

MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
BUDGET WORKSHOP MEETING
October 25, 2021

The duly advertised workshop meeting was held on Monday, October 25, 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:

The Board discussed the retirement of Cathy Krick at the end of 2021 following 45 years with the township, as a Police Secretary. All agreed that Kori Eder, another full-time police secretary in the department, would move into Cathy Krick's position. Ms. Eder is currently training under Ms. Krick to handle those tasks. Discussion took place on whether the vacant position would be a full-time or part-time position and when advertisement should take place to fill the position.

After much discussion, direction was given by the Board to place an advertisement for an open part-time secretary position in the Police Department, as soon as possible. Depending on the hiring and start date of the successful candidate, this may provide an opportunity for someone to start working before year-end. Ms. Krick's retirement date is December 31. It is likely the last work date will be closer to December 15, taking into consideration her accrued vacation.

Manager Grumbine next reported to the Board the deficit remaining in the General Fund of \$164,000. She will continue to monitor the revenues for the next few weeks. The Board reviewed some of the General Fund expenditures, which reduced the deficit to \$124,000. Some of these changes were upcoming retirements in the police department and going from a full-time to part-time secretary with the new hire. The requested ladder for the roof to go from one level to the next was discussed and it was determined that we would look at adding something to the existing ladder to make it safer for employees. There are a few remaining insurance rates that we continue to wait on our renewal rates.

Park & Rec Fund:

Supv. Snook stated that he looked at the bathrooms/kitchen flooring at Community Park and believes that township personnel can pressure wash them and put some type of material on them to improve their condition. He does not feel that the Epoxy material would be necessary. The Park & Rec Fund for this project was reduced from \$20,000 to \$5,000 with the direction that the employees would do the project.

Liquid Fuels Fund

Supv. Snook questioned the increase in the Street Signs expense from 2021. Discussion was held again regarding upgrading the street name signs and the existing inventory. When new signs are purchased, they must meet the new MUTCD specifications for street name signs. The plate tamper was also discussed and the agreement of the NLTMA to split this cost 50/50 with the Township.

At this time, the Budget meeting was adjourned at 4:10 p.m.

Next meeting to take place on November 3, 2021, commencing at 6:00.

Respectfully Submitted,

Erika Sheibley
Recording Secretary