

**MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
BUDGET WORKSHOP MEETING
OCTOBER 17, 2018**

The duly advertised workshop meeting was held on Thursday, October 17, 2019 at 5pm 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	Assistant Township Manager

Review of General Fund

A review of the proposed 2020 General Fund revenues and expenses was done. The current millage was discussed along with anticipated amounts to be collected. Cheri explained estimated real estate tax revenue is estimated at 97% of assessment. There are discounts offered if paid early and a 10% late penalty. Due to the First Aid and Safety Patrol emergency services funding requests a consideration for an increase in taxes appears necessary.

Code Enforcement – Discussion about Code Enforcement fees had been held previously. The option of the first visit at no charge and fees being charged if a second and third inspection is required was agreed on by everyone.

Police Services - An increase in the Police Services fee was agreed on by the Board. Jonestown was informed of the possible increase and West Lebanon has a contracted price agreement until the end of 2020.

Host Municipality – Being the Host Municipality for the GLRA brings in an annual revenue for total tonnage, which has been increased for the year of 2020, based on the new agreement.

Sports Association Agreements – The Sports Association agreement and fees will remain at \$500 for 2020. It is apparent football will not be using the sports fields for 2020, so that fee is not shown. Ed stated the baseball associations are anticipating a change for their season also.

Administrative/Office – The office is looking at a 50/50 split with the Municipal Authority on 3 large items; a Procedure Manual, a new copier machine and IT upgrades to the meeting room. After the Municipal Authority Joint meeting, these items will be confirmed or denied.

Police Dept – Cheri reminded the Board the Chief had requested new PCs and laptops for the Police Dept. These are included in the General Fund expenses.

FASP – A line item has been added for FASP for 2020. In the next 3 years this line item will increase in amounts, as needed. Bruce questioned if all the municipalities that FASP services have agreed to make payments to cover FASP responses? Cheri and Ed stated that all the municipalities that decided to stay with FASP have agreed to making the payments as requested.

EMA - Cheri had taken care of ordering the iPads and the vehicle holders for the Fire Companies that had been on the 2019 budget. There are no 2020 Budget requests for EMA.

Wages - The Police wages will be discussed after the Police contract negotiations are completed.

Humane Society – Chf Easter will be providing the financial numbers for the Humane Society budget after he completes a review of 2019.

Trench box – Requested by Ed will be a 50/50 split with the Municipal Authority.

Park & Rec Dept - Discussions took place previously about 3 part-time employees for the Parks Dept. Full-time wages for Dave and 3 part-time positions have been included in the Budget.

Capital Improvement Fund – Cheri explained that periodically a transfer is made from the Capital Improvement Fund to the General Fund. This is not something that has been done recently. However, after a review with Bonnie a \$600,000 transfer from the General Fund will be done for 2020.

Insurance - Cheri told the Board we are anticipating an increase on 13.3% for Health Insurance premiums from Benecon. However, Workers Comp has seen no increase for 2020. Bruce questioned the medical escrow offered to the employees. He said last year they discussed eliminating the escrow. Ed said he remembered agreeing to discuss the medical escrow for 2020. Bruce then suggested if we are not going to eliminate the escrow, he would like to see it scaled back to maybe \$500. Ed said he wants the escrow to remain. As Dick is not present, he will be the deciding vote. The Benecon renewal shows a 13.3% increase. The 5% contribution from the employees would increase to \$1700 and should include all employees.

Fire Company – Cheri explained some of the expenses being considered for the 2020 budget for the Fire Companies. A figure for Workers Compensation has not been received. Another item that it expected to be added to the Fire Company's expenses is the "I am Responding". It is expected that the Fire Chiefs will ask the Twp to cover the data service for the iPad expenses for that program. Cheri reviewed the variety of items the Twp provides for the Fire Companies, fuel for vehicles, National Nite Out, Fire Prevention Week, etc.

Stormwater – A discussion about the Stormwater program was held. The suggestion is to maintain the annual fee of \$40.14 per ERU. Ed started a discussion on providing some funding for repairs from this category. He talked about inlets he felt that will need to be repaired. Also, he mentioned noticing Ephrata installing a type of netting to cover the inlets that would capture cigarette butts, straws and small items not wanted in the stormdrain. This is something he feels we should investigate. He also thought some of the expenses for the street sweeper could be expensed from this category. Discussion about setting an hourly rate for the street sweeper was held. Fuel, operator time and repairs for the sweeper could be considered from this category. Cheri asked if he felt comfortable increasing the amount of \$3,00 to \$15,000 in order to cover some of the expenses discussed. Ed agreed that amount should be enough.

Street Light rates will be remaining the same for 2020.

Review of Capital Improvements

Cheri explained there are some revenues that are deposited into this fund: the \$600,000 transfer previously discussed, EIT over/under and the cell tower lease revenues are placed into this fund.

LED Street Lights - Cheri talked about the possibility of the Marcellus Shale Grant. Lori agreed to research to see if the remaining Township owned streetlights could be upgraded to LED using the Grant to accomplish the project. The Grant is a \$25,000 and a Township match of \$25,000. Once Lori gets that information, we can adjust this category.

Fuel Dispenser Tank – as this will need to be bid out as a project, it was decided to suggest \$120,000 to \$150,000 for the line item. Atty Leonard will finalize bid specs so the bidding process can be completed.

Police Dept Flooring – Chf Easter has listed \$13,000 for the 2 Sergeant offices and the Detective office for floor replacements in 2020.

Exterior security cameras/ window treatments – For safety measures, outside cameras and visual protection window treatments are being considered. A line item in the amount of \$3000 was added.

Park & Rec Cap Improvement – The Lions Lake shoreline restoration and extension/enhancement of the walking path (Jay St side) is suggested for the 2020 budget. Grants will continue to be sought.

Land Acquisition – Cheri said she will leave this line item in place as we still do not know what is going to happen with the Horn property.

Generator for Storage Building – A line item had been established for a generator for the storage building in previous years. A discussion took place about the possibility of the existing generator being connected to the storage building.

Ed said the connection process will have to be reviewed but he does not see the need to purchase another generator for the storage building. He said the conduit had been started from the generator to the storage building. However, the connection was not completed for some reason. Cheri questioned the age of the current generator. Ed replied it was installed and connected in 2006 sometime. When asked about the life expectancy of the generator, Ed replied it is a 30-year expectancy.

Fire Co Reserve Fund - Cheri told the Board she listed a \$30,000 amount for each of the 4 Fire Companies. After the Board meets with the Fire Chiefs on 11/06, an updated amount can be applied to this line item.

Review of Township Capital Reserve

Highway Truck - A new truck had been ordered in 2019 but the process will carry over into early 2020 as the new truck should be received early in 2020. Sale of old truck #4 is budgeted as \$60,000.

Police SUV - A confirmation from Chf Easter as to what is happening with a replacement SUV for the Police Dept will be needed. Chf will need to tell which vehicle is being replaced.

Fire Police Vehicle - Earlier in budget discussions it was decided to try to replace the vehicle the Fire Police have been using. It is a 1974 truck which has seen better days and needs to be replaced due to continual mechanical repairs being needed. Discussion about any worth for the current vehicle resulted in Ed saying probably scrap price.

Special Projects

Yardwaste Facility Fee - Bruce questioned how many years since the price was increased. The annual Yardwaste Facility fee has remained at \$40 since 2017. Ed agreed with Bruce it is time to increase the fee \$5. The Supervisors agreed that the cost should be increased to \$45 for the 2020 year.

Grinder Rate - Bruce initiated a conversation about the grinder and increasing the rates the Twp charges for its use. Ed said Jonestown is the only municipality we provide this service for. A discussion followed about the various expenses and how we should be covering our costs when offering the service of grinding. It was agreed the rate should increase to \$375 an hour.

Leaf Box - A new leaf box for truck #4 is included as a line item. The 902 Grant offers 90% of costs for a new box if we get awarded the Grant. This will Grant will be applied for when the application period becomes open.

Decal Wrap for new Recycle Truck - Ed said he needs to speak to the vendor to get an estimate.

Parks & Recreation

A discussion about possible future Fees in Lieu Of was held. Cheri mentioned there are not too many anticipated new developments but remain as a line item; Phase 3 of The Crossings, Mapledale Estates, the former Cikovic tract, and the 8th Ave townhouse community.

A request for a new EZ digger (playground equipment at Community Park), timer locks & security cameras for the parks' restrooms, doggie waste containers (2) for Community and (2) for Lions Lake and (2) park benches and (2) trash receptacles at Lenni Lenape Park.

Liquid Fuels

Stormwater Project – Water St; Ed explained that the stormwater project that had been started on Water St in 2019 but was not completed. The remaining expenses will be reflected in the 2020 Budget. There are new stormwater pipes to be installed on Water Street. The line item is in reference to this project.

Paving Projects – Discussion was held about the 2020 paving projects. Ed mentioned there are so many roads in North Lebanon that should be considered. For 2020 he chose to do several smaller areas or portions of roads that are in serious need. Quarry Road from Grace Ave to the Twp line, Old Ebenezer Road, Poplar Lane (west of Greenwood Dr – approximately 850') and N 8th Ave (N 7th St to Marcon Dr) are the areas suggested for 2020.

Personnel Issues

At this time the meeting adjourned to discuss Personnel issues.

With no further business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George
Recording Secretary