

**MINUTES  
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS  
JANUARY 3, 2011**

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  
Cheri F. Grumbine ..... Township Manager

Absent Kenneth C. Artz ..... Supervisor

Also in attendance were several other individuals.

**REORGANIZATION FOR 2010**

**1.) Oath of Office**

There was no Oath of Office by any new Supervisor required today.

**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.

**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.) 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 2011. Motion unanimously carried.

**11.) Motion to Approve Board Meeting Schedule for 2011**

The dates had been advertised for the first and third Monday for the month of January 2011; thereafter 3<sup>rd</sup> Monday each month; except a meeting scheduled for April 1<sup>st</sup> (conflict for 3<sup>rd</sup> Monday State Conference). 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 2011. Motion unanimously carried.

**12.) Motion to Approve 2011 Holiday Schedule – Dates Offices Closed**

Good Friday	Apr 22	Election Day	Nov 8
Primary Election	May 17	Veterans Day	Nov 11
Memorial Day	May 30	Thanksgiving Day	Nov 24
Independence Day	July 4	Christmas Day	Dec 26 (Mon)
Labor Day	Sept 5	New Year's Day	Jan 2 (Mon)

**MOTION** was made and seconded to approve the 2011 Holiday schedule as provided for Non-Uniform employees and the offices to be closed on these days. Motion unanimously carried.

**13.) Appointments to Various Boards/Commissions**

A. Municipal Authority – (5 yr term) TO EXPIRE: 12/31/2015

APPOINT: Richard A. Miller Jr.

B. Planning Commission – (4 yr term) TO EXPIRE: 12/31/2014

APPOINT: William W. Smeltzer

C. Park & Recreation - (3 yr term) To EXPIRE: 12/31/2013

APPOINT: Corey Hetrick

Dwayne Elder

**Appointments to Various Boards/Commissions (con't)**

D.) Vacancy Board – (1 yr term) TO EXPIRE: 12/31/2011

APPOINT: A. Bruce Sattazahn

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E.) Authority/Township Joint Arbitration Board (1 yr term) EXPIRE: 12/31/2011  
APPOINT: Suv Ken Artz  
Hiram Brightbill

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

**14.) Appointment to Zoning Hearing Board – Resolution No. 1-2011**

**MOTION** was made and seconded to adopt Resolution No. 1-2011, required by the MPC, appointing John Resanovich Sr. as a member to the Zoning Hearing Board for a 3-year term, which expires 12/31/2013. Motion unanimously carried.

**15.) Code Appeals Board Appointment – Resolution No. 2-2011**

**MOTION** was made and seconded to adopt Resolution No. 2-2011 regarding the Code Appeals Board which consists of Robert V. Boltz, John R. Poff, William Smeltzer and alternate member Pat Brewer. Motion unanimously carried.

**16.) Approval of 2011 Fire Police Roster**

**MOTION** was made and seconded to approve the 2011 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.” Suv Brensinger confirmed with Mgr Grumbine that the reason for this Motion was because of the new schedule for one meeting per month for the Supervisors. This would affect those bills that are received and should be paid between the monthly meetings in order to receive a discount period. Mgr Grumbine confirmed that is correct.

**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 was unanimously carried.

**18.) MOTION** was made and seconded to approve the minutes of December 20, 2010. 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.) Paul Schwab – Hunters Chase Lane**

Mr. Schwab questioned why the Board has decided to hold only one meeting a month. He was told the amount of business that is being conducted does not warrant two meetings a month. Previously there had been a lot of developments within the Twp which required multiple meetings for ease of approvals. The amount of developing has drastically reduced. Schwab indicated his understanding.

**B.) Glen Kreiser – Shellie Street**

Mr. Kreiser questioned the amber flashing light located on Rte 72 in front of the NCCS School. He noted it was operating during the Christmas and New Year holidays.

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**Kreiser – Shellie Street (con't)**

He reminded the Board he had requested this issue be looked into during the Thanksgiving holiday. Suv Miller informed Kreiser he had spoken to the Chief about this subject as Officer Herberg was to make contact with the school to discuss another issue. Suv Miller stated he would have to talk to the Chief to see what had transpired during Officer Herberg's conversation. He stated he had not noticed the light flashing over Christmas vacation. He remembers one light operating on one side of the street but not working on the opposite side of the street. Suv Miller said he will follow up on this subject.

**C.) Earl Roberts – W Kercher Avenue**

Mr. Roberts mentioned the Regional Comp Plan which is a project that has been ongoing for several months now. At last month's meeting he had received a list of potential sites within the Lebanon County for this committee to visit. Mgr Grumbine had prepared a list for North Lebanon Twp and had asked the Board to review the list and comment.

One of the areas not on the list is the Smutzy area. Roberts stated he believes it is zoned Ag. Suv Brensinger agreed the portion in NLT is zoned Agricultural. Roberts stated it is a brownfield Industrial site. Also a portion of the property, which is located within the City, is zoned Industrial and has been tax-exempt for years. Another property Roberts has concerns about is the Industrial tract in Heilmandale. Mr. Roberts stated he noticed that some of the listed locations had individual names attached to them. His question was whether or not the Board had given any consideration to contacting these individuals, perhaps by letter, to inform them that the properties are being visited and are reviewed as part of the comp plan review.

After some conversation on this suggestion, Suv Miller told Roberts the Board will ask Mgr Grumbine to put together a letter to the various property owners once a final list is decided on which will inform them of the visitation to their properties on February 28. Mr. Roberts indicated his satisfaction with this suggestion.

**TOWNSHIP MANAGER'S REPORT (Cheri Grumbine)****A.) Appointment of CPA – All Funds Audit 2011**

Advertisement for the appointment of a CPA firm to perform the All Funds Audit for 2011 has been completed. After receiving three proposals, Mgr Grumbine is suggesting the lowest quote from Brown, Schultz, Sheridan and Fritz and appointing that firm. 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 2011, including the phrase in the contract "not to exceed \$12,750". Motion unanimously carried.

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

The Twp has received a proposal from C.M. High for preventive maintenance for traffic signals at:

1. Rte 422 & 15<sup>th</sup> Avenue
2. Rte 72 & Long Lane

All preventive maintenance will be performed as outlined in PADOT Pub 191 and their 12/2/10 proposal. The proposal for 2011 is \$778, which is the same rate as 2010.

C.M. High is currently working on completing the PaDOT T-699 form, which is a Traffic Signal Description/Inventory of all the traffic signals in the Township. The Township received a letter dated July of 2010 from PaDOT requesting that these forms be completed on all traffic signals permitted to the Township with a copy returned to the Hbg office. The information will also be helpful to the township, as we look at upgrading any existing equipment.

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**C.M. High Proposal (con't)**

Mgr Grumbine is currently working with C.M. High on completing these forms, as they are completing them as they provide the preventative maintenance on the signal. A discussion about the various street light maintenance issues at these intersections was held.

**MOTION** was made and seconded to approve the contract with C.M. High for traffic light maintenance for the amount of \$778. Motion unanimously carried.

**C.) Resolution No. 3-2011; Misc Township fees**

The Board has received a copy of Resolution No. 3-2011 outlining the fees for various services provided by the Township. These fees are to be established by Resolution and the corresponding ordinance is identified as a reference. As there were no questions pertaining to the fees listed the Board took action to adopt Resolution 3-2011.

**MOTION** was made and seconded to adopt Resolution 3-2011 setting misc fees for Twp services. Motion was unanimously carried.

**D.) Pertinent Matters**

**1. Attendance at State Conference - Registration due Jan 22** – The annual PSATS Education Conference and Trade Show is scheduled for April 17-20 in Hershey, PA. In order to receive the early bird discount registration is due by January 21. All 3 Supervisors had indicated interest in attending and will be registered for the convention.

**2. 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 13 @ noon. The luncheon is held in the Farm Show Complex Cafeteria. Responses are required if anyone is planning to attend.

**COMMENTS FROM BOARD MEMBERS****A.) Suv Richard E. Miller**

Suv Miller told the public that several conversations have taken place recently regarding the intersection at Kimmerlings Rd and N 7<sup>th</sup> St. It is his intention to meet with Rep Swanger to discuss this issue and see if she might offer some help in this matter to improve traffic safety.

**B.) Suv Ed Brensinger**

Suv Brensinger said he wanted to wish a speedy recovery to Ken Artz as he is currently not feeling well.

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