

**MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
BUDGET WORKSHOP MEETING
OCTOBER 18, 2018**

The duly advertised workshop meeting was held on Thursday, October 18, 2018 at 1 pm at the Municipal Building located at 725 Kimmerlings Road, Lebanon, PA with the following people present:

	Edward A. Brensinger	Vice – Chairman
	Bruce Sattazahn	Treasurer
	Cheri Grumbine	Township Manager
	Lori Books	Administrative Assistant
Absent	Richard E. Miller	Chairman

1.) Review of General Fund Revenue/Expenditures – Suggested Cuts

Discussion took place about the revenues, which will not require many changes. Cheri stated she will continue to monitor as the revenues come in. Cheri questioned if the discussion about Police services for Jonestown should wait until Dick is present. West Lebanon Twp has a 5-year agreement with NLT. Bruce questioned the amount we are receiving for the Police services. Cheri confirmed this was the first year for services to Jonestown. A conversation followed about the constant remarks made about Police Officer shortage and then we are offering services to another municipality. Bruce said he feels the contract amount needs to be bumped up.

Page 6- There are 3 Capital Purchases listed that are considered necessary by all. The garage window inserts that are suggested was discussed, as well as the door replacements listed. Cheri suggested these items could be moved to the Capital Improvement Fund. Ed suggested the category transfer be made and then start with ordering 1 door and see how effective it is before addressing the other 2 doors.

The Police Dept – Code Enforcement costs were discussed. Talk about the retired Police vehicle being used for Code Enforcement was held. The idea of a dog cage being installed was mentioned to allow for dog catch/release. Bruce suggested Tim be asked if this vehicle should be retained when considering continued maintenance. Any costs could be shown in the vehicle maintenance line item. It was decided to have John Brenner attend the 10.23.18 meeting. The sound proofing of the interview rooms could be moved to Capital Improvements building maintenance. Cheri said the radio line (310) will be removed until Chief looks at what radios they currently have and to whom they are assigned.

Page 8 – Workers Comp for Fire fighters is a wait and see until Bowmans Ins provides the cost.

Page 9 – Humane Society is an open issue.

Page 10 – line 443 (Mechanic Capital Purchase) Cheri thinks the amount can be reduced from \$4000 to \$3000 for 2019. Items needed should be purchased in 2018 due to 2018 budgeted amount remaining.

Page 11 – line 474 (vehicle maintenance & tractors) could be reduced because of purchasing new tractors.

Page 12 – Costs for grass mowing at Lenni Lenape was removed; Long Ln mowing is still in the budget due to our contract; an increase was noted due to full year services from Border Patrol (Lions Lake).

Cheri suggested moving the requested backstop, camera and timer to Park & Rec under Fees In Lieu of.

Review of the Park & Rec Capital Purchase maintenance items to be moved into regular maintenance to be determined by Ed and Dave. Some of the mulch expenses was discussed. The concession stand roof and the composite for replacing the benches was discussed. The tennis court/basketball court was discussed. It was decided to wait until the larger oil tank requirements are known before committing to anything for the tennis/basket ball courts.

2. Capital Reserve Fund – All Projected Purchases; remaining balance

The provided information has been adjusted to list the Mack truck, plate tamper, pressure washer, brush cutter and 1 Ferris mower according to previous conversations on these items.

Special Projects - Bruce asked that the hourly rental rates for the grinder be reviewed at the next budget meeting.

Park & Rec – the previously discussed items will be moved to this category. Ed mentioned the possibility of a maintenance building being a line item for consideration of a future project for Lenni Lenape.

Liquid Fuels – annual state allocation reviewed. Hot Thermo plastic applications being done inhouse, line striping done by outside vendor.

3. Capital Improvement Fund

Cheri stated the transfer of the items discussed will be reflected in this category for the next meeting. The 2018/2019 waste oil burner unit will be billed in 2019. A larger fuel dispenser tank is listed for 2019. An additional amount for E Old Cumberland St paving is listed in the event it is needed for engineering. Demolition of the former Earhart house is also listed for 2019 but may happen in 2018. This is a CDBG project.

4. Capital Improvement Future Projects

Discussed previously.

5. Health Insurance Increase 7.6% -E&D Escrow Fund; 4% Health Ins Contribution - All

A 4% employee contribution is listed straight across the board. The medical escrow was also discussed. Bruce felt changes needed to be made to this policy. As Dick was absent it was agreed to wait until the full Board was present. Bruce voiced his opinion this escrow needs to be adjusted if not eliminated. He asked Cheri to contact surrounding municipalities to see what they might be offering to their employees.

6. Glenn-Lebanon Fire Co - \$30,000 Request

An email had been received from Glenn-Lebanon asking for the release of the \$30,000 from the Capital Reserve. Cheri said they only need to submit 1 more item and will probably be at the November meeting to ask for the release of the funds.

7. Safety Committee Award from SMT

Cheri reported on the SMT meeting that Lori and Bonnie had attended. Zero Loss Time Days and 2nd Place Risk Management Score (3 pts out of 1st place) was awarded to NLT. Thanks, are expressed to the Safety Committee.

8. Workers Comp Insurance – No Increase for 2019 (Thanks to Safety Committee)

Cheri offered thanks to the Safety Committee. Bruce suggested a mention in the Newsletter, so the residents are informed about the safety awareness for the employees.

9. Winter Road Maintenance – Mailbox Policy Regarding Snow Removal

Discussion was held about the policy used for mailbox replacements when damages are done while plowing. Ed suggested we should go to the zero-replacement policy. That would prevent the guessing game when reviewing each complaint. It was agreed to find out what the surrounding municipalities have in place for a policy.

With no further business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George
Recording Secretary