

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
SEPTEMBER 29, 2009**

The North Lebanon Township Board of Supervisors held a budget workshop commencing at 2:30 PM at the municipal building located at 725 Kimmerlings Road, Lebanon, PA with the following people present:

Edward A. Brensinger	Chairman
Kenneth C. Artz	Vice – Chairman
Dawn M. Hawkins	Treasurer
Cheri F. Grumbine	Township Manager
Sheila M. Wartluft	Assistant Township Manager

The meeting was advertised in the Friday, September 25th Lebanon Daily News and a Proof of Publication was requested for the Township files but not yet received. An announcement and agenda were placed on the “Home” page of the township website and posted in the township administration office. There were no other individuals present for the entire meeting. Individual department heads attended their portion of the meeting, as reflected in the minutes. The Board followed the exact order on the prepared agenda, which is outlined below.

INDIVIDUAL DEPARTMENTAL REVIEW OF 2010 BUDGET REQUESTS.

A.) Vehicle Maintenance Budget Requests – Tim Buffenmeyer

At this time, Tim Buffenmeyer, Mechanic who services the township fleet of vehicles met with the Board to discuss his budget (Dept 437) requests. Mr. Buffenmeyer discussed with the Board his request for the purchase of 3 priority start units for police cruisers to help with their battery life. Also, discussed bulk oil and fluid needs, as well as Capital Purchase items totaling \$1024 for various tools needed to service the vehicles. Several of the requested tools the Township does not own and Mr. Buffenmeyer is currently using his own. Others are used heavily and he is requesting that a second tool be purchased.

B.) Bldg. Maintenance and Park & Recreation Foreman – Dave Strohm

Dave Strohm first reviewed the building maintenance budget items (Dept 409). The only Capital Purchase item being requested was a commercial-grade sweeper in the amount of \$240 for the custodian.

Next, Mr. Strohm reviewed proposed maintenance items for our two rental properties (Dept 450). This included the standard \$2000 budgeted for miscellaneous expense, as well as a few specific items for upgrades for the Board’s consideration.

Mr. Strohm next reviewed the Park & Recreation budget in the General Fund (Dept 451). Various issues were discussed regarding Park & Recreation needs. Mr. Strohm reviewed the Capital Improvement/Purchases being requested for 2010 that totaled \$7836. This included replacing the flagpole wiring at Lion’s Lake, recoating the tennis court at Community Park and installing motion lights in all 3 restrooms at both parks. Mr. Strohm also requested a front-end loader for the Ventrac Mower in the amount of \$5545.

Mr. Strohm then discussed with the Board his requests for the Park & Recreation Fund (Fees in Lieu Of). There were various items, including playground equipment, hand dryers for restrooms, LED lighting, open air pavilion and park benches that totaled \$39,830.

At this time, Sheila Wartluft and Dave Strohm both discussed the grant application for Phase I of the Lenni Lenape Park. Should the grant be awarded the Township will more than likely start on this project in spring of 2010. Should we not be awarded a grant, the Board will have to look at, at a minimum, expending the money collected from developers that would expire in 2010. This money could be used for the purchase of pipe for utilities, including stone and other appurtenances for construction of the utilities to the site. The farmer would be okay planting winter crops but should verify with the township before planting in spring.

C.) Chief of Police - Police Department – Harold Easter.

Next, on the agenda, the Board met with Chief Easter regarding his requests for 2010 for the Police Department (Dept 410). First, Mr. Easter discussed with the Board his request for one additional police officer to be hired for his department.

When discussing regular overtime, Chief Easter indicated that if they hired another officer they could deduct \$10,000 from his regular overtime budget amount. He anticipates the hiring an additional officer would reduce overtime by providing 3 officers on the rotation schedule per shift. (Not 3 officers on duty per shift.) Currently 2 shifts have 3 officers to rotate and one shift only has 2 officers to rotate. The Chief noted also, that the uniforms, equipment, and cleaning account included additional money for the new officer, which is the reason for his \$2000 increase request. In addition, 2010 starts the replacement of ballistic vests for those officers who received theirs 5 years ago. To the best of his knowledge, the Chief indicated that the 50% grants continue to be available for this item. The Chief also reviewed other budget issues with the Board and then discussed his Capital Purchase requests which totaled \$60,000 for vehicle replacements (total of 4; 1 new cruiser and 3 Federal Surplus vehicles, all to replace existing vehicles). His budget also includes \$20,040 for other items he feels are needed in his department, including new computers.

Chief Easter discussed the elimination of the state grant to support the DARE program. Thus, he recommended, as he did last year, that the Board drop the National Night Out event and funnel these donations to our DARE program. The Board will have to look at the future of the National Night Out event and our DARE program.

Chief Easter also explained that the grants received in the past to cover the mandatory training for the officers will be eliminated, so he increased his training budget from \$4000 to \$6000.

The Chief also reviewed with the Board his projected revenues from various areas, which includes fines, ordinance violations, grants, etc. The Chief and Board also discussed police services to West Lebanon Township for 2010.

D.) Highway/Public Works Department – Ed Brensinger-Roadmaster.

Mr. Brensinger next discussed with the Board his Highway budget requests (Dept 430). The capital purchase items include a John Deere backhoe with trade-in of the old grader and also the trade-in or sale of the existing JD backhoe. Also, being requested is an attachment to the Asphalt Zipper purchased a few years ago. If approved, these items will likely be expensed from the Capital Reserve

Fund or Liquid Fuels Fund not out of the General Fund. Total projected costs are \$100,500.

In addition, Mr. Brensinger requested to pave and fence in an area around the salt storage shed, which will provide a secured area and also curtail vandalism. This would provide a fenced in area for snow plows, leaf boxes, and other items and also prevent access from unattended children that have in the past caused damage to some of the equipment when left outside in an unsecured area. The projected total of the paving and fencing would be \$35,000. This would be expensed out of the Capital Improvement Fund.

In looking at other Liquid Fuels Fund requests, Mr. Brensinger stated he is requesting an increase in his sign budget to continue working towards compliance of the mandated upgrade deadline of January 2012. He is also requesting an increase in his hot thermoplastic material to allow more material to be placed down for such items as stop bars, arrows, etc. He also requested additional funds for storm water pipe and materials, as he looks at repaving Kochenderfer Road in 2010. At this point Mr. Brensinger indicated that he was obtaining prices for full-depth reclamation of Kochenderfer Road for 2010 and should have all the estimated costs for the upgrade to review later with the Board. He has not heard anything from Met-Ed regarding the pole relocation project.

E.) Other Budget issues – Manager Grumbine.

Manager Grumbine and Assistant Manager Sheila Wartluft reviewed the anticipated revenues from all sources with the Board. Many revenues will continue to be monitored until closer to the adoption of the budget for adjustments as necessary. This being our first year with Keystone Collections, as well as current economic conditions, the EIT revenue is especially being closely monitored.

Manager Grumbine also discussed with the Board a recommendation to pay off the loan with Fulton Bank that was obtained in 2002 for the purchase of the Moyer tract (Lenni Lenape Park).

Manager Grumbine also discussed the Energy Grant recently applied for through DEP and are waiting to hear if we are successful. Should we receive the grant we will pursue replacing the existing boiler at the township municipal building in early 2010. If funding is not received it would be up to the Board to proceed or not on this item.

Manager Grumbine and Sheila Wartluft discussed other revenues with the Board including property rentals and monthly increases if improvements as requested were approved in 2010.

Also discussed were the Athletic Agreements and the Board will look to the Park & Recreation Board to make any suggestions on the agreements for 2010.

The budget workshop was adjourned at 5:35 PM.

Respectfully Submitted,

Cheri F. Grumbine
Secretary/Manager