

**MINUTES**  
**NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS**  
**BUDGET WORKSHOP MEETING**  
**October 21, 2021**

The duly advertised workshop meeting was held on Wednesday, October 21, 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

**General Fund**

**A.) Building Maintenance**

The budget meeting started with discussion about the 2022 building maintenance request with employee Dave Strohm. The two items being requested for 2022 are as follows.

Replace the ladder on the first level garage roof to get onto the second level shop roof to increase safety.

Mr. Strohm suggested that additional lighting for in the shop may be necessary now that the old skylights have been removed.

**B.) Park & Recreation**

Park & Recreation improvements proposed by, Dave Strohm, for 2022 are as follows.

- 1.) New roof for the main restroom at Lion's Lake
- 2.) Epoxy floors for the full-service pavilion/kitchen and restrooms at Lion's Lake and Community Park. Restroom at Lenni Lenape also included for epoxy floors.
- 3.) Playground mulch around dedicating trees to reduce weeds and maintenance.
- 4.) Discussion was brought up about hiring a new part-time park employee as the current part-time employee has announced he is retiring at the end of this season. Supv. agreed to find a part-time employee for Lion's Lake.

Supv. Snook questioned about having the new employee do the mowing at all the parks instead of continuing with the current mowing company.

- 5.) Paving of the parking lot at Lenni Lenape/ Driveway at rental property

**Other General Fund Items**

A.) Wages were discussed for the non-uniformed employees and approved for 2022.

B.) IntermixIT – Assistant Township Manager Books reached out to three municipalities that have IT contracts with IntermixIT. All three municipalities gave IntermixIT a glowing review.

**MOTION** was made and seconded to approve IntermixIT as the new IT support company for the Township. Motion unanimously carried.

C.) 2022 Budget-Proposed Revenue Vs. Expenditures

Review of projected revenue and expenditures for 2022 show a \$164,000 deficit. The Board discussed the limited options of reducing expenditures and not wanting to increase taxes. Review will continue projected expenses.

**ARPA Fund – (American Rescue Plan Act of 2021)**

The Board again reviewed the limited guidelines. These regulations have not been finalized by the U.S. Department of Treasury, as of this date. Without final guidelines, we agreed to propose the use of these funds towards HVAC upgrades in our municipal building and stormwater repairs/upgrades. Meeting room IT improvements to hold virtual meetings are also permitted, which must relate to COVID.

Manager Grumbine updated that Board that PSATS had posted “That projects under \$10 million will NOT be subject to Federal Davis Bacon prevailing wage rates”. This is the answer to a question we discussed in a previous budget meeting.

**Stormwater Fund**

A.) The Stormwater Consortium continues to work with member municipalities to obtain the required sediment reductions, as outlined in our Joint Pollutant Reduction Plan. This budget year, 2022, will be the fifth year of what we have anticipated to be a five-year permit requirement by DEP. However, new regulations and information has not been forthcoming regarding our next permit cycle.

B.) Maintenance – Slip-lining

Roadmaster Brensinger again reviewed his request of \$300,000 in the Stormwater Fund to contract out slip-lining of existing stormwater pipes. The Township contracted with Mr. Rehab (CoStars vendor) in 2021 to slip-line approximately \$218,000 in the development off N. 7<sup>th</sup> Street (Redwood, Oak, Cypress, Sycamore, etc.). He would like to continue this type of maintenance as an on-going project performing similar footage each year. These costs could be taken out of the ARPA Fund, as that is a permitted use of those funds.

The Board looked at the projected Revenue from the Stormwater Fee and the expenditures of this fund. Various discussion took place among the Board members.

**Street Light Fund**

A.) The Board reviewed the projected Revenues and Expenditures from this fund with no additional comments.

**Capital Improvement Fund**

A.) The Board reviewed the projected Revenues and Expenditures from this Fund. Interest rates were discussed and discussions on our projected expenses and what money may be available to be invested in CDs until needed. It was agreed that interest rates are very low, but we should investigate what rates we can obtain through local banks. Other various revenues were discussed for this Fund.

B.) Application Submitted for DCNR Grant

In March of 2021 the Board approved the re-submission of the DCNR (Department of Conservation and Natural Resources Community Conservation Partnership Program (C2P2)). The estimated cost of the Lion's Lake upgrades is approximately \$591,000. A 50% match is required. Because approximately \$200,000 will be the shoreline restoration around the lake, the Stormwater Consortium has agreed to reimburse us for those costs. The Stormwater Consortium will receive sediment reduction credits from this project. The remaining match required from the Township for the grant, if successful, will be disbursed from the Park & Rec Fees In Lieu Of (FILO) Fund.

**C.) Capital Purchase Items Municipal Building and Grounds and Cameras**

The Board agreed to place money in the budget to paint the concrete block and garage doors on the municipal building/storage areas, as needed. Painting of the wash bay was also discussed.

The purchase of cameras for areas where dumping occurs was discussed. Chairman Miller agreed to purchase cameras to use at frequent illegal dumping sites along township roads. However, Supervisors Ardy Snook and Ed Brensinger opposed at this time.

**Capital Reserve**

A.) The Host Municipality Fee received from the GLRA (Greater Lebanon Refuse Authority) is transferred from the General Fund to the Capital Reserve Fund for the purchase of equipment/vehicles. For 2022, these proposed purchases are as follows.

- 1) 2022 Freightliner, dump bed and leaf box – Cost of a new Freightliner, dump bed and leaf box to be split with the Special Projects Fund and Capital Reserve Fund. A 902-grant application to DEP, for 90% of the cost for leaf box and 50% towards the cost of the cab and chassis will be submitted. The 2010 Freightliner, dump bed and leaf box will be placed out for bid upon receiving this piece of equipment.) Supv. Brensinger shared with the other Board members that with the last truck we ordered it took well over a year to receive. He anticipates running into the same delivery delay with this new truck.

The Board discussed the option of ordering the truck now with the length of time it will take until we receive the cab/chassis, dump bed and leaf box.

**MOTION:** Made by Chairman Miller and seconded by Supv. Snook to authorize Supv./Roadmaster Brensinger to proceed to order the cab/chassis, dump bed and leaf box. Motion unanimously carried.

- 2) 2006 Jeep Liberty – Tim Buffenmeyer, Mechanic suggested to Manager Grumbine that the Township proceed to sell the 2006 Jeep Liberty. All agreed to sell the vehicle and not replace at this time. Administrative staff to share the Ford Edge car.
- 3) The Board authorized the purchase of a new SUV for the police department for 2022.

**Fire Company Capital Reserve**

Manager Grumbine proposed no change from the previous year regarding the \$30,000 amount set aside each year for new equipment. As all four fire companies have now been approved for new equipment, upon Glenn Lebanon Fire Company receiving their new apparatus in 2022, all four fire companies will have annual loan payments exceeding the \$30,000. The individual fire companies are responsible for their loans.

**Special Projects**

Manager Grumbine discussed the various revenues and expenses associated with the Special Projects (Recycling) Fund. She reiterated that this is where the 902 DEP grant monies will be deposited if approved by DEP. The Freightliner truck, dump bed, and leaf box will be expenses from the Special Projects Fund with funding from a DEP 902 grant (if awarded) and the Capital Reserve Fund, as previously discussed.

The Board also discussed and approved the purchase of an ECHO telescoping pole saw from this fund in 2022.

### **Park & Rec**

A.) Manager Grumbine discussed the proposed revenues, which are received from our "Fees In Lieu Of" Fund. Currently for 2022, we are proposed the transfer of \$200,000 to the Capital Improvement Fund for the project at Lion's Lake if the DCNR grant is awarded. Also discussed again was the expansion of the parking lot at Lenni Lenape.

B.) The submission of a grant application to the County Commissioners for the Marcellus Shale Grant was discussed. A proposed project discussed for submission was the extension of the walking path at Lenni Lenape. Currently the walking path is one-half mile, so it would be nice to add to the walking path.

### **Liquid Fuels**

The Board reviewed the revenue and the projected amount received from the State for Liquid Fuels for 2022 allocation.

The Board reviewed the expenses as proposed by Roadmaster/Supv. Brensinger. Each category was reviewed with the Board. Supv. Snook questioned the higher amount budgeted for 2022 for Street sign replacement. Roadmaster/Supv. Brensinger stated that a lot of the Street Name signs that were upgraded by the employees (Ardy Snook and Ray Bowman) around 8 years ago, are now fading and need to be updated. Supv. Snook indicated that they had ordered extra signs at that time for our inventory that would be available. Roadmaster/Supv. Brensinger indicated that we would certainly use the inventory signs first, but following depletion of these signs, all new signs will need to meet the new MUTCD regulations when ordering. This includes a 9" blank instead of the current 8" size and the height of the letters with the first letter required to be a capital letter and lower-case letters for the remainder of the street name.

A proposed plate tamper to be split 50/50 with the NLTMA, was discussed and approved for the 2022 budget.

### **Myerstown PD**

The Board reviewed the letter received from Myerstown Borough regarding police services, but no approval was given to respond.

### **CD Rates**

Manager Grumbine and Assistant Manager Books reviewed with the Board two proposals they received from local banks on CD rates. JBT rates for 4-week CDs and 26-week CDs were reviewed. The Board agreed to take out from the General Fund 2 (\$250,000) CDs at 4-weeks at .25% and 2 (\$250,000) CDs for 26 weeks at .30%. Additional review will be completed for the Capital Improvement Fund.

**Reports**

Manager Grumbine next reviewed with the Board the Worker's Compensation Loss Experience Report for the 2<sup>nd</sup> and 3<sup>rd</sup> Quarter of 2021. The Township received a notice from the Susquehanna Municipal Trust that our 2022 rates will be increasing 29% due to our Loss Experience.

At this time, 4:51 PM , the Budget meeting was adjourned.

Next meeting to take place on October 25, 2021, commencing at 3:00.

Respectfully Submitted,

Erika Sheibley  
Recording Secretary