

:
MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
BUDGET WORKSHOP MEETING
November 3, 2021

The duly advertised workshop meeting was held on Wednesday, November 3, 2021, at 6:00 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
Mike Leonard	Ebenezer Fire Co
Gerry Burke	Glenn-Lebanon Fire Co
Wesley Keener	Ebenezer Fire Co
Stephen Ronald	Ebenezer Fire Co
Brian Vragovich	Glenn-Lebanon Fire Co
Donald Steiner Jr.	Weavertown Fire Co
Donald Steiner Sr.	Weavertown Fire Co

On Zoom: Allen Firestine Rural Security Fire Co

Also present was Gary Heisey.

1.) Standard Allocation

The standard allocations will remain the same for the year 2022. This would be the \$48,000 per fire company per year. Distribution to take place in two distributions, June and December.

2.) Capital Reserve Allocation

The release of the \$30,00.00 allocation is dependent on when the Fire Protection Service taxes are received from property owners. In 2022, we anticipate that all four fire companies will be requesting the \$30,000 allocation from the Fire Company Capital Reserve Fund towards their loan payment for recently acquired apparatus. Glenn Lebanon was approved in 2021 and anticipates receiving their apparatus in 2022. The Board asked that each fire company provide to Manager Grumbine a copy of their canceled check (front and back) after the check has cleared their bank account to keep on file for the Township Auditors.

3.) Knox Box Ordinance/Program

There was discussion held pertaining to Knox Box program. Concerns on two properties regarding their Knox Box were expressed by the Fire Chiefs. The old Martin's Fabric Barn on Rte 422, which is now owned and used by Brightbill Bus Service does not have a Knox Box. After the fire at the Fabric Barn, the unit was removed and discarded. A new one needs to be purchased and installed. Also, the old IVC building on Weaver Lane has a new owner but the Fire Chiefs were unsure if it was turned into a residential property or another business that would need to update the Knox Box? Manager Grumbine agreed to review these two properties with Theresa George, as she handles the Knox Box program in the administrative office.

After some discussion it was agreed that the Fire Chiefs or another officer of the fire company that has the Knox Box pin on the apparatus needs to handle the upgrading of keys in Knox Box's, as protocol.

4.) IamRespondingSoftware

The Fire Companies agreed to the 3-year renewal for their IamResponding Software. The Township will continue with the unlimited date plans for the iPads that use the IamResponding Software. The Fire Companies again reiterated their appreciation for this software, as it is working out great for them all.

5.) Alarms

The Fire Companies were reminded to keep a log when they are dispatched to a false alarm, so that the Township can bill correctly for false alarms. The false alarm should be clearly noted, so the Administrative staff can pick up and bill, if required.

6.) PEMA Grants

All Fire Companies agreed that they will continue to apply for the PEMA grant each year.

7.) Condemned Buildings

The Fire Companies requested that they be informed when a building is condemned. There was a fire tonight at 815 N 3rd Avenue, which had been condemned the day before by Code Enforcement Officer Brenner. They were not aware that it was condemned until Mr. Brenner provided the information over the radio, when he happened to hear the call to the address.

There was also a question on who they should contact when the building needs to be secured from a fire and the place was previously condemned and/or the owner is not able to be reached. Manager Grumbine agreed to work on a list of vendors and provide to the Fire Chiefs.

8.) Workers Compensation

By law, fire police and volunteer fire company members are covered under the Township's Policy for worker's comp insurance. Currently we are under the State Workers Insurance Fund (SWIF). It is very important that the respective Fire Chief gain prior approval to participating in any non-emergency activity, so there is no question they are covered should something happen to a member. With the recent new PA state law that will take effect under our 2023 WC insurance policy the Board is asking the Fire Company to provide the Township with a member roster list that separates auxiliary members from Fire Fighters starting in 2022 in anticipation of the upcoming change in 2023.

9.) 2021 Budget

Manager Grumbine reviewed each line item under the Fire Company budget for 2022. The budget for fuel was increased due to the rising cost of fuel.

10.) Impact Fee

The Fire Chief's asked about the ability to enact an Impact Fee Ordinance. After some discussion it was determined that this most likely would not be feasible.

11.) Staffing Issue/Safer Grant

There was discussion held about volunteers and continuing additional administrative duties placed on the Chiefs. The Fire Company's discussed the lack of volunteers and their concerns in looking out into their future. Many ideas were kicked around by the Supervisors and Fire Company representatives. It was agreed that sometime in February or March there should be a separate meeting between the Supervisors and Fire Chiefs for further discussion. The Fire Chiefs meet the first Wednesday of the month at 7:00 p.m. and agreed to get back together in February or March of 2022.

The Fire Chiefs expressed their gratitude to the Township for everything that the Township does for them.

At this time the budget meeting with the Fire Companies ended and meeting continued reviewing Revenues and Expenditures for the 2022 Budget.

1.) ARPA/General Fund

- A. Township Auditors did a Revenue Replacement Calculation Report. This report took the base year revenue from 2019 and projected the specific growth rate (6.4%) referenced in the DCED chart. This dollar amount shown on the chart, is the reduction in Revenue from the year 2019 to 2020. This amount can be used by the Township for "Government services". Manager Grumbine went over the list of items as provided by BSSF, our CPA firm. The Board can take \$120,000 from the ARPA Funds and place in the 2022 budget, which would go towards public safety services.
- B. The Township is looking into updating the current recording and sound system that is used during public meetings. The current system is from 2006 and needs updating for ZOOM and other virtual meetings. This would cost would be covered by the ARPA Fund.
- C. The Township budgeted for \$600,000 to be taken from the ARPA Fund to be used for Stormwater Projects. That does not mean we spend the \$600,000 during 2022 but a line item to show the intent to spend some of the ARPA funds on stormwater upgrades.
- D. If \$750,000 or more is expended from the ARPA Fund in a single year it would result in implementation of the "Single Audit Act", which requires a separate audit to be completed on just the ARPA Fund for that year.
- E. Supv. Brensinger questioned if any money from the ARPA Fund would be used towards Liquid Fuels. Manager Grumbine informed him that no money was allotted from the ARPA Fund to be used for the Liquid Fuels Fund.

2.) Engineer Fees

The Board agreed to staff researching the options available to hire an engineering firm to handle the planning process.

3. Park and Rec

There is a potential leasee for the rental building at Lion's Lake located on the Water Street side. The Township is looking into replacing the swings at Long Lane. The cost of the swings would be split 50/50 between the Township and NCCS per agreement.

4. Liquid Fuels

There was discussion about paving Horizon Blvd in 2022 or waiting until Musser finishes the development. The Board decided to remove Parkway off the paving project for 2022 and add Horizon Blvd and Colonial Circle to the paving project, but asked that Mr. Musser be contacted to find out his projected timetable to submit plans and start developing the land at the corner of Jay Street and Horizon Blvd.

At this time, 8:42 pm, the Budget meeting was adjourned.

Respectfully Submitted,

Erika Sheibley
Recording Secretary