

**MINUTES  
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS  
JULY 6, 2004**

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:

Kenneth C. Artz .....	Chairperson
Dawn M. Hawkins .....	Vice-Chairperson
Edward A. Brensinger .....	Treasurer
Cheri F. Grumbine .....	Twp Manager

Also in attendance were approximately 7 individuals.

The meeting was called to order and the pledge to the American flag was done.

**COMMENTS FROM THE PUBLIC**

**A.) Martin Barondik – New St**

Mr. Barondik asked the Board if the Twp has ever received the actual Grant funds for the newly acquired grinder? He said he had noticed it was being used on Halfway Dr earlier today. Mgr Grumbine explained the signed contract has been submitted to the State and we are now waiting for them to return it to us. Barondik then asked if a projected date was given for when the funds would be received. Mgr Grumbine stated we had been told that after the signed contract was received, it would be 6 to 8 weeks for the check to be received. She is not sure where we are at this point with that timeline.

**B.) Raymond Smith – 1377 Sholly Ave**

Mr. Smith said that on July 3<sup>rd</sup> there had been many different locations in his neighborhood that had been setting off fireworks. He said they were going directly over his home and he had phoned the Police. He said he received the answering service and left a message for someone to call him. He said he did not get any type of response from the Police Dept. The next day he called into the Police Dept. He reported at that time he did speak to a Police officer. However, he said he was not happy with the way the telephone call was conducted. Smith told the Board all he received from the officer was a “lecture” on what types of fireworks were permitted. He said he tried to tell the officer all he wanted to know was what type of protection he had. He did not want to have his home burned down because of someone using fireworks. Mr. Smith told the Board he did not appreciate the officer “snickering” at him. The officer implied there was no way he was going to lose his house to a fire caused by fireworks.

Smith told the Board he did not appreciate the lack of response to his phone call and the “lecture” he received when he finally did speak to an officer.

**Raymond Smith (con't)**

Smith described the officer's attitude as being very "rude". When speaking to the officer Smith said the officer offered all sorts of excuses. He told the Board he had told the officer he is NOT looking for excuses. He is looking for help. When Mr. Smith asked the officer if there is any report of him having called the previous night he was told, by the officer, he could not give him that information. The officer then directed him to call the Chief of Police if he would like to have that information.

Mr. Smith said he thinks if the Twp Police Dept is "shorthanded" then there should be more officers hired for NLT. Chp Artz questioned the name of the officer he had spoken to. Smith replied the name was Lauver. Suv Hawkins asked Mr. Smith if he had dialed "911" the night of the fireworks or had he phoned the Police Dept number. He replied he had phoned the Police Dept at NLT. When he spoke to the dispatch they had given him a phone number to call. Mr. Smith said there had been fireworks being used for a week before the 4<sup>th</sup> of July already. If there are not enough officers to take these calls then the Board should think about hiring more coverage for the Twp, according to Smith. Chp Artz stated his apology to Mr. Smith for the treatment he received by the officer. He told Smith he wishes he had spoken to the Chief of Police. The Chief would have the responsibility of reprimanding the officer. Smith repeated to the Board that if there is a problem with coverage, then there should be more officers on duty. Smith said he is tired of hearing about having to raise taxes for more Police officers. He said he does want to hear excuses. He wants something done.

Suv Hawkins remarked to Mr. Smith that he is saying he had a bad experience with a Police officer but he is saying he wants more Police officers. Do you want to have more bad experiences, asked Suv Hawkins? Smith answered, no he does not want bad experiences. He said he wants the problem fixed. Suv Hawkins then told Mr. Smith that having more Police officers is not going to fix the problem he is talking to the Board about. Smith responded that the problem is there is not enough coverage. Smith offered his opinion that NLT is the fastest growing township. More Police are needed to provide the coverage, according to Smith. Suv Hawkins said she agrees there is a need for more officers to be on duty. Suv Brensinger stated that this is a familiar problem at this time of year. Unfortunately having more officers on duty would not curtail this problem. Suv Hawkins said the Board does not know how many officers were on duty that night. Some nights there are 3 officers on duty. Smith then asked if there was more than 1 officer on duty, why did an officer not return his phone call? Suv Hawkins told Smith she could not answer that question. He then retorted that she did not even know how many officers were on duty that night. She told Smith she would have to look at the duty roster to know that answer.

**B.) Arlene Phillipy – 1394 Sholly Ave**

Ms Phillipy said her first question is, are fireworks legal? If so which ones are legal in NLT?

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**Arlene Phillipy (con't)**

Chp Artz said that at one time sparklers were the only fireworks that were legal. Suv Hawkins said this is a question the Chief would have to answer. The Board does not have a definite list of what is legal. The Board will speak to the Chief about this question of legal fireworks.

Ms Phillipy asked Suv Hawkins if she was going to check on the budget line item for the hiring of 1 Police officer. Suv Hawkins stated she has the information for Phillipy and would share it after the meeting. Suv Hawkins said that all the information is outlined, salary, average overtime, holiday pay, worker's comp, pension, unemployment comp, health escrow, Blue Cross coverage etc. It comes to approximately \$81,027 per year for starting salary. Suv Hawkins told the public the Police issue is one the Board will need to address. The whole Board is aware of this fact and will continue trying to find a way to address the issue. She continued on to say the Fourth of July is a difficult time for the officers. They perhaps are not as strict as they would normally be. There are a lot of people celebrating the freedoms they enjoy. Not everybody remembers to be courteous enough to realize some people go to bed early, even on the Fourth of July, said Hawkins.

Smith then said he has no qualms about the fireworks if they are set off somewhere in the open and it is safe for them to do so. He does not want to lose his home due to fire because someone else is celebrating his or her freedom. Some general conversation followed about the safety of fireworks. It was mentioned that perhaps next year the Chief could place an article in the spring newsletter about the "do's and don'ts" of fireworks as well as what is legal and what is not legal. Also, we could place on this information on Twp website at this time of year.

**C.) Pat Smith – 1377 Sholly Ave**

Ms Smith told the Board she has spoken to Bonnie Grumbine 2 years ago and again this year about a property on Gary Ave. The complaint is about the condition of the backyard that Ms Smith has to look at everyday. Bonnie Grumbine responded to the latest phone call on May 20<sup>th</sup> and took pictures of the property in question. Smith said she received a letter from Bonnie Grumbine stating that she had been unable to find any type of violation on the property in question.

Ms Smith complained to the Board about a boat stored on the property, which Smith said is not up to date on licensing or registration. There is now a trailer there also that is not current. A woodpile exists from a tree that had been taken down several years ago. Smith told the Board she has witnessed rats coming out of the woodpile. Chp Artz asked the address of this property. Smith said it is on Gary Ave and she then mentioned the name of the person as Greg Fink. Suv Brensinger asked if this is on the southern end of Gary Ave? Smith told the Board to come out to her property and they will see what she has to put up with.

**Pat Smith – Property Complaint (con't)**

Smith said she does not understand how he can get away with this. The concerns about West Nile virus and mosquitoes alone would be enough to keep the place cleaned up. Chp Artz stated that someone would be looking into this situation and at the property in question.

**D.) Martin Barondik – New St**

Mr. Barondik told the Board he has a problem with the way WLBR always waits until the weeds are so high before they mow. They wait and wait and then they only have to mow once a season. He said he this is getting to be a little bit old. He is tired of it. Barondik said he had talked to Cathy, the Police secretary, about this and she was going to talk to Kim Wolfe about the Ordinance regarding the high weeds. Barondik said he still has not seen any weeds getting cut.

**MOTION TO APPROVE MINUTES**

Minutes from the June 21, 2004 meeting were available at this time for approval.

**MOTION:** Was made and seconded to approve the minutes from June 21, 2004. Unanimously carried.

**MOTION TO APPROVE PAYROLL AND PAYMENT OF INVOICES SUBJECT TO AUDIT**

**MOTION:** Was made and seconded to approve payment of payroll and payment of invoices subject to audit. Unanimously carried.

**TOWNSHIP MANAGER'S REPORT – Cheri F. Grumbine****A.)MS – 4 Policy**

The Board had received a MEMO, dated 6-03-04, which included the first annual report to DEP regarding the mandated MS-4 program. Mgr Grumbine also included an outline of the proposed program for North Lebanon Township. The requirements of the program are following the MS-4 regulations. The first year will be developing a public education program for homeowners, businesses, and developers. The mailing of the brochure "After the Storm" will be completed in September of 2004. This will be accomplished by attaching the brochure to the Fall Newsletter, which is distributed with the Merchandiser circular. Mgr Grumbine had contacted several other municipalities and coordinated the ordering of these brochures, which was cost effective for all who participated. The other municipalities have been notified the brochures have been received and they will be billed accordingly.

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**MS – 4 Policy (con't)**

The biggest requirement for the Twp will be the surveying of existing storm water facilities and locating all the storm drains. This information is required to be identified on a map per the MS-4 regulations. The Twp will need to work with an Engineer for mapping services and to provide guidance to the Roadmaster in locating the storm drains for mapping. This project was anticipated to commence in year 1 of the program. However, in Mgr Grumbine's report, it is stated that the Twp is hopeful to have this completed in year 2, which ends March of 2005. An Ordinance is required to be adopted in order to enforce any illicit storm water discharges. Solicitor Wolf and Mgr Grumbine will be working on preparing an Ordinance for adoption in March of 2005. Continual maintenance for Pollution Prevention and Good Housekeeping on all Township properties will be an on going item in our daily operations. Mgr Grumbine is suggesting working with the Safety Committee to enhance the existing internal procedures for compliance. Also, through the Safety Committee, the training for all employees to establish pollution prevention procedures and rules for municipal vehicle maintenance, washing and fueling can be established. Many of these practices are already in existence because of the Safety Committee.

**B.) Police Study Update**

During the last meeting the Board had been questioned as to the progress of the Police study. June 10, after returning from vacation, Mgr Grumbine found that Chf Wolfe had submitted the study with some unfinished information he wanted her to complete. Mgr Grumbine reported that she had completed the information for the Chief and notified Mayor Anspach. Mayor Anspach indicated that June 14 was a holiday (Flag Day) for the City and that he preferred to wait to receive our paperwork until all municipalities had completed their questionnaires. He indicated he would contact NLT the week of June 21. June 23<sup>rd</sup> Mgr Grumbine contacted the Mayor's office again as the Twp office had not heard from the City. At that time Mayor Anspach reported the questionnaire was 98% complete. They were waiting for some information from the City's Solicitor and would forward copies to all the municipalities involved. Wednesday June 30<sup>th</sup> the Mayor's office called and picked up NLT's paperwork. At the same time they provided copies of their paperwork to NLT. The Mayor's office will forward the information to the Governor's Center for Local Government Services (Dale Frye) from all 3 municipalities. Chf Wolfe has been listed as the contact person for NLT in order to answer any questions Mr. Frye might have.

**C.) Administrative Staffing – Mgr Grumbine**

May 29, 2003 the Board had granted approval to advertise for part-time help in the administrative office. Unfortunately, following this approval Mgr Grumbine had immediate family situations that demanded her attentions and took her out of the office.

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**Administrative Staffing (con't)**

With the 2004 budget preparations underway these items were carried over. Mgr Grumbine is asking the Board, again, to approve the advertising of a part-time employee for the administrative office.

The administrative staff continues to be inundated by telephone calls and tending to various needs and requests of residents or others who stop in the office. The Twp is continually offering more and more services to the residents that had not been offered in the past. Phone log information has been provided to the Board as to the volume of phone calls the office has been receiving since January. Mgr Grumbine has prepared a cost estimate for the hiring of a part-time employee, which has already been included in the 2004 budget. The majority of time in 2002, 2003 and continuing in 2004 has been and is spent addressing the needs of the telephone and the residents at the counter. Due to the constant interruptions it is getting more and more difficult to accomplish the day-to-day job responsibilities in a timely fashion. The projected total for this part-time employee is \$11,158. As a part-time position there would be no benefits offered. This would include the wage and minimal worker's comp. A desk would be needed and a telephone. Mgr Grumbine has contacted Chf Wolfe for one of the used computers that the Police Dept has replaced with an updated version.

Martin Barondik asked, excluding the Police force, how many employees are hired by the Twp currently. Mgr Grumbine responded, excluding the Police force, approximately 15 employees. Barondik asked if everybody is full-time. He was told with the exception of the seasonal help for the parks. The total is 15 full-time and 3 part-time employees.

Suv Hawkins questioned how many years this was included in the budget? Mgr Grumbine responded it had been approved last year and carried over during the 2004 budget. Suv Hawkins said she is aware of all the demands for service at the front counter currently with the Yard Waste permits being issues. She asked if the tasks of this part-time person would be to answer phones and monitor the front counter for walk-ins. Mgr Grumbine agreed that the intent was to free up the other office staff to attend to their day-to-day responsibilities. Suv Brensinger added that all the employees have personal and vacation days to use, which adds to the existing problem This leaves the departments shorthanded during those time periods. Suv Hawkins asked about the hiring of part-time Police officers. Chp Artz stated he is 100% in favor of this idea. The Police Dept however has very different views on his issue. They absolutely will not hear anything about part-time officers. Suv Hawkins stated that we would not have to provide the benefits for a part-time officer. Chp Artz said he has suggested this same idea several times and the Police department will not listen to anything about part-time officers.

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**Staffing/Employees (con't)**

The public asked what objections could the officers have to part-time officers? Chp Artz stated that the full-time officers want all officers to be full-time only. The full-time officers are a part of the union and any part-time officers are non-union. Suv Hawkins said the officers also claim there is not the same dedication from a part-time person as from a full-time person. A lengthy discussion about the pros and cons of unions followed.

**MOTION:** Was made and seconded to authorize the advertising for a part-time person for administrative staff. Unanimously carried.

**D.) Weavertown Fire Co – FEMA Grant Funding**

The Weavertown Fire Co is pursuing grant money through FEMA for the purchase of a pumper/rescue vehicle. The lack of a proper transport vehicle to carry the necessary emergency equipment to responses has prompted this request for a rescue truck. The Board is being asked to provide a letter of support to the Weavertown Fire Co's pursuit of this grant funding. The total of the vehicle purchase and the grant writing is \$265,000.00. The amount of funds being requested from FEMA is \$238,500.00. Weavertown's match would equal \$26,500.00 (which would be paid from the their General Fund).

**MOTION:** Was made and seconded to provide a letter of support to Weavertown Fire Co for the purchase of a pumper/rescue truck. Unanimously carried.

**E.) 970 Harmony Hill – High Grass/Weeds**

Chf Wolfe has provided the Board with a MEMO in regards to high weeds and grass on the property at 970 Harmony Hill. The property appears to be abandoned. In this situation the Board is able to authorize action to correct this high weed violation. A contractor may be hired to cut the weeds and a lien would be placed on the property to get the funds back from completing this service.

**MOTION:** Was made and seconded to authorize the hiring of someone to cut the weeds at 970 harmony Hill in order to bring the property into compliance with Twp Ordinances. Unanimously carried.

Suv Hawkins asked if there are many times when this type of situation occurs? Chp Artz explained there have been several in the last few years. There was some discussion about establishing an overall policy to cover any of these situations. Suv Hawkins said she thinks it is best to deal with each situation on a one-to-one basis. Mr. Smith asked why would it be better? Why not establish the authority to address the problem of the high weeds and grass immediately instead of having to wait and go through a Board meeting all the time?

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**High Grass/Weeds (con't)**

Suv Brensinger explained that many of the situations are different in nature. In this situation the owners simply “walked away from” the house. We had a situation where an elderly gentleman passed away and his family simply does not wish to maintain the house during the estate settlement time period. Mr. Smith insisted the situations are not really different. The high weeds and grass make the property non-compliant. Mgr Grumbine explained there are many circumstances that cannot be resolved by the Chf Wolfe or the District Justice. Sometimes it requires the Twp Solicitor working with Bonnie Grumbine and the property owner to bring the situation into compliance. The Board discussed whether or not they wished to hear each situation or to give the Manager the authority to start proceedings against properties that are not in compliance with Twp Ordinances.

**MOTION:** Was made and seconded to authorize the Manager or Code Enforcement Officer to proceed with actions against non-compliant properties on high grass and weeds without bringing it to the Board on a case-by-case basis. Unanimously carried.

**F.) Petition from Resident Canal St Area**

A petition had been received from the concerned residents about the Canal St area intersection. The Chief had made his recommendations at the last meeting. Mgr Grumbine asked the Board what their response was to the Chief's suggestions. She would like to contact the individuals who submitted the petition to the Twp office. Chp Artz stated that due to the fact there were so few accidents at this location in the last years, he feels there is not need for any action. He then asked his fellow Board members to voice their ideas. Suv Hawkins said she agreed with Chp Artz, although she said the Board now has some suggestions for the intersection should this problem become worse. Suv Brensinger stated that currently he is in agreement. However, he feels it should be observed as the traffic volume would probably increase with Briar Lake now under construction. Mgr Grumbine summed up by saying she would compose a letter saying that, currently, this location warrants no action from the Board. However the area will remain under observation by the Chief as the traffic volume changes.

**G.) Closing Portion of Colonial Circle – August 7, 2004**

A request to close a portion of Colonial Circle has been received by the office. The request is to close the eastern portion of Horizon Blvd down to the stop sign and block it off. This would be from 12:00 noon to 8:00 PM. This would be for the purpose of having a block party with a children's parade and bicycle riding. Suv Hawkins asked if this would create any type of traffic problems. Suv Brensinger replied there are only about 5 driveways in the area that would be affected.

**Closing Portion of Colonial Circle (con't)**

Mgr Grumbine stated the Twp could drop off the barricades and Don Sheg would be responsible for removing the barricades and placing to the side to be picked up the following Monday by the Twp.

**MOTION:** Was made and seconded to approve Don Sheg's request for the closing of a portion of Colonial Circle to the east, by using Twp barricades, on August 7 between noon and 8 PM for a block party. Unanimously carried.

**COMMENTS FROM BOARD MEMBERS**

There were no comments from the Board members and the meeting was adjourned.

Respectfully submitted,

Theresa L. George  
Recording Secretary