

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
BUDGET MEETING
OCTOBER 15, 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.

Family Karate- Request use of Fire Police on 10/17/25 from 6-8pm

Family Karate submitted a request to utilize the Fire Police during their Trunk or Treat event this Friday, October 17, 2025. The event will be held from 6:00 PM until 8:00 PM. Per regulation, this request must be approved by the Board.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to approve the use of the Fire Police by Family Karate this Friday, October 17th, 2025, from 6-8PM for their Trunk or Treat event. 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.

GENERAL FUND EXPENDITURES

All department expenditures within the general fund were reviewed. Manager Books pointed out we received our workers' compensation for the renewal for the Township which reflected a five percent increase. We also received our health insurance renewal which showed a nine percent increase. She mentioned the increase for the public sector ranged from 16 to 21% according to our carrier. Supervisor Snook mentioned that the police also took a hit on health insurance for next year. We will be getting a revised budget from the police department this week showing what our contribution will be for next year. Code Enforcement is the only item that still needs to be worked out. Manager Books has reached out to several companies, however none of them have returned her calls or emails. We are also still waiting for the renewal of workers' comp for the fire departments.

ARPA FUND

All funds in the ARPA Fund were required 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. We also budgeted some funds for repair and maintenance for items that pop up throughout the year within the Township or when inlets and/or pipes 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 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 at the October 2nd meeting but asked for more information on the door lock system. After reaching out to the vendor, the new door lock system comes with a five-year warranty and is listed on COSTARS so we wouldn't need to put the project out for bid. The Board agreed to move forward with the new door lock system. Discussion followed regarding the yard waste cards. The question was raised whether we could get everything else done and only upgrade the yard waste closer to the end of the year.

CAPITAL RESERVE FUND

This fund is used for new equipment. Manager Books noted that nothing has changed with this fund. If we do not receive the LSA that we applied for to cover the costs of the new JD Backhoe we will not follow through with that purchase.

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)

Nothing has changed in this fund since our last meeting. This fund has the other half of the 50/50 split with the Capital Improvement Fund for the upgrade/replacement to 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. Nothing has changed with this fund since our last budget meeting.

LIQUID FUELS FUND

We received our estimated funds from the State for liquid fuels, which shows a slight decrease next year. This year we received just over \$414,000 and next year's estimate is \$408,000.

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.

OTHER ITEMS DISCUSSED

Jared provided an update on the Jay Street Wall Project. He stated that the road is still closed, and

he has a meeting with the engineers this Friday October 17th to discuss our options. Discussion followed on possible solutions that could help move the project along. Ultimately, their goal is to get the road into a safe enough status to be opened for traffic.

Jared mentioned the price of the flail mower that is budgeted for 2026 will be increasing at the end of October. He would like to submit a purchase order now to lock in the price before the price increase goes into effect. Payment will only happen at time of delivery, which will still be in 2026. The Board agreed that would be the best move to avoid the price increase. Manager Books noted she would place this item on the Board's next agenda for approval.

At 2:35 pm the regular meeting was adjourned to go into Executive Session to discuss personnel matters. The Board reconvened at 2:49 pm. The meeting was adjourned at 2:50 PM.

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

Respectfully Submitted,

Misty Bender
Recording Secretary