very early in the process and the Township will be made aware if there needs to be an increase in the amount to be paid to Dawood.

If the Township would ask Dawood to do something extraordinary, which is something that is outside of the realm that they anticipated Dawood would have a conversation with Township staff about this additional cost for direction. Thus, the “Not-To-Exceed” fee from the original proposal would not cover that item.

Supv. Snook asked about how many similar projects have you done in the past? Mr. Suders responded that he has completed similar projects for West Manchester Township in York County and for Swatara Township in Dauphin County. Mr. Suders stated he was successful for grants of \$800,000.00 and \$400,000.00 for walking paths in Swatara Township and smaller grants for stormwater and utilities.

Ms. Bixler asked with the two grant applications proposed for North Lebanon Township, how much would you be requesting in grant money? Mr. Suders stated the C2P2 award was for about half of the project itself for a \$250,000.00 grant, which requires a \$250,000.00 matching funds from the township. However, I do not currently know the specific amount for both grants.

Proposal

Grant Consulting and Propositions – Not-to-Exceed \$8,000

Grant Application 1 – PA DCED Multimodal Transportation Fund Applicant –
Not-to-Exceed \$10,000

Grant Application 2 – PA DCED Greenways, Trails, and Recreation Program (GTRP) –
Not-to-Exceed \$10,000

MOTION was made and seconded to approve the proposal from Dawood as presented at the “not to exceed” amount of \$28,000.00. Motion unanimously carried.

B.) The Crossings Phase 4 and revised Phase 3 Final Plan

This plan is for fifty-eight (58) single-family residential lots, three (3) open space lots, associated site improvements, street and utility layouts, and associated stormwater management structures and features. The plan also proposes the revision to the open space tract C in Phase 3, which will now be two separate tracts. Phase 4 completes the last remaining phase as shown on the Preliminary Plan.

The Township received a clean letter from Lebanon County Planning Department recommending approval of the plan and our Planning Commission recommended approval at their June 13th meeting. The Municipal Authority approved sewer related items at their June 9th meeting.

MOTION was made and seconded to approve The Crossings at Sweet Briar Phase 4 and revised Phase 3 Final Subdivision Plan along with the signed BMP O&M Agreement, signed Land Development Improvement Agreement and Escrow, and Park & Recreation Agreement and Payment. Motion unanimously carried.

C.) Community Outreach Day Event at Lion’s Lake Park July 30th, 2022

Pastor Hulsey of The Pentecostals of Lebanon gave a short presentation on the event his church would like to hold at Lion’s Lake Park on July 30th. They would like to conduct a “community outreach day” to include bounce houses, puppet shows, games/prizes, balloon making, hot dogs, snow cones, cotton candy, and drinks. Everything will be free to the public and the event would take place from 11am-2pm.

Mr. Hulsey reached out to the fire police to request help directing traffic and offered a donation in return for their help. He also reached out to Living Waters Chapel located along Jay St and has been granted permission to use their parking lot as overflow parking if needed. He is also willing to bring extra garbage and recycling cans and haul away any excessive garbage himself.

The Park and Recreation Board is recommending the approval of the event application request and the suggested event fee of \$175.00 in addition to the \$100.00 Open Air pavilions (two at \$50.00/each) rental fee.

Discussion took place between the Board and Pastor Hulsey regarding the proposed event.

MOTION was made and seconded to approve the event for Lion's Lake Park on July 30th, 2022, with the two open air pavilion rentals (\$100.00 total) and a \$500.00 security deposit. Following a final inspection of the park after the event is completed, if all is found to be good condition, the \$500.00 security deposit will be returned to the church. Motion unanimously carried.

D.) Fountain at Lion's Lake Park

The Board received an email from a resident suggesting that a fountain be installed at Lion's Lake. He stated several benefits which included visibly appealing, improves water quality, reduces algae growth, removes odors, enhances fish habitat, decreases mosquito activity, and reduces accumulation of sediments on the bottom of the lake.

After researching into this, Assistant Township Manager Books learned that the recommendation is to have fountain with a minimum of 1-½ hp pump per acre of water. Prices of a fountain this size start at \$20,000.00. There is annual and monthly maintenance involved which includes cleaning the screens, cleaning the entire unit two to three times a year, replacing seals, and a yearly oil change. Electric would need to be run to the unit and the ability of the fountain to rise and fall with the depth of the water. Per website warnings and the owner manuals, no one may enter the water while the unit is in operation. This would prevent boaters and fishermen from being able to use the lake. The Park and Recreation Board is recommending that the Board does not follow through with his suggestion.

Supv. Heisey also informed the Board that there is a chance for the fountain to short out which would be extremely dangerous for anyone in the lake or on the bank.

MOTION was made and seconded to not move forward with purchasing a fountain for the Lake. Motion unanimously carried.

E.) Girls on the Run form Union Canal Elementary

The Township received thank you cards from members of the Girls on the Run. Their event was held May 4th at Lenni Lenape Park.

F.) Lebanon Evangelical Free Church – J-Rock Volunteer Group

Lebanon Evangelical Free Church holds an annual community service weekend called J-Rock. This group weeded and mulched the Veterans Garden at Lion's Lake and between 50 and 75 trees along the walking path. They picked up trash around the lake and along the creek. They also painted the outside of the restrooms at the Township Building.

Township employees Bonnie Grumbine and Molly Lum are members of this church. Supv. Brensinger would like to thank them for helping to organize this event as well as Dave Strohm for organizing and supplying the materials needed. Manager Grumbine also echoed her appreciation to township staff. The Board also thanked the J-Rock group for their time and willingness to help keep our parks looking beautiful.

APPROVAL OF MINUTES

MOTION was made and seconded to approve the meeting minutes from the 5/16/2022 Supervisor's meeting. Motion unanimously carried.

APPROVAL OF PAYROLL, FUND BALANCES and PAYMENT OF INVOICES

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

FIRE CHIEF'S REPORT –**A.) Monthly Summary – May 2022 Summary**

The number of calls, responses, trainings, and aid for the month of May 2022 for all four volunteer fire companies in the Township was reviewed by Chief Firestine. Chief Firestine noted that station 43 did access a fire hydrant in May to fill up their PT after it was on display at the Fireman's Expo in Harrisburg.

B.) Lebanon County Fireman's Parade-Richland

Supv. Heisey stated his congratulations for a good showing from all four of the township fire companies at the Lebanon County Fireman's Parade held in Richland. Lee Spencer and Allen Firestine stated that all four fire companies received awards for their equipment.

CHIEF OF POLICE REPORT**A.) Calls for Service.**

Chief Knight reviewed the report on various calls for service for the month of May.

B.) Monthly Code Enforcement Report (Brenner)

The Board received a written report on Code Enforcement from John Brenner for the month of May.

C.) Monthly Fire Police Activity Report

The Board received a written report on the NLT Fire Police Activity for the month of May.

D.) Lebanon County Department of Emergency Services (DES); EMC

MOTION was made and seconded to adopt Resolution #18-2022 adopting the Lebanon County Department of Emergency Management Emergency Operations Plan. Motion unanimously carried.

MOTION was made and seconded to adopt Resolution #19-2022 to appoint Brianna Laliberte as the Municipal Emergency Management Coordinator for North Lebanon Township. Motion unanimously carried.

E.) Copiers for sale – Municibid

Two police department copiers were placed on Municibid and Chief Knight shared the high bids for both units.

MOTION was made and seconded to accept the two highest bidders for the two copiers that were placed on Municibid. Motion unanimously carried.

TOWNSHIP MANAGERS REPORT –Cheri Grumbine, Manager**A.) Renewal of General Liability Insurance**

As requested, the Township has obtained three proposals from local insurance agents for the Township's general liability insurance. Bonnie Grumbine has provided the Board with a spreadsheet showing the various coverage items and costs. Our current insurance agent, Bowman's Insurance with the McKee Risk quote has the lowest premium. Ms. Grumbine reported that Bowman's has been good to work with and is very responsive to any claims, questions, and/or policy changes we have had over the years.

Supv. Snook stated that he is satisfied with the results of the proposals and ready to make a decision for our insurance agent.

MOTION was made and seconded to approve using Bowman's Insurance for the Township's general liability insurance, as the low proposal. Motion unanimously carried.

The Board and Manager Grumbine thanked Bonnie Grumbine for the time she had put into gathering this information and creating a spreadsheet.

B.) Tree Dedication – Lenni Lenape Park – Tree #13 Homestead Elm

Tree Dedication Agreement for Tree #13 – Homestead Elm at Lenni Lenape Park.

MOTION was made and seconded to approve the Tree Dedication Agreement with Judy Vogrin for Tree #13 at Lenni Lenape Park. Motion unanimously carried.

C.) Zoning Amendment Petition – 1675/1677 Grace Avenue

Escambia Properties will be attending the August 8, 2022, Planning Commission meeting at 7:00 pm to present their petition for a zoning amendment. The Zoning Amendment Application requests rezoning their current zoning designation of Rural Residential (RR) to Low Density Residential (R1). After the Planning Commission makes their recommendation, Manager Grumbine will place this item on their agenda to determine a date to hold a public hearing. The property owner had previously made a zoning amendment request that was denied by a previous board. Manager Grumbine agreed to pull this information for the board to review prior to a public hearing.

D.) Released of Semi-Annual Contribution to NLT Volunteer Fire Companies

Per the Memorandum of Understanding (MOU) with the Township's four fire companies, they are required to submit their annual CPA prepared financial statements and 990s to the Township by May 15th. The Township has received these reports from all four fire companies. They are requesting that the Board authorize the release from the Fire Protection Tax Fund the \$24,000.00 semi-annual contribution to each of the four fire companies.

MOTION was made and seconded to approve the release of the \$24,000.00 to each of the four volunteer fire companies, as their semi-annual contribution for 2022. Motion unanimously carried.

E.) Incident at Stover's Dam Recreational Area

The Board has been provided with a copy of the Weavertown Fire Company Report from an incident on 6/11/2022 regarding an oily substance on the lake. The Report will be included in the Township's annual MS – 4 Report.

F.) Ordinances – Short-term Rentals (Air BnB); Charges by Fire Companies

Previously, the Board discussed the possibility of adopting regulations pertaining to AirBnB's. With these types of units becoming more popular and controversial in certain neighborhoods, Manager Grumbine would like the Board's approval to start collecting sample Ordinances from neighboring communities and to work with Solicitor Leonard to draft an Ordinance for the Planning Commission and Board to review.

The Board directed Manager Grumbine to move forward with starting a draft Ordinance for short-term rentals.

In addition, during the budget and joint meetings with the Fire Chiefs, the representatives requested that the Township consider adopting an Ordinance that would enable the billing of certain services and materials used at an incident. In speaking with representatives from North Cornwall Township, their fire company uses a third party for billing.

The Board feels that it is unfair to bill the residents for materials used at a fire call because they already pay a fire protection tax and do not wish to pursue this ordinance.

SOLICITOR'S REPORT; Solicitor Amy B. Leonard -- Henry & Beaver**A.) Revised Stormwater Management Ordinance – Advertising for Public Hearing**

Due to new requirements by DEP the current Stormwater Management Ordinance needs to be amended to include the new regulations. The updated Stormwater Management Ordinance was drafted by Steve Sherk, SESI. Manager Grumbine will provide a copy of this draft Ordinance to the Board for their review.

MOTION was made and seconded to authorize Solicitor Leonard to advertise for the Public Hearing for the Revised Stormwater Management Ordinance to be held at the July 18th Board meeting. Motion unanimously carried.

B.) Country Garden 6 Pack Liquor License Amendment – July Hearing

Atty. Megan Ryland Tanner attended the Board meeting held on November 15, 2021, to present the Board with a liquor license transfer request. She is now asking the Board to review this request again as her clients have changed the layout of the building to now include a second retail space. Discussion was held about the types of businesses the PLCB would allow to share retail space within the same building.

MOTION was made and seconded to authorize Solicitor Leonard to advertise for the Public Hearing for the Liquor License Transfer to be held at the July 18th Board meeting. Motion unanimously carried.

COMMENTS FROM BOARD MEMBERS

A.) Supv. Heisey mentioned he previously provided to the township a letter when he was elected stating he will contribute \$3,000.00 towards his health insurance ever six months. Today he provided his first \$3,000.00 contribution.

ADD-ON ITEMS IN THE LAST 24 HOURS

None.

With no further business to discuss, meeting adjourned at 8:15pm.

Respectfully Submitted,

Erika Sheibley
Recording Secretary