

MONDAY, MARCH 22, 2021

The regular monthly meeting of the Council of the City of Lebanon, Pa., Chairperson Morales presiding. Due to the Corona Virus Pandemic the meeting was held virtually via Zoom.

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

Present--Mr. Bost, Mr. Carey, Mr. Miller, Mr. Wertz, and Mr. Morales, Chairperson.
Absent--none.

Also present were Mayor Sherry L. Capello; Chief of Police Todd Breiner; Robin L. Getz, Director of Public Works; Janelle Mendoff, Community and Economic Development Administrator; Melissa E. Quinones, Director of Administration-Assistant to the Mayor; Duane Trautman, Fire Commissioner; one person in the audience; and one member of the news media.

The minutes of the February 22, 2021, City Council meeting were presented by the City Clerk. There being no corrections, deletions or additions, the minutes were approved as presented.

Chairperson Morales announced that Council received a budget report for the period January 1 through February 28, 2021. Mayor Capello reported that 16 percent of the fiscal year is completed; revenue is at 14 percent; and expenditures are at 10.5 percent. She added that the bills for real estate tax were not sent as of February 28 and revenue is in line with expectations for this period. Mayor Capello noted that expenditures are better than budget.

Chairperson Morales announced that Council received a communication from Mayor Sherry L. Capello, informing Council of the appointment of Brian Martin, 1103 Cornwall Road, Lebanon, as an alternate member of the Zoning Hearing Board to fill the unexpired term of Craig Gates, effective March 16, 2021. Mayor Capello reported that Mr. Martin contacted the City about the possibility of serving on a commission or board. Mr. Martin has a background in construction and Mayor Capello felt that he was a perfect fit for the vacancy on the Zoning Hearing Board. She explained that the alternate member can only fill in if there is a need to meet a quorum. Although the term expires in April 2021, Mayor Capello explained that rather than waiting for the vacant term to expire she appointed Mr. Martin in March so he could participate in the two hearings held before the Zoning Hearing Board on March 17, 2021. Mayor Capello further explained that although the Mayor appoints members to Boards and Commissions in accordance with the Home Rule Charter, the Pennsylvania Municipalities Planning Code requires that the governing body appoint members of the Zoning Hearing Board by resolution. Mayor Capello told Council that Mr. Martin is a member of the Celtic Martins, is a youth leader at Calvary Church, and his family owns and operates a painting and construction business.

Mr. Miller introduced Resolution No. 28, as follows:

A RESOLUTION AUTHORIZING THE DISPOSITION OF MISCELLANEOUS PERSONAL PROPERTY IN THE VARIOUS DEPARTMENTS IN PREPARATION FOR THE MOVE OF CITY OFFICES IN ACCORDANCE WITH SUBSECTION 12402.1 OF THE THIRD CLASS CITY CODE.

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

SECTION 1. The disposition of miscellaneous personal property in various departments in preparation for the move of city offices, said items which are in disrepair or otherwise have no market value, is hereby authorized in accordance with Subsection 12402.1(c) of the Third Class City Code.

Mayor Capello explained that in preparation for the move of city offices to Downtown Lebanon, this resolution will allow for the disposal of items with a sale value of less than \$1,000. She added that many of the items for disposal have no market value and include broken plastic file bins, broken adding machines, etc. Instead of coming back to Council each month, this will streamline the process.

Resolution No. 28 was passed finally on motion of Mr. Miller, seconded by Mr. Carey. Yeas—Mr. Bost, Mr. Carey, Mr. Miller, Mr. Wertz, and Mr. Morales, Chairperson—5; nays—none.

Mr. Morales introduced Resolution No. 29, as follows:

A RESOLUTION TO THE COMMISSIONERS OF LEBANON COUNTY REQUESTING \$25,477.00 IN FINANCIAL AID FOR THE IMPROVEMENT OF CITY STREETS, AND AUTHORIZING THE PROPER OFFICIALS TO EXECUTE AN APPLICATION FOR SAME.

WHEREAS, the undersigned Municipality desires to take advantage of the Act approved June 1, 1945, P.P. 1242, and as provided in the Act approved May 18, 1945, P.L. 803, permitting counties of the Commonwealth of Pennsylvania to appropriate and expend monies for the improvement and maintenance of state highways and state-aid highways or any public highway in any county of the Commonwealth.

NOW, THEREFORE, Be It Resolved that we, the officials of the City of Lebanon, Lebanon County, Pennsylvania, in regular session assembled on this twenty-second day of March, 2021, do hereby make application to the County Commissioners of Lebanon County for an allocation of County Liquid Fuels Tax Funds in the amount of Twenty-Five Thousand Four Hundred Seventy-Seven Dollars (\$25,477.00) to be used in the improvement of the following:

- a. Supplemental funds for planned 2021 street paving projects

It is certified by the Municipality and the officers who execute this application that all materials used and work done hereunder shall conform to the current Pennsylvania Department of Transportation specifications, or specifications approved by the Department, and that all work will be done within the legal right-of-way or with permission of the abutting property owners.

Mayor Capello reported that this is the annual allocation distributed by the County of Lebanon. The amount is based on the population from the 2010 census. The funding must be receipted to and expended from the general fund. The funds will be used toward the total budget for street paving in 2021. Depending on the bids, this year's street paving includes Lehman Street, starting at Freeman Street and working east to hopefully Seventh Street. In addition, one or possibly two portions (depending on the bid results) of the main road into Coleman Memorial Park will be paved. Mayor Capello explained that the roads in Coleman Memorial Park are included on the liquid fuel street list and are public streets. Director of Public Works Robin Getz added that Church Street, between Seventh and Eighth Streets, is also scheduled for paving.

Mayor Capello reported that in addition to the allocation from the County of Lebanon, the City also includes funding for street paving in its annual CDBG budget, the general fund budget, and the liquid fuel budget.

Resolution No. 29 was passed finally on motion of Mr. Morales, seconded by Mr. Bost. Yeas--Mr. Bost, Mr. Carey, Mr. Miller, Mr. Wertz, and Mr. Morales, Chairperson--5; nays--none.

Mr. Wertz introduced Resolution No. 30, as follows:

AUTHORIZING THE DISPOSITION OF VARIOUS DOCUMENTS IN THE POLICE DEPARTMENT, THE DEPARTMENT OF ADMINISTRATION, AND THE COMMUNITY AND ECONOMIC DEVELOPMENT OFFICE.

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 Police Department is hereby approved:

- Criminal Cases (over 20 years)
- Summary Cases (over 5 years)
- Parking Citations (2014 & 2015)

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- Traffic Citations (2014 & 2015)
- Pawn Sheets (2016 & 2017)
- Officer Daily Activity Logs (2017 & 2018)
- Parking Tickets (paid) – 2019 & prior
- NRA Reports – 2015
- Dispatcher’s logs – 2017 & 2018
- Court Dispositions (including expired Protection from Abuse) – 2017 & 2018
- PennDot Returns – 2017
- Vascar Calibration Certifications - 2016 & prior
- MDJ & Clerk of Courts Reports – 2017 & 2018
- Overtime Slips – 2016
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SECTION 2. The disposition of the following records in the Department of Administration is hereby approved:

- Annual Materials Contracts – 2013 and prior
- Building Rentals – 2017 and prior
- Camping Permits – 2017 and prior
- Employment Applications (not hired) – 2018 and prior
- Ethic Forms – 2014 and prior
- Expired lease agreements – 2014 and prior
- Garden Plot Rentals – 2012 and prior
- Government Study Commission – tape recordings of minutes
- Insurance Claims – 2014 and prior
- Insurance Policies – 2014 and prior
- Insurance Renewal Packets – 2014 and prior
- Key Deposit and Refunds – 2010 and prior
- Lebanon Daily News (public meeting/hearing notices/legal ads and Proof of Publication) – 2009 and prior
- Mayor’s Bond – 2013 and prior
- Pavilion Rentals (Coleman Memorial Park and Stoever’s Dam) – 2017 and prior
- Right to Know Requests and Responses – 2018 and prior
- Special Event Permits – 2017 and prior
- Tax and Revenue Anticipation Note – 2015 and prior

SECTION 3. The disposition of the following expired leases in the Department of Administration is hereby approved:

- Shehab Abas – pool concession stand – 2009
- APR – police substation at 308 N. 5th Street
- Beth Israel Congregation – parking lot 8th and Oak – expired 1999
- Biddy Basketball Association – concession stand at Stoever’s Dam – 2003
- Brandywine Recyclers – roll off truck for recycling – exp. 2012
- Bynaker, Ronald and Sarah – pool concession stand – 2012

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- Calfirst Government & Education Group – lease of police vehicles (3) – VOIDED
- Commerce Commercial Leasing – Public Works vehicle – exp. 2010
- Commerce Commercial Leasing – Police & Public Safety vehicles (6) – exp. 2010
- Commerce Commercial Leasing – Fire vehicles (2) – exp. 2010
- Commerce Commercial Leasing – police vehicles (2) – expired 2009
- Commerce Commercial Leasing – police vehicles (3) – exp. 2008
- Commonwealth Business Technologies, Inc. – Kyocera 55001 copier – Dept. of Public Works – expired 2016
- Community of Lebanon Association – billboard at 7th and Willow Sts. – expired 2014
- County of Lebanon – Rm. 19 and 114 of Municipal Building
- County of Lebanon – Rm. 108-110 of Municipal Building – exp. 2012
- Ford Motor Credit Company – lease of police vehicles (2) – expired 2007
- Ford Motor Company – three police vehicles 2003-2005
- Congressman George Gekas – lease of Rm. 108 – 1995-1998
- Congressman James Gerlach – lease of Rm. 108 in Municipal Building – expired 2015
- Gilmore, Kevin – pool concession stand – 2006
- Harpels – control of parking spaces at 7th and Willow Sts. – expired 2013
- Harpel’s, Inc. – lease of billboard at 7th and Willow Sts. – expired 2007
- Harpels – billboard at 7th and Willow – 1994-1999
- Harrisburg Area Community College – billboard at 7th and Willow Sts. – exp. 2009
- Housni, Hamid – pool concession stand – 2010
- Housni, Larbi – pool concession stand – 2008
- Housini, Hamid and Larbi – pool concession stand – 2007
- Darin Jones – pool concession stand – 2013
- Kaleidoscope Creative Services – Stoever’s Dam Nature Barn – 2014
- Kaleidoscope Creative Services – Stoevers Dam Park Nature Barn – 2013
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- Keystone Softball Academy – Stoever’s Dam concession stand – 2014
- Kratzenberg & Associates, Inc., d/b/a Keystone Collections Group – expired 2014
- Kratzenberg and Associates – Rm. 113 of Municipal Building – exp. 2012
- Lebanon Baseball Association – Northeast Park concession stand – 2014
- Lebanon Baseball Association – Northeast Park concession stand – 2013
- Lebanon Cowboys Football Association d/b/a Lebanon Little Cedars – Stoever’s Dam concession stand – 2011
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- Lebanon Cowboys Football Association – Stoever’s Dam concession stand – 2004
- Lebanon Cowboys Midget Football – concession stand at Stoever’s Dam – 2003
- Lebanon Family Health Services/SARCC – parking lot at 609-617 Cumberland Street – cancelled 5/20/02
- Lebanon Unfinished Furniture, d/b/a Downtown Mini-mall – office space for Housing Specialist –expired 2000
- Lebanon Unfinished Furniture, d/b/a Downtown Mini-mall – office space for Community Development Site Office –expired 2002
- Lebanon Valley Little League – Northeast Park concession stand – 2012
- Lebanon Valley Little League – Northeast Park concession stand – 2011
- Lebanon Valley Little League – concession stand at Northeast Park – 2010
- Lebanon Valley Little League – Northeast Park concession stand – 2009
- Lebanon Valley Little League – Northeast Park concession stand – 2008
- Lincoln Fifth Corporation – parcel of land in vicinity of Lincoln Avenue and DeHuff Street for recreational area – expired 1999
- Lincoln Intermediate Unit 12- building at Beautex Park – expired 2015
- Lincoln Intermediate Unit No. 12 - building at Beautex Park – expired 2014
- Lincoln Intermediate Unit No. 12 - building at Beautex Park – expired 2013
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- Lincoln Intermediate Unit No. 12 – building at Beautex Park – exp. 2008
- Lincoln Intermediate Program – lease of building at Beautex Park – exp. 2007
- Lincoln Intermediate Unit No. 12 – building at Beautex Park – expired 2006
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- Lincoln Intermediate Unit 12 – building at Beautex Park – expired 1998
- Lincoln Intermediate Unit 12 – building at Beautex Park – expired 1997

- Major League, Inc., - screen printing supplies – expired 2005
- Morrissey’s Meat and Grocery – pool concession stand – 2006 (VOIDED)
- Pa. Fish Commission – Jonestown Filter Plant – terminated 8/31/97
- Petrodyne Corporation – lease of 218-222 N. Ninth Street – expired 2009
- Plummer, James & Holly, d/b/a Plum Run Ices, Inc., - pool concession stand – 2014
- Redevelopment Authority of Lebanon County – lease of parcel of land in vicinity of Lincoln Avenue and DeHuff Street for parking – expired 2003
- Patrice Royer – 24 Theatre Drive – terminated 2002
- Richard, Sr., and Ruthella Royer – 22 Theatre Drive – terminated 2002
- John Siriannia – pool concession stand – 2003
- Hank Sutch, d/b/a R&H Concessions – pool concession stand – 2011

SECTION 4. The disposition of the following documents in the Community and Economic Development Office is hereby approved:

- Sold Loan/Grant property files – 2010 and prior

SECTION 5. Any resolution or part of resolution conflicting with the provisions of this resolution is hereby repealed so far as the same affects this resolution.

Mayor Capello reported that in preparation for the move of city offices to Downtown Lebanon, the staff is cleaning out records that have been in storage for a long time. The City is following the State’s Retention and Disposition Schedule when submitting records for disposal.

Resolution No. 30 was passed finally on motion of Mr. Wertz, seconded by Mr. Carey. Yeas--Mr. Bost, Mr. Carey, Mr. Miller, Mr. Morales, and Mr. Wertz, Chairperson--5; nays--none.

Mr. Bost introduced Resolution No. 31, as follows:

A RESOLUTION CONFIRMING THE APPOINTMENT OF BRIAN MARTIN TO THE CITY OF LEBANON ZONING HEARING BOARD AS AN ALTERNATE MEMBER TO FILL THE UNEXPIRED TERM OF CRAIG GATES, EFFECTIVE MARCH 16, 2021.

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 Mayor’s appointment of Brian Martin, 1103 Cornwall Road, Lebanon, to the City of Lebanon Zoning Hearing Board as an alternate member to fill the unexpired term of Craig Gates, effective March 16, 2021, is hereby confirmed. Said term will expire on April 13, 2021.

Resolution No. 31 was passed finally on motion of Mr. Bost, seconded by Mr. Wertz. Yeas--Mr. Bost, Mr. Carey, Mr. Miller, Mr. Wertz, and Mr. Morales, Chairperson--5; nays--none.

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Councilmember Carey reminded citizens that there is good information on the City of Lebanon's Facebook page. The page includes information regarding the COVID-19 vaccine, spotted lanternfly, assistance for small businesses affected by COVID-19, street sweeping information, and rental assistance for property owners and tenants affected by COVID-19.

Mr. Carey announced that April 24, from 10:00 a.m. – 2:00 p.m., is National Drug Takeback Day. Chief Breiner reported that the Lebanon Police Department is partnering with DEA for this event. Citizens can drop off expired or no longer used prescription drugs curbside at the Municipal Building. In addition, there is a drop off box in the foyer of the Lebanon Police Department. Chief Breiner reminded the public that the drop off does not include sharps or liquids.

Chairperson Morales reported that April 17 is the United Way Day of Caring. Anyone interested in volunteering can sign up on the United Way website.

Chairperson Morales reported that the Lebanon Community Library is open to the public with social distancing and mask wearing guidelines in place.

Chairperson Morales reported that the Lebanon County Department of Emergency Services (DES) opened a COVID-19 Vaccine Center at the former K-mart site. Last week, 3,000 vaccines were administered. Vaccines are scheduled three days this week and three days next week. Appointments can be scheduled using the DES website or by calling the DES office.

The meeting was adjourned at 6:58 p.m.

CHERYL J. GIBSON, Clerk