

**MINUTES
NORTH LEBANON TOWNSHIP BOARD OF SUPERVISORS
BUDGET MEETING
November 2, 2022**

The duly advertised workshop meeting was held on Wednesday, November 2, 2022, at 6:00 pm at the Municipal Building located at 725 Kimmerlings Road, Lebanon, PA with the following people present:

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|-------------------|----------------------|----------------------------|
| | Edward A. Brensinger | Chairman |
| | Gary R. Heisey | Vice – Chairman |
| | Cheri Grumbine | Township Manager |
| Absent: | Arden A. Snook | Treasurer |
| | Lori Books | Assistant Township Manager |
| NLT Fire Co Reps: | Mike Leonard | Ebenezer Fire Co |
| | Wesley Keener | Ebenezer Fire Co |
| | Gerry Burke | Glenn-Lebanon Fire Co |
| | Rich Werni | Glenn-Lebanon Fire Co |
| | Donald Steiner Jr. | Weavertown Fire Co |
| | Donald Steiner Sr. | Weavertown Fire Co |
| | Jeremy Wenrich | Rural Security Fire Co |
| On Zoom: | Allen Firestine | Rural Security Fire Co |
| | Gary Boyer | Rural Security Fire Co |

A.) FIRE COPANY BUDGET ITEMS AND DISCUSSIONS.

1.) Standard Allocation

The standard allocation will remain the same for the year 2023. This would be the \$48,000.00 per fire company per year. Allocation to continue in two distributions (June and December).

2.) Workers Compensation

By law, fire police and volunteer fire company members are covered by the Township for worker's comp insurance. The importance of this prior approval for any non-emergency activity was discussed with the respective Fire Chiefs. The Board is asking the Fire Company to provide the Township with a member roster list that separates auxiliary members from Fire Fighters for 2023.

The 2023 Workers Compensation has increased from \$26,594 in 2022 to \$33,179 for 2023. This insurance coverage is expensed from the Fire Protection Tax.

3.) Knox Box® Ordinance/Program

All 2022 Annual Knox Box® Renewals have been received. There are three properties that have ordered a box and are waiting for shipment to install and activate. There is one property that needs to update the keys in their existing box.

4.) IamResponding Software and iPads

Last year the Fire Companies agreed to the 3-year renewal for their IamResponding software, and all agreed they continue to be satisfied with the program. The Township will continue with the unlimited data plan for each of the four iPads in use for the IamResponding software.

5.) Alarms

The Fire Companies were reminded to keep a log when they are dispatched to a false alarm, so that the Township can bill correctly for false alarms. The false alarm should be clearly noted, so the administrative staff can pick up and bill, if required.

6.) PEMA & Walmart Grants

All Fire Companies agreed that they will continue to annually apply for the PEMA grant and the Walmart grant (when available).

7.) Code Enforcement

Manager Grumbine reminded the fire companies to reach out to the Police Department when on site at a property that has Code Enforcement concerns so the Code Enforcement Officer can respond immediately while they are at the scene.

8.) EMA Director

The Township has adopted the Lebanon County Emergency Operations Plan. The Township also appointed Brianna Laliberte as our EMA Coordinator. Ms. Laliberte is an employee with Lebanon County DES. Ms. Laliberte is to meet twice a year with the Township to provide the Board with reports.

9.) Additional Funding for Contract Inspections for Hoses, Ladders, other Equipment.

Chief Leonard referenced the documents provided to the Board showing the inventory of each of the four township volunteer fire companies. The inventory consists of 29,892 feet of various sizes of hoses, 35 various sizes and types of ladders, rescue tools, and apparatus pumps. The thought process of the fire chiefs is to provide unity for all four fire companies to accomplish the required inspection of this equipment by NFPA standards. If only one or two fire companies have the required inspection performed, it does not help our ISO rating. All four must perform the annual inspection. (Note: The Insurance Services Office, Inc. (ISO) Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. Most U.S. Insurers, including the largest ones, use PPC information as part of their decision-making when deciding what business to write, coverages to offer or prices to charge for personal or commercial property insurance. PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices.)

The total cost to contract this inspection service for the four volunteer fire companies is \$20,412. This involves two separate vendors, as one vendor would inspect the hoses and ladders, and another vendor would inspect the rescue tools and apparatus pumps. This would be an annual occurrence and budgeted item if approved by the Board.

10.) Fuel Budget

The fuel budget for 2023 has been increased from \$2,000.00 to \$3,000.00.

11.) Stone Dust

Chairman Brensinger reminded the fire companies that there is a stone dust bin located at the Township Building that they can access at any time. Stone dust can be used in place of Absorbball.

12.) Disposal of Hazardous Material

Members of the fire companies discussed an incident where bottles of oil were unknowingly dropped from a truck on the road. Chairman Brensinger confirmed that we do have a used oil bin that they could use for disposal.

13.) Training at Rural Security

Rural Security is offering training for all NLT fire fighters at no charge. This training is also open to fire fighters outside of North Lebanon Township for a small fee.

14.) Other Fire Company Comments

The fire companies wanted to thank the police officer who responded to the lift assist dispatch this week.

First Aid is not providing a notice to the fire companies when they are doing routine transports that will need lift assists. The other day the fire company was dispatched to an accident and First Aid requested that the fire company be dispatched at the same time for a lift assist.

Weavertown Fire Company thanked the Board for their assistance with the curbing along their driveway.

At this time the budget meeting with the Fire Companies ended and meeting continued reviewing Revenues and Expenditures for the 2023 Budget.

B.) REMAINING BUDGET ITEMS FOR DISCUSSION AND DIRECTION.

1.) **General Fund** General Fund budget wages were finalized and now approved. The police negotiations are ongoing for a new contract to commence in 2023. If a new contract is signed prior to adoption of the preliminary budget on November 21st, adjustments to benefit costs and wages will be made accordingly. No tax increases are being proposed.

2.) ARPA Fund

The projects for 2023 under the ARPA Fund are shown as follows:

- \$170,875 – HVAC Replacement Units to Municipal Building
- \$ 50,000 – Police Department equipment (Radar Monitors, Driver License Reader, etc.)
- \$ 20,413 – Inspection of Hoses, Ladders, Pumps, Rescue Equipment of fire companies
- \$270,750 – Wall on Jay Street right-of-way across from Lion's Lake
- \$270,750 – Halfway Drive Bridge
- \$300,000 – Paving Project (remaining paving expense under liquid fuels fund)
- \$ 25,000 – Curb Repairs
- \$ 50,000 – Narrows Drive sinkhole

Manager Grumbine reminded the Board that we need to keep our annual expenses in the ARPA Fund to below \$750,000 or the Single Audit Act will be applicable. This will require additional auditing requirements and reporting.

3.) Capital Improvement Fund

Revenues:

\$250,000 – DCNR Grant (approved)
\$200,000 – Lebanon Co Consortium Reimburse-Lion's Lake Shoreline Restoration
\$250,000 – State Grant – GTRP – Lion's Lake Improvements (application due Jan 2023)
\$200,000 – Park & Rec Fees in Lieu of Transfer towards Lion's Lake Improvements
\$ 27,567 – Transfers from General Fund (Cell Tower Lease and EIT over/under payment)

Expenditures:

\$ 81,501 – Municipal Building Improvements
\$700,000 – Lion's Lake Shoreline Restoration and other Improvements
\$240,000 – Land Acquisition

4.) Liquid Fuels Fund

Projected Paving Schedule for next year was reviewed. Final determination to be made next February before bid specifications are prepared.

Alpha Avenue, Beta Avenue, Cappa Avenue, Sholly Avenue
Parkway Drive, Willow Lane, Maple Lane, Oak Lane, Sycamore Lane, Parkway Drive,
Greenwood Drive.

Horizon Blvd., scratch coat only.

Halfway Drive Partial Bridge Replacement

\$820,862 – Total Appropriated from the Liquid Fuels Fund

The Board discussed mailing letters to all property owners within the project. Any utility cuts must be completed by June 15, 2023. Also, letters to be mailed as soon as possible requiring property owners with defective curbing to have repaired ahead of the 2023 paving project. Roadmaster/Supv. Brensinger stated he had walked most of the project and will complete his inspection of the curbs along Willow Lane and Maple Lane tomorrow to have a final listing of properties with defective curbing.

C. OTHER BUSINESS:

The Board authorized the advertisement for the open full-time position in the maintenance department.

The Budget meeting was adjourned at 8:10 PM.

Respectfully Submitted,

Erika Sheibley
Recording Secretary