

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
BUDGET MEETING
September 25, 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 REVENUES

Manager Books reviewed the 2025 revenues with the Board for each department line by line. Our main source of revenue comes from real estate taxes and earned income taxes.

GENERAL FUND EXPENDITURES

All department expenditures within the general fund were reviewed. There are several expenses that we are still waiting on our quotes for next year. Those include wages, health insurance, pension, unemployment compensation, workers' compensation insurance, and life/LTD insurance. As mentioned at the last meeting, we are increasing the Computer/IT line a bit to cover upgrades to equipment and renew our fire wall for security. Manager Books noted that she has zeroed out the police budget numbers and replaced them with one line item which shows our contribution to the newly created Lebanon County Regional Police Department. Within the Fire Department expenses, the costs for inspection of all four fire company's ladders, hoses, and pumps were added. This was previously taken out of the ARPA Fund. The public works department includes the purchase of a new laptop for the Public Works Director. She also zeroed out the funds we previously received from the County Liquid Fuels program. Manager Books noted that the beginning of this year we received notice from the County that they were no longer going to provide these funds to local municipalities until they get caught up on the County's bridge repairs. She also pointed out that the Fire Company allocations are approximately \$27,000 over budget, mainly due to adding the inspection of equipment.

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. We had originally planned for the Jay Street Wall Project to come out of this fund, but we are still waiting to see if we are awarded the LSA Grant that we applied for almost two years ago. If we do not receive the grant, we were going to take the funds from this account. With the deadline to have funds under contract vastly approaching, 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. Jared would like to take some of those costs out of the Stormwater Fund to help free up more funds in the Liquid Fuels Fund for 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 of these 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 townships contribution towards each fire companies' equipment purchases.

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

We have two developments (Hearthside and Manor View) which we have budgeted for next year. There is still a possibility those funds may come in the end of this year. We also 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 monies for engineering fees to start looking at the Emma Road and Long Lane bridges.

At 3:05 pm the regular meeting was adjourned to go into Executive Session to discuss personnel matters. The Board reconvened at 3:17 pm. With no further business to discuss, the meeting was adjourned at 3:18 PM.

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

Respectfully Submitted,

Lori A. Books
Township Secretary