

MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
BUDGET WORKSHOP MEETING
October 13, 2021

The duly advertised workshop meeting was held on Wednesday, October 13, 2021 at 3:00 pm 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 A. Snook	Treasurer
Cheri Grumbine	Township Manager
Lori Books	Assistant Manager

Also present was Gary Heisey.

1.) Mechanic – Vehicle/Equipment Maintenance

The Budget Meeting started with Tim Buffenmeyer Mechanic reviewing his budget items with the Supervisors. The maintenance agreement with DynaTech for the building generator and price increases of various oils and antifreeze were also discussed.

2.) Admin-IT

Last year the Township signed a contract with a new vendor for IT support. The Township had a meeting with them last week and is recommending that we switch Vendors. Assistant Manager Lori Books reviewed the reasoning for the recommendation with the Board. IntermixIT is the IT Vendor being recommended. Supv. Snook asked that contact be made with some of IntermixIT clients for review of the company before proceeding.

Manager Grumbine and Lori Books reviewed the proposed Administrative capital purchase items. A computer for the part-time employee was recommended, as that computer was purchased in 2014. Manager Grumbine stated she also has included a replacement laptop in the budget for her unit, but that would only be if the laptop became unusable. She mentioned that she is having numerous problems with the laptop but is hopeful that the new vendor can provide suggestions to get more usage out of the unit.

Manager Grumbine also placed in the budget a replacement computer for Ed Brensinger’s laptop, as his computer is having to be rebooted more and more. It is a 2016 unit and has been problematic most of the year.

3.) Liquid Fuels – Paving Schedule

Supv./Roadmaster Brensinger mentioned that he started by measuring the “tree” streets for resurfacing (Willow, Maple, Oak, Parkway, etc) but remembered that the water lines are cast iron main lines owned by the City of Lebanon Authority (CoLA) that they took over from a private owner. He contacted CoLA to find out if they have any intentions in replacing the cast iron lines in the near future. He then started measuring, Alpha, Beta, Cappa, Sholly, and Parkway Drive all have ductile iron main lines. Thus, he moved the paving project over to these streets. CoLA did now report back that they have concerns with these old cast iron water lines but they are not on their 5-year capital improvement schedule at this time. Roadmaster Brensinger stated he is hesitant to proceed with paving the “tree” streets in case CoLA changes their plans and needs to upgrade

these water main lines. Therefore, he is suggesting the Alpha, Beta, Cappa, Sholly streets for paving in 2022.

Supv. Snook asked if there are pipes under the street that need to be relined. Roadmaster Brensinger stated there could be some pipes. Most likely the stormwater pipes would not be a replacement but slip-lining only. Some of the intersection stormwater issues could be corrected with the paving work to stop the puddling. (Felli area).

Gary Heisey asked about Horizon Blvd. Roadmaster Brensinger stated that he does have this on his "Future Paving" list. Their reason he did not include for 2022, and it was also discussed in 2021, but held off again knowing the Cikovic farm was sold (Musser) and he is currently working on plans to develop that area. However, we do not know the timetable. Roadmaster Brensinger stated he isn't opposed to paving the development part where the existing houses are located. The trenches were not compacted correctly causing the subsidence, adding to the poor condition of the road. If we decided to include in our paving project, he reiterated he would recommend stopping at the edge of the existing development, as the lots at the south end will need to be dug up for utilities for the new development. Gary Heisey commented that school buses are really tearing up the paving.

Roadmaster Brensinger next discussed the other streets on the "future paving projects" (2023-2025) that are on his list.

Roadmaster Brensinger stated he included in the budget figures for the Halfway Drive bridge design and engineering work that needs to be completed. He is thinking with the length of time it will take to obtain a DEP permit for the work, the actual work will be budgeted in 2023. Pictures were reviewed of the current work that was done in 2021 which was approved and inspected by Wilson Consulting Engineers. The western side of the bridge needs to be upgraded. The pre-cast portion of the bridge is in good shape, but the added portion to widen the bridge is what will need to be addressed. The bridge is over a high-quality stream.

Street sign budget was bumped up to replace existing street name signs that are beginning to fade.

Capital Reserve and Special Projects Equipment:

Capital Equipment requested is a plate tamper attachment for the backhoe. This is proposed to be a 50/50 split purchase with the Municipal Authority. Total cost is \$11,170, so half is included in the budget, \$5585.

A replacement for Truck #2 is included in the Capital Reserve Fund and the Special Projects Fund. We have applied for another recycling grant to replace Truck #2, single-axle dump truck, dump body and leaf box. The grant would cover 90% of the leaf box and only a portion of the truck chassis. The chassis and truck body is \$95,106 from Capital Reserve Fund. The leaf box is \$219,556 from Special Projects with 90% funding (\$197,600) anticipated to be received from the 902-recycling grant.

Also, included in Special Projects is an Echo telescoping pole saw for \$513.

Park & Rec Capital Improvements:

Roadmaster Brensinger stated he budgeted in the Park & Rec Fund (FILO) to complete the installation of the remaining parking lot area that was on the original master plan which would

provide access to the new pavilion at Lenni Lanape. Grading and stone base will be done by Township employees and the paving will be contracted out. In addition, he budgeted for the paving of the existing parking lot and for an additional 1500 feet to be added to the existing walking path. In response to Supv. Snook's question, Supv/ Roadmaster Brensinger stated the amount budgeted does include the entrance to the new pavilion. He would like to include this work with our paving projects for the streets to obtain better pricing because of volume. Currently there is no access to the newly constructed pavilion, and this would provide the needed access. The pavilion was completed by our employees with fifty percent of the funds coming from a grant received that covered materials.

ARPA Fund (American Recovery Plan Act)

We are awaiting the release of the official rules and regulations on this funding, as it relates to what we can spend the money on for the township. The money was placed in a dedicated ARPA Fund and not comingled with General Fund or any other Fund.

Manager Grumbine shared with the Board a proposal to replace the existing HVAC units on the rooftops, which includes units to clean the air (scrubbers) to increase the air quality in the entire building (Offices, meeting rooms, etc.). The quote was for \$90,00.00 Manager Grumbine stated she has been in discussions with Brian Marchuck with BSSF (CPA) and Solicitor Leonard for guidance. We will need to confirm whether bids will be required under the Davis Bacon (Federal) Act or the Pa Prevailing Wage Act. Additional projects could include stormwater upgrades, which is an approved expenditure, or other items that would be permitted after the final regulations from the U.S. Department of Treasury become available. Supv. Snook asked the timeframe to spend this money. Manager Grumbine stated there is a deadline to expend the funds to December 31, 2026, but she will have to confirm when the funds must be under contract which may be the end of 2024 or 2025.

Roadmaster Brensinger discussed the stormwater slip-lining that was completed in 2021. He has placed in the budget \$300,000 under the Stormwater Fund but that could be taken out of Liquid Fuels, or the ARPA Fund. These expenses are not proposed out of the General Fund. The Federal money (ARPA) cannot be used for transportation or highway improvements but can be used for stormwater and public sewer projects.

3.) General Fund Revenues

Manager Grumbine next went through the line items of the General Fund Revenues explaining the revenue anticipated and the source. The current real estate millage rate is 2.01 mills and the proposed budget reflects no increase at this time.

The Projected State Aid will go towards our obligation outlined in the MMOs. The Minimum Municipal Obligation worksheets were reviewed with the Board for both the Non-Uniform Pension Plan and the Police Pension Plan by Manager Grumbine. The Resolutions are ready to be adopted by the Board in December with the final passing of the 2022 budget.

4.) Personnel Discussions

At this time the Board discussed the future of personnel at North Lebanon Township. There are several employees that are able to retire in the next 18-24 months and training is currently underway to provide a smooth transition. The Board agreed with the transition plan as outlined by Manager Grumbine and Assistant Manager Books.

At this time, the Board adjourned from the Budget meeting at 5:10 p.m. The next budget meeting will be Monday, October 18th following the regular Board meeting.

Respectfully Submitted,

Erika Sheibley
Recording Secretary