

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

Also present were Misty Bender, recording secretary and one Township resident.

JAY STREET WALL – CHANGE ORDER #1

Manager Books and Jared Balsbaugh reviewed the change order which was for the installation of an additional row of blocks to raise the height of the wall in some areas. Even though the current design met slope regulations, the Board promised the homeowners that their property would be restored to its original condition. After meeting in the field, it was discovered that the new height of the wall as designed will increase the slope slightly in some areas. The change order was an additional \$19,250.00. We will receive a credit of approximately \$5,000.00 for some allowances (unsuitable soils / rock excavation) that were not needed.

MOTION was made by Supervisor Heisey and seconded by Supervisor Brensinger to ratify the approval of change order #1 for the Jay Street Wall Project contingent upon talking to Steckbeck Engineering regarding sharing the costs. Motion carried.

GENERAL FUND REVENUES

Manager Books reviewed the 2026 revenues with the Board for each department line by line. Our main source of revenue comes from real estate taxes and earned income taxes. The fire police donations were discussed. With the regionalization of the police, the Board needs to decide how these funds will be deposited. It was decided that there would be a 50/50 split with Lebanon County Regional Police Department for all fire police donations that are received.

GENERAL FUND EXPENDITURES

All department expenditures within the general fund were reviewed. There are several expenses that we are still waiting for quotes for next year. Those include items such as wages, health insurance rates, unemployment compensation costs, workers' compensation insurance, etc. 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 Lebanon County Regional Police Department. Within the fire department expenses, the costs for inspection of all four fire company ladders, hoses, and pumps were added as part of a three-year inspection program. This was taken out of the ARPA Fund in 2023 and 2024 and was budgeted in the general fund for 2025. Manager Books has this item on the Fire Chief's agenda for discussion for 2026. The public works department includes the purchase of new iPads for the Public Works Director and his assistant and new office

chairs for some of the guys. She also zeroed out the funds we previously received from the County Liquid Fuels program. Manager Books noted that last year (end of 2024) 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. The Board agreed to increase the donation to the Library by adding another \$1,000.00.

ARPA FUND

All funds in the ARPA Fund were to be expended by the end of 2026. All funds were expended by the end of 2024, and the account was closed.

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

The two items listed are replacing the remaining of the flooring throughout the main building for approximately \$62,600 and replacing the door lock system for the entire building. The door lock system would be split 50/50 with special projects and each fund would be responsible for \$19,796. The Board agreed to the flooring but asked for more information on the door lock system. Specifically, does it come with a warranty and is the company listed on COSTARS so that we wouldn't need to put the project out for bid.

CAPITAL RESERVE FUND

This fund is used for new equipment. In terms of revenues, we applied for the LSA grant to cover the costs of a new JD Backhoe. We have budgeted for the sale of our old JD Backhoe (if awarded the LSA grant to purchase a new one) and the sale of the 2010 Freightliner (Truck #2) if we purchase a new truck next year. Both will only occur once we receive our new equipment. We have several items listed as expenses for highway capital purchases which are the new JD Backhoe (if awarded LSA grant), a 2026 Western Star Dump Truck and associated upfit, a new 11' Valk Dual Taper Plow for the new truck and a 60" side flail mower (roadside). These items were reviewed in more detail 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 company's equipment purchases.

SPECIAL PROJECT FUND (Recycling)

In revenues, we have budgeted the costs of the yard waste cards and the funds we received from the 904 Performance Grant. We have budgeted the purchase of a water tank to help water down the mulch piles and the 50/50 split with the capital improvement fund for the upgrades/replacement

to the door lock system. The Board was in agreement with purchasing the water tank, but as mentioned earlier it would like more information regarding the door lock system.

PARK & REC FUND

We have one development (Hearthside Phase 2) which we have budgeted for next year. There is still a possibility those funds may come at the end of this year. We will be applying to the County for the Marcellus Shale Grant and in the amount of \$25,000 for next year which comes with a 50% match by the municipality. We intend to use in-kind services as our match. Those funds will be used to overlay the existing walking path at Lions Lake. In addition, in January we are eligible to apply for a \$7,500 grant from the PA Realtors Association to help with the walking path upgrades. The anticipated total cost is \$84,780 with \$50,000 being the in-kind match and the remaining \$34,780 being budgeted as an expense. If awarded both grants our total out of pocket expenses would be roughly \$2,200. The only other item listed is upgrades to the full-service pavilion and restroom building at Lions Lake. Now that the restoration project is complete, we would like to upgrade these buildings with new electrical service, siding, painting, soffit, counter tops, etc.

LIQUID FUELS FUND

We believe the funds from the State for liquid fuels will decrease next year. Projections show the per mile cost dropping by approximately \$50 per mile. This is partly due to the increase in electric vehicles. We also increased our expenses in materials and supplies (salt/snow removal) due to the County no longer providing County Liquid Fuels to municipalities which was shown in the general fund. It was discussed whether we could take the expenses for salt from another fund. Manager Books stated we could possibly budget extra funds for the repair and maintenance for highway in the General Fund. It was decided to leave it in the Liquid Fuels Fund for now.

Our paving projects for next year include Heffelfinger Road from Morrissey Drive to Route 343 and Morrissey Drive from Mt. Zion Road to Township line. We also budgeted for oil and chip on Halfway Drive from Route 422 to the Township line and Emma Road from Elias Avenue to the Township line. Our goal is to keep costs down and hopefully gain several more years out of these roads before needing to repave them. Since these roads are not as heavily traveled our thoughts are to use these as a trial to determine if it is worthwhile to consider in the future.

Our annual inspection report outlined several maintenance items that should be completed within the next two years on two of our bridges. With permitting taking a long time, we budgeted expenses for engineering fees for the design and permitting fees for both the Emma Road and Long Lane bridges. We are applying for the LSA grant which is due November 30th of this year. The LSA grant is expected to be awarded in the fall of 2026, so this project would get budgeted for bidding and construction in 2027, while the engineering and permitting are budgeted for 2026.

At 3:30 pm the regular meeting was adjourned to go into Executive Session to discuss personnel matters. The Board reconvened at 3:58 pm. The meeting was adjourned at 3:59 PM.

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

Respectfully Submitted,

Misty Bender
Recording Secretary