

MONDAY, MARCH 25, 2019

The regular monthly meeting of the Council of the City of Lebanon, Pa., was held in Council Chamber of the Municipal Building, Lebanon, Pa., this evening, Chairperson Carey presiding.

The meeting was called to order at 6:30 p.m.

Present--Mr. Morales, Mr. Wertz, Mr. Wilson, and Mr. Carey, Chairperson. Absent--Mr. Parker.

Also present were Mayor Sherry L. Capello; Chief of Police Todd Breiner; Donna Long Brightbill, City Solicitor; Robin L. Getz, Director of Public Works; Melissa E. Quinones, Director of Administration-Assistant to the Mayor; nine persons in the audience; and one member of the news media.

The minutes of the February 25, 2019, City Council meeting were presented by the City Clerk. There being no corrections, deletions or additions, the minutes were approved as presented.

Chairperson Carey announced that Council received a budget report for the period January 1 through February 28, 2019. Mayor Capello reported that 16.67 percent of the fiscal year is completed; revenues are at 13 percent; and expenditures are at 11 percent, which is better than budgeted. She noted that the budget report does not include any revenue for real estate taxes. The real estate tax bills were mailed earlier in March.

Mr. Wertz introduced Resolution No. 23, as follows:

A RESOLUTION AUTHORIZING THE PROPER OFFICIALS OF THE CITY OF LEBANON TO FILE A GRANT APPLICATION WITH THE PENNSYLVANIA DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES FOR THE CONSTRUCTION OF A PAVILION AND RESTROOMS AT COLEMAN MEMORIAL PARK.

WHEREAS, the City of Lebanon (“Applicant”) desires to undertake the following project: Coleman Memorial Park Improvement Project – Construction of Pavilion and Restrooms; and

WHEREAS, the applicant desires to receive from the Pa. Department of Conservation and Natural Resources (“Department”) a grant for the purpose of carrying out this project; and

WHEREAS, the application package includes a document entitled “Terms and Conditions of Grant” and a document entitled “Grant Agreement Signature Page”; and

WHEREAS, the applicant understands that the contents of the document entitled “Terms and Conditions of Grant”, including appendices referred to therein, will become the terms and

conditions of a Grant Agreement between the applicant and the Department if the applicant is awarded a grant.

NOW, THEREFORE, Be It Resolved by the Council of the City of Lebanon, Pennsylvania, and it is hereby resolved by the authority of the same, that:

SECTION 1. The “Grant Agreement Signature Page” may be signed on behalf of the applicant by the official who, at the time is signing, has the title of Mayor.

SECTION 2. If this official signed the “Grant Agreement Signature Page” prior to the passage of this resolution, this grant of authority applies retroactively to the date of signing.

SECTION 3. If the applicant is awarded a grant, the “Grant Agreement Signature Page”, signed by the above official, will become the applicant/grantee’s executed signature page for the Grant Agreement, and the applicant/grantee will be bound by the Grant Agreement.

SECTION 4. Any amendment to the Grant Agreement may be signed on behalf of the grantee by the official who, at the time of signing the amendment, has the title specified in paragraph 1 and the grantee will be bound by the amendment.

Mayor Capello reported that the total grant amount is \$164,348.19 and the Coleman Memorial Park Board has funds available for the 50/50 match. In addition, the Park Board is making an in-kind contribution of \$5,200 for the removal of tree stumps by park personnel. The grant application includes a new pavilion with an attached restroom on the western side of the park. Mayor Capello noted that the proposal differs slightly from the Master Site Plan approved in 2011.

Resolution No. 23 was passed finally on motion of Mr. Wertz, seconded by Mr. Wilson. Yeas-- Mr. Morales, Mr. Wertz, Mr. Wilson, and Mr. Carey, Chairperson--4; nays--none.

Mr. Morales introduced Resolution No. 24, as follows:

A RESOLUTION AUTHORIZING THE DISPOSITION OF VARIOUS DOCUMENTS IN THE DEPARTMENT OF PUBLIC WORKS, THE COMMUNITY AND ECONOMIC DEVELOPMENT OFFICE, AND THE LEBANON POLICE DEPARTMENT.

WHEREAS, by virtue of Resolution No. 36, Sessions 2008-2009, passed finally by City Council on April 27, 2009, the City of Lebanon declared its intent to follow the procedures for the disposition of records as set forth in the Retention and Disposition Schedule for Records of Pennsylvania Municipalities issued on December 16, 2008; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality.

NOW, THEREFORE, Be It Resolved by the Council of the City of Lebanon, Pa., and it is hereby resolved by the authority of the same, That:

SECTION 1. The disposition of the following records in the Lebanon Police Department is hereby approved:

- a. Animal Law Enforcement records (DLO cards) – 2013 and prior
- b. All Citations (traffic and non-traffic) that are not part of a criminal history case file – 2015 and prior
- c. Incident Reports that are not part of a criminal history case file – 2015 and prior
- d. Daily Activity Records – 2016 and prior
- e. Dispatcher Logs – 2016 and prior
- f. Police reports for removal of abandoned or impounded vehicles – 2014 and prior
- g. Pennsylvania Uniform Crime Reporting worksheets and prints – 2015 and prior
- h. Civil Service files – 2005 and prior
- i. Accident Reports – 2014 and prior
- j. Court Orders/Case Dispositions – 2016 and prior
- k. Pawn sheets – 2015 and prior
- l. Parking tickets (paid) – 2016 and prior
- m. NCIC/CLEAN cancellations and records – 2007 and prior
- n. Miscellaenous administrative files – 2016 and prior

SECTION 2. The disposition of the following records in the Community and Economic Development Office is hereby approved:

- a. Ledger Book – Brandywine Creek, Enterprise I-IV –1989 and prior
- b. Ledger Book – Small Cities, Small Communities –1989 and prior
- c. Ledger Book – Federal funds disbursement – 1988 and prior
- d. Account Balances – Brandywine Channel – 1984 and prior
- e. Account Balances – Small Cities – 1984 and prior
- f. Account Balances – Federal Revenue Sharing – 1988 and prior
- g. Account Balances – Federal Aid Highway Program – 1988 and prior
- h. Account Balances – Downtown Rehab – 1993 and prior
- i. Various deposit slips – 1993 and prior
- j. Various cancelled checks – 1993 and prior
- k. Various checkbooks
- l. Ledger Book for Improvement Projects – 1988 and prior
- m. Ledger Book for Small Cities Program – 1985 and prior
- n. Ledger Book for Entitlements and Federal Revenue Sharing funds – 1986 and prior
- o. CDBG check reports – 1993 and prior
- p. CDBG loan repayment documents – 1996 and prior
- q. Hazmat training materials – 1996 and prior
- r. Rehab check reports and repayment reports – 1990 and prior

SECTION 3. The disposition of the following records in the Department of Public Works is hereby approved:

- a. Request for Bid– new radio system – 1980
- b. Contract Specs – roof replacement at Goodwill Fire House – 1979
- c. Contract Specs – Hazel Dyke alignment – 1976
- d. Contract Specs – Harrison School Redevelopment – 1976
- e. Contract Specs – Gingrich Memorial Pool Renovation – 1985
- f. Contract Specs – Lincoln School Demo – 1975
- g. Contract Specs – Sanitary Sewer – 1974
- h. Contract Specs – Northwest School Overpass
- i. Contract Specs - Ramp construction - 2001
- j. Contract Specs – Tennis Court Rehab – 1998
- k. Contract Specs – CMP Amphitheater – 1977
- l. Contract Specs – Downtown Beautification – 1975
- m. Contract Specs – Roof Repairs – 1989
- n. Contract Specs – Brandywine Creek Project – 1982 and 1987
- o. Contract Specs – Curb, Storm Sewers, and Streets – 1986
- p. Contract Specs – Stoever’s Dam – 1982
- q. Contract Specs – Accessibility Improvements – 1994
- r. Contract Specs – Firemen’s Training School – 1980
- s. Contract Specs – Rehab of Stoever’s Dam dredging – 1982
- t. Contract Specs – Playground Equipment - 1999
- u. Contract Specs – Demolition – 1995
- v. Contract Specs – Radio System – 1980
- w. Contract Specs – Demolition – 1977
- x. Contract Specs – Masonry repair at Comfort Station – 1979
- y. Contract Specs – Septic tank installation – 1974
- z. Contract Specs – Heating System – 971 Miller St. – 1973
- aa. Contract Specs – Site Development – Southwest Park – 1971
- bb. Contract Specs – Paint and Misc. Repairs – Gingrich Memorial Pool – 1975
- cc. Contract Specs – Storm Sewer Construction – 1979
- dd. New Roof Installation – Chemical Fire Company – 1978
- ee. Contract Specs – Masonry Repair – Senior Center – 1979
- ff. Contract Specs – Demo and Site Clearance – Gappa Farm House – 1974
- gg. Contract Specs – Renovations to Rescue Fire Company – 1975
- hh. Contract Specs – Harrison School Project – 1976
- ii. Contract Specs – Construction of Curbs, storm sewers and streets – 1975
- jj. Contract Specs – Tennis Court Rehab – 1997
- kk. Derek and Edson application for Oak Crest Village – 2000
- ll. Contract Specs – Lebanon County Firemen’s Training School – 1980
- mm. Contract Specs – Senior Center a/c – 1991
- nn. Contract Specs – Fire Alarm System - 1999
- oo. Contract Specs – Curbs and Sidewalks – 1979
- pp. Contract Specs – Accessibility Improvements – 1993
- qq. Contract Specs – Alterations to Washington Fire Company – 1987
- rr. Contract Specs – City Garage – 1987
- ss. Contract Specs – Curbs, Streets, and Sanitary Sewers – 1980
- tt. Contract Specs – Earthen Channel Improvements – 1982

- uu. Contract Specs – Concrete Channel – 1982
- vv. Contract Specs – Demolition and Site Clearing at various sites – 1977
- ww. Contract Specs – Accessibility Improvements – 1994
- xx. Contract Specs - Alteration to Exterior Walls – 1996
- yy. Contract Specs – Desk model polygraph machine – 1974
- zz. Contract Specs – Police Station box – 1984
- aaa. Contract Specs – Curbs and Sidewalks – 1976
- bbb. Contract Specs – 16th Street Bridge Project – 1977
- ccc. Contract Specs – Flood Control Improvements – 1976
- ddd. Technical Specs – 16th Street Bridge Project – 1977
- eee. Contract Specs – Sanitary Sewer Replacement – 1974 and 1970
- fff. Contract Specs – Railroad Crossing removals – 1979
- ggg. Contract Specs – Agway Bridge – 1977
- hhh. Contract Specs – Demolition Work – 1978
- iii. Contract Specs – Curbs and Sidewalks – 1976
- jjj. Contract Specs – Jonestown Road Traffic Signals – 1974
- kkk. Contract Specs – Walkway Lighting – 1990
- lll. Contract Specs – Curbs, Sidewalks & Sanitary Sewers – 1986
- mmm. Contract Specs – Flood Control Improvements – 1985
- nnn. Redevelopment Authority loan repayments, account activities, and balances – 1996 and prior
- ooo. Contract Specs – Demolition of 1-3-5 North Ninth Street - 2000

Res. No. 24 was passed finally on motion of Mr. Morales, seconded by Mr. Wertz. Yeas--Mr. Morales, Mr. Wertz, Mr. Wilson, and Mr. Carey, Chairperson--4; nays—none.

Mr. Morales called up Bill No. 10 on final reading, as follows: “AN ORDINANCE AMENDING ARTICLE 903, ‘SIDEWALKS, CURBS AND DRIVEWAYS”, OF THE CODIFIED ORDINANCES OF THE CITY OF LEBANON, PA., TO INCREASE PERMIT AND CONTRACTOR LICENSE FEES AND REVISE THE GENERAL REQUIREMENTS FOR CONSTRUCTION OF SIDEWALKS, CURBS AND DRIVEWAYS”.

Mayor Capello explained that Bill No. 10 is a combination of the existing ordinance, regulations in other municipalities, and PennDot publications. The ordinance includes provisions for an inspection prior to the start of work, addresses the strength of the cement, and allows pavers in certain areas. Currently, the fees do not cover the cost of inspection by an outside firm and Bill No. 10 establishes fees that will cover the cost of fees charged to the City of Lebanon. Mayor Capello reported that letters were sent to more than 600 property owners along Walnut Street advising of the resurfacing project and that in conjunction with the project curbs will be inspected. A follow up letter will be mailed to the property owners in the near future.

Bill No. 10 was passed finally on motion of Mr. Morales, seconded by Mr. Carey. Yeas--Mr. Morales, Mr. Wertz, Mr. Wilson, and Mr. Carey, Chairperson--4; nays—none.

Following up to a suggestion from a constituent at the February meeting regarding after hour calls to the Lebanon Police Department being forwarded directly to the Lebanon County Department of Emergency Services, Mayor Capello reported that Chief Breiner reached out to the DES Director and although it may be technically feasible, DES does not want all calls, which would include non-emergency calls, being forwarded to its dispatch center. Additionally, the Director did not believe that the telephone number of the caller could be made available with this method. Chief Breiner also contacted the contractor for the phone system in the Lebanon Police Department and they did not recommend forwarding calls as it would not allow for tracking.

Councilmember Wertz extended condolences to the family for Gordon Kirkessner, former Director of Public Works-City Engineer. Mr. Kirkessner oversaw the Ninth and Tenth Street Bridge Over Norfolk Southern Project during his tenure as Director of Public Works-City Engineer.

The meeting was adjourned at 6:50 p.m.

CHERYL J. GIBSON, Clerk