

**MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
BUDGET WORKSHOP MEETING
OCTOBER 1, 2019**

The duly advertised workshop meeting was held on Tuesday, October 1, 2019 at 3pm at the Municipal Building located at 725 Kimmerlings Road, Lebanon, PA with the following people present:

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

Also, in attendance was Chief Harold Easter and Arden Snook.

Police Department – Chf Easter

Chf Easter reviewed the proposed Police Budget requests for 2020 starting with the Revenue for his department. The proposed Capital Purchases for the Police Department, other than a new Interceptor, involves new computer equipment for the office and the Police vehicles. Chf Easter told the Board their requests were for (5) pc's (office) and (4) laptops (cruisers).

A lengthy discussion took place about NLT Police Services that are provided for West Lebanon Twp and Jonestown Borough. The expenses for these services, as well as the amount that should be charged by the Twp, was discussed.

At 3:37pm the meeting recessed to go into executive session.

At 4:12pm the Budget workshop meeting reconvened.

Code Enforcement

Chf Easter provided to the Supervisors a copy of a job description for a Code Enforcement position. The description will need to be modified to fit the position for someone who is not a uniformed Officer. John Brenner, who is not a Police Officer, is NLT's appointed Code Enforcement Officer. This job description should be reviewed for modification for our records.

Administrative – Mgr Cheri Grumbine

Cheri explained to the Supervisors the concerns about cyber-attacks. With the awareness of so many businesses and governmental agencies that have undergone some type of issue, Cheri said she feels we need to be pro-active with this very real threat. The office staff discusses this issue at numerous staff meetings and Lori has provided training at our quarterly employee meeting in September. We will continue to educate staff at meetings.

Part of the proposal for 2020 is contracting with BSSF to draft a written manual of administrative/financial procedures and/or policies concerning the office day to day financial operations. The office staff has followed a checks and balance system for daily financial transactions many years already. The manual would include the policies already in place and create new procedures where needed. By creating and adopting this manual, it would insure protection procedures for the future. The Municipal Authority will be asked to do a 50/50 split as the financials in the office involve a lot of the Municipal Authority business.

The copier in the office is almost 10 years old and is starting to show its wear. Quotes were received from several different vendors. We are researching a color copier with scanning and faxing capabilities. Dick asked if we are looking at purchasing or renting.

Cheri replied we usually purchase the machine after a demonstration period (consisting of us using the machine for a period of time) is completed. The Municipal Authority will also be asked to do a 50/50 split on the copier as it is used for Twp as well as Authority projects.

A new Dell computer for the middle office is being requested this year. Cheri explained the office stations are on a rotation basis for replacement. The oldest computer will be rotated out.

Cheri described a ceiling mount for the projector used in the Meeting Room. The noise and the heat from the projector can be annoying to the members sitting at the Board table. Along with the ceiling mount a second screen/white board is proposed for the side wall to allow good visual for anyone sitting in the room. The Board had no questions about the "wish list" for the Administrative Budget.

The meeting was adjourned to discuss personnel issues relating to wages and positions.

UPCOMING MEETINGS

10/17 @ 5pm

10/28 @ 5pm

11/06 @ 6pm

With no further business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George
Recording Secretary