

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
OCTOBER 20, 2025**

The October 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 was Misty Bender, the Recording Secretary, Emily Bixler with LebTown, Terri Delo with Integrated Consulting & Derek Dissinger, Esquire representing Manor View Estates, Brianna Laliberte with DES, Tabatha Gilbert with Union Canal Park, as well as several members of the public.

ANNOUNCEMENTS

Chief Knight presented Manager Books and the Board with an application for Fire Police from Annette Marquez. Upon approval of her application and after reciting the Oath of Office before the Board of Supervisors and public in attendance, Ms. Marquez was sworn into office.

COMMENTS FROM THE PUBLIC

Plans Ready for Approval

Manor View Estates Final Subdivision & Land Development Plan Terri Delo from Integrated Consulting and Derek Dissinger of Barley Snyder were present to review the requested waivers and ask for approval of the plan contingent on the Township receiving financial security. This project is located on the west side of Grace Avenue and proposes the development of thirty (30) new single family residential lots.

Waiver #1 – Section 5.02.D - Depth of residential lots should be not less than one (1) nor more than two and a half (2- 1/2) times the lot width. The applicant is requesting a waiver of this requirement. The Township Engineer does not object to the requested waiver due to site constraints caused by the existing overhead electric easement and geometry of the parent tract.

Waiver #2 – Section 5.02.I - Lots shall be suitably shaped to encourage and facilitate use and maintenance of all portions of the lot. Accordingly, lots shall be square or generally rectangular in shape. Lot configurations which result in flag lots and L-shaped, T-shaped, triangular or otherwise inappropriately shaped lots shall be avoided. The applicant is requesting a waiver of this

requirement for Lots 8, 27, 28 and 29. The Township Engineer does not object to the requested waiver due to site constraints caused by the site limitations.

Waiver #3 – Section 5.11 - Sufficient monuments shall be set to ensure that reliable survey points are available for all parts of the subdivision. At least one (1) monument shall be placed for every two (2) lots or every two hundred (200) feet of streets, whichever requirement is less. The applicant is requesting a waiver of this requirement and is proposing to drill holes in the concrete sidewalk. The Township Engineer had no objection to this waiver request.

Waiver #4 – Section 5.12.C - Fire hydrants shall be located no more than 100 feet apart and within 500 feet of any dwelling or inhabited structure. The applicant is requesting a waiver of this requirement. The Township Engineer does not object to the waiver request since he believes the 100 feet hydrant spacing requirement is a misprint in the SALDO and was intended to be 1,000 feet.

Waiver # 5 – Section 301.G - Stormwater flows onto adjacent property shall not be created increased, decreased, relocated, or otherwise altered without written notification to the adjacent property owner(s). The applicant is requesting a waiver from the ordinance requirement to allow for an increase in runoff to the Manor View Drive / Hunters Chase Lane intersection. The maximum increase from pre to post development in .49 cfs during the 5-year storm event. The Township Engineer has no objection to this waiver given the site constraints and the minimal nature of the flow increase. In addition, the applicant's consultant has confirmed the existing conveyance system within Hunters Chase Lane contains adequate capacity for the increase in flow.

Solicitor Leonard verified with Derek Disinger, Esquire that the retaining wall on the plans were going to be maintained by an HOA and not the Township. This information was confirmed.

Supervisor Heisey questioned whether the new homes would be single family dwellings. It was confirmed that these are single family dwellings and will be of a certain value.

Manager Books stated that the Township received an email from their Engineer stating all his outstanding comments have been addressed and he recommends approval of the plans. He also recommended approving all the requested waivers. Manager Books noted the Township has received the executed developer's agreement, the storm water management operation and maintenance agreement and the Fees in Lieu of Agreement. They are still waiting for the required financial security from the developer. The Planning Commission has recommended conditional approval at their September 8th meeting and the Authority approved the sewer design and sewage facilities planning module exemption at their August 14th meeting contingent upon receiving financial security. Manager Books asked the Board to approve the requested waivers, the plans, the sewage facilities planning module exemption and all agreements contingent upon receiving financial security.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to approve the waivers as presented. Motion unanimously approved.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to approve the Manor View Subdivision and Land Development Plan contingent on receiving the required financial security. Motion unanimously approved.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the Developers Agreement, Stormwater Management Operation and Maintenance Agreement, the Fees in Lieu of Agreement, and the sewage facilities planning module exemption. Motion unanimously approved.

Brianna Laliberte – Dept. of Emergency Services was present to go over what the future of disasters would look like for our county as changes within FEMA will likely make it more difficult to receive funds following a disaster. She also touched on the Continuity of Operations Plan that herself, Manager Books and Amber Royles-Eby, are currently working on. Some other items reviewed were the Access and Functional Needs Registry, the Community Emergency Response Team reintroduction and that DES is in the process of rewriting the Emergency Operations Plan for Lebanon County. Brianna also wanted to remind the Board and public about the Full-Scale Exercise which is a part of a larger effort called Wide Vigilance. Planning for this event is underway and is expected to be held May 9th, 2026, at the Palmyra High School.

Tabatha Gilbert was present to thank the Township and the Regional Police for all their assistance during their events at Union Canal Park. She also explained some of the fun things that will be going on at the park in the upcoming year.

Supervisor Brensinger mentioned that he is grateful for all the hard work that goes into keeping the park not only maintained but free for the public.

Gisele Hamm mentioned it may be a good idea to get a microphone for people coming to present to the Board as those who sit in the back have trouble hearing.

Linda Bates wanted to thank the Board for placing an article in the newsletter regarding chickens.

Bruce Sattazahn asked for clarification regarding the feeding of cats and how it relates to the revised language regarding the TNR Program.

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.

Bonnie Paul asked what was being done about the property on the corner of 7th Street and Kimmerlings Rd. It was noted that the Township has not forgotten about the issue, and they are doing their due diligence to resolve it as soon as possible. Unfortunately, it is a long and slow process.

CONSIDERATION FOR APPROVAL OF MINUTES

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to approve the meeting minutes from the September 15th Board of Supervisor's meeting, and the September 24th, October 2nd, October 7th and October 15th Budget Meetings. 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 – September 2025

Brian Vragovich from Glenn Lebanon Fire Company reviewed the calls for service and training for the previous month.

CHIEF OF POLICE REPORT – Lebanon County Regional Police

Calls for Service for September 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 September were 1,406, with 1,000 reportable incidents. Of those reportable incidents 476 were within North Lebanon Township. Total accidents for the three municipalities were 49 with 23 being in NLT. Total citations were 404 with 187 being in NLT. Total warnings both verbal and written were 178 with 12 of them being written in NLT. Total crime statistics were 107 with 67 in NLT. The miles traveled for the month was 17,095. A slide that listed a few of the trainings that the officers participate in on a regular basis was shown as well.

Chief Knight commended a few of the officers on arrests made last month. From one investigation by Corporal Houser which lead to a recovery of over 6 pounds of marijuana and firearms, to another officer providing lifesaving CPR to a victim until they made it to the hospital.

Chief Knight also mentioned there have been several thefts in the Township, and to be leery of any seemingly disabled vehicles.

Monthly Fire Police Activity Report for September 2025 –Chief Timothy Knight

Chief Knight reviewed the NLT Fire Police Activity for the prior month.

Chief Knight wanted to thank Ron Sell for donating a tire changing machine to the Township. This saved the Regional Police thousands of dollars by not having to purchase a new one or outsource changing tires to another garage.

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 that Jay Street has been reopened, however, the Jay Street Wall Project is still underway and the road will be closed temporarily over the next few weeks while the finishing touches are made.

Some highlights since last month's meeting included the completion of the Fall Clean-up which took place on October 13th. He gave a shout out to Jackson Township for all their assistance in the project. Other tasks that had been completed in the last month were the upgrades to the GIS System, training at the Lebanon County Municipal Convention, and the replacement of three roofs on Township owned buildings/pavilions. Leaf Collection has begun and will continue through

December 5th or until the first significant snowfall. A total of 89 PA One Calls were responded to in the month of September.

Supervisor Brensinger wanted to applaud the Highway Crew for their abilities that make it possible to keep some of the trade work in-house and not have to outsource as much of the work. The Township is lucky to have such a skilled set of employees at their disposal.

MANAGER'S REPORT – Lori Books, Township Manager

Code Enforcement Monthly Report John Brenner provided the Township with his monthly activity report for September. He received 4 new calls and issued 2 Notice of Violations. He closed 13 cases and performed 15 rechecks. He had no court cases, no new condemned properties, no un-condemned properties and issued 2 non-traffic citations. He currently has 15 open cases.

Cornwall Lebanon Regional Comprehensive Plan – Update Manager Books provided the Board with an update regarding the Cornwall Lebanon Regional Comprehensive Plan. They are nearing the end of the process and will soon be ready for the Board to take action. The Draft Plan and all exhibits have been on the Township's website home page for all to view.

The Planning Commissions of each of the Cornwall Lebanon School District municipalities have been meeting and working on this Plan for a little over a year. On October 1, 2025, they held a joint public meeting with the other municipalities to present the Draft Plan to the public and provide them with an opportunity to ask questions, offer comments and feedback. After that meeting the Plan was forwarded to the Lebanon County Planning Department, the Cornwall Lebanon School District and all neighboring municipalities for their review as required by law. The Board of Supervisors can only hold their own public hearing and adopt the Plan after those entities were provided with 45 days to review and comment, if desired.

At the November 17th meeting Manager Books will be asking the Board to set the date for the public hearing and for authorization for the solicitor to advertise the public hearing notice. After the public hearing the Board can then adopt the new Comprehensive Plan by Resolution.

Authorize Solicitor Leonard to update regulations regarding data centers and warehouses - Manager Books asked the Board to authorize Solicitor Leonard to prepare and update the Township's regulations regarding data centers and warehouses.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to authorize Solicitor Leonard to prepare regulations regarding data centers and warehouses. Motion unanimously approved.

Guide Rail – Halfway Drive Bridge

During our biannual inspections of the bridges, it was noted in the required maintenance items to install a standard transition, approach guide rail and end treatment system at the rear right and far corners of the bridge and to re-stake the near right and far right Hazard Clearance Markers to properly delineate the blunt ends of the concrete parapet and remove the far left Hazard Clearance Marker. Mr. Balsbaugh received a quote from William Orr & Sons in the amount of \$12,360 to complete this maintenance work. Manager Books asked the Board to approve the quote from William Orr to complete the work.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve the quote from William Orr & Sons to replace the guide rail on the Halfway Drive Bridge in the amount of \$12,360.00. Motion unanimously approved.

Plan Review Extension – Peter Klassen – NS Kimmerlings Road

The Township has 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 Brensinger and seconded by Supervisor Heisey to accept the plan review time extension letter to February 2, 2026. Motion unanimously approved.

Allgyer Enterprises – Payment Request #1 – Jay Street Wall Project

Allgyer Enterprises has submitted Payment request #1 for work completed on the Jay Street Wall Project. This invoice covers work from August 11 through October 10, 2025. The requested invoice amount is \$191,472.50 which will leave a balance of \$96,277.50 on the contract including the costs for field change order #1 which the Board approved at the October 2nd budget meeting. This balance includes 5% retainage of the value of work completed. Manager Books has received a recommendation from the Township's engineer, Steve Sherk, indicating that the reported quantity of completed work is consistent with their observations. Manager Books asked the Board to approve this payment request.

The Township received the LSA Grant in the amount of \$300,000.00 to cover the costs of replacing this wall. As requested last month, Manager Books did reach out to Steckbeck regarding the costs for change order #1 and they have offered to pay a portion of that change order for the misunderstanding.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to authorize payment #1 in the amount of \$191,472.50 to Allgyer Enterprises for work completed through October 10th for the Jay Street Wall project. Motion unanimously approved.

Pension Options for 457b Plan and Township Non-Union Employee Plan

In May the Board directed Manager Books to reach out to Stiefl for the Township's pension plans to inquire about better rates since it appears the police are getting a good return on their investment with them. The costs for the Non-Union Employee Plan are about the same, however, the costs to administer the 457b Plan are approximately half the costs, saving about \$2,000 per year. When comparing growth rates, Stifel has outperformed Conrad Siegel.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to switch pension plan companies from Conrad Siegel to Stifel and to authorize Manager Books to sign any necessary paperwork to start making the transition. Motion unanimously approved.

Parks & Recreation Board Memo:

Park Bench Agreement – Lenni Lenape w/Phyllis Casper

The Parks & Recreation Board received a bench dedication agreement from Phyllis Casper. She has signed the agreement and paid the fee for a park bench at Lenni Lenape. Manager Books asked

the Board to approve the agreement with the Phyllis Casper for one park bench at Lenni Lenape Park. The Park & Rec Board recommended approval at their October 7th meeting.

MOTION was made by Supervisor Brensinger and second by Supervisor Snook to approve the Bench Dedication Agreement with Phyllis Casper for a park bench at Lenni Lenape Park. Motion carried unanimously.

Northern Lebanon Little League – Fundraiser Tournament

The league is looking to host a recreational league/non-travel baseball fundraiser tournament in August of next year. Dwayne Elder, on behalf of Northern Little League Baseball Association, asked the Park & Rec Board to consider recommending waiving the \$35.00 per day fee, as outlined in the Township's fee schedule to the Board of Supervisors. The Park & Rec Board recommend approving the request at their October 7th meeting.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to approve the request from the Northern Lebanon Little League to waive the \$35.00 per day tournament fees for the fundraising tournament they would like to hold in August of next year. Motion unanimously approved.

Sports Association Fees

Manager Books received a memo from the P&R Board recommending the Board either eliminate the \$500.00 annual sports association fee or consider reducing the fee as outlined in the Township's annual Fee Schedule.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to approve the recommendation from the Parks & Rec Board to eliminate the \$500 annual sports association fee. Motion unanimously approved.

Reconsider Dog Park

The P&R Board recommended the Board re-consider installing a simple dog park. They discussed having two areas, one for smaller dogs and the other for larger dogs. Corey Uhrich expressed his willingness to offer his assistance with gathering additional information on this inquiry but does not have the time to do it all himself.

The Board directed Manager Books to have the members of the Parks & Rec Board gather more information before they make any decisions. They are looking for things such as sample ordinances, design, costs, potential liability, rules, enforcement, etc.

E-Bike Regulations

The Park & Rec Board discussed the use of E-Bikes within Township parks. They feel it is a safety concern for pedestrians and children using the walking paths. The Park & Rec Board recommended the Supervisors review the ordinance and consider prohibiting e-bikes within all Township Parks, as well as installing signs stating No E-Bikes permitted. Manager Books provided the Board with a copy of the current regulations for their review.

No motion was made as the Board feels e-bikes are covered under the current regulations.

Authorize PO for purchase of flail mower for next year

The Township has budgeted next year for the purchase of a new 60” side flail mower for roadside mowing. Mr. Balsbaugh was informed of a price increase at the end of this month. He would like to provide the vendor with a purchase order to lock in the price. Delivery and invoicing will only happen next year. Manager Books asked the Board to authorize Mr. Balsbaugh to place a purchase order to Tiger Mowers for the purchase of the flail mower.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to authorize Mr. Balsbaugh to provide a purchase order to Tiger Mowers for the purchase of the flail mower in the amount of \$27,454. Motion unanimously approved.

Request from Ebenezer Fire Company for release of \$30k

The Township received a request from the Ebenezer Fire Company requesting release of \$30,000.00 from the NLT Fire Company Capital Reserve Fund to be used in combination with other fire company funds to make the annual loan payment to Kansas State Bank. Manager Books also received a copy of their minutes approving the request. She asked the Board to authorize release of the funds for Ebenezer FC.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to release \$30,000.00 from the NLT Fire Company Capital Reserve Fund to the Ebenezer Fire Company to be used in combination with other fire company funds to make their annual loan payment to Kansas State Bank. Motion unanimously approved.

SOLICITOR’S REPORT – Amy Leonard, Esquire

None.

COMMENTS FROM BOARD MEMBERS/PUBLIC

Supervisor Snook mentioned that during a ride along with a police officer last month, he was able to see behind the scenes. He was very impressed with the way the officer conducted himself and with the technology they have at their disposal.

Supervisor Brensinger commented on the property at 1701 N 7th street. The Township continues to address this situation in the most effective manner possible.

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 8:28 PM.

Respectfully Submitted,

Misty S. Bender
Recording Secretary