

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
JUNE 16, 2025**

The June meeting of the North Lebanon Township Board of Supervisors was called to order at 7:00 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
Amy B. Leonard. Esq.	Henry & Beaver LLP
Lori Books	Township Manager
Paul Savini	Lieutenant, Lebanon Co. Regional Police
Tim Knight	Chief of Police, Lebanon Co. Regional Police
Jared Balsbaugh	Public Works Director

Also, present were Misty Bender, the Recording Secretary, Jason Chernich with Steckbeck Engineering, Andy with Zimmerman Mulch, as well as several members of the public.

ANNOUNCEMENTS

Chairman Brensinger announced the Board met in Executive Session earlier tonight to discuss the sale of 801 Kimmerlings Road.

COMMENTS FROM THE PUBLIC

Jason Chernich from Steckbeck Engineering reviewed the Gary & Lillian Heisey Lot Addition Plan and Non-Building Waiver. This is a Final Lot Addition Plan located on the ES of State Route 72 North and proposes the transfer of a lot addition to an adjoining property also owned by the Heisey's. This plan only proposes changes in property lines and no improvements are proposed by this plan.

Manager Books stated the Township received a letter dated May 14th from their alternate Engineer recommending approval of the plans. She also acknowledged that she received an abstention letter from Gary Heisey citing a conflict of interest because he is co-owner of the plan before the Board for approval.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve the Gary & Lillian Heisey Lot Addition Plan and the Non-Building Waiver. Motion unanimously approved with Supervisor Heisey abstaining from the vote.

Bart Wagner had requested to be listed under public comment but was not in attendance tonight.

Andy Zimmerman of Zimmerman Mulch was present to review an application for Leon Zimmerman requesting permission to place a sign on his property at 75 E. Kercher Avenue. The proposed sign is to help identify his business, Zimmerman Mulch. Our Zoning Ordinance requires

approval from the Board of Supervisors prior to County Planning issuing a permit. Solicitor Leonard reviewed the requirements with Mr. Zimmerman to confirm the proposed sign meets all Zoning Ordinance requirements. This includes items such as the sign being placed outside the clear sight triangle and the right-of-way, the sign will be free standing and not higher than 35 feet, the sign may not have any flashing lights, though LED lights are permissible and the existing sign will be removed.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to authorize County Planning to issue the sign permit for Leon Zimmerman at 75 E. Kercher Avenue. Motion unanimously approved.

Eric Paul asked what the rules and regulations were regarding dumping green waste on other people's property. He has experienced a resident who continues to dump onto a property that is owned by one of his neighbors. He also had questions regarding code enforcement. Mr. Paul explained that he felt he was unjustly fined in accordance with recent code violations regarding his property. Chief Knight responded that green waste was to be recycled according to the Township Ordinance and dumping on other people's property is not permitted.

Linda Bates inquired about the timeline and process of code enforcement. She wanted to know how many times a person could be given a notice of violation letter and a fine before more action would take place.

Solicitor Leonard explained the process of code enforcement in the Township stating that NLT has adopted the International Property Maintenance Code, and that is the code in which the enforcement officer abides by. Solicitor Leonard stated the goal of code enforcement is not fines, but compliance. If property owners continue to be non-compliant after an NOV is filed, and fines are given more than once, the Enforcement Officer should bring the property to the attention of the Township so the next step can take place which would be to file a civil lawsuit. It was also noted that in any situation, there could be any number of legal circumstances that could prevent the Township from taking immediate action. These circumstances are not always public knowledge, so despite appearances, action may be moving in the background. Solicitor Leonard also mentioned that it is very important to hear from neighbors who are affected by properties who are non-compliant as they are the eyes and ears of the Township.

Eric Paul spoke again about the consideration he tries to show his neighbors by getting rid of unwanted pests, poison ivy and vermin on his property.

Gisele Hamm asked if there are restrictions on chickens. She stated that a few times while driving along Miller Street, there have been chickens in the road, which are creating hazardous conditions for drivers.

Susan Mion asked if there were any updates on Jubilee, and to remind the Township that there is a coalition of residents in North Lebanon Township that are opposed to this project. No official plans have been submitted.

Karen Wolfe wanted to warn the Township to be careful when adopting international property codes as they often restrict homeowners from growing food for themselves. For residents on a

budget, it may be their only option.

CONSIDERATION FOR APPROVAL OF MINUTES

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to approve the meeting minutes from the May 19th Board of Supervisor's meeting. Motion unanimously approved.

CONSIDERATION FOR APPROVAL OF PAYROLL, FUND BALANCES and PAYMENT OF INVOICES

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to approve payroll, fund balances, and invoices for payment. Motion unanimously approved.

FIRE CHIEF'S REPORT – Monthly Summary – May 2025

Fire Chief Brian Vragovich, from Glenn Lebanon Fire Company reviewed the previous months reports..

CHIEF OF POLICE REPORT – Paul Savini, Lieutenant - Lebanon County Regional Police Calls for Service – May 2025

Lieutenant Savini presented a slideshow which reviewed the various calls for service for the prior month.

Chief Knight shared with the Board and the public some of the events that occurred during the last month. "Cram A Cruiser" took place at the Grocery Outlet in North Cornwall for the Bieber Foundation, where they collected nonperishable items to give to those in need. Corporal Officer James Bieber was part of the State Police for 25 years and in recent years passed from cancer. Officer Bieber was a big believer in giving back and community. The Bieber Foundation was founded in his honor.

Chief Knight mentioned a major arrest on E Maple and N 8th Ave, which the Lebanon County SWAT Team and the ATF were involved in. Substantial amounts of marijuana, cash, and a 3D printer, which was being used to make guns and switches, were all confiscated. The switches were used to convert the guns into automatic weapons.

Monthly Fire Police Activity Report – May 2025

Chief Knight reviewed the NLT Fire Police Activity for the month of May.

PUBLIC WORKS REPORT – Jared Balsbaugh, Director of Public Works Monthly Report

Mr. Balsbaugh reviewed the Highway Department's activity that occurred since the last meeting. He mentioned the roadcrew has been working hard on base repairs, road widening, and tree trimming on E Kercher Ave. in preparation for the upcoming paving project. They will be moving over to Joel Drive once they wrap up on E Kercher.

The sweeping in Jonestown Borough was completed as part of their intermunicipal agreement. The Lions Lake Park Improvements Project is nearing completion with just a few punch list items remaining.

MANAGER’S REPORT – Lori Books, Township Manager
Code Enforcement Monthly Report

John Brenner provided the Township with his monthly activity report for May. He received 11 new calls and issued 8 Notice of Violations. He closed 5 cases and did 11 rechecks. He had 3 court cases, condemned 3 properties, un-condemned 1 property and issued no non-traffic citations. He currently has 24 open cases.

Resolution 17-2025 Revised Yard Waste Rules and Regulations

Last year the Board agreed to open the yard waste facility on Sundays as a trial run. Since then, they believe this has been working out well. Therefore, it is necessary to revise the Rules and Regulations for the Yard Waste Facility to reflect the additional hours. Manager Books asked the Board to adopt Resolution 17-2025 to revise the Rules and Regulations for the Compost Facility.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to approve Resolution 17-2025 adopting the revised Rules and Regulations for the Compost Facility. Motion unanimously approved.

Reazer’s Junkyard License

The Township has received the application and fee for the junkyard license renewal from Reazer’s Junkyard on Elias Avenue. Lt. Behney has conducted the annual inspection and found no violations. Manager Books is recommending the Board approve the license renewal.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the Junkyard License Renewal for Reazer’s Inc. at 2449 Elias Avenue. Motion unanimously approved.

Drop-Off Receptacle Site License Renewal

The Township received the application and fee for the drop-off receptacle site license renewal from the Lebanon Valley Mall. Manager Books recommended the Board approve the license renewal.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to approve the Drop-Off Receptacle Site License Renewal for the Lebanon Valley Mall. Motion unanimously approved.

Release of Semi-annual Contribution to 4 Volunteer Fire Co.

Manager Books asked the Board to authorize the release from the Fire Protection Tax Fund the \$24,000 semi-annual contribution to each of our four volunteer fire companies. She has received the 2024 audit from all four fire companies as required.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the release of \$24,000 to each of the four volunteer fire companies, as their semi-annual contribution for 2025. Motion unanimously approved.

Request from Glenn Lebanon Fire Co. to release \$30,000 from the NLT Fire Co. Capital Reserve Fund

The Township received a letter on June 10, 2025, from Rich Werni, the President of Glenn Lebanon Fire Co., requesting release of \$30,000.00 from the NLT Fire Company Capital Reserve Fund for their annual payment to Kansas State Bank which is due August 15, 2025.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to release to the Glenn Lebanon Fire Co. from the NLT Fire Company Capital Reserve Fund the amount of \$30,000.00 to be used in its' entirety to make their annual loan payment to Kansas State Bank. Motion unanimously approved.

801 Kimmerlings Road – Authorization to Advertise for Public Auction

The Township has had interest from both neighbors in purchasing the property at 801 Kimmerlings Road. This parcel is .64 acres and will be sold as a vacant parcel of land. As a government entity we must advertise and offer to all residents. Manger Books reviewed the options which are placing the property on MunicBid, receiving sealed bids, or putting it up for public auction. After doing some research, Manager Books believes the best option is public auction. She has reached out to two of the three public auctioneers in our county for information and pricing. Nelson Ebersole Auctioneer and Kleinfelter's Auction. Both auctioneers will advertise, with the Solicitor's approval, place a sign on the property advertising the upcoming auction, and have an auctioneer on site to conduct the auction. The Township is not required to obtain an appraisal when selling property, they only need an appraisal if purchasing property. Manager Books asked the Board to authorize placing this property for public auction and indicate which auctioneer they would like to use.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to place the property at 801 Kimmerlings Road up for public auction using Nelson Ebersole as the auctioneer. Motion approved unanimously.

Karen Wolfe asked whether buildings would be permitted by whomever buys this land. She had concerns about the sight distance being interfered with.

Manager Books stated that at the last meeting, the Township granted themselves additional right-of-way for this property. If the new owner wanted to build a new home, they would have to maintain all setbacks, which are measured from the edge of the new right-of-way, which would keep any structure well out of the sight distance view of traffic.

Sheetz Land Development Plan – Waiver on curbing along Long Lane

Manager Books explained to the Board that she received an email from their Engineer, Steve Sherk. Steve has been working with Sheetz's engineer concerning the Board's previous decision to require curb installation along Long Lane. Steve indicated the road is almost perfectly flat for about 200' from the end of the existing bituminous curb to the proposed access drive along Long Lane. Steve feels that there are no real good solutions that would allow for the installation of curbing along Long Lane. Steve and Sheetz' engineer discussed several different options, none of which Steve thinks would work well. Steve believes it may be preferential to allow the road runoff to continue to sheet flow off the road and down the hill rather than to require curbing be installed along Lone Lane.

Supervisor Heisey informed the Board that he spoke with Steve. He stated he would still like to see curbing but is willing to change the requirement from installing curbing from the intersection to the access drive on Long Lane to only requiring curbing be installed to replace the existing rolled asphalt along Long Lane. He went on to say he also spoke to Steve regarding the existing fire hydrant being inaccessible. Supervisor Heisey would like to see either the hydrant lowered and placed on a concrete pad, or steps installed to be able to access the hydrant.

Manager Books asked the Board to reconsider the waiver requiring curbing along Long Lane to only require curbing to replace the existing rolled asphalt and address the inaccessibility of the existing fire hydrant. She noted that they would still require curb and sidewalk along Route 72 from the intersection to the access drive as previously discussed and approved last month.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to partially grant the waiver request for curbing along Long Lane for the Sheetz Land Development Plan to only include replacing the existing rolled asphalt with curbing rather than extending all the way to the access drive and to address the inaccessibility of the fire hydrant while still requiring curb and sidewalks to be installed along Route 72 from the intersection to the access drive. Motion unanimously approved.

Lion's Lake Improvements – Change orders 2, 3, and 4

The Township received two change orders for the Lion's Lake Project. Change order #2 in the amount of \$10,710.00 was for base repairs to the Jay Street Parking Lot and change order #3 in the amount of \$5,775.00 was for additional material needed to improve drainage on the Water Street Parking Lot. Change orders 2 and 3 were unofficially approved via email to allow the contractor to continue working to stay on schedule. Manager Books asked the Board to ratify the approval of change orders 2 and 3.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to ratify the approval of change orders 2 and 3 for the Jay Street and Water Street Parking Lots in the amount of \$10,710 and \$5,775 respectively. Motion unanimously carried.

Manager Books mentioned last month that there was one additional change order required to reconcile the difference in the cost of the allowance items that were installed compared to the estimated bid quantity. This includes things like the additional soil and rock removal from the island and additional paving base repairs. Change order 4 represents this reconciliation for the difference in the bid estimates vs actual installed quantities for the allowable items. Manager Books asked the Board to approve change order #4 in the amount of \$15,287.94.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve change order #4 in the amount of \$15,287.94 for reconciliation of the costs for the difference in allowable items within the contract. Motion unanimously approved.

Payment Request #4 from Flyway Excavating for Lions Lake Project

Flyway Excavating has submitted Payment request #4 for work completed on the Lion's Lake Rehabilitation Project. This invoice covers work from May 1 through May 31, 2025. The requested

invoice amount is \$191,216.19. Following this payment, the remaining balance on the contract including all approved change orders (including change order #4 approved tonight) will be \$38,525.61. This amount presents the 5% retainage of the value of work completed. Manager Books received a recommendation from Steve Sherk indicating the reported quantity of completed work is consistent with their observations. The final inspection with DCNR is scheduled for July 9th. Therefore, she would ask the Board to approve this payment request.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to authorize payment #4 in the amount of \$191,216.19 to Flyway Excavating for work completed through May 31, for the Lion's Lake rehabilitation project. Motion unanimously approved.

SOLICITOR'S REPORT – Amy Leonard, Esquire
Nothing to share this month.

COMMENTS FROM BOARD MEMBERS/PUBLIC

Supervisor Heisey stated that Lions Lake looks great, and it appears as though lots of residents are utilizing it already.

Supervisor Snook wanted to thank the public for their support in the last election, and that he will continue to do his best as a supervisor to serve the residents of North Lebanon Township.

ADJOURNMENT

MOTION was made by Supervisor Heisey and was seconded by Supervisor Snook to adjourn. With no further business to discuss, the meeting was adjourned at 8:06 PM.

Respectfully Submitted,

Misty S. Bender
Recording Secretary