

**MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
BUDGET WORKSHOP MEETING
OCTOBER 21, 2020**

The duly advertised workshop meeting was held on Wednesday, October 21, 2020 at 3pm at the Municipal Building located at 725 Kimmerlings Road, Lebanon, PA with the following people present:

Edward A. Brensinger	Vice – Chairman
Arden Snook	Treasurer
Cheri Grumbine	Township Manager
Lori Books	Assistant Township Manager

Not Present	Richard E. Miller	Chairman
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After discussions regarding personnel matters, the meeting continued with:

Stormwater Fund

Treasurer Snook questioned what the SW expense for 2020 was. Mgr. Grumbine stated \$266,001 went to the Consortium to pay for projects and there are 5 projects in this group. She stated that \$100,000/year goes to the Consortium. Treasurer Snook asked if there were any projects completed by the Consortium yet. Mgr. Grumbine stated there were some smaller projects completed. The larger ones have not been started yet due Covid-19 hitting in March. Everything came to a standstill and no bids were asked for or received. On Tuesday, Asst. Mgr. Books attended a meeting in place of Mgr. Grumbine. Melody Lane, Saint Stevens, and the North Cornwall Township Building are the 3 projects currently being done, but they are looking to add more.

Discussion followed about some of the projects on the Consortium's list. Treasurer Snook asked whether any other municipalities considered doing work on their projects. Mgr. Grumbine stated South Lebanon Township did some small projects, like our Elias Ave. project that we completed. She stated Lebanon City did 3 projects with grants they received. Mgr. Grumbine said our Township finally got DEP approval in April or May of 2020. Asst. Manager Books stated that a project cannot be done until the State approves the permit.

Mgr. Grumbine stated that if everyone agrees, the \$200,000 will be left in with the understanding that VC Brensinger will get another proposal to look at before the Township would bid.

Treasurer Snook discussed the amount of funds the Twp receives from the stormwater fees collected versus what is expensed out of the fund. VC Brensinger stated that in the future, Liquid Fuels monies could be used to pay for some of the stormwater projects also.

Treasurer Snook asked what happens when the Township gets to the required 10%. Asst. Mgr. Books stated we get ready for the next permit cycle. Mgr. Grumbine stated they are already working on the next permit cycle. VC Brensinger stated that in 2023 the Twp will have to do the process all over again and the mandates are going to get worse. He said that the state of PA is not meeting their quota. Mgr. Grumbine stated there is already a lawsuit against the state of PA by Chesapeake Bay Foundation, Virginia, and Maryland. According to the Foundation, PA is not doing its share as promised.

Streetlight Fund

Mgr. Grumbine stated there is nothing new to discuss. Treasurer Snook wondered what type of savings have been realized with the upgrades to the LED lighting. Mgr. Grumbine stated that for this year \$52,500 was budgeted and the Township is currently at \$30,000, which is a great savings, but we are looking at \$43,900 so that is almost \$10,000.

Capital Improvement Fund

The revenue coming in was discussed as well as the federal grant for Lions Lake restoration and playground equipment upgrades (50%). EIT money currently gets transferred over now. If the Board prefers it could be kept in the General Fund for this year, only. The thinking is to transfer these funds to Cap Improvement, so the General Fund does become reliant on this amount being deposited.

- Mgr. Grumbine stated there is \$180,000 revenue coming from Park & Rec (Fees In Lieu of monies from developers) to help offset the Lions Lake project.
- A new phone system will be eliminated from this year's budget.
- The skylight expense of \$14,500 will be removed from this fund and placed in the General Fund
- The painting of the block walls on the Twp buildings was discussed. Ed suggested getting quotes from CoStars vendors. Treasurer Snook suggested contacting some local businesses for quotes also. A discussion on the bidding process followed. It was suggested we may want to review doing only what is necessary for the 2021 Budget. Ed said he agreed the storage building is need of immediate attention. Perhaps the rest could be completed in phases.
- Land acquisition was also discussed. (\$140,000 carried over).

Mgr. Grumbine stated the big-ticket item is the \$700,000 grant. She stated we would have to spend the money to get reimbursed.

Fire Company Fund

Mgr. Grumbine stated there is nothing to discuss. (\$30,000 for each fire company is the annual line item)

Capital Reserve Fund

Highway equipment was discussed. The expected revenues for 2020 was discussed at length.

VC Brensinger asked where Landfill monies go. Mgr. Grumbine stated it goes in the Capital Reserve Fund for equipment. Treasurer Snook questioned if monies coming in from GLRA could be used for other things. Mgr. Grumbine stated that was correct. This is another revenue that should be taken for granted by placing in the General Fund and becoming reliant on receiving it.

- The Bomag Trench Roller was discussed. Treasurer Snook stated he does not agree to the idea of purchasing a roller because he does not feel that the Township will use it much and we should continue to rent one as needed. VC Brensinger indicated he could agree with that idea. The roller is expensive to rent but it is equally expensive to purchase one.

- The replacement of the Mack dump truck #6 is necessary as a consideration. The mechanic has expressed concerns about several issues with this truck. Both Ed and Arden agreed that this truck should be replaced. Ed said he is concerned about how long the ordering process and receipt of the new vehicle took last year.
- Replacement of a Police vehicle is listed as \$40,000.
- A Fire Police vehicle is a line item listed as \$20,000. This is a carry over from last year as a used vehicle was not found. This amount will remain in hopes of finding something to replace the older vehicle being used currently.

Special Projects Fund

Mgr. Grumbine stated there is nothing new to discuss as far as revenue and expenses. The yardwaste card cost will remain the same (\$45). The Grant for a new leaf box was discussed.

Park & Rec Fund

Fees In Lieu Of that comes from developers was discussed in length. Also discussed was the Marcellus Shale Grant. Park & Rec improvements were discussed at length.

- The request for a new backstop on the Teener field in Ebenezer will be eliminated.
- Painting of lines on the tennis/pickleball court at Community Park will remain.
- The purchase of a wind screen was debated. It was agreed to keep this item but to place it in the budget for 2021.
- An open-air pavilion/storage building at Lenni Lenape will remain as a line item. Asst. Mgr. Books stated with the award of the Marcellus Shale Grant (\$25,000), there must be a 50% Twp match.

Liquid Fuels

Revenue and expenses for Liquid Fuels was discussed at length. Treasurer Snook asked if monies from this fund could be used to pay for the new truck in full. Mgr. Grumbine stated 20% of the grant could be taken out of this fund. VC Brensinger said typically the monies in this fund are used for road improvements.

Treasurer Snook asked what the Township wants to do about curbing in the areas proposed for paving projects in 2021. VC Brensinger stated that the Township could do the curbing project, but he does not feel that the Township could do it productively due to not having enough manpower. The question of financial responsibility for new curbing was discussed. Treasurer Snook stated he is uncomfortable having the property owners being responsible for this expense. VC Brensinger said the Twp has always been careful about setting a precedent for these types of projects. VC Brensinger said Liquid Fuels monies cannot be used to replace curbing or sidewalks unless it is an ADA issue. VC Brensinger feels that the Township could send a letter out to the Township residents giving them the option of having curbing replaced on their properties (at their expense) prior to the Twp paving project being completed.

Also discussed was adding Ral-u-mac applications to Kochenderfer/Kimmerlings (curves in the road) to the project list for next year after the amount of traffic accidents that have occurred at these two areas over the past 2-3 weeks. This cost would come out of the Liquid Fuels Fund.

VC Brensinger stated that the SRL that is being used from Pennsy, the stone tends to polish quickly, and skid resistance is lost. Mgr. Grumbine questioned if our SRL level should be increased. VC Brensinger stated the accident reconstruction person, Duane, is going to do a test sometime to see what the SRL level is. Milling of roads was discussed too. VC Brensinger stated that more signage, delineators, and chevrons are going to be added. He stated that roadway markings could be added also to help. He needs to obtain quotes for this, but he is guessing this would be a bid item.

ITEMS FOR DISCUSSION

LIONS LAKE DONATION BOX

The proposed "donation" box at Lions Lake that Mr. Tom Mulhern suggested to the Board and was approved by the Board at the 10/19/20 BOS meeting was discussed. The Township purchased the "donation" box, and it was decided that Mr. Mulhern will oversee installation and maintenance of the box. VC Brensinger suggested a letter be drafted to Mr. Mulhern explaining what is expected of him regarding the "donation" box. Mgr. Grumbine stated she is not comfortable having a volunteer in charge of emptying the "donation" box. She feels that someone in the Township that is bonded should oversee the handling of the monies being donated. Discussion took place of the "donation" box being turned into a "suggestion" box and that a sign could be placed at Lions Lake stating that if anyone wanted to make donations toward the park, monies could be dropped off directly at the Township office. Mgr. Grumbine stated she will draft a letter to Mr. Mulhern.

EMA POSITION

Also discussed was Steve Beard as replacement for the EMA vacancy. Mgr. Grumbine will send an email to Mr. Beers inviting him to attend either the next scheduled Budget meeting at 3PM on 10/27/2020 or the next BOS meeting at 5:30pm on 11/16/2020, whichever one will suit his schedule. If neither of those dates suit Mr. Beard, Mgr. Grumbine said other dates could be discussed.

ELECTION DAY – NOV 3, 2020

Mgr. Grumbine spoke about Mike Burdge asking for suggestions from the Township personnel as to how to make the flow of voter's on Election Day run more safely and smoothly. VC Brensinger suggested an Entrance Only and Exit Only set-up. He also suggested a barricade at east entrance to the front of the building. That would control the flow of traffic in from Kimmerlings Road and exiting onto Kimmerlings Road on the west side of the building.

Next Budget Meeting – 11/27/2020

With no further business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George
Recording Secretary