

MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
BUDGET WORKSHOP MEETING – OCTOBER 9, 2017

The duly advertised workshop meeting was held on Tuesday October 9, 2017 at 1:00 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
A. Bruce Sattazahn	Treasurer
Cheri Grumbine	Township Manager

Police Chief Harold Easter and Tim Buffenmeyer, Twp Mechanic attended to discuss budget items with the Board of Supervisors. Ed Brensinger also presented the Budget requests from the Highway Dept.

Tim Buffenmeyer - Mechanic

Tim discussed with the Supervisors the proposed budget items listed for the mechanical work performed on all Township equipment. Some of the topics mentioned were vehicle maintenance expenses, which included new tires on several of the vehicles, the DynaTech Agreement for the Township generator, anticipated motor oil/antifreeze amounts, and a capital purchase of a new Dell Laptop estimated at \$700. A discussion was held about where tires are being purchased. Tim told the Board he has been dealing with H & S Tires based in Lancaster. A sales representative had visited Tim to talk to him. The company is listed on the Co-Stars vendor listing. He explained after trying the tires he found them to cost less, wear better, last longer and are delivered here at no charge.

A conversation about a “scan tool” was initiated by Tim. He stated he has done some research on the tool. Right now, it is not a necessity and the tool is costly at \$5,000 to \$10,000. Also, regular updated software must be purchased to keep the operation of the tool current along with one for each make of vehicle. It is something he will keep an eye on with continued research. The Supervisors thanked Tim for the excellent job he is doing with the vehicles and for providing this year’s budget requests.

Cleaning Services – Mgr Grumbine

Mgr Grumbine discussed the issue of cleaning services with the Supervisors while waiting for Chief Easter. There are concerns with the current vendor and the Administrative Staff has contacted various other cleaning companies for proposals. Two vendors declined to bid, as they did not have the staffing to provide the service for the township building. A proposal from Quest, in Lebanon, was received and reviewed with the Board. The Supervisors asked what is being paid now for cleaning services and was told it is around \$8100. However, we are not getting the results that are needed with the current vendor. Suv Brensinger agreed with Cheri’s assessment about the lack of quality that is currently being experienced. After some discussion the Board directed Cheri to try to get at least 3 quotes from different cleaning businesses and then they will look at all the information.

POLICE DEPARTMENT – Chief Harold Easter

Chf Easter had provided the Board with the Police Department anticipated Budget needs for 2018. He reviewed the various line items in his budget.

The following Capital Purchases were discussed:

\$ 3,000 replacement of existing Tasers
\$ 4,500 night vision
\$ 3,600 replace PD chairs
\$ 600 gun cleaning system & supplies
\$ 350 crime lab expenses
\$ 400 medical supplies
\$ 3,200 replace 2 PCs
\$15,650 Total Capital Purchases Requested

In addition, the replacement of Police Vehicle Unit 44 – Chief Easter explained if ordered prior to end of September a \$1200 savings was realized and delivery would be expected in January of 2018. Suv Miller questioned if the order has been placed. Chf Easter confirmed yes the unit has been ordered. The Supervisors and Chief Easter held a lengthy conversation about radar uses. The State Police still have reservations about local Police departments having full use of radar. The Board thanked Chf Easter for meeting with them to discuss his proposals for the 2018 Budget.

Union Canal School – Narrows Dr; Land Development Plan

Mgr Grumbine told the Supervisors she had a few topics to discuss with them while Chief Easter is present. She and Chf Easter had met on Friday with the School Police Officer Justin Schlottman regarding the proposed revision and expansion plans for Union Canal Elementary School. There is a crosswalk currently in place between the Narrows Glen development and the Union Canal School. Mgr Grumbine used the recently submitted Land Development Plan to show the Board the location of the existing crosswalk markings. Chief Easter suggested the placement of another crosswalk to allow for pedestrians to cross further south on Narrows Dr. Supv. Brensinger stated he has concerns about directing foot traffic to an already congested area with buses and the main parking lot. He said he is not sure 2 crosswalks are needed in this area. Manager Grumbine said another issue that had been discussed was placement of a “school zone” sign. She said she would like to check into this idea further because she is sure there is certain criteria that must be met before requesting a “school zone” sign. Suv Miller said he is thinking he needs to go visit the area to get a better visual. Manager Grumbine told him an appropriate time to see everything involved would be 3:30pm when school is dismissing and all the school buses are there as well as vehicles of parents picking up some of the students.

The Board agreed to include in Township comments the request for the additional crosswalk and crosswalk sign at the southern end of their property.

Police Dept Lobby – Bullet Proof Glass

Mgr Grumbine told Chf Easter and the Board that at the last quarterly employee meeting held in September the issue of bullet-proof glass in the police lobby was discussed by the police secretaries. She nor Supv. Brensinger were in attendance. The secretaries were informed that they need to speak to Chief Easter about this item, as he would be responsible for bringing the issue and any proposals before the Supervisors. Supv. Miller asked Chf Easter to get some quotes for the bullet-proof glass so it can be discussed. Chf Easter agreed to do so.

Parking Issues – Athletic Fields at Recycling Building

The Supervisors discussed some pictures that had been forwarded to them concerning the recent soccer game and the parking of vehicles in compliance with the newly striped fire lane area down at the recycling building. The area will have to be included in an Ordinance for enforcement of parking violations.

Roadmaster – Ed Brensinger

As Roadmaster Ed Brensinger outlined the capital purchase items requested in the 2018 Budget.

- \$127,361 (net cost) 2018 John Deere Wheel Loader to replace the 2005 – Ed explained the process for trade-in or resale for this equipment that had been purchased with DEP Recycle Grant monies. He would ask Bonnie to contact DEP and get permission to either trade-in or resale the 2005 equipment. It is possible that 75% of the sale or trade-in value could be mandated for placement in the Recycle Fund.
- \$58,985 Bobcat – all departments use this equipment (Less \$20,000 trade-in)
- \$2,240 Rock Boss with attachments – used to cut concrete; silica regulations becoming more strident
- \$1,105 Echo Pro Articulating power pruner unit with 4 attachments

Ed Brensinger updated Supv. Miller and Supv. Sattazahn on the emergency Water Street pipe replacement project. The project is nearing completion and required more work than had been originally anticipated due to water lines installed for service in the Lake Dr area. A decision to correct the water line placement was made with the Lebanon Water Authority while at the same time correcting the major problem of the pipe failure in Water St. The project started just south of Martin Dr and continued south to the beginning of the entrance at Lions Lake Park.

Roadmaster Brensinger next reviewed the anticipated road paving project for 2018, which consists of Strack Drive and also E. Kercher Avenue (Halfway Drive to twp line) for an estimated cost of \$243,600.

Denier Light – Lions Lake

Mgr Grumbine spoke to the Supervisors about the goose problem at Lions Lake and some of the discussions that have taken place at the Park & Recreation meetings recently. A Denier Light had recently been purchased with donated funds. Dave had mounted the light on the concrete diving pier located in the Lake. Within one week of the light being installed, vandalism occurred. The light is one of the tools used to scare off the geese. It does no harm to the wildlife or any surrounding properties. The unit emits a green L.E.D. light, which is directed across the water and goes through a series of timed emissions. The idea is to startle the geese during their resting on the lake at night. Due to the vandalism, Mgr Grumbine is asking the Board if they have a direction they would like Dave to follow at this point. After discussion the Board directed Mgr Grumbine to mail letters to neighboring property owners, frequent park users, and anyone known to feed the wildlife (geese). The letter should explain the equipment, the purpose of it and that it is Twp owned. The letter should also ask for their help in monitoring the park area. After the letters are mailed, approximately 3 or 4 days later, ask Dave to re-install the light on the pier.

Hometown Hero Banners – Ebenezer Committee

Mgr Grumbine explained that Bob Deck had stopped in to talk to her about the possibility of the Ebenezer Beautification Committee installing U.S. flags to the Hometown Hero banners already installed on poles through the Ebenezer area. It is proposed that the U.S. flags would be displayed Memorial Day through July 4th. She reminded the Supervisors that the Committee would be looking to the Highway Dept for installing and removing these American flags. A lot of discussion followed.

The Supervisors agreed that the flag addition to the existing banners would be too distracting. Suv Sattazahn said he feels the answer should be either banners or American flags, not both. Supv. Miller suggested the Committee approach private citizens about mounting American flags and poles on private property along Ebenezer Road for the for the May-July season.

Stormwater Presentation and Decisions

Mgr Grumbine suggested they start discussions about some of the issues involved with the stormwater fee study presentation that Dan Cannistraci from Steckbeck Engineering had provided at the September Board meeting. Supv. Brensinger said it is not like we have a choice with the mandate from DEP/EPA for the MS-4 and Pollution Reduction Plan compliance. It was agreed that a stormwater fee would have to be instituted in order to meet the \$1M price tag. Manager Grumbine reviewed the three tiers included in the Fee Study with the Supervisors. The Board preliminary favored the Tier I fee and rounding to \$40/year. By rounding the fee amount off, there are additional MS-4 related components that would be included from the fee collected.

Suv Sattazahn said he feels the “Cadillac” plan (Tier III) should be eliminated as a consideration. He is more comfortable starting with a lower level and see how the program goes. In considering the ERU chart and the possibilities of some property owners having to pay a stormwater fee for several ERUs, he is uncomfortable setting the fee too high.

Suv Miller questioned the billing/invoicing aspect of this fee. Mgr Grumbine said that is also a decision to be made by the Board. The new sewer billing system will support the invoicing from the Twp office. Other options would be to approach the County Treasurer’s office, which she understands has already been done by other municipalities for them to consider doing the billing. She said the billing question is a determination the Board will have to make along with whether it will be quarterly or annual billing. When questions were raised about exemptions, such as Veterans or non-profits, Mgr. Grumbine replied that it is her understanding that anyone owning property would be subject to the fee, as it is not a tax.

Mgr Grumbine asked the Supervisors to think about some of the suggestions mentioned and the fee to be established. She agreed to also reach out to the other municipalities in the consortium. There are numerous decisions that will have to be made and announced along with the Preliminary 2018 Budget.

Front Office Renovations

Mgr Grumbine reminded the Board that the renovations to the front office area on the Twp side will be started this winter season. The construction of 2 walls and reconfiguring the doorways will be completed for additional safety purposes. Her question to the Supervisors is if they think the Municipal Authority should be asked to contribute, as at least half of the foot traffic in the front office is for sewer billing. The Supervisors talked about the renovations and agreed to request a contribution from the Authority for at least half of the expense for the front office renovations.

She told the Supervisors the November Joint meeting with the Authority is rapidly approaching and she will have this item placed on the agenda.

Meeting with Sports Associations

Mgr Grumbine reminded the Supervisors they had voiced a desire to meet with all the Sports Associations. She suggested they consider whether they wish to meet with all Associations at once or separately to discuss a variety of issues. Also, the time of the year they want to meet should be decided. She suggested the meeting not be held during the sports season. After a brief discussion she was told to plan for late January or February for the meeting with all the Sports Associations together at one time. Mgr Grumbine told the Board to decide who should be invited to attend, just Presidents of Sports Associations or open to anyone in the Association.

2018 Employee Staffing/Wages:

The Board discussed department staffing and set 2018 wages.

With no further business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George
Recording Secretary