

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
January 5, 2026**

The January 5th reorganizational meeting of the North Lebanon Township Board of Supervisors was called to order at 2:00 PM by Solicitor Leonard 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
Arden Snook, Sr – Treasurer
Lori Books – Township Manager
Tim Knight – Chief of Police
Amy B. Leonard. Esq. – Henry & Beaver LLP

Absent:

Gary Heisey – Vice Chairman

Also in attendance were two members of the public.

REORGANIZATION FOR 2026

OATH of OFFICE

Solicitor Leonard announced that Manager Books has received the Oath of Office for Arden Snook.

Nomination and Election of Officers – Chairman; Vice-Chairman; Treasurer

Sol. Leonard opened the floor for nominations of officers.

MOTION was made by Arden Snook Sr. and seconded by Edward Brensinger to nominate and elect Gary Heisey as Chairman, Edward Brensinger as Vice-Chairman, and Arden Snook, Sr. as Treasurer. Motion unanimously carried.

The meeting was then turned over to Vice-Chairman Ed Brensinger since newly elected Chairman Heisey was not present.

Acknowledgement of Years of Service – Non-uniform given in 5-year increments

Every year the township recognizes those employees who have been with the Township in five-year increments. This year the Board recognized Dave Leid who completed 5 Years of Service on 6/29/2025 and Lori Books who will complete 10 Years of Service on 1/11/2026. A certificate was given to both in recognition of their accomplishment.

PUBLIC HEARING

Solicitor Leonard opened the public hearing at 2:05 regarding proposed Ordinance #1-2026 which makes amendments to the Employee 457b Pension Plan. This ordinance is to keep the Township in compliance with the federal Secure 2.0 Act of 2022 including provisions regarding catch up

contributions, Roth elective deferral contributions, distribution requirements, and an effective date. This ordinance was approved for advertisement at the December 15, 2025, Board of Supervisors meeting, and was advertised in the Lebanon Daily News on December 23, 2025. Solicitor Leonard then opened the hearing for comment and questions from the Board and the public. No comments were made or questions raised.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to adopt Ordinance # 1-2026 which amends the Employee 457b Pension Plan to comply with the Secure 2.0 Act of 2022. Motion unanimously carried.

Act on Appointments

Township Secretary -----	Lori A. Books
Assistant Treasurer -----	Lori A. Books
Township Police -----	Leb Co Regional Police, Chief Timothy Knight
Township Solicitor -----	Amy B. Leonard, Henry & Beaver
MS-4 Engineer -----	Steve Sherk & Darren Heisey, Steckbeck Eng.
SALDO Engineer -----	Steve Sherk, Steckbeck Engineering & Consulting
SALDO Engineer, Alternate -----	John Poff, System Design Eng., Inc. (if conflict w/Steckbeck)
Traffic Engineer -----	John Schick, Rettew Associates (as needed)
Sewage Enforcement Officer -----	Dave Siminitus, Lebanon County Planning Dept.
SEO Alternate -----	Julie Cheyney, Lebanon County Planning Dept.
Property Code Enforcement Officer -----	Mike Rohrer, System Design Engineering
Auditor (CPA Firm) -----	Brown Plus

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to appoint Lori A. Books as Township Secretary and Assistant Treasurer; Lebanon County Regional Police as our Police Department with Timothy Knight as their Chief of Police; Amy B. Leonard of Henry & Beaver as Township Solicitor; Steve Sherk and Darren Heisey of Steckbeck Engineering as our MS-4 Engineer; Steve Sherk of Steckbeck Engineering as our SALDO Engineer; John Poff of Systems Design Engineering, Inc. as our alternate Engineering if conflict w/Steckbeck; John Schick of Rettew Associates as our Traffic Engineer, Dave Siminitus of the Lebanon County Planning Department as our Sewage Enforcement Officer, Julie Cheyney of the Lebanon County Planning Department as our alternate SEO, Mike Rohrer of System Design Engineering as our Property Code Enforcement Officer, and Brown Plus (CPA Firm) as our Auditor. Motion unanimously carried.

Establish Treasurer's Bond

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to set the Treasurer's Bond to One Million Dollars for the Treasurer and Assistant Treasurer. Motion unanimously carried.

Select Depositories for Township Funds

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve Fulton Bank, Northwest, Jonestown Bank & Trust (JBT), PLGIT, and First Citizens Community

Bank as the listed depositories and to authorize the Manager/Secretary to open CD's, renew, or withdraw from CD's as necessary, only in the name of North Lebanon Township, for various Funds. Motion unanimously carried.

Appoint Voting Delegate for PSATS Conference

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve Gary Heisey as the voting delegate at the PSATS Conference. Motion unanimously carried.

Authorize Attendance to PSATS Conference

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the Supervisors, Director of Public Works, Manager, Administrative Assistant and Accounting Clerk to attend the PSATS Conference on April 19 through the 22nd, 2026. Motion unanimously carried.

Appointments to the Lebanon County Stormwater Consortium

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to appoint Edward Brensinger as voting member and Lori Books as alternate voting member to the Lebanon County Stormwater Consortium. Motion unanimously carried.

Authorize Attendance to County Association Conference in November

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to authorize the Supervisors, Manager, Administrative Assistant, and Public Works Director to attend the County Convention in November. Motion unanimously carried.

Affirm 2026 Board of Supervisors Meeting Schedule

The 2026 meeting dates have been advertised for the 3rd Monday of each month of 2026. All meetings commence at 7:00 pm at the Township Municipal Building. The joint meeting with the Municipal Authority will be held on the 2nd Thursday in November beginning at 5:30 pm.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to affirm the Board of Supervisors meeting schedule for 2026 as listed including the joint meeting with the Municipal Authority. Motion unanimously carried.

Approve 2026 Holiday Schedule (Dates Office Closed)

New Year's Day – January 1	Labor Day – September 7
Good Friday – April 3	Election Day – November 3
Primary Election – May 19	Veterans Day – November 11
Memorial Day – May 25	Thanksgiving Day – November 26
Independence Day – July 3	Christmas Day – December 25

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve the 2026 holiday schedule for the NLT Non-uniform employees. Motion unanimously carried.

Resolution #1-2026 - Appointment to Zoning Hearing Board

(Per Section IX of the MPC required by Resolution)

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to adopt Resolution #1-2026 appointing Lee Spencer as Zoning Hearing Board member and Nathan Arnold as Zoning Hearing Board Alternate member to a three-year term to expire on 12/31/28. Motion unanimously carried.

Resolution #2-2026 - Appointment of Code Appeals Board

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to adopt Resolution #2-2026 to appoint Rick Horst, Patrick Brewer, and Carrie Boyer as the Lebanon County Code Appeals Board members with Joseph Connor as an alternate member. Motion unanimously carried.

Resolution #3-2026 - Appointment of Property Maintenance Code Appeals Board

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to adopt Resolution #3-2026 to appoint David Newhard to a three-year term to expire on 12/31/28 to the International Property Maintenance Code Appeals Board. Motion unanimously carried.

Resolution #4-2026 - Appointment of TCC Representatives

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to adopt Resolution #4-2026 appointing Justin Thompson of North Cornwall Township as the Tax Collection Committee voting delegate and Cody Rhoads of Cornwall Borough as the alternate delegate for 2026. Motion unanimously carried.

Resolution #5-2026 - Appointment of Tax Collector

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to adopt Resolution #5-2026 to appoint the Lebanon County Treasurer's Office as our Tax Collector. Motion unanimously carried.

Resolution #6-2026 - Approve and authorize Participating Members and certain Operational Support as per Pa WC Act, modified by Act 108-2020

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to adopt Resolution #6-2026 approving the participating members and operational support as well as the non-emergency activity list for all four of our volunteer fire companies. Motion unanimously carried.

Appointments to the Various Boards / Commissions

Municipal Authority:	Gary Heisey	(5-year term to expire 12/31/2030)
Planning Commission:	Kevin George	(4-year term to expire 12/31/2029)
Parks & Recreation:	Dwayne Elder	(3-year term to expire 12/31/2028)
Parks & Recreation:	Corey Uhrich	(3-year term to expire 12/31/2028)

Vacancy Board:	Dave Mader	(1-year term to expire 12/31/2026)
Authority Arbitration Board:	Ed Brensinger	(1-year term to expire 12/31/2026)
LCRPD Commission:	Arden Snook	(3-year term to expire 1/2/2029)

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to appoint Gary Heisey to a five-year term on the Municipal Authority Board, Kevin George to a four-year term on the Planning Commission, Dwayne Elder and Corey Uhrich to a three-year term on the Parks & Recreation Board, Dave Mader to a one-year term on the Vacancy Board, Ed Brensinger to a one-year term on the Authority Arbitration Board, and Arden Snook to a three-year term on the Lebanon County Regional Police Department Commission. Motion unanimously carried.

Appointments to NLT Safety Committee

Amber Royles-Eby (Management), Bonnie Grumbine (Office/Admin), Kevin Atkins (Mechanic), Kirk Artz (Highway), and Tommy Camasta (Wastewater / Parks).

MOTION was made by Supervisor Brensinger and seconded by Supervisory Snook to appoint Amber Royles-Eby, Bonnie Grumbine, Kevin Atkins, Kirk Artz, and Tommy Camasta to the NLT Safety Committee for 2026. Motion unanimously carried.

Approve 2026 Fire Police Roster

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve the 2026 Fire Police Roster as presented. Motion unanimously carried.

AUTHORIZE PAYMENT OF PAYROLL AND OTHER BILLS BETWEEN MEETINGS

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to authorize the proper officers to pay the payroll and those bills at discount or that would accrue a penalty between meetings. The bills paid by this procedure shall be presented at the next regular meeting for subsequent approval. Motion unanimously carried.

COMMENTS FROM THE PUBLIC

Jim Cikovic had a question related to the appointment of the Chief of Police. It was explained that the Township has an agreement/contract with the Lebanon County Regional Police Department, and we were simply affirming that agreement.

CONSIDERATION TO APPROVE MINUTES

From BOS meeting on December 15, 2025

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the minutes from the December 15, 2025, BOS meeting. Motion unanimously carried.

CONSIDERATION TO APPROVE PAYROLL, FUND BALANCES & PAYMENT OF INVOICES SUBJECT TO AUDIT

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve payroll, fund balances, & payment of invoices subject to audit. Motion unanimously carried.

LEBANON COUNTY REGIONAL CHIEF OF POLICE REPORT

Chief Knight stated he will have his regular monthly report as well as a yearly report ready for the next regularly scheduled meeting of the Board.

TOWNSHIP MANAGER'S REPORT

Appointment of Elected Auditors

The Township currently has two vacancies for Elected Auditors. One is the unexpired term of a member who passed away and the other was for a position whose term ended and was up for re-election; and that individual did not re-run as she moved out of state. The Township was notified by the Lebanon County Voter Registration Office that Gavin Perry and Robert Mettley won the two positions open for Elected Auditor position by receiving the most write-in votes during the most recent municipal election held in November of 2025. Both Mr. Perry and Mr. Mettley have notified the Voter Registration Office that they are declining the position as elected auditor. As a result, the Board must appoint a successor who is a registered elector of the township and has resided in the township continuously for at least one year prior to their appointment. The appointment will hold the position until the next municipal election in November of 2027 to fill the remainder of the unexpired terms for each vacancy.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to appoint Kenneth Bishop and Kori Eder to fill the vacancies of two open Elected Auditor positions until the next municipal election. Motion unanimously carried.

Res. #7-2026 – Township Fee Schedule

Resolution 7-2026 lists fees of the township associated with the Second-Class Township Code and/or municipal codes.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to adopt Resolution #7-2026 setting forth the fees of the township as listed therein. Motion unanimously carried.

Res. #8-2026 – SALDO and Stormwater Fee Schedule

Resolution #8-2026 sets forth requirements and fees for the submission and review of subdivision and land development plans (SALDO) and stormwater plans.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to adopt Resolution #8-2026 setting forth the requirements and review fees for the submission and review of subdivision and land development plans (SALDO) and stormwater plans. Motion unanimously carried.

Res. #9-2026 – Driveway/HOP Fee Schedule

Resolution #9-2026 sets forth requirements and fees for the application for a driveway permit or highway occupancy permit.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to adopt Resolution #9-2026 setting forth the requirements and fees for a driveway permit or highway occupancy permit. Motion unanimously carried.

C. M. High – Traffic Signal Preventative Maintenance Proposal

We received separate proposals for traffic signal service based on financial responsibilities of the following signals:

Route 422 & 15th Avenue and N. 7th St. solar warning flashers

The proposal is in the amount of \$660.00 and is the responsibility of the Township.

Route 72 & Heilmandale Rd and Route 72 & Long Lane

This proposal is in the amount of \$850.00 and will be billed to Heilmandale Road LLC per the existing Agreement with the property owner.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the two separate proposals from C. M. High for preventative maintenance checks on traffic signal maintenance in the amount of \$660.00 and \$850.00 for the respective traffic signals listed to be billed as discussed. Motion unanimously carried.

Tree Dedication Agreement

We received a tree dedication agreement from Samuel Cocca for tree #8 at Lenni Lenape which is an elm tree. He has paid the necessary fees and signed the agreement. Manager Books asked the Board to approve the tree dedication agreement with Samuel Cocca.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve the Tree Dedication Agreement with Samuel Cocca for a tree at Lenni Lenape Park. Motion carried.

SOLICITOR'S REPORT

There were no pertinent matters to discuss.

COMMENTS FROM BOARD MEMBERS

Supervisor Snook wanted to thank all the employees of North Lebanon Township and looks forward to another year.

Supervisor Brensinger questioned the sale of the property on the corner of Route 422 and Prescott Drive.

Next Meeting – Monday, January 19, 2026

ADJOURN

MOTION was made by Supervisor Snook and was seconded by Supervisor Brensinger to adjourn. With no further business to discuss, the meeting was adjourned at 2:30 PM.

Respectfully Submitted,

Lori A. Books
Township Manager/Secretary