

**MINUTES**  
**NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS**  
**BUDGET WORKSHOP MEETING**  
**October 5, 2020**

The duly advertised workshop meeting was held on Monday, October 5, 2020 at 3:00 p.m. 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
Ardy A. Snook	Treasurer
Lori Books	Assistant Manager
Cheri Grumbine	Township Manager

**1.) Mechanic – Vehicle/Equipment Maintenance**

The Budget Meeting started with a discussion about the 2021 requests from the Mechanic, Tim Buffenmeyer. Fuel polishing for the Township’s main building generator was discussed.

**2.) Park & Recreation**

After conversations with Park & Rec employee, Dave Strohm, the needs for 2021 are as follows:

1. The backstop at the 8<sup>th</sup> Ave baseball field needs re-skinned with the possibility of completing in 2020, which if completed would reduce this 2021 budget figure.
2. Re-coating, line painting, and a sun/wind screen for the tennis & (2) pickleball courts at Community Park location.
3. The lake treatment at Lions Lake will be upped from one treatment a year to two treatments a year. Treatments would take place in May and July, if needed.
4. Long Lane mowing goes up to \$290.00/cut for a \$250.00 increase for the year. This is the final year we are locked in for the Long Lane mowing contract.
5. Addition of a dumpster at Lenni Lenape.

The Board discussed a proposal from G. F. Bowman regarding repairs to two heater exchanges, 1-PD unit, and 1-Admin unit in the amount of \$5765.00. Both areas are without heat until these two units can be repaired. The Board agreed to proceed with the repairs.

Dave Strohm discussed with the Board the possibility of lowering the lake level over winter to help reduce the algae growth in the spring. Discussion was held about state approvals that may be required but all agreed for him to research the possibility.

**3.) Rental Properties**

Discussion about the home on Narrows Dr. was held. The current tenant continues to indicate that she is planning on moving out, but it is taking longer than anticipated with her adult children that live out of the area. The maintenance employees will work on upgrades when the house is vacant.

**4.) EMA/Police Department**

Detective Lauver’s retirement becomes effective early November and results in a vacancy for our Emergency Management Coordinator position. Chief Easter discussed the EMA budget and indicated he left it the same as 2020.

Chief Easter reported that Sgt. Koons is no longer going to handle the DARE program for our two elementary schools (Ebenezer and Union Canal). The program will be discontinued due to no other officer being certified as an instructor, and the need to add an additional officer to the force. Chief Easter indicated that he is not aware of any other department in Lebanon County participating in the DARE program.

Supv. Snook questioned Chief Easter as to why there would be a need for an additional officer. Supv. Snook stated, after reviewing the call numbers, the call volume is so low that he does not understand the need to have more than two officers on the midnight shift. Chief Easter explained that typically calls that are received on this shift tend to be lengthier calls and could tie up the officers for a few hours. He stated it is a matter of ensuring coverage for the shift. An extensive discussion ensued regarding scheduling and the number of officers on a shift. Also, there was a lengthy discussion regarding the hiring of an officer to replace Detective Lauver and the request from Chief Easter for an additional officer for 2021.

Chief Easter reviewed the projected revenue and expense line items for the 2021 budget. Under Capital Purchases he discussed body armor and the need to update the vests every five years because of the ballistic panels' expiration. Twelve vests will be needed for 2021. The 5 years is up in 2020 so this purchase will be needed for 2021. Chief Easter stated that a local business person will be donating \$10,000 towards these vests. Prices for carriers, copier, duty weapons & accessories, and a 2021 Ford Police Interceptor were also discussed.

Board Members questioned the \$800 price quoted for the copier. They feel that this price is incorrect. Chief Easter will re-check that price and get back to Manager Grumbine.

## **5.) Highway**

Roadmaster/Supv. Brensinger stated the Highway Maintenance budget request in the General Fund is pretty much the same as last year.

### Highway Equipment (Capital Reserve Fund)

Roadmaster/Supv. Brensinger's equipment purchase list consists of a Bomag brand BMP 8500 remote control trench roller (\$34,500.00) and a 2021 HV507 International cab and chassis to be upfitted with a dump truck body to replace the 2007 Mack dump truck.

Supv. Snook asked how much it costs to rent a unit such as the Bomag. Roadmaster/Supv. Brensinger stated he wanted to get that information before today but did not get a chance. Also discussed was the possibility of sharing the purchase cost with a surrounding municipality. It was also suggested that we ask the NLTMA to share in the cost for sewer trench restorations.

Regarding the proposed 2021 HV507 International, Roadmaster/Supv. Brensinger stated the chassis is estimated at \$86,515.00; the body is estimated at \$48,921.00, for a total of \$135,436.00. With the Municibid sale of Truck #6, estimated at \$30,000.00, the budgeted cost for this item would be \$105,436.00. Roadmaster/Supv. Brensinger reviewed an "in stock" truck available now through E. M. Kutz (upfitter) that could be purchased by the Township. Normally they build a truck to take around to conferences and shows to see but this year a lot were cancelled. Roadmaster/Supv. Brensinger stated the last truck we ordered in January 2019 was just received a few weeks ago: it is taking that long to build. If we order a truck in early 2021, it most likely will be one year until we have delivery. Chairman Miller indicated that he was supportive of

purchasing the truck now that is in stock and asked Supv. Snook his opinion. Chairman Miller continued with his support to purchase the truck now and Supv. Snook agreed to order the truck.

#### Paving Projects (Liquid Fuels Fund)

Roadmaster/Supv. Brensinger reviewed the projected decrease in revenue from the State for our 2021 allocation. We have been informed that this is due to less drivers on the road purchasing fuel (due to Covid19), thus the reduction in the gas taxes received by the state. Roadmaster/Supv. Brensinger discussed the reduction in some of his categories, such as salt, because of the reduction in usage last winter we are reasonably good with our current inventory. In response to Supv. Snook's question, Roadmaster/Supv. Brensinger stated the stormwater pipes associated with the proposed paving is very minimal. Other pipe replacements not associated with the paving project are shown in the Stormwater Fund.

For 2021, Roadmaster/Supv. Brensinger discussed several paving projects.

1. Garden Ave. – from N. 15<sup>th</sup> Ave. to N. 11<sup>th</sup> Ave.
2. Cedar Crest Dr.- N. 15<sup>th</sup> Ave. to N. 11<sup>th</sup> Ave.
3. N. 11<sup>th</sup> Ave. – Garden Ave. to City line
4. Suzanne Dr. – Garden Ave. to Cedar Crest Dr.
5. Barbara Ann Dr. – Garden Ave. to Cedar Crest Dr.
6. Sally Ann Dr. – Garden Ave. to Cedar Crest Dr.
7. E. Canal St./Skyline Dr. (horseshoe) – N. 8<sup>th</sup> Ave to N. 8<sup>th</sup> Ave.
8. N. 7<sup>th</sup> Ave. – E. Canal St. to City line
9. Sun Dr. – N. 15<sup>th</sup> Ave. to N. 11<sup>th</sup> Ave.

Total project paving cost is estimated to be \$437,215.00.

All projects would involve a scratch and wearing course with minimal surface milling to keep below the curb height (vertical or roll) and spouting drains.

#### Metal/Stormwater Pipes (Stormwater Fund)

Roadmaster/Supv. Brensinger stated we have a lot of metal stormwater pipes in the Township and a lot run parallel with the street under curbing. When digging the trench to replace the metal pipe, the curbing will sometimes collapse or the driveway falls partially in the trench which then need to be repaired, causing additional expense to the project. Roadmaster/Supv. Brensinger said instead of the trench digging method, he approached the Mr. Rehab Company for a quote to slip-line these pipes. Over the past few weeks, our guys videotaped a select few of the stormwater pipes to show the condition of these metal pipes and he will have the flash drive for our October 21<sup>st</sup> budget workshop to view, so the Board can see the condition. He his hoping to use this company for the next several years to get the pipes under the Township roads cleaned up. Roadmaster/Supv. Brensinger would like to appropriate \$200,000/year to get what pipes the Township can get maintained with this money, starting in the tree development, then Martin Development, and even the Deerfield North Development where pipes are already failing. Following these repairs, we can look at pipes in other locations. Part of the stormwater fee we set included maintenance of existing pipes.

Supv. Snook would like to see one additional quote from another company, as comparison. Roadmaster/Supv. Brensinger stated he will check with Abel who performed slip-lining for the NLTMA sewer mains for a proposal.

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At this time, the Board reviewed the remaining revenues and expenses for the Stormwater Fund.

### **Admin-IT**

Manager Grumbine and Assistant Manager Books started by stating they recommend the Board consider changing the way we think and handle our IT needs for the Township administrative and maintenance staff. This would not involve the Police Department, as they are on a separate system and not connected into the Township administrative or maintenance department computers. They have been meeting with the office staff about their thoughts on changing IT companies for improved cybersecurity, backups, and 24/7 monitoring of our firewall and other protective measures. We have narrowed our selection down to Candoris and Intermixit and prepared a spreadsheet comparing these two vendors. The current IT and system back-ups were discussed at length.

Supv. Snook questioned why the Township could not use PCMatic for security and keep current IT person for computer issues. He stated PCMatic costs \$50/year and is what he uses at home. Manager Grumbine indicated that we need a robust system and protection because of the number of computers, Internet connections, confidential information, and banking needs, etc.

Chairman Miller questioned how long our current IT person has been with the Township. Manager Grumbine said about 4 years. Chairman Miller asked if we have had issues with current programs installed on our system. Manager Grumbine stated yes, there are issues with sharing information such as calendars and trying to get GIS on iPads and overall needs not being met. She stated our current IT vendor is an individual person that just recently brought in his son and cannot provide us with the 24/7 monitoring services we need. We are set up on a reactive instead of proactive program causing a lot of frustration and down-time. Chairman Miller is not opposed to the Township selecting one of these other companies but he would like to see Manager Grumbine question the current IT vendor at length about the issues the Township is having to see if there isn't something more that can be done.

Manager Grumbine and Assistant Manager Books agreed to continue their research and to make a recommendation to the Board at the October 19 or 21<sup>st</sup> meeting.

The next budget meeting is scheduled for Wednesday, October 7<sup>th</sup> at 6:00 p.m. with the Fire Chiefs.

With no further business to discuss, meeting adjourned.

Respectfully Submitted

Heather M. Wenrich  
Recording Secretary