

**MINUTES  
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS  
BUDGET WORKSHOP MEETING  
OCTOBER 23, 2018**

The duly advertised workshop meeting was held on Tuesday, October 23, 2018 at 1 pm 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
Bruce Sattazahn	Treasurer
Cheri Grumbine	Township Manager
Lori Books	Administrative Assistant

**1.) Code Enforcement for 2019**

John Brenner, Code Enforcement Officer and Chief Harold Easter joined the Board to discuss Code Enforcement for 2019. Supv. Brensinger stated he felt that Code Enforcement is going well. It was suggested the retired Police vehicle be used for Code Enforcement services. Tim Buffenmeyer, the Township’s mechanic, has voiced his opinion that this vehicle is not a good option from a maintenance standpoint. Discussion followed about some options other than providing a vehicle. Mileage plus a fee per event seems to be the best option for now. Supervisor Brensinger said the idea of a vehicle could remain open for future budget discussions.

Mr. Brenner explained his thoughts on the inspections completed and calls for service he receives. He discussed the Martin Drive fire property and the number of visits to this property to bring into compliance. He is not asking for compensation. However, the Board feels strongly he should be compensated for the inspections during an active fire and follow-ups, as well as other Code Enforcement properties to bring into compliance. Manager Grumbine discussed the type of reporting she will need to determine what is owed. The Board also stated they would like to see the fine monies received tracked separately from other fines. Chief Easter said Cathy Krick, Secretary in the Police Department, cannot break out the fine monies received for past months of 2018 but can start for 2019. He provided the Board with a partial breakdown but said it was the best they could do after the fact. The Board told John Brenner they will discuss providing mileage plus a fee per event and get back to him. The Board thanked Mr. Brenner for his time and at this point he was dismissed from the meeting.

Supv. Brensinger suggested the current IRS mileage rate plus \$30 per event for Code Enforcement inspection. Supv. Sattazahn agreed saying we can monitor the first year to see how it works. The Supervisors agreed with mileage plus \$30 per inspection for Code Enforcement. Reports would continue to be provided to Police Department personnel. Manager Grumbine and Chairman Miller will also now receive the reports and disburse to the other Supervisors and any others as needed.

**2. Contracted Services to Jonestown Boro**

The current billable rate for the 8 hours per month is \$85/hour. The detail is mostly for traffic issues. Chf Easter reported that Jonestown Boro is happy with the results. He has suggested bumping it up to \$88/hr for the 8 hours/month in 2019. Conversation about the lack of radar use followed. The Board agreed to the \$88 per hour fee. Chief Easter was dismissed at this time.

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**3. General Fund Revenue/Expense:**

Mgr. Grumbine reviewed the revenue/expense changes that she had completed in the proposed 2019 Budget according to discussions during previous budget meetings.

**4. Finalize 2019 All Funds Budget****General Fund**

- Conversation about the health escrow was held. Supv. Brensinger asked if there was information about any employees who did not use the allotted amount. He was directed to page 16 showing these figures. Supv. Sattazahn suggested not increasing the employee contribution for health insurance for 2019 but reduce the health escrow from \$750/yr to \$400/yr. Chairman Miller stated he felt the escrow should remain at \$750/year for 2019. Supv. Brensinger agreed.
- It was agreed to monitor the Code Enforcement activities in 2019 and get a feel for how it will go with the \$30/inspection fee. An additional \$2000 will be added to the line item.
- Workers Compensation for Fire Co – Mgr. Grumbine has been following up with the NLT Fire Departments to put into place the various documents/procedures SWIF has been asking for after the audit. The Fire Police fall into the same category and Chief Easter has been helping with them. The Fire Departments and Fire Police have signed off for driver history checks and WC Physician Panel forms. Bowman's Ins has been working on a potential new vendor for Worker's Comp Insurance for the NLT Fire Departments, which includes Fire Police.
- Meeting and Conferences - The PSATS Conference and the payment for lodging was discussed. Discussion was held, and it was agreed to a 50/50 split for any Board member who stays overnight.
- Humane Society line is still open, as we have not heard anything regarding our 2018/2019 contract.
- Street Light conversion will now be scheduled by Met-Ed, as payment was forwarded to by the Township as required. Conversation about street light ownership and maintenance responsibilities followed.
- Capital Improvement Fund – Brief review of revenue and expenses, as well as listing of proposed future projects.
- Capital Reserve – 1 Ferris mower was approved for purchase in 2018 and one is listed in the 2019 budget.
- Park & Rec – Brief review of revenue and expenses was done.
- Liquid Fuels – Brief review of the revenue and expenses was done.

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**5. Snow Plowing -Mailbox Policy**

Following up on discussions from the last budget workshop on our policy for mailboxes, Manager Grumbine provided copies of the Snow Plowing Policy prepared in 2011. The document does include a policy on mailboxes and should be reviewed by the Board. Following a discuss, the Board agreed on changing the policy to state that we will not be responsible for damages to mailboxes under any circumstances. Chairman Miller suggested the snow plowing policy be revised and adopted by the Supervisors at the November meeting. Chairman Miller feels it should be a public announcement to inform our residents and asked that this issue be placed on the November agenda for adoption by Resolution. An article will be included in the November Newsletter. All Board members agreed.

**Executive Session**

At this time Solicitor Fred Wolf and Dan Cannistraci of Steckbeck Engineering & Surveying joined with the Board. An Executive Session was held regarding stormwater appeals by 2 property owners. Following the stormwater discussions, the Board discussed personnel issues and wage increases for 2019.

Following the Executive Session, the Board returned to the Budget Workshop. The Board gave direction on various wages to be include in the 2019 budget and finished their discussions on balancing the 2019 overall Budget. Revenues for the General Fund will continue to be monitored by Manager Grumbine. This is the last Budget Workshop and the Preliminary Budget will be presented at the November 19<sup>th</sup> meeting.

**UPCOMING MEETINGS**

11/08 – Joint Meeting with NLTMA @ 5:30 pm

With no further business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George  
Recording Secretary