

**MINUTES**  
**NORTH LEBANON TOWNSHIP**  
**BOARD OF SUPERVISORS**  
**NOVEMBER 17, 2025**

The November 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 Darren Heisey with Steckbeck Engineering, Emily Bixler with LebTown, as well as several members of the public.

**COMMENTS FROM THE PUBLIC**

**Darren Heisey** from Steckbeck Engineering reviewed the MS-4 Annual Public Education presentation. He went over the minimum control measures for both residents and municipal employees. These include public education and involvement, illicit discharge detection and elimination, NPDES approval for stormwater construction, post-construction stormwater runoff and good housekeeping. Darren explained when to report illicit discharges and things to look out for.

**Final Lot Add-On Plan for Apointe, Kern & Snook** - This plan shows a lot addition going from Dorothy Kern on Cappa Avenue to Tyler Snook & Kaitlin Apointe on Sandhill Road. Jason Chernick with Steckbeck Engineering was present to briefly explain the plan and request approval.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the Final Lot Addition Plan for Tyler Snook & Kaitlin Apointe and Dorothy Kern. Supervisor Snook stated he was abstaining from the vote due to a conflict of interest. Supervisors Brensinger and Heisey both voted to approve the plan. Motion unanimously approved.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the Sewage Facilities Plan Waiver and the Non-building Declaration submitted. Supervisor Snook again stated he was abstaining from the vote due to a conflict of interest. Supervisors Brensinger and Heisey both voted to approve the Non-building Declaration. Motion unanimously approved.

**Bruce Sattazhan** asked who determined the change for the voting location for the Eastern District. Manager Books stated that the location is determined by the County Voters Registration Office. He also mentioned concerns he has regarding tractor trailer trucks traveling on Mount Zion to

Weavertown Road, on their way to Godshall's. He asked if signs could be added or something could be done to prevent this from happening. It was stated that a traffic study would need to be done and that this is a state road. As of now, trucks are allowed to utilize the roadway.

**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.

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

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to approve the meeting minutes from the October 20<sup>th</sup>, 2025 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 – October 2025**

Brian Vragovich from Glenn Lebanon Fire Company reviewed the calls for service and training for the previous month. He stated that the new system is going to take some getting used to.

### **CHIEF OF POLICE REPORT -- Lebanon County Regional Police**

#### **Calls for Service for October 2025 – Timothy Knight, LCRPD Chief**

**Chief Knight** reviewed the various calls for service for the prior month. The LCRPD calls for service for the month of October were 1,481, with 1,215 reportable incidents. Of those reportable incidents 613 were within North Lebanon Township. Total accidents for the three municipalities were 46 with 23 being in NLT. Total citations were 492 with 226 being in NLT. Total warnings both verbal and written were 180 with 22 of them being written in NLT. Total crime statistics were 113 with 64 in NLT. The miles traveled for the month was 14,098.

**Lieutenant Paul Savini** shared some slides of the various training some of the officers attended. One of the officers completed the DARE program and another officer completed the SWAT training. Lieutenant Savini also broke down the different types of crime calls they received during the month of October.

**Chief Knight** mentioned attending a meeting with the Lieutenant Governor Austin Davis. He stated that Allegheny County is looking at regionalizing their forces and wanted some feed back from the Lebanon County Regional Police Department on their experience over their first year. Supervisor Snook, who was also in attendance, stated that it was a very productive meeting.

**Monthly Fire Police Activity Report for October 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. The Jay St Wall Replacement Project is just about complete. The weather has not been cooperating. Leaf Collection began on October 20. The Township will do a full sweep of the township weekly. The final day of collection is December 5, unless there is significant snowfall. A new guiderail has been installed at the bridge on Halfway Drive. Line paintings took place on various roads throughout the township. They are also wrapping up the final round of roadside mowing. The crew is currently working on prepping trucks/equipment for winter maintenance. A deteriorating catch basin top has been replaced on Mechanic St. Various roads were crack sealed. Responded to 73 PA One Calls.

Park and Recreation/Building Maintenance Department repainted a portion of the ceiling in our N 8th Ave rental house due to a roof leak that caused damage and needed repair. The park bathrooms have been winterized and closed for the winter season. The Park and Rec Department continue to take care of the falling leaves and will do a final mowing throughout all the parks.

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

**Proposed 2026 Preliminary Budget Presentation**

Manager Books reviewed the 2026 Budget Power Point presentation with everyone.

**Emily Bixler** with LebTown questioned the difference in the general fund between 2025 and 2026. Manager Books stated that One Million Dollars was transferred from the General Fund to Capital Improvements, which is done every couple of years.

**MOTION** was made by Supervisor Snook and seconded by Supervisor Heisey to approve the preliminary budget for 2026 and advertise the availability for inspection in the administrative office. Motion unanimously approved.

**2026 Meeting Dates for Various Boards**

Manager Books provided each of the Board Members with the list of meeting dates and times which showed the Board of Supervisors to be the third Monday of every month except for the April meeting, Planning Commission to be the second Monday of every month, Municipal Authority to be the second Thursday of every month and the Parks and Recreation Board to be the first Tuesday of every month with the exception of November it will be the first Wednesday due to election day. All meetings commence at 7:00 pm except for the joint meeting of the Municipal Authority and the Board of Supervisors which is the second Thursday of November at 5:30 with the regular MA meeting to immediately follow. She asked the Board to approve the dates and times as reviewed.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the meeting dates for the various Boards as presented. Motion unanimously approved.

**Code Enforcement Monthly Report**

John Brenner provided the Township with his monthly activity report for October. He received 2 new calls and issued 2 Notice of Violations. He closed 9 cases and performed 7 rechecks. He had 2 court cases, no new condemned or un-condemned properties, and issued zero non-traffic citations. He currently has 8 open cases.

**Request from Rural Security Fire Company for release of \$30k**

The Township has received a request from the Rural Security 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 for the 2021 Pierce Pumper Tanker. The Township has also received a copy of their minutes approving the request. Manager Books asked the Board to authorize release of the funds for the Rural Security FC.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to release \$30,000.00 from the NLT Fire Company Capital Reserve Fund to the Rural Security Fire Company to be used in combination with other fire company funds to make their annual loan payment in the amount of \$35,687.00 for the 2021 Pierce Pumper Tanker. Motion unanimously approved.

**Cornwall Lebanon Regional Comprehensive Plan**

Last month Manager Books provided an update on the Comprehensive Plan. The 45-day review and comment period has been provided to the Lebanon County Planning Department, the Cornwall Lebanon School District and all neighboring municipalities for their review as required by law. Manager Books asked the Board to set the date for hearing to be held at their next meeting on December 15, 2025, and to authorize the solicitor to advertise as required.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to set the public hearing date as December 15, 2025, for review and adoption of the 2025 Cornwall Lebanon Regional Comprehensive Plan and to authorize our solicitor to advertise as required by law. Motion unanimously approved.

**Resolution #18-2025 – Marcellus Shale Grant**

Amber Royles-Eby, Administrative Assistant, has prepared the Marcellus Shale Grant application to the County Commissioners for the 2026 funding opportunity. The application is to renovate the existing walking path at Lion's Lake Park. The project cost is \$84,780.76 with \$25,000 being requested through the grant for materials and supplies. The balance is our match and will mostly come from in-kind services (township labor and equipment). Manager Books recommends the Board adopt Resolution 18-2025 which authorizes the submission of the grant application which is due December 31st.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to adopt Resolution 18-2025 which authorizes the submission of the Marcellus Shale Grant application to the County Commissioners. Motion unanimously approved.

**Resolution #19-2025 – LSA Grant**

The Township's Public Works Director has been working with Steve Sherk, the Township's engineer, to apply for the 2026 PA Statewide Local Share Assessment Grant. These funds are provided through Act 2004-71, the PA Racehorse Development and Gaming Act for the distribution of gaming revenue through the Commonwealth Financing Authority.

If awarded, the Township intends to use these funds to help with the recommendations to complete the maintenance needs for the Emma Road and Long Lane bridges as outlined in the Bi-Annual inspection of their bridges. These items are noted as Priority 2 and 3 Maintenance Items which are recommended to be completed within two years from the date of the inspection. Some of the listed

items are bank stabilization, backfilling the shoulders at the end of the bridges, scour protection measures, repairing stone masonry at and below the waterline, rebuilding the wingwalls, clearing and removing vegetation on the wingwalls and from within the channel and sand blast and paint the exposed beams and deck.

The estimate provided by the Township engineer is in the amount of One Million Dollars. The deadline to apply for this grant is November 30th. The application requires the adoption of a Resolution by the Supervisors. Manager Books has prepared Resolution #19-2025 for approval.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to adopt Resolution #19-2025 requesting a PA Statewide Local Share Assessment Grant from the Commonwealth Financing Authority to be used for the maintenance items for the Emma Road and Long Lane bridges. Motion unanimously approved.

#### **Winter Maintenance Agreement – Mapledale Estates**

Mr. Musser asked the Township to enter into a Winter Maintenance Agreement for the streets within the Mapledale Estates Subdivision Plan. This would include Dream Drive and Daisy Drive. The roads have been paved but have not yet been dedicated to the Township. The agreement outlines the terms if winter would occur for both salting and plowing. Mr. Musser has signed the Agreement. Manager Books asked the Board to approve the agreement and authorize the Chairman of the Board to sign the agreement.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the Winter Maintenance Agreement with Mr. Musser for Mapledale Estates, specifically Dream Drive and Daisy Drive, and to authorize the Chairman to execute the agreement. Motion unanimously approved.

#### **Appoint Property Code Enforcement Officer**

The Township's current Property Code Enforcement Officer is retiring at the end of this year. Manager Books asked the Board to consider appointing a new Property Code Enforcement Officer to start the beginning of December to avoid having any cases that may carry over into the new year. It was decided to go back to subcontracting this position on an as needed basis. Manager Books recommended the Board to appoint Light-Heigel and Associates. Our main point of contact will be Marty Sowers and Nick Hartman.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to appoint Light-Heigel and Associates as our Property Code Enforcement Officer. Motion unanimously approved.

#### **Investment Policy Statement for Non-Union Employee's Pension Plan**

Last month the Board approved switching investment companies for the Township's Non-Union Employee's Pension Plan. The transfer of funds should happen in the first week of December after the retirees have been paid for December. Once Stifel receives the funds they will need to know the Board's wishes on how to invest the money. The Board needs to adopt an Investment Policy Statement similar to the one they currently have with Conrad Siegel. This will give Stifel guidelines as to how you wish to have the funds invested and will ensure everything is ready to go effective January 1, 2026.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to approve the Investment Policy Statement for the Non-Uniformed Employee Pension Plan with Stifel. Motion unanimously carried.

**Manor View Estates – accept financial security**

At the October meeting the Board approved the Subdivision and Land Development Plans for the Manor View Estates Plan contingent upon receiving financial security. The Township is still waiting on the required financial security. Manager Books stated the developer asked to table approval until next month as they only expect to receive their financial security within the next two weeks.

**Supervisor Brensinger** commented that Manager Books did a great job on the Townships Preliminary Budget presentation.

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

None.

**COMMENTS FROM BOARD MEMBERS/PUBLIC**

**Supervisor Heisey** stated that he appreciated the hard work that Manager Books did not only on the Budget Presentation but also on the hard work to keep within budget, which prevents the need to raise taxes in the upcoming year.

**Supervisor Snook** stated his appreciation to everyone who supported him in the primary election this year. He looks forward to serving with his fellow supervisors and the Township residents for another term.

**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 8:25 PM.

Respectfully Submitted,

Misty S. Bender  
Recording Secretary