

**MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
BUDGET WORKSHOP MEETING - OCTOBER 18, 2016**

The duly advertised budget workshop meeting was held on Tuesday, October 18, 2016, at 1:00 PM at the North Lebanon Township Municipal Building, 725 Kimmerlings Road, Lebanon. The following members were present.

Edward Brensinger	Chairman
Richard Miller	Vice-Chairman
A. Bruce Sattazahn	Treasurer
Cheri Grumbine	Township Manager

Don Steiner, Sr. and Don Steiner, Jr. attended the budget meeting to speak with the Board. No other public attended the workshop.

Weavertown Fire Company – Don Steiner, Sr. and Don Steiner, Jr.

Don Steiner, Jr. (Fire Chief) and Don Steiner, Sr. presented to the Board their “Future New Apparatus Purchase” Plan, so the Board would have a good understanding on dollars attached to equipment purchases. The document reflects both current and past debts in addition to projected costs and shows their current and projected monthly debt payment. Both Don, Sr. and Don, Jr., left the Budget Workshop following this discussion.

POLICE DEPARTMENT – Chief Harold Easter

The Board next met with Chief Easter and Detective Dave Lauver regarding the budget for the Police Department. The Chief discussed the various expenses associated with his department. An SUV is requested for 2017 for \$38,500. In addition, the Chief discussed the following Capital Purchase items:

\$39,000 – 7 In-car and 12 body camera systems (donations of \$6500 received to date, this is remaining expense)
\$ 8,500 – Bicycles /w car carriers
\$ 5,000 – Two portable radios
\$ 3,800 – CCTV Camera System (upgrade)
\$ 3,500 – Two PCs
\$ 3,000 – One lap top
\$ 2,800 – 12 gas masks w/carriers
\$ 500 – Medical supplies for kits in vehicles
\$66,100 – Total

Chief Easter also requested changing the status of our Code Enforcement Officer from part-time to full-time. He would continue to handle Code Enforcement details, as a full-time Officer. Discussion was held about the associated costs to change from part-time to full-time. These additional expenses would need to be added into the Police Department projected 2017 expenses.

The Board discussed the various capital purchase items for the Police Department. Specifically, the 7 in-car and 12 body cameras. The Board felt it would be best to make sure the Police Officers are all in agreement to wear the body cameras before spending \$39,000 on this equipment. The Board articulated that the body cameras would be for their protection and a huge benefit for court cases and any false accusations. The Board asked Chief Easter to discuss with Patrolman Sweigart, as the Police Association President, so we have written confirmation before proceeding with body cameras.

Manager Grumbine next went to General Fund Park & Recreation Capital Improvements. After speaking with Dave Strohm, we could delay the upgrading of his laptop to 2018. In addition, the pipe reline project was moved to the Capital Improvements Fund to incorporate with the other projects at Lion's Lake. Regarding the Long Lane little league field, this item was moved to Park & Recreation Fees In Lieu of Fund.

STREET LIGHT FUND

This fund is strictly for the street lights in various developments throughout the township. No increase to front foot assessment is projected.

CAPITAL IMPROVEMENT FUND

Manager Grumbine reviewed the revenue shown for this fund from the anticipated EIT Over/Under Award. This Fund covers improvements to our township buildings and grounds. Those listed are:

1. Architect Fees and estimated rehabilitation to the administrative front office counter area.
2. Replacement of the rubber roof and either the removal of or replacement of 3 skylights for the middle section of the township building.
3. Potential land acquisition.
4. Various projects at and around Lion's Lake (shore restoration, pipe reline/replacement, raising of berm at the lake [Jay Street side], and boat ramp rehabilitation).

CAPITAL RESERVE FUND

The expenditures proposed from this fund are as follows:

\$ 38,500 – Police SUV

\$ 62,500 – Camera Inspection Trailer (to be discussed with Municipal Authority during November Joint Meeting)

\$ 2,700 – Tamper

\$103,700 – Total

The request for a Ventrac Mower was removed at this time, as the Board agreed to contract with a vendor for mowing at Lenni Lenape.

SPECIAL PROJECTS FUND (Recycling/Yardwaste)

The Board discussed the \$35 fee for the residential yardwaste access card. After much discussion relating to the expenses to handle all the materials brought into the yardwaste facility and maintain the equipment, the Board agreed to put in the budget an increase to \$40 for 2017.

The only Capital Project item shown under this Fund is the materials needed to construct (utilizing in-house employees) a storage shed to place the sweepings to dry out before taking to the GLRA, as required by DEP and the MS-4 program. This shed can also be used to house the Turner unit when not in use. The shed is proposed to be located at the northwest corner inside the yardwaste facility.

PARK & RECREATION (Fees In Lieu Of) FUND:

Manager Grumbine reviewed the potential revenue when "The Crossings at Sweet Briar-Phase 2 Final plans are submitted. We have had contact from their engineer stating they are working on submitting for spring of 2017. The potential fees are shown for 2017, however, no money would be expended unless this plan is approved and fees received.

Regarding the Capital Purchases, the following item was transferred from a General Fund expense to this fund as follows:

\$1875 – Teener Field Dugout Wall--repairs

LIQUID FUELS FUND:

The Board reviewed the projected 2017 allocation from the state of \$398,405 for liquid fuels. In reviewing our projected expenses for snow & ice, traffic control devices, storm sewer/drains, bridges/highway maintenance, and the proposed paving project for N. 8th Avenue, leaves us with a December 31, 2017, year-end balance of \$362. Manager Grumbine explained that between December 31, 2017 and March 1, 2018, which is the date we receive the liquid fuels allocation for 2018, we would have very minimal funds for any unforeseen expenses. This year-end balance would be controlled by our actual expenses throughout 2017. Through discussions of the Board it was determined that our paving project for 2017 would be:

N. 8th Avenue from:

N. 7th Street (Pa Route 343) to Marcon Drive,
Kimmerlings Road to E. Maple Street
Weavertown Road to City Line

These 3 sections of N 8th Avenue would be our only paving project, which is estimated to cost \$328,871 (Liquid Fuels Fund) plus \$11,429 from the General Fund. This would be for paving only, as other upgrades such as storm water are under a separate category. The section of N. 8th Avenue between Marcon Drive and Kimmerlings Road has several lots under construction and may see more development in the near future and therefore it was agreed to hold off on this section of N. 8th Avenue.

Recent Commonwealth Court Decision:

Manager Grumbine stated with the October 6, 2016, announcement that the Commonwealth Court issued an opinion affirming Judge Charles' opinion in all respects. Therefore, legal fees for the Over/Under EIT issue could possibly be eliminated should payments come forth from the remaining four (4) defendants (Cornwall Boro, West Cornwall, Bethel and Heidelberg Townships). Manager Grumbine will closely monitor this issue and make an adjustment, as necessary.

The next advertised budget workshop will be on Wednesday, November 2, at 6:15 PM.

The budget workshop adjourned at 4:00 PM.

Respectfully Submitted,

Cheri F. Grumbine
Manager/Secretary