

**MINUTES**  
**NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS**  
**BUDGET WORKSHOP MEETING – NOVEMBER 1, 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:

	Edward A. Brensinger	Vice – Chairman
	A. Bruce Sattazahn	Treasurer
	Cheri Grumbine	Township Manager
Absent	Richard E. Miller	Chairman
Ebenezer Fire Co	Rusty Weitzel	Randy Rhodes
Glenn-Lebanon	Brian Vragovich	
Rural Security	Allen Firestine	Lori Clark
Weavertown	Michael Michaels	Don Steiner Jr.
		Don Steiner Sr.

**Proposed 2018 Budget**

A review of what is listed for the four volunteer Fire Companies in the proposed 2018 Budget was done. There are 9-line items broken out. Fuel, Operating supplies, legal fees, NNO/ Trick or Treat/Safety Programs, Workers Comp, false alarms, annual contribution, Foreign Fire Insurance Tax and Capital Purchases. Mgr Grumbine explained the Capital Purchases will be an interfund transfer to the Capital Reserve Fund being established.

Suv Brensinger reviewed a few options the fire companies have with the newly created Capital Reserve Fund. The annual amount will be deposited in the Fund. The Fire Companies will be able to request the whole amount or request withdrawals in payments. Any unused funds would remain in their respective fund for future use.

A question was asked about the budgeted line items such as fuel. What happens with any unused budgeted funds? Does it revert to the Twp's general funds? The reply was yes. However, that is not the case with the new Capital Reserve Fund, as previously explained.

A question was asked about the line item for legal fees in the Knox Box category. Mgr Grumbine explained that the initial mandate for installation of the Knox Boxes required the Solicitor to get involved with a few property owners who were resistant.

There were no more questions about the proposed budget and line items.

**MOU**

Suv Brensinger started a discussion about the MOU that the Supervisors had approved during the 10/16/2017 Board meeting. He repeated that Ebenezer has made a request for the release of their Capital Reserve amount and be approving the MOU at their November 6, 2017.

Allen Firestine - RS questioned if the MOU can be taken back to the Fire Company members to review before any signatures are placed on the document. Suv Brensinger replied of course. However, the Supervisors have already approved the contents of the MOU. They are not considering any revisions to the document.

Don Steiner Jr. – Weavertown questioned Page 3 item 2B, the check signing policy. Don asked if there was to be 1 policy for all 4 fire companies or each fire company adopts their own policy. Mgr Grumbine stated that the important thing is that each company require 2 signatures and that the check have an identified payee on the check prior to signing. If all 4 companies can agree on 1 policy, it would be easier for everyone. However, it is up to the 4 companies to determine what the policy should be. Suv Sattazahn suggested they prepare a simple policy and provide the policy to their CPA for recommendations.

Don Jr's next question was on item 2C. In one sentence form 990 is mentioned and then below it a form 900 is mentioned. Two different forms or a simple typo? Mgr Grumbine replied it is a typo which will be corrected.

Next question asked is regarding the criminal background and child abuse check that is mentioned in the MOU. Don Jr. said it is already a state law that mandates who must have these background checks completed. Is it necessary for the fire companies to adopt another policy? After some discussion Suv Sattazahn suggested a reference should be made in the MOU that states "shall abide by state policy". The statement would then insure any revisions to the state law would be a part of the MOU agreement.

Don Jr. also questioned page 4 item J, the release of funds from the new Capital Reserve Fund and the request being made by October of the preceding year. Does that mean Weavertown cannot request any money from this fund as they have missed that deadline date? Mgr Grumbine said she and the Board realize this is the first year and a new process. This was added to the MOU in thinking ahead to planning for the funds. Investment possibilities, if the funds are not needed right away by the companies, can be pursued. Although interest is not very high right now, it could change and interest on the funds would be beneficial.

Brian Vragovich – G-L – told the Board Glenn-Lebanon has hired a new CPA firm and have been told their audit will be completed by December of 2017. This firm is also less expensive than their previous firm.

Suv Brensinger suggested the 4 Fire Companies might want to think about hiring one firm to complete the Audits. There might be a cost break for one thing and the other thing is how much easier this would be for all concerned.

### **Training and Fundraising Events**

Mgr Grumbine told the Fire Company representatives that she added this subject because of requests received from the insurance company during review of the last 2 claims. SWIF is now requesting a sign-in sheet for any type of events, training or fundraising, that the members are involved in. She said this is only a suggestion to them as this request has occurred with the last 2 claims.

Suv Brensinger added that there is a "buzz" circling that changes are coming from SWIF. He has heard there may be a separation of the social members as opposed to the active firefighting members for insurance coverage.

Conversation followed pertaining to insurance coverage and the possible changes being requested. Mgr Grumbine said they are informing the fire companies so they can anticipate what will be asked for future claims. Suv Sattazahn suggested the possibility of a master roster list that the members could initial when they attend activities for the Fire Company. The lists could be separated by the types of activities, such as maintenance activities, BINGO etc. Mgr Grumbine told the representatives it is up to them what they do about this issue, but they need to remember these are the types of issues that will cause the insurance company to approve or deny a claim.

Suv Brensinger told the Fire Company representatives that the Twp appreciates what they do for the safety of all the Twp residents. He encouraged them to continue pursuing recruitments to build their memberships. Some discussion was held about providing lodging for college students in return for active memberships that is being offered by some other municipalities.

Suv Brensinger said the Twp's policy is to allow an employee to leave the job and answer a fire call if their pager or alarm is sounded. He said he has heard some of the fire companies now allow municipal employees to be certified for driving their fire trucks in response to calls when no drivers are available. Volunteer Fire Companies are important to municipalities as they could not afford to provide paid firefighting services.

### **Fuel Cards**

Randy Rhodes- Ebenezer asked about purchasing gasoline with a diesel card. He was told Bonnie already took care of this and they have a fuel card for purchasing gas.

### **Maintenance of Private Fire Hydrants**

Don Steiner Sr. told the Supervisors he had a conversation with Pete Peters at the Lebanon Water Authority concerning private fire hydrants and the responsibility of maintenance for them. His main concern is the 2 hydrants located at Lincoln Mobile Home Park. He knows there has not been any maintenance or flushing completed for either of the hydrants in many years. Don Sr. mentioned a signed agreement with David Brightbill and the Twp dated 1999. In the agreement it specifies the Twp or its fire companies have the right to maintain the private hydrants if the owner is not doing so.

Suv Brensinger said he would prefer for the fire companies to take care of flushing the hydrants. Then we will know it is being done regularly. Don Sr. said he would like to have some type of policy in place for the fire company to perform this task. That way should old equipment break the responsibility is not placed on the fire company.

Don Jr. stated the Authority charges a fee to flush and maintain private hydrants. If the Twp or the Authority takes this task on a fee should be assessed to the property owners. Mgr Grumbine said she would have Lori check with COLA on some of these issues with private hydrants as she thinks this was discussed at the recent October 20<sup>th</sup> COLA meeting with municipalities. Suv Brensinger agreed the Twp should review the issue of the private hydrants.

In closing the meeting, the Supervisors thanked the Fire Companies for their continued efforts to help keep all North Lebanon Twp residents safe.

With no further business to discuss, meeting adjourned.

Respectfully Submitted

Theresa L. George  
Recording Secretary