

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
BUDGET MEETING
September 18, 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

One Township resident was also present.

GENERAL FUND DEPARTMENTS

Jared Balsbaugh reviewed the requested 2025 budget items with the Board for each department under him. Lori Books reviewed the items for the administration side.

MECHANIC

- Launch X431 Pro3s + Smartlink Car/Truck/Industrial Scanner/Programmer
 - This item would help our mechanic diagnose problems with our fleet of vehicles. The cost is \$1,979.00. We have already spent over \$2,100.00 this year for a garage to diagnose our problems.

BUILDING MAINTENANCE / PARKS AND RECREATION

- New toilets (5) for the Township Community Park restrooms. This will complete replacement at all our parks.
- Replace roof on two open air pavilions at Lion's Lake. Materials and disposal of old shingles only.
- Replace exterior steel door on south side of police department entrance. The bottom is rusted out.

CAPTIAL RESERVE

- Used golf cart for Lenni. We have golf carts at both Lion's Lake and the Township Community Park. This would reduce the need for driving the van on the walking path to collect the garbage.

SPECIAL PROJECTS

- Three (3) 40-gallon receptacles w/split stream lid for trash/recyclables. Dave intends to replace one at the 8th Avenue parking lot and two at Lion's Lake. We did order some of these through the Marcellus Shale Grant, but did not have enough funds to cover all of them.

POLICE DEPARTMENT

Manager Books stated she has not budgeted any line items for the police department since they are expected to become operational as the Lebanon County Regional Police Department on January 1st. Once she receives their proposed budget, we will enter our half of the expected costs as our contribution to the regional department.

Jared then continued with his review of items for the various funds.

STORMWATER FUND

- GIS Upgrades. This is the base system that is integrated into our One Mark program for marking utilities when a one-call comes in. Steckbeck Engineering is proposing we transition to GIS which would give us the ability to input our own data as upgrades to our system are made or added. The initial start up cost is \$7,500. Of that \$5,500 would be covered by the Municipal Authority with the remaining \$2,000 being covered in the stormwater fund. There would also be a yearly subscription fee for the license and the users.
- Sliplining. After we complete the remainder of stormwater sliplining this year (through the grant we received), Jared intends to take a year off and see where we are at. Next year he would like to look into applying for another grant to help offset the costs.
- Consortium payment. Manager Books explained that the consortium is still waiting for DEP to release the new regulations for the next round of the MS4 permit. She doesn't anticipate having a payment due to the consortium next year.
- Sinkhole-Narrows Drive. We continue to work with Enbridge for a permanent fix for the sinkhole on Narrows Drive. We have budgeted money to help cover the costs.

SPECIAL PROJECTS

- Purchase John Deere 624P Wheel Loader. Only if the Township is awarded the 902 Recycling Grant (75% covered by grant – 25% covered by Twp). This would replace the 2011 John Deere 624K Wheel Loader. We intend to place the old one on MuniBid.

CAPITAL RESERVE (Highway Equipment)

- Purchase John Deere 50P Compact Excavator. Jared received three total estimates. One for a John Deere, one for a Bobcat and one for a Kubota. He would like to demo the Bobcat and Kubota as they are approximately fifteen to twenty thousand dollars cheaper, but he is more familiar with the John Deere and they are local.
- Monroe Under Tailgate Spreader. This is to upgrade the spreader on new truck #2 for winter maintenance.

LIQUID FUELS Projects

- Paving East Kercher Avenue from Prescott Drive to Mount Zion Road and Joel Drive from 15th Avenue to cul-de-sac.
- Jay Street Wall with the possibility of a LSA Grant. This project is budgeted under Capital Improvement and is not in the Liquid Fuels Fund. We are still waiting to hear if we will be awarded the LSA Grant for this project.

ADMINISTRATION

- Network infrastructure. Our IT company is recommending replacing a piece of equipment that needs replaced due to expiration/out of warranty at a cost of \$304 and renewing our

firewall support at a cost of \$600.

- LastPass Password Manager. Our IT company is also recommending we move all employees to LastPass which is a password management program to help secure our passwords and prevent the risk of someone hacking our passwords. This is especially important when entering our passwords onto many state websites for access to our accounts. The set-up fee is \$3,900 with a monthly user fee of \$7.00 per user for a total monthly ongoing fee of \$133.
- PAM Solution. Again, our IT company is recommending we move to a PAM solution which is a highly secure digital vault for special keys that unlock sensitive and critical parts of a company's computer systems. These special keys are used by certain employees or programs to access important information that ordinary users can't. Both Bonnie and I feel this is something we can look at next year. Only a few of us in the office have access to our main files on our computer network.

Lori stated that a lot of our annual renewals have not come in yet and therefore, it doesn't make sense to go through the entire budget line by line at this point. She said that is all she had planned to review for today.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to adjourn. With no further business to discuss, the meeting was adjourned at 2:36 PM.

Respectfully Submitted,

Lori A. Books
Township Secretary