

**MINUTES**  
**NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS**  
**BUDGET WORKSHOP MEETING**  
**OCTOBER 27, 2020**

The duly advertised workshop meeting was held on Wednesday, October 27, 2020 at 3pm 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
Arden Snook	Treasurer
Cheri Grumbine	Township Manager
Lori Books	Assistant Township Manager

This meeting is a continuation from the 10/21/2020 Budget meeting and a wrap up to try to finalize the Preliminary Budget for 2021.

**1.) FIRE CO FUNDRAISER – Ebenezer Fire Co**

A request to approve a Food Truck and small Carnival Games to be held on 11/07/2020 from 11am to 6pm was submitted to the Twp by the Ebenezer Fire Company.

**MOTION** was made and seconded to approve a Food Truck and Small Carnival event to be held at the Ebenezer Fire Co on 11/07/2020 from 11am to 6pm. Motion unanimously carried.

**2.) GENERAL FUND**

A conversation about the EIT line item was held. Chair Miller asked about the fluctuation in the revenues from the EIT collections. Mgr. Grumbine discussed an anticipated decrease for the month of October. Mgr. Grumbine voiced her opinion not to estimate a larger increase and then have the amount fall short. It was agreed to continue to monitor our EIT revenue and make an adjustment to the budget prior to the November 16<sup>th</sup> meeting.

A.) **IT Vendor** – IntermixIT – The line item for computer and Cyber security is currently listed at \$15,000 for Twp and the Municipal Auth budgeted \$6,400. Treas. Snook asked why there is no quote from any local firms. He questioned the name he provided a few days ago. Mgr. Grumbine explained that she could not locate any company by the name of TouchPoint. Treas. Snook reached out at this time to Ammerman and Ginder and learned that their IT vendor name is PointSolve. His thought is if an accounting firm uses this company, they must offer a good service. After some discussion it was agreed to have Mgr. Grumbine speak with PointSolve and request a quote within the next few days to make a decision soon.

B.) **DARE** – This fund should be closed out as Sgt. Koons gave his notice that he will no longer be teaching this course at the Ebenezer or Union Canal Elementary School located in the township. No other officers are certified to teach this program. Mgr. Grumbine is recommending that the remaining balance in this fund be transferred to the General Fund to cover the wages of the police officers over the years. Mgr. Grumbine indicated that we would need to verify with Chief Easter if this is permissible. Assistant Mgr. Books, and Treas. Snook offered their agreement to this statement. Chairman Miller stated Chief Easter should be asked his opinion about what he would like to use the funds for before a decision is made to transfer the funds to the General Fund.

C.) Workers Comp for Fire Companies – the quoted amount received for 2021 came in at \$19,326 which is a decrease from 2020 at \$21,524. Mgr. Grumbine told the Supervisors she wanted to keep them informed on this issue.

D.) Various adjustments to expenses – Mgr. Grumbine reported that she made a few adjustments to expense line items based on YTD figures and reviewed with the Board.

Chairman Miller asked about the fire hydrants line item. This is a line item that always disturbs him. Mgr. Grumbine agreed it is a high amount but is what CoLA charges to maintain the hydrants.

E.) Personnel Items – Treas. Snook asked the financial difference for the proposed 2021 wages from current rates for non-uniform employees. He then asked how many Police Officers were considered for the line item for 2021. Mgr. Grumbine replied wages for the current number of 12 Officers were included in the budget, no increase in personnel. At this time the Board went into Executive Session to discuss Personnel staffing and wages for 2021.

F.) Balancing of Budget – Mgr. Grumbine is suggesting the Board might want to consider utilizing our reserves to balance this year's budget. However, she cautioned that this should only be done because we are in unprecedented times with COVID-19 pandemic. This would prevent the need to raise taxes for 2021. She again cautioned the Supervisors this is not something we should do "lightly" and certainly not something to do in future years, as eventually you would deplete the reserves. Although they are hesitant to do this, the Board indicated they see no other option to balance the Budget for 2021.

### **3.) CAPITAL IMPROVEMENT**

A.) Protective Glass for Office Area – A discussion about the proposed protective glass for the Administrative Office area followed. Treas. Snook questioned what thickness the glass will be. He was told the glass being considered is 3/8". Due to the large size and being installed in three sections, the 3/8" option was recommended over the original thought of 1/4" thickness. There will be speaker holes and pass through openings for documents in the glass. The quote came in at \$2,965.

B.) Updated Phone System - Mgr. Grumbine reminded the Board the suggestion of a new phone system was previously removed from the 2021 Budget.

C.) Fueling Station – Treas. Snook said he wanted to reopen the conversation on the fueling station onsite that had been discussed for the 2020 Budget. A larger project had been approved for 2020 and it was decided not to complete the project as originally planned. Treas. Snook said he would like to suggest we follow through with the installation of a gasoline tank. He had received quotes of \$10,000 and under from 3 different vendors. The amount of \$164,000 had been budgeted for a larger project for 2020. He said he thinks we really should consider moving forward with a gasoline tank install. The Twp could complete the concrete pad and the placement of safety bollards after a tank is installed by a vendor. Treas. Snook asked V-C Brensinger to voice his opinion on this suggestion. Some discussion followed about the 3 quotes that had been received: Meyer \$10,000, Highland \$7500, Countryside \$5200 (not double walled tank). V-C Brensinger and Treas. Snook both agreed a double walled tank is what should be installed. After some discussion it was suggested this project be revisited closer to the end of 2020 and see where the revenues are at that time. The Board indicated they agreed with this suggestion.

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D.) Painting of Storage Building/Wash Bay – The painting of the block walls on the storage building and wash bay area has been added for completion in the 2021 Budget. The line item is listed at \$7,000.

#### **4.) LIQUID FUELS**

A.) Ralumac Applications – V-C Brensinger explained the Ralumac applications that had previously been applied on certain areas on the Twp roads. He mentioned the N 8<sup>th</sup> Avenue hills, where the application had been helpful. It is a skid resistant application to provide friction on curves and/or downhill at stop signs to aid the travelling public. Discussion turned to a prior accident on Kochenderfer Rd at the curve in the road. Recently, on the hard turn along Kimmerlings Rd, near Trims Automotive, the curve has had an unusual amount of accidents. V-C Brensinger stated the application on the N 8<sup>th</sup> hills needs re-application as it has been 7 years since the last application. This line item is listed at \$36,000. V-C Brensinger mentioned the paving projects for 2021 are rather ambitious this year but within budget.

The Township receives an "Estimated Allocation" each year in September and for 2021 the anticipated allocation is shown as a 10 percent decrease. We are being told that this is because of the reduction of drivers on the road paying the fuel tax.

Mgr. Grumbine reminded the Board a meeting has been scheduled for 10/29/2020 @ 2:00pm with Chief Easter and Sgt. Knight to discuss police personnel and scheduling. The meeting will be held in the Conf Room as the Board Meeting Room will be in use.

Following the police meeting, a meeting was also scheduled with Chief Easter, Code Enforcement Officer John Brenner, Weavertown FC Chief Don Steiner Jr, the Board and her at 3:00pm to discuss personnel response at the recent Walmart incident to get a better understanding on the concerns.

With no further business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George  
Recording Secretary