

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
JULY 21, 2025**

The July 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, Emily Bixler with LebTown, Chris Venarchick with RGS Associates, Charles Suhr, Attorney with Stevens & Lee, Sharon Zook with Lebanon Valley Council on the Arts, Pam Tricamo with America 250 PA Committee, Ron Birch with Lebanon Valley Conservancy, as well as several members of the public.

**COMMENTS FROM THE PUBLIC**

**Sheetz Land Development Plan**

Attorney Charles Suhr and Chris Venarchick reviewed the Sheetz Land Development Plan and requested conditional approval from the Board. Manager Books stated that they received an email from their engineer stating Sheetz had addressed all their outstanding comments and is therefore recommending approval of the plans. The Township has received the executed storm water management operation and maintenance agreement. They are still waiting for the required financial security from the developer as well as the developer's improvements agreement. The Planning Commission recommended conditional approval at their July 14th meeting and the Authority approved the sewer design and sewage facilities planning module exemption at their July 10th meeting contingent upon receiving financial security. Manager Books asked the Board to approve the Plans and Agreements contingent upon receiving financial security and all executed agreements.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to approve the Sheetz Land Development Plan, the Stormwater Management Operation and Maintenance Agreement, the Developer's Improvements Agreement and the sewage facilities planning module exemption contingent upon receiving the required financial security. Motion unanimously approved.

Manager Books stated that the time frame to review and approve this plan expires on July 31st. Sheetz has granted the Township a plan review extension until August 29th so that Sheetz has time

to submit the required financial security. Manager Books asked the Board to accept the plan review time extension.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Heisey to accept the plan review extension until August 29, 2025. Motion unanimously approved.

**Sharon Zook** with Lebanon Valley Council on the Arts was present to request approval to install a mosaic mural on the main restroom wall at Lions Lake Park. Ms. Zook stated that the artwork is done by students from middle school through high school. They have done several different murals in the surrounding communities. Manager Books stated she received a memo from the Park and Rec Board recommending approval for the Lebanon Valley Council on the Arts to use the Lions Lake building for their next mural project.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to allow the Lebanon Valley Council on the Arts to utilize the restroom building at the Water Street parking lot at Lion's Lake Park for their mural named "Water is Life". Motion unanimously approved.

**Pam Tricamo** with the America 250 PA Community was in attendance to introduce the organization she is with to the Board and public. Their goal is to engage all Pennsylvanians as they educate, preservice, innovate and celebrate Pennsylvania's rich history, culture and future through various programs, projects and events. Their next big event is going to be moving the 4<sup>th</sup> of July Fireworks in 2026 from Colemans Park to the Lebanon Expo Center. The free event will be held from 3pm until 9pm and will include games, vendors, food, and of course fireworks. Their next meeting will take place on July 29<sup>th</sup>, 2025, at 4pm at the Lebanon Expo Center. Ms. Tricamo encouraged residents and the Board to come out and be part of the preparation and celebration. They have six committees and are always looking for volunteers to help prepare for the 250<sup>th</sup> anniversary of our country.

**Ron Birch** with the Lebanon Valley Conservancy was in attendance to show a brief video of what the Conservancy was and what they stand for. The Conservancy works to protect the cultural, historical and environmental resources of the region and is committed to collaborating with the community to ensure equitable access to all these resources for the benefit of present and future generations. This includes but is not limited to all open-air spaces such as farmland and woodland. They are a non-profit that runs solely on donations and are on a mission to reach out to all the surrounding municipalities in Lebanon County to inform and involve as many residents as possible to help preserve the beautiful place we live. The Conservancy works with property owners on legal easements to prevent future development and to preserve land in perpetuity.

**Linda Bates** asked if the Township would remind and enforce the rules and regulations regarding free-range chickens in the area. She was informed that this is a zoning issue and should be addressed with Lebanon County Planning Department as our Zoning Enforcement Officer.

**Bob Fetzer** was present to address the issue of a property in the Township that is a safety concern. He explained that if an emergency occurs in a home such as that, it wouldn't take much for a trained professional to become disoriented and put their own lives at risk. He also questioned why the Township doesn't participate in National Night Out anymore.

**Supervisor Heisey** remarked that they are aware of the severity of the property and the Township is doing everything in their power to get the situation resolved. He also mentioned that someone else contacted him regarding National Night Out and agrees that it would be nice. It was mentioned that the lack of volunteers to help organize and run the event is why they no longer participate. It is something they would consider looking into in the future again.

**Steve Matthews** with the Rural Security Fire Company wanted to mention that having the National Night Out could be a great way to introduce the Regionalization of the Police to the community. He stated that since the regionalization, they have had so much more assistance on emergency calls, and he believes it was a great move to regionalize. He also mentioned that the Rural Security Fire Company would be willing to involve volunteers as they too are interested in having the National Night Out event.

It was also noted that when it comes to properties such as the one that Mr. Fetzer brought up, the time and resources that are spent decontaminating all their equipment after a call to such a property places the fire company out of commission for a short time. He inquired whether there was something the Township could do to enforce hoarding in the Township.

**Solicitor Leonard** mentioned that the International Property Maintenance Code that the Township adopted and follows does include verbiage related to hoarding. The difficult part is the Township must become aware of what is behind closed doors. She mentioned that it is primarily the emergency service providers that discover such matters and bring them to the attention of the Township. At that point we would need to include Code Enforcement and gather enough proof to address the situation.

**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.

**Eric Paul** asked if there are any provisions for a person to be displaced from a condemned property?

**Chief Knight** stated that they typically reach out to different organizations to assist with placement and the needs of the displaced residents, and that they do not just kick them to the curb.

### **CONSIDERATION FOR APPROVAL OF MINUTES**

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to approve the meeting minutes from the June 16<sup>th</sup> 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 – June 2025**

Steve Matthews, from Rural Security Fire Company, reviewed the previous month's reports.

**CHIEF OF POLICE REPORT – Lebanon County Regional Police**

**Calls for Service for June 2025 – Paul Savini, Lieutenant**

**Lieutenant Savini** presented a power point presentation which reviewed the various calls for service for the prior month. The LCRPD calls for service for the month of June were 1,392, with 1,160 reportable incidents. Of those reportable incidents 558 were within North Lebanon Township. Total accidents for the three municipalities were 57 with 22 being in NLT. Total citations were 369 with 139 being in NLT. Total warnings both verbal and written were 251 with 21 of them being written in NLT. Total crime statistics were 157 with 90 in NLT and total arrests were 63. The miles traveled for the month was 15,546.

**Monthly Fire Police Activity Report for June 2025 – Chief Timothy Knight**

**Chief Knight** reviewed the NLT Fire Police Activity for the prior month. He also informed the public that there have been a lot of vehicle thefts in the Township and surrounding areas, so please keep your vehicles locked and do not store your keys in your car. He also touched on the topic of National Night Out stating that he too would be interested in possibly bringing it back to the Township on a smaller scale to start than what had previously been done in years past. Chief also wanted to remind the public to come visit them at the Lebanon Area Fair this week, and as always to log on and subscribe to their website.

**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 road crew has been busy with paving preparation and mowing.

Mr. Balsbaugh mentioned that the Lions Lake Park Improvement Project has now been completed. After an inspection from DCNR, it was stated that there were no outstanding issues.

**MANAGER'S REPORT – Lori Books, Township Manager**

**Code Enforcement Monthly Report**

John Brenner, Code Enforcement Officer, provided the Township with his monthly activity report for June. He received 12 new calls and issued 12 Notice of Violations. He closed 8 cases and performed 14 rechecks. He attended 3 court cases. There were no new condemned properties and he un-condemned 1 property and issued 8 non-traffic citations. He currently has 28 open cases.

**Safety Grant for 2026**

Amber Royles-Eby, Township's Administrative Assistant, has prepared the 2026 Safety Grant Application. The items requested for this grant must be for the safety of the employee. This application requests various items to help keep our employees safe such as safety googles and vests, ergonomic chairs, ear plugs, and various styles of gloves. The total cost is \$3,156. \$1,500 is being requested from the grant, (grant maximum) and the remaining \$1,656 is to be paid by the Township as this grant requires a 50% match.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the submission of the 2026 Safety Grant Application to Benecon which is due on July 31, 2025. Motion unanimously approved.

### **Jay Street Wall – Award Bid**

The Township's Engineer, Steve Sherk, has provided the bid tabulation results for the Jay Street Wall Project. Manager Books has provided each Board Member with a copy of the bid results. The Township received nine (9) bids with the lowest bidder being Allgyer Enterprises LLC in the amount of \$268,500.00 which includes an aggregate total of \$10,000.00 for select allowance items such as rock excavation, unsuitable soils, etc. Each bidder was required to provide unit prices for the specified quantities of each allowable item with the aggregate price added to the bid price. At the end of the project, the total quantity of each allowable item will be compared to the estimated quantity on the bid form, and the cost of any differences will be adjusted via change order. We have received the necessary attachments, including the 10% bid bond, bidder qualifications questionnaire, non-collusion affidavit, affidavit accepting provisions of the workmen's compensation act and the public works verification form.

The Township had been awarded \$300,000 through the LSA Grant for this project. Manager Books asked the Board to award the Jay Street Wall Project to the lowest bidder as presented contingent upon receipt of a performance bond, payment bond, certificate of liability insurance, and fully executed agreement between the Township and the Contractor.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to award the Jay Street Wall Project to the lowest bidder, Allgyer Enterprises LLC, in the amount of \$268,500.00 contingent upon the Township Solicitor reviewing and approving all contract documents and bonds.

Manager Books asked the Board to approve the proposal with Geo-Technology Associates as recommended by our Engineer Steve Sherk to have the geotechnical engineer on site to conduct surficial foundation subgrade evaluations, observe the installation of backfill and for conformance with the contract documents.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Heisey, to approve the proposal with Geo-Technology Associates in the amount of \$11,800.00.

**Emily Bixler** asked if there was a timeline as to when Jay Street would start and if the road would be closed at all during construction. It was mentioned that they do not have a start date set yet, but it is noted for completion by October 31<sup>st</sup>. The contractor does have the option to close the road, but that has not been determined yet. The contractor is responsible for providing a detour plan to the Township for approval.

### **Peter Klassen Plan – Time Extension Letter**

The Township received a plan review extension letter from Nolt Engineering on behalf of their client Peter Klassen for the review of the stormwater-only land development plan for 799 Kimmerlings Road.

**MOTION** was made by Supervisor Snook and seconded by Supervisor Heisey to accept the plan review time extension letter to November 4, 2025. Motion unanimously approved.

### **Renewal of General Liability Insurance**

The Township Accounting Clerk has provided them with the renewal quote for our general liability insurance. Our current insurance agent is Bowman's Insurance, and the quote is for continued insurance through McKee Risk. The Township has been with McKee since 2021. The overall rate decreased by 11.47% over last year mainly due to the police department no longer being on our insurance. The renewal was due on July 10th; therefore, Manager Books asked the Board to ratify the decision to continue using Bowman's Insurance for their general liability insurance.

**MOTION** was made by Supervisor Brensinger and seconded by Seconded by Supervisor Snook to ratify the approval using Bowman's Insurance for our general liability insurance, as per their proposal. Motion unanimously approved.

### **Award Line Painting Contract**

The Public Works Director received three telephone quotes for the annual line painting. There was a tie for the lowest bid between two of the three companies. When a tie occurs, the first thing that must be done is to offer each company an opportunity to provide their lowest bid by requesting a voluntary discount. Mr. Balsbaugh notified the affected bidders by email explaining that they tied for the lowest bid and requested they submit their best price with a due date of Thursday July 17 at 8:00 am. He only received one response from Alpha Space Control Company in the amount of \$17,850.00. Therefore, Mr. Balsbaugh is recommending the Board approve the line painting contract to Alpha Space Control Company, which they have used several times in the past.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to award the line painting contract to Alpha Space Control Company in the amount of \$17,850.00. Motion unanimously approved.

### **Purchase Mini Excavator**

The Public Works Director demo-ed several different mini excavator brands and felt the CAT was the best bang for the buck. The CAT mini excavator will come with five different buckets and one breaker. Manager Books asked the Board to approve the purchase of a 2025 CAT 305CR mini excavator from Cleveland Brothers Equipment, which is a COSTARS vendor. COSTARS is a statewide program that allows municipalities to purchase directly from qualifying vendors rather than having to go through the formal bid process. The purchase price is \$91,988.00. They budgeted \$92,000 in this year's 2025 budget under Capital Reserve.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the purchase of the mini excavator from Cleveland Brothers Equipment in the amount of \$91,988.00. Motion unanimously approved.

### **Release financial security for 1111 Kochenderfer Road**

The owners of 1111 Kochenderfer Road requested the release of the remaining financial security we are holding for the site improvements related to this project. The Township has received a letter from Steve Sherk (Township Engineer) recommending the release of the remaining funds from their financial security in the amount of \$2,970.00. Mr. Sherk indicated all previous punch list

items have been addressed and the required improvements were installed in accordance with the approved plan. All outstanding invoices have been paid to date.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the release of the remaining funds in the Letter of Credit for the Hostetter's for their development of 1111 Kochenderfer Road in the amount of \$2,970.00. Motion unanimously approved.

**801 Kimmerlings Road – advertise for public auction**

Last month the Board authorized the sale of property the Township owns at 801 Kimmerlings Road and the use of auctioneer Nelson Ebersole. Manager Books has since been in contact with Nelson Ebersole and finalized the details of the auction. She asked the Board to authorize Solicitor Leonard to advertise for the public auction which will be held on Saturday, September 6, 2025, at noon.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to authorize Solicitor Lenoard to advertise for the public auction of 801 Kimmerlings Road for Saturday, September 6, 2025, at noon. Motion unanimously approved.

**SOLICITOR'S REPORT – Amy Leonard, Esquire**

Nothing to share this month.

**COMMENTS FROM BOARD MEMBERS/PUBLIC**

**Supervisor Heisey** mentioned how wonderful it is that we will be able to get the Jay Street Wall fixed within the limits of the grant they received. The wall needs replaced and getting it accomplished without further expense from the Township is a plus.

**ADJOURNMENT**

**MOTION** was made by Supervisor Snook and was seconded by Supervisor Heisey to adjourn. With no further business to discuss, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,

Misty S. Bender  
Recording Secretary