

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
BUDGET MEETING
October 16, 2024**

The duly advertised budget meeting of the North Lebanon Township Board of Supervisors was called to order at 2:00 PM by Chairman Brensinger at the North Lebanon Township Municipal Building located at 725 Kimmerlings Road, Lebanon, PA. The Pledge of Allegiance was recited. The following Board members and Township staff were present:

Ed Brensinger – Chairman
Gary Heisey – Vice-Chairman
Arden Snook, Sr – Treasurer
Lori Books – Township Manager
Jared Balsbaugh – Public Works Director

Misty Bender, Township Secretary, and one Township resident were also present.

GENERAL FUND REVENUES

Manager Books reviewed the changes in the 2025 Budget from where they last left off with the Board.

GENERAL FUND EXPENDITURES

All expenditures within the general fund were reviewed. There were still two expenses that we are still waiting for. These are our quotes for next year's health insurance and wages. The County is raising their rate from \$.50 to \$1.00 per real estate tax bill so we revised the budget accordingly. Under Fire Department, the line item for communication was increased to \$5,621 to reflect the renewal with the "I am Responding" Software and switching over to Lebanon County DES.

ARPA FUND

All funds in the ARPA Fund must be under contract by the end of this year and expended by the end of 2026. With the deadline to have funds under contract being December 31st of this year, we have taken some of this year's items that were budgeted in the Capital Improvement Fund and the Liquid Fuels Fund out of the ARPA Fund so that we could zero this fund out and not lose any of the monies.

STORMWATER FUND

Manager Books reviewed the revenues and anticipated expenses. She explained that we are still waiting for DEP to release the next round of MS4 Permit requirements. Jared has requested we budget some funds for repair and maintenance that pops up throughout the Township or when inlets and/or pipes may need replaced for upcoming paving projects.

STREET LIGHT FUND

This is the fund where the street light tax goes into. Our main expense is our electricity bill for the township owned streetlights.

CAPITAL IMPROVEMENT FUND

As stated earlier, we moved the Jay Street Wall Project to this fund. The Lion's Lake Rehabilitation Project is also included in this fund. Anticipated revenues include the DCNR (LWCF) grant in

the amount of \$250,000 for the Lion's Lake Project, the potential LSA grant in the amount of \$250,000 for the Jay Street Wall Project, and reimbursement from the Leb. Co. SW Consortium in the amount of \$250,000 to also go towards the shoreline restoration at Lion's Lake. The two big expenses are the Jay Street Wall for approximately \$300,000 and the Lion's Lake Project for \$712,300. Between funds received from the grant from DCNR and the reimbursement from the Consortium, the Township will be liable for approximately 212,300 which we will transfer from the Parks & Rec Fund to this fund.

CAPITAL RESERVE FUND

This fund is used for new equipment. In revenues, we have budgeted for the sale of our old JD Loader (25% of the cost is in this fund, with the remaining 75% going into Special Project Fund) and the sale of the Tiger Mower to the City. Both will only occur once we receive our new equipment. We have three items listed as expenses for highway capital purchases which are the new JD Excavator, a new JD Loader (again only 25% is in this fund) and a tailgate spreader for the new truck that is on order. There is one capital purchase listed for the recreation department which is the purchase of a used golf cart to be used at Lenni Lenape. This was reviewed at our last meeting.

FIRE COMPANY CAPITAL RESERVE FUND

The Fire Company capital reserve is to help with their loan payments for their recently purchased apparatus. This money comes from the fire protection tax and is transferred in from the general fund to cover the township's contribution towards each fire companies' equipment purchases. The Board discussed the request by the Fire Chiefs at the last meeting to increase each fire companies' allotment by \$4,000.00 to help cover the costs of the increase due to the interest rate increasing. At this time, the Board decided to leave the contribution at \$30,000 per company. They all agreed they would revisit this in late spring or early summer of next year.

SPECIAL PROJECT FUND (Recycling)

In revenues, we have budgeted the costs of the yard waste cards and for the sale of our old JD Loader (75% of the cost is in this fund, with the remaining 25% going into Capital Reserve Fund). We have budgeted for a new JD Loader pending grant approval and for several new trash/recycling containers to be placed in the parks.

PARK & REC FUND

Manager Books revised this from the last meeting. We had two developments (Hearthside and Manor View) which we originally budgeted for next year, however, Hearthside has already paid fees this year. We applied to the County for the Marcellus Shale Grant and were awarded \$13,000 for next year. Those funds will be used to purchase additional benches and trees at Lenni Lenape. The only other expense is for the Lion's Lake Project. We have budgeted \$215,000 to be transferred to the Capital Improvement Fund to cover the remaining costs.

LIQUID FUELS FUND

Next year's paving project will include East Kercher Avenue from Prescott Drive to Mt. Zion Road and Joel Drive from 15th Avenue to the cul-de-sac. We also budgeted some money for engineering fees to start looking at the Emma Road and Long Lane bridges.

At 2:33 pm the regular meeting was adjourned to go into Executive Session to discuss personnel matters.

The Board reconvened at 3:01. They announced that since the only thing we are waiting for are the health care numbers and they don't see the need to raise taxes, the last budget meeting on October 30th will be cancelled. The final presentation will be given at the Board's November regular meeting.

With no further business to discuss, the meeting was adjourned at 3:02 PM.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to adjourn.

Respectfully Submitted,

Lori A. Books
Township Secretary