

MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
BUDGET WORKSHOP MEETING – October 4, 2018

The duly advertised workshop meeting was held on Wednesday, October 3, 2018 @ 1pm at the Municipal Building located at 725 Kimmerlings Road, Lebanon, PA with the following people present:

Richard E. Miller	Chairman
Edward A. Brensinger	Vice – Chairman
A. Bruce Sattazahn	Treasurer
Cheri Grumbine	Township Manager
Lori Books	Administrative Assistant
Dave Lauver	EMA
Tim Buffemeyer	Mechanic

1.) EMA Budget Requests – Dave Lauver

Dave told the Board the Budget for 2019 is about the same as it had been for 2018. Due to an additional project the Budget for 2019 is about \$4000 over what the 2018 Budget had been.

Wages – Dave explained this line item addresses any special events that might occur as well as training events. Requirements have changed and attendance at 2 of the 4 quarterly training meetings offered is required.

Office Supplies –

- Work continues getting the EMA computer operations retained in the EMA office and eliminating off the Police Dept computers.
- I AM RESPONDING program implementation was started in the 2018 budget. Monitors are stationed in each of the Fire Stations and now air-cards are needed @ the price of \$2000 each/yr. Part of the program would be making the program available “mobile”. Future options to use the program for would be mapping/hydrant/ Knox Box activities. Dave stated South Lebanon; Lebanon City and Neversink are currently using this program and are having good results with their program.

Capital Purchases

These requests are listed in order of what is considered a need.

- Purchase of (4) iPads with docking stations (\$3000), 1 for each Fire Company. An iPad would allow the incident commander to view who is responding and time of their arrival before deciding to make a request for back-up while on the scene. Ed questioned if the information would be restricted to the I AM RESPONDING program. Dave replied there are any number of apps that could be loaded. Ed asked about the GIS program we use. His iPad was not compatible for the GIS to be loaded. Dave said that is something that would have to be looked at. There are mapping apps available, but he is not sure if the County GIS is one of them.
- Office Chairs (\$1300) – New chairs are listed because the chairs in the office currently are leftovers or used chairs that were donated. Last year he was sitting on a chair and it broke.
- He feels there should be new chairs purchased to eliminate the fear of someone getting injured. Ed questioned if these prices were CoStars pricing. Dave replied no, he did not even think about that but agreed it can be reviewed.

- Backup Power Supply (\$500) – Some of the equipment in the EMA office is already on a backup system. However, there is equipment that should be on a backup and currently it is not.
- Portable Hand-Held HAM Radios (\$1200) – Dave stated some radios had been purchased previously. He would like to have more radios available during the time of an incident. There is a variety of other uses for these radios other than power failure. These radios would be maintained in the EOC and would be distributed only as needed.

Ed started a discussion about the number of phone landlines that are available in the EMA. Dave replied there are 4 landlines dedicated at this time with the option of 4 more landlines should an incident necessitate the need. He continued to explain the capability of having landline options at satellite locations, if the need should arise.

Ed questioned the hand-held radio situation. This topic came up at the last Budget meeting. He asked Dave how the budgeting and/or ordering for hand-held radios was done in the past. Dave stated the ordering had been completed within the Police Dept budget, not the EMA Budget. The number ordered was determined by the number of individuals who needed a radio, exempting the ones who already had radios. There is the possibility that some of the radios that had been assigned may be coming back into Twp supply, as the individuals in possession of the radios no longer need them. Ed said this is something that would need to be reviewed as some of the Fire Companies would like to have the hand-held units back that they had considered to be on loan to the Fire Police members.

Ed also mentioned to Dave his thoughts on the Twp's EMA. He said he has been attending several sessions when Emergency Management is discussed. He complimented Dave on having NLT in a "good place" compared to other municipalities. Ed said he is always interested in hearing what the speakers have to say when covering this topic.

2.) Mechanic – Tim Buffemeyer

The Supervisors discussed with Tim the vehicle repairs line first. This line includes all vehicles that were worked on this year. The line item for vehicle maintenance supplies is where the actual parts are expensed from. Also, this would be all vehicles other than Police vehicles. Police vehicles are a separate line item in the Budget.

- Under Capital Purchases is listed a battery-operated cordless impact wrench.
- Standard & metric sockets to go with the Impact Wrench

Conversation flowed about the increase in the equipment and vehicles the Twp is acquiring. Some of the vehicles now require a person specialized in electronics to do the work that involves having specific software.

3.) Stormwater Fund

Table 8 Review – Stormwater Fee Study \$40.14/ERU for 2019

Discussion about the progress of the Stormwater Fee collections was had. Also discussed were the Credits approved to date. Due to the fact this is the first year for the SW Fee, everyone agreed to leave the SW Budget as is for now. Review of the 2019 Budget will be completed and if an adjustment is needed a reassessment will be completed in 2020 or later.

4.) Ed Brensinger - Highway Dept; Liquid Fuels; Park & Rec

Capital Purchases Proposed for 2019:

\$216,915 - Mack dual steer truck- that includes \$128,215 cab & chassis and controls and \$88,700 for upfit price for American roll off system, controls, w/steel dump body hitches etc.

- \$56,025 – 2019 Ford Super Duty F-550 (Capital Reserve)
[\$27,283 cab/chassis (50% of cost-other 50% under Special Projects)
\$28,742 – upfit for dump bed & hydraulics, tool boxes below cab/body, amber light
- \$ 6,552 – (Liquid Fuels) snowplow; mount frame lighting and cab controls
- \$10,165 – (Liquid Fuels) Salt spreader for Ford -550

\$1725 – Plate Tamper (Capital Reserve)

\$6100 – Pressure Washer (75/25 split with WasteWater) (Capital Reserve)

\$9315 Reversible snow plow for JD payloaders (Liquid Fuels)

2019 Paving Projects

- Water St – Cloverfield Dr to Route 72 N
- Narrows Dr – South of Hess Dr to Route 422
- 15th Ave – Route 422 to E Old Cumberland St
- E Cumberland St/ 15th Ave (½ NLT; ½ SLT)

Park & Rec Capital Purchases/ Maintenance Items

The Board reviewed the following Capital Purchase items and maintenance items as follows:

Lenni Lenape – Mowing sub-contract out

Bruce mentioned his thoughts on NOT purchasing a Ventrac. He is suggesting (2) zero turn mowers be purchased at a total cost of \$22,400 and a trailer to haul at a cost of \$4,774. His opinion is that for 2019 (2) zero turn mowers be used to cut grass on all NLT lands. The costs for time and expenses should be tracked very closely to determine in-house costs compared to sub-contractors' costs quoted for 2019. Bruce said if the Twp has enough manpower, he would like to see the comparison in costs. Lori stated our contract for mowing of Long Lane runs until end of season 2019. Therefore, everyone agreed we must continue with this contract but mow everywhere else.

Community Park

- \$4,995 Softball backstop
- \$ 950 New roof on restrooms (materials only – do in-house)
- \$ 784 Repair area behind maintenance shed
- \$ 605 tennis/basketball courts – convert to parking (Board asked Lori to have Park & Rec Board make a recommendation on this item, as they have not discussed.)

Lions Lake

- \$ 3251 – timer system for restrooms & add panic bars
- \$ 1591 - restroom surveillance cameras
- \$ 132 – horseshoe pits (Lions Lake & Community Park)
- \$ 435 – replace wood with composite – garbage can receptacles (11)
- \$1404 – composite lumber for benches

Long Lane

- \$ 721 – concession stand roof drain

The Board also discussed using Border Patrol as a year-round service at a cost of \$6,545. All agreed this was worthwhile.

The construction of a safe walkway to the valve at Lions Lake for exercising water levels and for emergencies was also discussed and agreed upon.

Ed also provided a sketch for construction of a floating dock at Lions Lake.

A discussion was held regarding a request from the Baseball association for a donation of funds so the Assoc can completely redo the Teener Field. Due to conversation with the Baseball Assoc earlier this year, the Supervisors agreed to deny the request for the teener field improvement funds.

Building Maintenance

- \$ 2850 – roof entry door
- \$ 2000 – replace exterior doors
- \$ 1823 – garage door window inserts
- \$ 650 – steel roof ladder
- \$ 296 – small water heater (under sinks)
- \$ 227 - utility sink for garage area

Mgr Grumbine told the Board that Sol Wolf requested the Supervisors provide a list of dates available to schedule a Hearing date for an Appeal to Stormwater determinations.

UPCOMING MEETINGS

10/08 @ 1PM

10/15 After Regular Board meeting

10/18 @ 1pm

10/23 @ 1pm

11/08 – Joint Meeting with NLTMA @ 5pm

With no further business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George
Recording Secretary