

**MINUTES**  
**NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS**  
**BUDGET WORKSHOP MEETING – OCTOBER 24, 2017**

The duly advertised workshop meeting was held on Tuesday, October 24, 2017 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

The Board received the proposal from Aluma Glass & Glaze consisting of 3 phases to change the front entrance of the Police Department. Total cost is approximately \$25,000. The Board was not in support of this proposal.

A new Flag Pole purchase was discussed by the Supervisors. Suv Brensinger said he wanted to keep the purchase local but got no response from Tyndale. He requested a quote from this Jersey based outfit and the information before the Board to review is from that company. The pole is a 40' fiberglass pole as opposed to a metal one.

An unemployment claim was discussed by Lori Books, Administrative Assistant, and the Board. She had checked with the Unemployment office to get an answer to the question of a job offered to a part-time position to continue working through the winter season. The answer was that if employment is offered and the person rejects that offer, an unemployment claim from that person can be rejected by the Twp. After discussion the Supervisors agreed to offer employment through the month of November with December 1<sup>st</sup> being the last day of work. Suv Brensinger said by keeping him that length of time, we will be past leaf cleanup and the person can do a thorough clean up on all the equipment prior to storage, which would keep the person busy until the end of November.

Suv Brensinger said he has a concern he would like to discuss. He has had conversations with Dave about many of his assigned duties. After the Budget meeting with Dave and seeing the list of tasks that was provided, it occurred to Ed that he does not have a full understanding of all the tasks Dave performs. In looking ahead to 2018, Ed would like to have a way of tracking Dave's duties so that the work schedule can be planned accordingly. He does not wish to short change Dave when he needs help, but he would also like to be able to use Dave for other work details that might be scheduled. Lori suggested a regular Monday morning consult with Dave, so he can provide his schedule for the week. That way Ed can plan accordingly from Dave's schedule if he should need Dave's help for another project or if Dave needs help to finish his projects.

Suv Sattazahn has another concern he would like to mention. He mentioned the employees working during a time when everyone is scheduled to be off the clock. He is aware of bad situations that had occurred when this type of activity is permitted. He is suggesting that prior approval be obtained before this can take place. That way the Township is covered. Lori was dismissed from the meeting at this time.

**Cheri Grumbine – Township Manager**

Manager Grumbine started by doing a review of the General Fund; anticipated revenues and expenses. Manager Grumbine told the Board she will continue monitoring for any adjustments prior to the

November 20<sup>th</sup> presentation of the Preliminary Budget. After the last Budget meeting and reviewing any revisions for the proposed 2018 Budget is, as of now, \$19,000 in the red.

**Capital Purchases** was reviewed for any revisions that could be made.

- Mgr Grumbine suggested she move the ceiling mount projector and the Mgr's printer to completion of purchase of the 2 items this year as there is an allowance that would cover the purchase in the 2017 budget. The Supervisors agreed these 2 items should be ordered in 2017.
- Next item up for discussion for removal was the request for exterior, which the agreed to by the Board repainting of the storage building. Suv Brensinger said he also does not see the need for the Storage building lighting to be changed as it is still functioning and has not presented an issue. It is agreed not to upgrade the lighting fixtures in the storage building in 2018.
- The request for night vision goggles was discussed. Suv Miller said they should request that the Police Dept pursue Grants for this item. That would eliminate \$4500 from the proposed budget. All other requests should remain in the proposed Budget.
- The EMA request for conference room chairs @ \$1500 was chosen for elimination. A question was asked about additional emergency vests being needed. It was decided to retain that request in the Budget and request shopping be done to get the very best pricing available.
- A suggestion was made to bump the tool budget request down to \$2500 with possible assist from Highway Dept if an item is needed.
- A second look at the amount differences between paying out an unemployment claim versus paying for part-time help for the winter season was discussed. Adjust the amount to reflect payment for the additional month of November as opposed to the whole season.

Mgr Grumbine told the Board she was reviewing the EIT revenue. The projected 2018 is the actual amount received in 2016. She told the Board she feels comfortable bumping up the projected 2018 revenue.

Suv Sattazahn started a conversation about the health care contributions from the employees. In reviewing private corporations and what their employees are contributing, it seems the employees should be paying higher contributions toward their health care. He feels the contribution should be bumped up. Mgr Grumbine said she has issues dividing the employees when considering the Police contract. Next year the Police will be up to 4% contributions for the 2019 year. It would seem a better idea have all employees at 4% for the 2019 year when all the employees will be contributing the same percentage for health care. Suv Miller agreed with the suggestion Mgr Grumbine has made. He said the medical escrow has already been eliminated for the uniformed employees. At the same time the increase to 4% for uniformed employees is reviewed, the Board could review the established medical escrow for the non-uniform employees being eliminated while preparing the 2019 budget. Suv Sattazahn said he could agree to the health care contributions remaining the same for 2018 if it is agreed that both of those issues will change while considering the 2019 budget.

Mgr Grumbine said it appears the 2018 Budget would be balanced after the suggested revisions.

### **Stormwater Fee/ Consortium**

A conversation started about the stormwater fee study and the many decisions that will have to be made regarding any fees. She reminded the Board that any stormwater fees collected would have to be deposited into the Stormwater Fund and could not be used for any other purpose.

Mgr Grumbine said she used the tier 2 amount of \$40 that the Board had suggested during the last meeting. Using that amount she estimated some of the revenues that would be generated for the stormwater fund. All residential properties would be accessed \$40 per ERU. Larger properties that contain acreage will be accessed at \$40 per ERU.

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**Stormwater Fee/ Consortium (con't)**

In looking up some of the Non-profits and larger properties, such as the Lebanon Valley Mall, churches, schools and mobile home parks, Mgr Grumbine told the Board they can see how this will affect these property owners' annual billing for stormwater. When considering the farmers amounts of ERUs, you can see how it multiplies quickly. Most of them will be billed more than \$1000 annually. Mgr Grumbine said she is only providing this information to the Supervisor so they are aware of how these fees will impact the different property owners.

Suv Miller asked about the billing for these fees. Who will be doing it? Mgr Grumbine replied a request has been made to the County Treasurers' Office by the Consortium. However, no response has been received yet. He voiced his concern that this information be shared prior to the Public Hearing that is required. Another issue is where to hold this Public Hearing as it is expected to be a full house that night. Mgr Grumbine replied the next Twp Newsletter will be mailed in early December. She and Lori agreed to print an article in the Newsletter. Suv Miller suggested the article explain the Consortium and its purpose, the proposed financial commitment, and the fact that there are NO exemptions. He is in favor of the Newsletter idea as he wants to get "in front of" the impending outcry about this annual fee. Suv Brensinger said he agreed that the Public Hearing will need to be held somewhere else, perhaps one of the schools.

**Street Light Fund**

All were agreed the Street Light Fund is what it is. Suv Brensinger said it is safe to expect that with the changing of the lighting to LED fixtures, the Twp should see some savings as far as maintenance on the fixtures and the lighting.

**Capital Improvement**

Front Office - The Office front counter area remodel is listed under Capital Improvement. Suv Brensinger said he feels now that we have finalized the extent of the project and have drawings to follow, he estimates the cost to be more like \$4000. The Municipal Authority will be asked to share the cost.

Fuel Tank System - A new fuel tank system and location for the system is also listed for Capital Improvement. Suv Sattazahn questioned if it will be placed in an enclosed area, such as the Yardwaste Facility. Suv Brensinger said he had thoughts of somewhere near the tennis court area, not the Yardwaste Facility as it is filling up quickly in that area. There is a lock down switch for the tank located in the Recycling building. Hopefully a canopy can be placed over the fuel system area.

Land Acquisition - Two different areas are being considered, one off N 8<sup>th</sup> Ave and Kimmerlings Rd. This acquisition will be dependent upon the type of offer from the developer, which will also include Fees In Lieu Of considerations. Another area being considered is the former Earhart property on E Old Cumberland St.

Park & Rec - The shoreline restoration project for Lions Lake has now been listed with the Stormwater projects.

Fire Companies - The new \$30,000 fund for each Fire Company will be deposited into their Capital Reserve Account once all the documentation is completed and the MOU's signed. Suv Brensinger said he would like to see all 4 companies using one Accounting firm to perform all their audits. It would be so much easier for all concerned.

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Capital Reserve - Equipment

- Bobcat – used by all departments
- Ventrac – purchase for Lions Lake
- Loader – split with Special Projects (70% - 30%)
- Grinder rental fees – suggestion was made to look at Twp rental rates for 2018 fee schedule

Park & Rec Fund – Mgr Grumbine told the Supervisors there are no Fees In Lieu Of expected for 2018. The future Grant for shade trees at Lenni Lenape was mentioned. Suv Sattazahn questioned if the Dedication Program is still a part of the Newsletter. He was told yes. Suv Brensinger stated the next stage of development for Lenni Lenape is the completion of the parking area, installation of the all-purpose field and then following those items would be the construction of a few more pavilions. Hopefully Grants to apply for will be available for construction of a few more pavilions.

Liquid Fuels – Paving is completed for 2017. However, the line striping has not been completed. Ed said he is unhappy with the process this year. He is thinking about making a change in the process as far as the timing for the line striping to be done next year. He wants to include line striping requirements in paving projects, allowing him to do other line painting in summer ahead of the paving project.

**PERTINENT MATTERS**

- Jason Hess – S McKinley Ave – Mgr Grumbine told the Board she wanted to inform them about a request received from Jason Hess. He owns a vacant lot on McKinley Ave and has requested approval to build a garage on the lot prior to building a home. Mgr Grumbine told the Board she feels this is a different request than Gerald Musser had made. Musser is constructing the pole barn and the house all in one-time period. Hess is asking to construct the garage and then build the house at “some future point in time”. Suv Brensinger explained that the Ord requires a primary dwelling be on a property before a permit is received for accessory buildings. After some discussion, the Board agreed to deny Jason Hess’ request.
- Flag Pole dedication plaque – Discussion about a dedication plaque to be mounted at the flag pole in front of the municipal building was held. An area could be selected to allow for additional plaques to be added. The Supervisors felt there should be some type of requirements met prior to consideration of adding a person’s name on the area, for example the completed number of years of service. Suv Brensinger said this is something that could be accomplished at any time in the future.
- Lori Clark, Secretary with the Rural Security Fire Company came to the meeting at this point. Mrs. Clark informed the Board that both Darrin Heist (President) and Edmund Knight (V-President) resigned their positions with the Rural Security Fire Company due to health reasons. She intends to help carry the Fire Company the next 2 months until the newly elected members would take office. Mrs. Clark provided the requested copies of the company’s 2015, 2016 and 2017 (to date) minutes. Additional discussion was held regarding the Rural Security Fire Company with the Board.

With no further business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George  
Recording Secretary