

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
BUDGET MEETING
September 24, 2025**

The duly advertised budget meeting of the North Lebanon Township Board of Supervisors was called to order at 2:03 PM by Vice Chairman Heisey 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:

Gary Heisey – Vice-Chairman
Arden Snook, Sr – Treasurer
Lori Books – Township Manager
Jared Balsbaugh – Public Works Director

Absent Ed Brensinger – Chairman

One Township resident was also present.

GENERAL FUND DEPARTMENTS

Jared Balsbaugh, Public Works Director, reviewed the requested 2026 budget items and potential projects with the Board for each department under him. Lori Books, Township Manager, reviewed the items for the administration side.

BUILDING MAINTENANCE / PARKS AND RECREATION

- Upgrades to the full-service pavilion & rest room at Lions Lake Park including but not limited to new electrical service, painting, siding, soffit replacement, countertops, and the BBQ pit grill.
- Improvement/Overlay to existing walking paths at Lions Lake Park. Applied for \$25,000 Marcellus Shale Grant which requires a 50% match. We intend to use in-kind services (labor and equipment) as our match.
- Flooring replacement in main building (excluding the file room) to complete the floor upgrade project started a few years ago. Received quotes for the Board room, the highway offices and hallways, the lunchroom and hallways, the Chief and Detective's offices as well as the police meeting room. This will match the newer flooring in the main office area of the building.
- Access Control Replacement as the Township's current system is antiquated and will need replacement sometime soon either way. Replacement parts for the 20-year-old system are becoming harder to get.

CAPITAL RESERVE (Highway Equipment)

- Office equipment for the highway department. Replacing office chairs that are old and worn out, according to the suggestion from the flooring company, to extend the lifespan of the new flooring.
- 2026 John Deere 410P Backhoe. This purchase would be dependent on obtaining the LSA Grant. The new backhoe would work with all the existing attachments of the current backhoe.
- 2026 Western Star 47x Cab & Chassis. This would be to provide an additional truck for

the growing manpower at the Township.

- Uplift for 2026 Western Star 47x.
- 11' Valk Dual Taper Tube Plow. This would be attached to the new truck proposed.
- 60" Side Tiger Flail Mower. This would alleviate safety concerns as it would decrease the time spent in opposing lanes of traffic while performing road side mowing.

LIQUID FUELS Projects

- Looking to pave Heffelfinger Road and Morrissey Drive as they encounter higher volumes of traffic and are due in the running list of road maintenance.
- Possibility of oil & chipping Halfway Drive and Emma Road. Mr. Balsbaugh brought this up for discussion. It was decided that more information would need to be gathered to decide whether oil and chipping Halfway Drive would be recommended over paving.

SPECIAL PROJECTS

- 1635-gallon elliptical water tank. The tank would be used to transport water to the mulch piles & utilize during paving projects. This would alleviate the need to borrow a water tank from Jackson Township as was done in the past. There are times when we need to borrow the tank and it is not available.

ADMINISTRATION

- Replacement of main copier in office. The current copier has encountered multiple problems and has had to be serviced on numerous occasions in the last two years.
- Purchase replacement for counter PC. This computer serves as the Townships server and is now beyond the warranty stage in addition to having capacity errors. Our IT department is recommending that it be replaced.
- Purchase replacement computer for Office Clerk. This is one of the oldest PCs and is on the list to be replaced in 2026.
- We have been awarded the Safety Grant for 2026 and intend to purchase the approved safety items such as gloves, vests, safety glasses and other safety items.

Lori stated that a lot of our annual renewals have not come in yet and therefore, it doesn't make sense to go through the entire budget line by line at this point. She said that is all she had planned to review for today.

Supervisor Snook questioned Lori if she had a chance to discuss the police budget with Christy yet. Lori responded that she hasn't had time yet due to a family emergency the same day they spoke. Supervisor Snook stated their attorney confirmed they must advertise and hold their budget meetings in public. After some discussion, everyone agreed they are still learning, and things are going well with the new police department.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to adjourn. With no further business to discuss, the meeting was adjourned at 3:01 PM.

Respectfully Submitted,

Misty Bender
Recording Secretary