

**MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
BUDGET WORKSHOP AND PUBLIC HEARING MEETING
NOVEMBER 6, 2019**

The duly advertised budget workshop meeting was held on Wednesday, November 6, 2019, commencing at 6:00 pm, at the Municipal Building located at 725 Kimmerlings Road, Lebanon, PA with the following people present:

A. Bruce Sattazahn	Vice – Chairman
Edward A. Brensinger	Treasurer
Cheri Grumbine	Township Manager

Absent: Dick Miller, Chairman

Also, in attendance were the following representatives of the four Fire Companies:

Ebenezer Fire Company:	Michael Leonard, Steven Ronald
Glenn Lebanon Fire Company:	Brian Vragovich
Rural Security Fire Company:	Allen Firestine, Eleanor Griffiths
Weavertown Fire Company:	Donald Steiner, Sr.

Fire Department Budget

The 2020 budget includes:

\$ 7,000 Fuel (\$1750/each)

\$ 3,000 Legal fees, floor dry, Safety Programs, Trick or Treat

\$ 1,036 IamResponding Data Plan (VzW total all 4 fire companies)

\$21,524 WC Insurance

\$192,000 (\$48,000/each (semi-annual payments; June & December)

\$120,000 (\$30,000/each (contribution to the Fire Company Capital Reserve Fund)

Regarding the \$120,000, Manager Grumbine, asked if the Fire Chiefs could update the Board on potential equipment purchases for 2020. Weavertown will continue making payments on the 2019 apparatus purchased and will request the release of their \$30,000 towards their 2020 payment. Glenn Lebanon said they do not have any plans for 2020 unless there would be some type of failure of their existing apparatus. Ebenezer indicated that they continue to work on specs and funding and would most likely make a request in 2020. Rural Security Fire Company will be starting the process for a possible purchase in 2021.

The Fire Chiefs asked about the IamResponding subscription maintenance fee that they thought was around \$800 and coming out of the EMA budget. They want to make sure it is included for 2020. All expressed the tremendous help this software is for them. Manager Grumbine said she would check in to the amount and include in the budget for 2020.

A brief discussion was held regarding the high number of alarms at the Hampton Inn. Don Steiner, Sr., stated that it appears the issue will be resolved, as everything is being worked out with Hampton Inn. Notification will go to the front desk for verification and acknowledgement and only going to dispatch, if needed.

At the request of Chief Easter, Manager Grumbine reminded the representatives when there are concerns to be addressed by our Code Enforcement Officer to contact the on-duty police officer while they are still on the property.

Manager Grumbine also reminded the representatives about the Worker Comp packets and to make sure they are easily available for all their members. She also asked about the Standard Operating Guidelines discussed following the WC review in 2018. All indicated that it is a work in progress, which will take time. Ebenezer indicated they would get theirs to Manager Grumbine.

Also, a reminder that fuel slips can be placed in the after hours drop box for Bonnie.

The Fire Chiefs asked if we would remind businesses that when they change keys, that the new key needs to be added to their Knox Box.

The Fire Chiefs all expressed their appreciation to the Supervisors for their support and said it is a tremendous help to them all. The Board also expressed their appreciation to the volunteer fire chiefs and their departments for all that they do for our residents and the travelling public.

The Fire Chiefs commenced with their meeting in the Conference Room while the Board moved on to continue with other budget items as follows.

General Fund

Manager Grumbine discussed with the Board the unusually high Real Estate Transfer Tax revenue received for the month of October (\$115,000). Included in this revenue were 2 declarations. Atty. Leonard researched the declarations and found they were properly filed. Our 2019 annual budget for this item is \$195,000. Therefore, she proposed to use this windfall to fund the FASP contribution for 2020 and finalize the budget with no tax increase. Both Supv. Sattazahn and Brensinger were in favor of this suggestion. The real estate tax would remain at 2.01 mills and there would be a slight adjustment only within the 2.01, which would be 1.59 General Tax Rate and 0.42 Fire Protection. She will finalize the budget for presentation at the November 18th Board meeting.

PUBLIC HEARING – ORD. #6-2019, Vacating a portion of Bellview Road, also known as Old Sunnyside Road, situate in North Lebanon Township.

At 7:00 p.m., the Board turned the meeting over to Atty. Amy Leonard to hold the public hearing for the proposed Ordinance #6-2019, vacating a portion of Bellview/Sunnyside Road off Route 422.

Atty. Leonard stated that the first hearing was held on October 21. At the hearing, Atty. Scott Grenoble, counsel for Frederick Real Estate, expressed concerns about the portion of Bellview Road/Old Sunnyside Road shown to be vacated on the drawing because it included the area historically used by his client to access its property. The Board tabled action on the Ordinance at that time. A new drawing was then proposed, which revised the area for abandonment by moving the southern boundary of the area to be vacated north of the access area for the Frederick property. Ordinance #6-2019 has now been properly re-advertised on October 29th for public hearing and action by the Board tonight at 7:00 p.m., and both neighboring property owners have been notified about the second hearing and provided with the revised drawing. Atty. Leonard stated she received an email on November 4th, from Atty. Scott Grenoble, that his client, Frederick Real Estate is satisfied with that revision.

There being no public comments, the Board was ready to act.

MOTION: A motion was made by Supervisor Sattazahn, seconded by Supervisor Brensinger, to adopt Ordinance #6-2019. Motion was unanimously approved.

Atty. Leonard informed the Board, in conjunction with Ordinance #6-2019, she has prepared two Quitclaim deeds to transfer any interest the Township has to the adjacent property owners.

MOTION: A motion was made by Supv. Brensinger, seconded by Supervisor Sattazahn, to authorize the Chairman to sign the two Quitclaim deeds to transfer any interest the Township has to the adjacent property owners. Motion was unanimously approved.

The public hearing concluded at 7:20, and the budget workshop continued.

Manager Grumbine resumed review of the General Fund revenues and expenses for 2020. And the balanced budget.

The Board discussed 2019 and 2020 wages for non-uniform employees and approval was granted.

The Board reviewed the Capital Expenditures/Projects for the Capital Improvement Fund, Capital Reserve Fund, Special Projects Fund, and Park & Recreation Fund. Manager Grumbine updated the Board on an email from Josh Weber confirming he is working on the development plans for the Pushnik lots off North 8th Avenue with submission next month. She included the potential "Fees In Lieu Of" under revenues.

There being no further business to come before the Board, the meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Cheri F. Grumbine
Township Manager/Secretary