

**MINUTES  
NORTH LEBANON TOWNSHIP  
BOARD OF SUPERVISORS  
AUGUST 18, 2025**

The August 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, as well as several members of the public.

**COMMENTS FROM THE PUBLIC**

**Eric Paul** asked why the Township only allows two-yard sales per year. He was told that the number has not changed, and four-yard sales are permitted annually, not only two as Eric had thought.

**Ann Pinca** commented on how beautiful the Lions Lake Park looks since the renovation. She also commented on how wonderful the Water is Life mural that was installed in July looks.

**Linda Bates** asked when the residents pay fines to the Township, what is that revenue used for? It was mentioned that it goes into the general fund and is then applied to everyday expenses.

**Emily Bixler** with LebTown asked how the cost of issuing the fines compares to the revenue generated from the fines. Chief Knight replied by stating that it is certainly not a money maker. It was also mentioned that the whole purpose is not punishment, but compliance.

**Karen Wolfe** questioned whether anyone in the room has done anything to assist a struggling property in the neighborhood. It was mentioned that one of the board members indeed did go out of his way in attempts to help the family.

**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.

**Brian McCurdy** inquired as to why all the decisions about what gets built where in the Township are made by just three guys and not left up to the residents who live in the Township. Solicitor Leonard replied that all plans are brought not only to the public in the Board of Supervisors meetings, but also at the Planning Commission meetings, the Municipal Authority meetings, and all new plans coming in are displayed on the Township's website. Supervisor Brensinger also stated that the local Township Government has been working in this manner for over 200 years. Nothing has changed.

**Eric Paul** wanted to thank the Board for lowering the water bill. He noticed a nice decrease in his bill this past quarter. Supervisor Heisey responded that the Municipal Authority worked hard to eliminate the debt which has made an impact on lowering the quarterly bills.

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

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to approve the meeting minutes from the July 21<sup>st</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 – July 2025**

Brian Vragovich, from Glenn Lebanon Fire Company, reviewed the previous month's reports. He also pointed out that the fire companies are now being called to assist the ambulance service to transport patients back to their homes after being released from the medical facility.

### **CHIEF OF POLICE REPORT – Lebanon County Regional Police Calls for Service for July 2025 – Chief Timothy Knight**

**Chief Knight** 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 July were 1,484, with 1,189 reportable incidents. Of those reportable incidents 584 were within North Lebanon Township. Total accidents for the three municipalities were 41 with 18 being in NLT. Total citations were 412 with 157 being in NLT. Total warnings both verbal and written were 208 with 31 of them being written in NLT. Total crime statistics were 142 with 75 in NLT and total arrests were 60. The miles traveled for the month was 15,976.

**Chief Knight** 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 briefly touched on the fact that their annual budget has been completed, reviewed and approved for the upcoming year ahead of schedule.

**Monthly Fire Police Activity Report for July 2025 –Paul Savini, Lieutenant**  
**Lieutenant Savini** reviewed the NLT Fire Police Activity for the prior month.

### **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. It was noted that the paving on E Kercher and Joel Dr has been completed. They are just waiting for line painting. The Jay Street Wall Replacement Project will begin in mid-September, weather permitting. They held their preconstruction meeting last week.

### **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 July. He received 27 new calls and issued 12 Notice of Violations. He closed 31 cases and performed 27 rechecks. He attended 0 court cases. There were 2 new condemned properties and he un-condemned no properties and issued 3 non-traffic citations. He currently has 23 open cases.

### **Lion's Lake Park Improvements – Final Payment & Close Out**

We received a letter from Steve Sherk recommending approval of the final payment to Flyway Excavating for the Lion's Lake Park Improvements in the amount of \$38,525.61. We have received the required contract close-out documents including the Warranty Letter, Maintenance Bond, As-Built Plans, Statement of Surety Company, and Certificate of Insurance (completed operations). Steve has also provided a copy of the Notice of Acceptability of Work. On August 11, we submitted our reimbursement request in the amount of \$250,000.00 to DCNR to close out the grant. Manager Books stated she has invoiced the consortium for their portion of the project to be reimbursed to the Township in the amount of \$14,503.64 which brings their total contribution to \$290,072.74. I have provided each of you with a tracking spreadsheet showing the total cost of the project which is \$770,512.44. This includes the three change orders and the final reconciliation of difference in allowable items.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the final payment request to Flyway Excavating in the amount of \$38,525.61 for the Lion's Lake Park Improvements Project. Motion unanimously approved.

### **Reduction of Financial Security – Briar Ridge Commons**

We received a letter from our alternate engineer, Edward Van Arsdale of ARRO, recommending a reduction in the letter of credit being held for the Briar Ridge Commons Development. ARRO has confirmed the work shown on the bond reduction spreadsheet has been completed and is recommending a reduction of \$1,520,925.28 which would leave a balance of \$903,617.12 to guarantee the completion of the remaining items. The total amount of the site improvement bond currently being held is \$2,424,542.40.

**MOTION** was made by Supervisor Snook and seconded by Supervisor Heisey to reduce the Site Improvement Bond for Briar Ridge Commons by \$1,520,925.28 leaving a balance of \$903,617.12. Motion unanimously approved.

### **Reduction of Financial Security – Sunny Lane Foods / Scout Cold Storage**

We received a letter from our alternate engineer, Edward Van Arsdale of ARRO, recommending a reduction in the letter of credit being held for the Sunny Lane Foods / Scout Cold Storage Expansion Development. ARRO has confirmed the work shown on the bond reduction spreadsheet has been completed and is recommending a reduction of \$931,980.00 which would leave a balance

of \$6,720.00 to guarantee the completion of the remaining items. The total amount of the site improvement bond currently being held is \$938,700.00.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Heisey to reduce the Site Improvement Bond for Sunny Lane Foods by \$931,980.00 leaving a balance of \$6,720.00. Motion unanimously approved.

**Tree Dedication – Matthew Byczkowski**

We received a tree dedication agreement for a tree at Lenni Lenape Park with Matthew Byczkowski. This is for tree #2 which is a Flashfire Sugar maple. He has signed the agreement, and all fees have been paid. The Parks and Rec Board recommended approving the agreement at their August 5th meeting.

**MOTION** was made by Supervisor Snook and seconded by Supervisor Heisey to approve the tree dedication agreement with Matthew Byczkowski. Motion unanimously approved.

**Sheetz – accept financial security**

Last month the Board approved the Sheetz Land Development Plan contingent upon receiving their financial guarantee and all executed agreements. We have received their financial guarantee in the form of a Surety Bond in the amount of \$1,096,806.06 to guarantee the installation of all site improvements on the property. The Municipal Authority also received their financial guarantee for the sewer improvements which was also a Surety Bond in the amount of \$37,637.60.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to approve and accept the Surety Bond in the amount of \$1,096,806.06 for site improvement work for the Sheetz Land Development Plan. Motion unanimously approved.

**Sheetz – Addendum to Developer’s Agreement**

Sheetz is still working on their HOP permit with PennDOT. As a result of additional signage wanted by PennDOT, it is now necessary to include language regarding the responsibilities of the additional signage. Solicitor Leonard has been working with Sheetz representatives regarding an addendum to the Developer’s Agreement to cover the additional responsibilities.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to approve the addendum to the Developer’s Agreement and authorize Ed Brensinger as Chairman to sign the addendum and authorize Lori Books as Manager to sign the HOP Permit Application. Motion unanimously approved.

**904 Recycling Performance Grant Application for 2024**

Our Recycling Coordinator, Bonnie Grumbine, prepared the 904 Recycling Performance Grant Application for 2024. The projected amount for our 2024 tonnage is \$20,798.49. Our residential tonnage slightly increased, and the Walmart Distribution Center significantly decreased its reported tonnage in 2024.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the submittal of the 2024, 904 Recycling Performance Grant Application. Motion unanimously approved.

**LSA Grant Application – Authorization to hire Steckbeck Engineering**

Manager Books stated that she received an email from Representative John Schlegel's office informing us that the LSA Grant will be opening on September 1st and closes on November 30th. She asked the Board for permission to hire Steve Sherk of Steckbeck Engineering to complete the application on our behalf for upgrades to both the Emma Road and Long Lane bridges. We are required to have our bridges inspected bi-annually. Both reports completed this year indicate different levels of priority maintenance needed within the next two years. Our thoughts are to make these repairs before the need arises to replace the entire bridge. The grant applications would be announced next year in the fall of 2026, so this would be a 2027 budget item which would be within our two-year window to complete the recommended repairs.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to authorize Steve Sherk of Steckbeck Engineering to complete the LSA Grant on our behalf for maintenance and repairs to the Emma Road and Long Lane bridges. Motion unanimously approved.

**Proposed 2026 Budget Meeting Dates**

Manager Books recommended the following dates be advertised for the 2026 Budget Meetings:

1. September 24 at 2:00 pm
2. October 2 at 2:00 pm
3. October 7 at 5:30 pm (Fire Chiefs)
4. October 15 at 2:00 pm
5. October 29 at 2:00 pm

These dates and times must be advertised and open to the public. Manager Books asked for authorization from the Board to advertise the referenced dates in the LDN as required.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Brensinger to advertise the referenced budget meeting dates and times as required. Motion unanimously approved.

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

**Authorization to advertise for Ordinance #2-2025 (TNR Program)**

In the past, concerns have been raised amongst residents who wished to participate in a trap, neuter and release (TNR) program to address the feral cat situation in the Township. The existing animal regulations in the current code of ordinances state that animal feeding of any kind is prohibited. Ordinance #2-2025 would propose an additional provision in the Townships animal regulations that would create an exception for feeding cats if it is specifically part of a recognized TNR program in conjunction with a local organization or veterinary practice that works with the program. Supervisor Heisey mentioned that he attended the information meeting that was held last year regarding the TNR program. He mentioned that there is a cost to the program, and specific rules and regulations that need to be followed including designated times that are set in place for feeding for the program to be effective. It was noted that the public hearing would take place at next month's Board meeting.

**MOTION** was made Supervisor Heisey and seconded by Supervisor Snook to authorize Solicitor Leonard to advertise Ordinance #2-2025 on the TNR Program. Motion unanimously approved.

**COMMENTS FROM BOARD MEMBERS/PUBLIC**

Supervisor Heisey stated that the mural at the lake looks great, and he believes it was a nice addition to the park.

Supervisor Snook took a moment to commemorate the memory of the recently departed George Christianson, mentioning that he was a great guy who will be dearly missed.

Supervisor Brensinger wanted to acknowledge Mr. Balsbaugh and the highway crew for the great job that they and Pennsy Supply did on this year's paving project.

**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 7:55 PM.

Respectfully Submitted,

Misty S. Bender  
Recording Secretary