

MONDAY, MARCH 28, 2022

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, Vice Chairperson Wertz presiding.

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

Present--Mrs. Haitos, Mr. Martin, Mr. Miller, Mr. Wertz, and Mr. Morales, Chairperson (via teleconference). Absent--none.

Also present were Mayor Sherry L. Capello; Chief of Police Todd Breiner; Donna Long Brightbill, City Solicitor; 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; seven persons in the audience; and two members of the news media.

The minutes of the February 28, 2022, City Council meeting were presented by the City Clerk. There being no corrections, deletions or additions, the minutes were approved as presented.

Vice Chairperson Wertz announced that Council received a budget report for the period January 1 through February 28, 2022. Mayor Capello reported that 16 percent of the fiscal year is completed; revenues are at 14.5 percent; and expenditures are at 10.5 percent. Mayor Capello noted that real estate tax bills were mailed in March and this is the largest source of revenue. Expenditures are performing better than budget and Mayor Capello expects revenues to increase as real estate tax payments are received.

Vice Chairperson Wertz announced that Council received a communication from Mayor Sherry L. Capello, informing Council of the appointment of Recycling Coordinator Jessica Caruso and Director of Public Works Robin Getz as representative and alternate representative, respectively, to the Greater Lebanon Refuse Authority, effective February 24, 2022. Mayor Capello reported that GLRA manages and properly disposes of solid waste in the County of Lebanon. Each municipality in the County has one representative on the Board of Directors. One of the duties included in the job description for Recycling Coordinator is to serve as the City of Lebanon's representative on the GLRA Board of Directors. She added that Director of Public Works Robin Getz has years of experience and knowledge in this field and will serve as the alternate representative.

Mr. Morales introduced Resolution No. 7, as follows:

A RESOLUTION RECORDING A DEEP SENSE OF LOSS IN THE DEATH OF RICHARD A. BLEISTINE, FORMER MEMBER OF LEBANON CITY COUNCIL.

WHEREAS, the people of the City of Lebanon were saddened to learn of the death of Richard A. Bleistine, former member of Lebanon City Council; and

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WHEREAS, Mr. Bleistine served as Director of Streets and Public Improvements from 1972 to 1980 and from 1984-1993; and

WHEREAS from 1994-1995, Mr. Bleistine served on Council under the new *City of Lebanon Home Rule Charter*; and

WHEREAS, Mr. Bleistine served as the first Council Chairman under the new *City of Lebanon Home Rule Charter*; and

WHEREAS, during his tenure on Council, Mr. Bleistine proved to be a capable and hardworking official, and we are grateful for his dedication and tireless efforts to the betterment of the City of Lebanon; and

WHEREAS, Mr. Bleistine was a proud volunteer firefighter with the Liberty Fire Company for 65 years and was instrumental in bringing many projects to fruition to provide top notch fire service to the citizens of Lebanon City; and

WHEREAS, in addition to serving as an elected official and volunteer firefighter, Mr. Bleistine served honorably in the U.S. Navy and gave selflessly of his time with veteran services; and

WHEREAS, we mourn the loss of Richard A. Bleistine, and extend to his family our sincere sympathy during this time of bereavement.

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. We record our profound sense of loss in the death of Richard A. Bleistine, and present this resolution to his family as an expression of our sincere condolences.

Resolution No. 7 was passed finally on motion of Mr. Wertz, seconded by Mr. Miller. Yeas--Mrs. Haitos, Mr. Martin, Mr. Miller, Mr. Wertz, and Chairperson Morales--5; nays--none.

Mr. Wertz introduced Resolution No. 8, 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-eighth day of March, 2022, 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. Paving of Walton Street, from Lincoln Avenue to Seventh Street

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 funding will be used to pay for the paving of Walton Street, from Lincoln Avenue to Seventh Street. In addition to this project, the resurfacing of Tenth Street will be underway; the paving of Lehman Street, from Seventh Street to Lincoln Avenue is scheduled; and she is proposing to use some of the American Rescue Plan Act funding to pave some of the larger thoroughfares (i.e., Lincoln Avenue, Maple Street, Twelfth Street). She added that after the larger thoroughfares are paved, the staff will focus on scheduling smaller streets for repaving.

Resolution No. 8 was passed finally on motion of Mr. Wertz, seconded by Mr. Martin. Yeas--Mrs. Haitos, Mr. Martin, Mr. Miller, Mr. Wertz, and Mr. Morales, Chairperson--5; nays--none.

Mr. Morales introduced Resolution No. 9, as follows:

A RESOLUTION AUTHORIZING THE DISPOSITION OF VARIOUS DOCUMENTS IN THE DEPARTMENT OF ADMINISTRATION.

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 administrative files in the Department of Administration is hereby approved:

- AFSCME- Job Postings- 2016 & prior
- AFSCME- Misc. - 2017 & prior

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- Barbacane Thornton & Co.- 2003 & prior
- Bids- 2017 & prior
- Bike Summit- 2010
- Bond Issue- 1959
- Bond Issue- 1965
- Bond Issue- 1975
- Bond Issue- 1977
- City License Book- 2007 & prior
- Chamber of Commerce- 2017 & prior
- COLT- 2008 & prior
- Commonwealth of PA- Auditor General- 2009 & prior
- Commonwealth of PA.-Commerce, Dept of- 1995 & prior
- Commonwealth of PA- Dept of Transportation- 2009 & prior
- Commonwealth of PA. – Public Utility Comm.- 2007 & prior
- Complaints- 2011 & prior
- County Commissioners- 2009 & prior
- Commonwealth of PA- LCB
- Commonwealth of PA- PVC- 2007 & prior
- Crossing Guards- 2018 & prior
- Dance Permits
- District Justice- 2010 & prior
- Electrical Board of Appeals- 1992 & prior
- Emergency Operations Plan- 2003
- Employment- 2008 & prior
- Equal Employment Opportunity- 1996 & prior
- Equipment- 2018 & prior
- Fee Schedules- 2002
- Fire Insurance Escrow Law- 2012 & prior
- Firework Fund- 2005 & prior
- Housing- 2010 & prior
- Internal Bank Transfers- 2020
- Lawsuit- Barrett, Christopher vs Mong, Etal
- Lawsuit- Brandt vs Ayala
- Lawsuit- Zimmerman, Joshua vs City & MPL
- Lebanon Community Library- 2009 & prior
- Liquid Fuel Tax- 2009 & prior
- Mechanical Device Permit Book- 2018 & prior
- Metro Bank-
- Memos- 2006 & prior
- Miscellaneous- 2009 & prior
- Miscellaneous Correspondence- 2009 & prior
- Park Security Police- 2007 & prior
- Pawn Shops
- Peddlers Permit Book- 2018 & prior

- Petty Cash- 2020 & prior
- Recreation
- Refuse Authority- 2015 & prior
- Rentals- City Property
- Property- 2016 & prior
- Safety Comm.- 2016 & prior
- Safety Glasses
- Signatories- 2010 & prior
- Snow Emergency- 2009 & prior
- Special Even Permit Book- 2018 & prior
- Standard Life Insurance- 2015-2019
- Stop Loss- Optum Premium Statements- 2015-2019
- Tax Claim- 2009 & prior
- Zelenkofski Axelrod- 2018 & prior

SECTION 2 The disposition of the following documents relating to the operation of the swimming pool at Coleman Memorial Park is hereby authorized:

- Cashier Reports - 2017 and prior
- Daily Log Reports - 2017 and prior
- Employee Exit Interviews – 2017 and prior
- Employee Schedules – 2017 and prior
- Incident Reports - 2017 and prior
- Lifeguard Certifications - 2017 and prior
- Pool Party Applications - 2017 and prior
- Season Passes - 2017 and prior
- Water Testing Reports - 2017 and prior

SECTION 3. 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 staff is following the State's Retention and Disposition Schedule when disposing of records.

Resolution No. 9 was passed finally on motion of Mr. Morales, seconded by Mr. Wertz. Yeas--Mrs. Haitos, Mr. Martin, Mr. Miller, Mr. Wertz, and Mr. Morales, Chairperson--5; nays--none.

Mr. Miller introduced Resolution No. 10, as follows:

A RESOLUTION AUTHORIZING THE DISPOSITION OF VARIOUS DOCUMENTS IN THE FINANCE 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

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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 Finance Office is hereby approved:

- Cash Transfer Logs- 2014 and Prior
- Reconciled Postage Slips- 2014 and Prior
- Paid Fuel Invoices - 2008-2016
- Bad Check Letters- 2014 and Prior
- City of Lebanon Authority- unclaimed records (4 Boxes)
- Credit Card Slips- 2014 and Prior
- Land and Parking Write Off's- 2019 and Prior
- CDBG Drawdown Copies- 2017 and Prior
- Home Drawdown Copies-2017 and Prior
- Cash Receipts/Postings- 2014 and Prior
- Parking Meter Logs and Deposits- 2014 and Prior
- Terminated Parking Lot Application- 2016 and Prior
- Cash Logs- Finance Work Copies- 2020 and Prior
- Address Updates ( Green bar)- 2007-2009
- 3<sup>rd</sup> copy (yellow) PO's- 2009-March 2015
- Cancelled City Checks- 1996-1998
- Paid Liens and Notes- 2014 and Prior
- Payroll Registers- 2013 and Prior
- Journal Entries- 2014 and Prior
- Accounting interface for A/P 2015-2020 (Finance Copy)
- 1099 – 2015 and prior

SECTION 2. Any resolution or part of resolution conflicting with the provisions of this resolution is hereby repealed so far as the same affects this resolution.

Resolution No. 10 was passed finally on motion of Mr. Miller, seconded by Mrs. Haitos. Yeas--Mrs. Haitos, Mr. Martin, Mr. Miller, Mr. Wertz, and Mr. Morales, Chairperson--5; nays--none.

Mrs. Haitos introduced Resolution No. 11, as follows:

A RESOLUTION AUTHORIZING THE DISPOSITION OF VARIOUS DOCUMENTS IN 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 Police Department is hereby approved:

- Parking Citations – 2016 and prior
- Officer Activity Logs – 2019 and prior
- NRA Reports – 2016 and prior
- Radio Logs – 2019 and prior
- Court Dispositions & Court Orders – 2019 and prior
- Complaints, Incident Reports and Initial Activity Reports – 2018 and prior
- PennDot Returns – 2018 and prior
- Traffic and Non-Traffic Citations – 2018 and prior
- Paid Parking Tickets – 2020 and prior
- NCIC Paperwork – 2014 and prior
- Photo Line Pictures 1979 and prior
- Fingerprint Cards 1970-1979
- Training Pamphlets
- PSP Drug Lab Paperwork
- Fingerprints – 2007 and prior
- Administrative Paperwork (Civil Service Fire and Police Testing Guides, Paper Applications)
- Civil Service Police packets – 2012 and prior
- Civil Service Fire Fighter packets – 2012 and prior
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SECTION 2. Any resolution or part of resolution conflicting with the provisions of this resolution is hereby repealed so far as the same affects this resolution.

Resolution No. 11 was passed finally on motion of Mrs. Haitos, seconded by Mr. Miller. Yeas--Mrs. Haitos, Mr. Martin, Mr. Miller, Mr. Wertz, and Mr. Morales, Chairperson--5; nays--none.

Mr. Martin introduced Resolution No. 12, as follows:

A RESOLUTION AUTHORIZING THE DISPOSITION OF VARIOUS DOCUMENTS IN THE DEPARTMENT OF PUBLIC SAFETY.

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 Department of Public Safety is hereby approved:

- Residential Rental Unit Applications – 2018 and prior
- Door Hangers – 2018 and prior

SECTION 2. Any resolution or part of resolution conflicting with the provisions of this resolution is hereby repealed so far as the same affects this resolution.

Resolution No. 12 was passed finally on motion of Mr. Martin, seconded by Mr. Wertz. Yeas--Mrs. Haitos, Mr. Martin, Mr. Miller, Mr. Wertz, and Mr. Morales, Chairperson--5; nays--none.

Mr. Morales introduced Resolution No. 13, as follows:

A RESOLUTION AUTHORIZING THE DISPOSITION OF VARIOUS DOCUMENTS IN THE DEPARTMENT OF PUBLIC WORKS.

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 files in the Department of Public Works is hereby approved:

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- 1989 Surveying
- 1990 Sale of 845 Hill Street
- 1986 Masonry Repair – Senior Center
- 1971 Miscellaneous Demolition
- 1988 Blazer (Sale of)
- 1990 Demolition – East End
- 1978-2003 Gas Inventory/County Aid/Summer Employees
- 1999 Demolition - 609 Cumberland Street
- 1976 Street Excavation
- 1987-1988 Road Salt
- 1996 Snow reports
- 1989 Demolition – 1420 Willow Street
- 1989 Traffic Shop
- 1978-2002 Summer Employees 1976-Demolition-Redevelopment Authority-Underground Tanks at 1447 Cumberland St
- 1978-Curb/Sidewalk bids
- 1975-Demolition-Redevelopment Authority-10 N 7<sup>th</sup> Street rear of building
- 2001-Bids for bituminous material
- 2001-Bids for road salt
- 1998-Bids for bituminous material
- 1998-Bids Curb/Sidewalk
- 1998-Bids for rock salt
- 1998-Bids for iron pipe
- 1998-Bids for petroleum
- 1998-Bids for road stone
- 1998-Bids for survey services
- 1999-Bids for Police Department computers
- 1993-Sale of PD Crown Victoria
- 1999-Bids for road stone
- 1999-Bids for annual surveying services
- 1999-Bids for cast iron pipe
- 1999-Bids for curb/sidewalk 1996-Bids for partial demolition of former Steel Foundry (East Lehman Street)
- 1996-Bids for curb/sidewalk
- 1996-Bids for bituminous material
- 1996-Bids for police department weapons
- 1996-Bids for police department vehicle
- 1996-Bids for iron casting pipe
- 1996-Sale of two police department vehicles
- 1997-Bids for police department vehicles
- 1997-Bids for iron casting pipe
- 1997-Bid for tractor-parks department
- 1997-Bids for bituminous material

- 1996-Bids for rock salt
- 1996-Bids for yearly surveying services
- 1996-Bids for petroleum products
- 1996-Bids for road stone
- 1995-Sale of 1980 Jeep Cherokee
- 1997-Bids for petroleum products
- 1997-Bids for road stone
- 1997-Bids for rock salt
- 1997-Bids for Surveying Services
- 1997-Sale of 1981 Van
- 1997-Bids for curb/sidewalk
- 1991-Bids for curb/sidewalk
- 1991-Bids for petroleum products
- 1991-Bids for annual survey services
- 1992-Bids for rock salt
- 1992-Bids for road stone
- 1991-Vehicle Bids-Fire Department Pick-Up Truck
- 1999-Bids for rock salt
- 1999-Bids for bituminous material
- 1994-Road Bids
- 1994-Bids-ADA Ramps at the Washington Firehouse
- 1990-Bids for bituminous materials
- 1991-Sale of police vehicles (1978 Chevette, and 1983 Dodge)
- 1991-Bids for Paving
- 1991-Bids for petroleum products
- 1991-Bids for surveying services
- 1990-Bids for rock salt
- 1990-Bids for iron ductile pipe
- 1990-Bids for road stone
- 1991-Bids for iron ductile pipe
- 1991-Bids for annual survey services
- 1992-Bids for iron castings
- 1992-Sale of five (5) park vehicles (1968 Suburban, 1987 Caprice, 1979 Dodge Aspen, 1972 Ford Van and 1977 Plymouth Sedan)
- 1992-Bids for street excavation/curb/sidewalk
- 2000-Bids for rock salt
- 2000-Bids for road stone
- 2000-Bids for petroleum products
- 2000-Bids for yearly surveying services
- 2000-Bids for chemicals water/sewer
- 2000-Bids for iron casting
- 2000-Bids for sidewalk/curb
- 2001-Bids for petroleum supplies
- 2001-Bids for iron castings

- 2001-Bids for yearly surveying service
- 2001-Bids for road stone
- 2000-Bids for two (2) street sweepers

SECTION 2. Any resolution or part of resolution conflicting with the provisions of this resolution is hereby repealed so far as the same affects this resolution.

Resolution No. 13 was passed finally on motion of Mr. Morales, seconded by Mr. Miller. Yeas--Mrs. Haitos, Mr. Martin, Mr. Miller, Mr. Wertz, and Mr. Morales, Chairperson--5; nays--none.

Jerry Kalinoski, 412 Weidman Street, Lebanon, stated that he received an insert with his invoice for the stormwater fee. He stated that it references the tonnage of debris removed from city streets and he asked if there is any document that shows what portion of that tonnage was litter. Mayor Capello replied there is not a breakout.

Mr. Kalinoski also asked the cost of electric for the Municipal Building. Mayor Capello replied that the city's share in 2020 was \$30,831 and \$69,590 was budgeted for 2021. Mr. Kalinoski asked if there are any plans to install solar panels on the roof of the new City Hall. Mayor Capello stated that we have explored the possibility of solar panels, but she is not certain the savings would be significant. Mr. Kalinoski stated that he would like to review the proposals.

Fire Commissioner Duane Trautman stated that he worked with Richard Bleistine for 30 years and Mr. Bleistine was so full of service to the Navy, the Liberty Fire Company, the VFW Honor Guard, in addition to other organizations. He noted that Mr. Bleistine was truly a pillar of this community and will be missed. Mayor Capello added that he also mentored youth at the Navy Club and his rendition of the Unnamed Soldier was outstanding.

Community and Economic Development Administrator Janelle Mendoff announced that the United Way Day of Caring is scheduled for Saturday, April 23, 2022. The City has a lot of projects that volunteers can sign up for on the United Way's website.

The meeting was adjourned at 7:02 p.m.

CHERYL J. GIBSON, Clerk