

**MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
JANUARY 3, 2012**

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

Also in attendance were several other individuals.

REORGANIZATION FOR 2012

1.) Oath of Office – Edward A. Brensinger

Mgr Grumbine confirmed that Suv Brensinger had taken his Oath of Office and submitted the notarized confirmation to the office for filing.

2.) Nomination and Election of Board Members

Chairperson
Vice Chairperson
Treasurer

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

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

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

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, 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.

8.) Select Voting Delegate for PSATS Convention (Previously Board Chairperson, however Dick Miller will be voting delegate for County Association) and Approve Supervisors, Roadmaster, Manager, And Asst. Manager to Attend PSATS Convention. Also approve Roadmaster, Manager and Ass't Manager to receive employee wages while in attendance.

MOTION: Was made and seconded to appoint Suv Ed Brensinger as voting delegate at the PSATS Convention. Also to approve the Supervisors, Roadmaster, Manager and Asst Manager for attendance at the PSATS Convention in May 2012 and the County Convention to be held in October of 2012 with the Roadmaster, Twp Manager & Ass't Mgr receiving their regular employee wages while in attendance. Motion unanimously carried.

9.) Affirm Supervisor Ed Brensinger as Road Master

MOTION was made and seconded to affirm Ed Brensinger as Roadmaster of NL Twp for 2012. Motion unanimously carried.

10.) Motion to Approve Board Meeting Schedule for 2012

The dates had been advertised for the third Monday of each month of 2012. 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 2012. Motion unanimously carried.

11.) Motion to Approve 2012 Holiday Schedule – Dates Offices Closed

Good Friday	Apr 6	Election Day	Nov 6
Primary Election	Apr 24	Veterans Day	Nov 12
Memorial Day	May 28	Thanksgiving Day	Nov 22
Independence Day	July 4	Christmas Day	Dec 25
Labor Day	Sept 3	New Year's Day	Jan 1, 2013

MOTION was made and seconded to approve the 2012 Holiday schedule as provided for Non-Uniform employees and the offices to be closed on these days. Motion unanimously carried.

12.) Appointments to Various Boards/Commissions

A. Municipal Authority – (5 yr term) TO EXPIRE: 12/31/2016
APPOINT: Brian L. Hartman

B. Planning Commission – (4 yr term) TO EXPIRE: 12/31/2015
APPOINT: Darlene Martin

C. Park & Recreation - (3 yr term) TO EXPIRE: 12/31/2014
APPOINT: Gary Zelinske; 1 position remains vacant

D.) Vacancy Board – (1 yr term) TO EXPIRE: 12/31/2012
APPOINT: A. Bruce Sattazahn

Appointments to Various Boards/Commissions (con't)

E.) Authority/Township Joint Arbitration Board (1 yr term) EXPIRE: 12/31/2012

APPOINT: Suv Ken Artz
Hiram Brightbill

F.) NL Twp Representative for GLRA – (5yr term) TO EXPIRE: 12/31/2016

APPOINT: Bonnie Grumbine

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

With one position being vacant for the Park & Recreation Board, Chm Miller asked his fellow Supervisors to think about a recommendation to fill this spot.

13.) Appointment to Zoning Hearing Board – Resolution No. 1-2012

MOTION was made and seconded to adopt Resolution No. 1-2012, required by the MPC, appointing Thomas A. Stewart Sr. as a member to the Zoning Hearing Board for a 3-year term, which expires 12/31/2014. Motion unanimously carried.

14.) Code Appeals Board Appointment – Resolution No. 2-2012

MOTION was made and seconded to adopt Resolution No. 2-2012 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.

15.) Property Maintenance Code Appeals Board – Resolution 3-2012

MOTION was made and seconded to adopt Resolution 3-2012 appointing the Property Maintenance Code Appeals members, Kevin M George with Scott Gingrich serving as alternate member. Motion unanimously carried.

16.) Approval of 2012 Fire Police Roster

The roster of 2012 Fire Police was presented by Chf Easter for approval. The Fire Police are scheduled to meet at a later date at which time any change will be provided to the Board for approval.

MOTION was made and seconded to approve the 2012 Fire Police roster as submitted. Motion unanimously carried.

17.) MOTION TO PAY PAYROLL AND OTHER BILLS BETWEEN MEETINGS.

“Motion: The proper officers are authorized to pay payroll and those bills at discount or that accrue a penalty between meetings. The bills paid by this procedure shall be presented at the next regular meeting for subsequent approval.”

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 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.

18.) MOTION was made and seconded to approve the minutes of December 19, 2011. Motion unanimously carried.

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

COMMENTS FROM PUBLIC

A.) Glenn Kreiser – No Trespassing Signs at Lenni Lenape

Mr. Kreiser started his comments by asking if the Board had checked on whether or not there were “No Trespassing” signs posted on the area that is known as the Lenni Lenape Park off Weavertown RD/Narrows Dr. Suv Brensinger told Kreiser that he is not sure what if any sign is posted on the Weavertown Road side but located at the driveway to the former Moyer property on Narrows Dr there is a sign that says “Private Property”. Mgr Grumbine mentioned she had spoken to Sheila Wartluft on this issue. Sheila stated that the Park & Recreation Board is encouraging the public to utilize the Weavertown Rd entrance to the park until such time as the new entrance off Narrows Drive is constructed. Kreiser debated the fact that it is not private property as the Twp owns this property. He also contended this is the better option for the public to park, as it is paved. The Weavertown Rd entrance is muddy and wet. Kreiser continued by remarking what he was told at the last meeting pertaining to 4 wheelers and snow mobiles. Kreiser suggested moving the “Private Property” sign back further onto this property and posting a sign that states “No Motorized Vehicles”. The conversation turned to the cons of these areas being open for public use.

Mgr Grumbine pointed out that the land on the Narrows Drive side is being leased to a farmer. The idea is to keep the public off the fields where there are crops planted. Kreiser questioned some of the crops and the times the farmer was utilizing the fields. Chm Miller suggested this conversation cease until some of these questions can be researched for adequate answers. Kreiser agreed to this suggestion.

TOWNSHIP MANAGER’S REPORT (Cheri Grumbine)

A.) Appointment of CPA – All Funds Audit 2012

Advertisement for the appointment of a CPA firm to perform the All Funds Audit for 2012 has been completed. Mgr Grumbine is requesting appointment of Brown, Schultz, Sheridan and Fritz to perform the Twp’s 2012 All Funds audit.

MOTION was made and seconded to appoint Brown, Schultz, Sheridan and Fritz as the firm to perform the All Funds Audit for 2012, not to exceed \$13,400. Motion unanimously carried.

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

The annual preventative maintenance agreement from C.M. High has been received. The proposed amount stated for 2012 is \$840.00 for the Rte 422/15th Avenue and Rte 72/Long Lane intersection and includes an annual LED cleaning and semi-annual maintenance check. 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 Preventative Maintenance Record and a comment sheet with recommendations will be submitted to the Twp for review. The fee for 2011 and 2010 was \$778.00. Mgr Grumbine is recommending the Board approve the proposal from CM High.

Suv Brensinger questioned if CM High informs us about the timing of the maintenance work being done. Mgr Grumbine replied she only receives the report following their inspection. They do not inform us prior to the work being completed. Suv Brensinger stated he was contacted and told that the cobra heads at the 15th Ave/ Rte 422 intersection are not working and have not been working for some time. He stated that 3 of the 4 cobra heads are not lighting. He would like to see them operational. Mgr Grumbine said she would make contact with CM High on this issue.

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

C.) Resolution 4-2012- Misc Twp Fees

The Board had been provided with a draft of Resolution 4-2012 that lists all the fees charged by the Twp for various services. Some of the language has been revised pertaining to the Property Maintenance Code per Sol Wolf's recommendations.

MOTION was made and seconded to approve Resolution 4-2012 establishing various Twp fees. Motion was unanimously carried.

D.) Appointment of Steve Sherk (Steckbeck Eng) as MS-4 Engineer

Over the past year, Ed, Sheila and Mgr Grumbine have been working with Steve Sherk for guidance on regulations for compliance with our current PAG-13 (MS-4) permit. The Annual Report is due June of 2012. In addition, to renew the Twp's PAG-13 Permit, Federal regulations require that complete and acceptable Notices of Intent (NOI) be submitted to DEP no later than September 14, 2012, a minimum of 180 days prior to the expiration date of the current PAG-13, March 15, 2013.

In a memo dated November 17th, Steve outlines the revisions to the PAG-13 that he can work with the Twp to accomplish. On December 8, Ed, Sheila, and Mgr Grumbine met to review the status of our current Annual Report that covers the period of March 10, 2011 to March 9, 2012. The information has been provided to Steve, so he can guide us on any remaining items he feels we need to complete in order to be in compliance when the Report is completed. Mgr Grumbine has asked Steve to provide us with an estimate on completing the Annual Report and the NOI application. As Steve prepares annual reports and provides varying degree of support to five other municipalities we are able to "share" in some of the costs rather than charged full cost. His estimate to complete the Annual Report is \$3000 for 2012 and for the preparation of the NOI application, he feels comfortable in estimating \$1500. We budgeted \$15,000 in 2012 for all MS-4 related engineering work. There are other items that we will need assistance. Such is the case for testing dry weather flows for any outfalls in the township, which must be completed by March 9, 2012. Steve's technical help will guide us in the collection and testing process.

Mgr Grumbine is asking that the Board appoint Steve Sherk with Steckbeck Engineering, as the Township's MS-4 engineer, so we can continue to work with him to guide us on meeting the MS-4 regulations.

MOTION was made and seconded to appoint Steve Sherk, Steckbeck Eng, as Twp MS-4 Engineer. Motion unanimously carried.

E.) Pertinent Matters

1. Attendance at State Conference - Registration due Jan 21 – The annual PSATS Education Conference and Trade Show is scheduled for May 6-9 in Hershey. In order to receive the early bird discount registration is due by January 31. 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 once the decisions are made about the sessions to be attended.

2. 2012 Safety Committee Goals – The Safety Committee, which consists of a representative from each department, (Sheila Wartluft, Theresa George, Kori Eder, Richard Evans, Mike Kneasel and Tim Buffenmeyer) has provided their list of 2012 safety goals to the Board. The Safety Committee meets on the fourth Thursday of each month and invites employees or supervisors to attend any meeting.

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 (2-17-12).

4. Joint Municipality Meeting – Hazard Mitigation Program – Mgr Grumbine stated she had attended the advertised of December 29 at the South Lebanon Twp building. South Lebanon, North Cornwall and North Lebanon Twps hosted the meeting as required. FEMA was in attendance to explain their Hazard Mitigation Grant Program for “buyout” options. There were no residents from NL Twp that attended.

Suv Miller questioned the Sahonic issue. Mgr Grumbine said the Sahonics did not attend the meeting and she has not heard anything from them since the last Board meeting. They will be contacted by Mgr Grumbine before the next meeting of January 16th. Suv Artz asked if there has been any further work completed in that area. Suv Brensinger stated that he did complete a One Call in the event that any digging needed to be performed. However he still has not heard from the Lebanon Authority in regards to the video work being completed.

F.) Resolution 5-2012; Appointment of EIT Representative

Mgr Grumbine explained this is the annual appointment of a representative to sit on the Lebanon County Tax Collection Committee (EIT issues). The 2011 alternate, Virginia Minnich, is now up for appointment to primary representative. Jim Loser will be appointed as the alternate.

MOTION was made and seconded to appoint Virginia Minnich (Mt Gretna) as primary representative on the EIT committee with Jim Loser (South Lebanon Twp) as alternate. Motion unanimously carried.

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