

MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
DECEMBER 15, 2025

The December 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
Absent: Jared Balsbaugh	Public Works Director

Also, present was Misty Bender, recording secretary, Emily Bixler with LebTown, as well as several members of the public.

PUBLIC HEARING – RESOLUTION # 20-2025 – Cornwall-Lebanon Regional Comprehensive Plan.

Solicitor Leonard opened the hearing by explaining the contents of the proposed Resolution. Solicitor Leonard stated that this Resolution is to adopt the Regional Comprehensive Plan. There were many public meetings over the course of the last year and a half. On October 1st, planning commissions from each municipality met to go over and recommend adoption of this Comprehensive Plan. Neighboring municipalities were also given the chance to comment on the plan, at which there were no comments.

Solicitor Leonard then opened the hearing up for public comment.

Eileen Heagy brought to light concerns about the comprehensive plan outlining the rezoning of some of the agricultural land in the Township. Her concern was that they would build up more housing on this land to accommodate the growing population the plan outlines is anticipated.

Solicitor Leonard explained that the Comprehensive Plan is a guidance document and does not rezone anything. There are no changes proposed by this plan, only to outline where possible changes for land use may be made in the future.

Supervisor Brensinger stated that the Comprehensive Plan will act more as a guideline or suggestion for future planning, but it will ultimately be up to the North Lebanon Township Board of Supervisors to determine what will be approved in our Township. The suggestions in the plan are merely that, suggestions.

Jim Cikovic mentioned he heard that zoning to allow solar farms will soon be taken out of the control of local municipalities and will be in the hands and control of the state.

Solicitor Leonard stated that they have heard the same thing about data centers. The fact remains that the local municipalities will have the power to make this determination until the state decides to take control of that situation and there is nothing that local municipalities can do about it. Until that happens, the power lies with the Board of Supervisors.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to adopt Resolution #20-2025 which adopts the Cornwall-Lebanon Regional Comprehensive Plan. Motion unanimously approved.

The Public Hearing closed at 7:19 pm and the regularly scheduled meeting resumed.

COMMENTS FROM THE PUBLIC

Brock Yoder was present to bring grievance to the Board's attention about fines that were given to him by Judge Wolfe regarding a property maintenance code enforcement case. He stated that he refuses to pay the fines for parking his vehicle in his yard. It was noted that the violations involved the vehicle being uninspected.

Chief Knight asked Mr. Yoder if he filed an appeal for his case. Mr. Yoder stated he did not because he didn't have the funds for the appeal.

Notes in the file indicate that the Code Enforcement Officer had given him many opportunities to either remove the vehicle or get the vehicle inspected. Mr. Yoder was found non-compliant and then guilty by the District Judge. Once the case goes to court there is nothing the Township can do for him. Mr. Yoder left the meeting after being heard.

Mrs. Heagy asked what rule exactly did Mr. Yoder break?

Solicitor Leonard stated that even though the ruling against Mr. Yoder was for having an uninspected vehicle in his back yard, the citation is not the first step in the process. Typically, the code enforcement officer will issue a letter and then follow up on numerous occasions before they are taken to court. The resident had multiple chances to move the vehicle prior to receiving fines.

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.

Jim Cokovic asked Chief Knight if an uninspected vehicle is allowed in a private garage. Chief Knight stated that yes, if the vehicle is in a garage or completely enclosed building, it is allowed to be kept.

CONSIDERATION FOR APPROVAL OF MINUTES

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to approve the Joint meeting minutes with NLTMA from November 13, 2025, and the Board of Supervisor's meeting on November 17, 2025. 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 – November 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. It was also mentioned that after the 12 plus hour fire that they helped to put out in Lebanon City over the weekend, everyone was able to come home alive, which at the end of the day, is the ultimate goal.

CHIEF OF POLICE REPORT – Lebanon County Regional Police

Calls for Service for November 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 November were 1,306, with 1,015 reportable incidents. Of those reportable incidents 447 were within North Lebanon Township. Total accidents for the three municipalities were 37 with 17 being in NLT. Total citations were 412 with 163 being in NLT. Total warnings both verbal and written were 175 with 12 of them being written in NLT. Total crime statistics were 92 with 43 in NLT. The miles traveled for the month was 15,503. Slides of the various training some of the officers completed were shown. These trainings included DARE, CPR Training, and other educational programs completed by members of the force.

Monthly Fire Police Activity Report for November 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 provided the Board with the Highway Department's activity that occurred since the last meeting. Some of the main items touched on by Supervisor Brensinger were the Jay Street Wall Project, still in progress and due to the winter season arriving earlier than anticipated, will only wrap up in Spring 2026. Leaf collection has come to a halt due to the early snow. The crew worked diligently to get as many of the leaves collected as they could without damaging the leaf trucks with snow and ice. Since then, they have been out plowing and salting on numerous occasions.

MANAGER'S REPORT – Lori Books, Township Manager

Proposed 2026 Preliminary Budget Presentation

Adoption of 2026 All Funds FINAL Budget

The 2026 All Funds Preliminary Budget was presented at the November Board meeting and was advertised for review by the public. A copy of the presentation is on the Township's website, and a printed copy is available in the administrative office. They received the Tax Certification form which slightly decreased our assessment values from our original estimate. Manager Books

adjusted the estimated numbers to reflect actual values as shown on the certified tax assessment form that they received from the County Tax Assessment Office. They also received an engagement letter from Cohen Law Group to negotiate the cable franchise agreement with Verizon; these figures were added to the budget.

At the joint meeting a member of the public questioned why the Township was purchasing a new copy machine versus leasing one like the Regional Police Department is. The Board directed Manager Books to research this. After comparing the cost of a 5-year lease to the cost of purchasing with a maintenance program, it is Manager Books' recommendation that they still purchase the copier rather lease it.

Manager Books then recommended the Board approve the 2026 budget with the changes mentioned.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve the 2026 All Funds Budget. Motion unanimously approved.

Resolution #21-2025 setting the various tax rates for 2026.

Manager Books presented Resolution #21-2025 which sets the various tax rates for 2026. Supervisor Heisey wanted to make it known that there was still a surplus without raising taxes which means the administration staff has been very good stewards with the taxpayer's money.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to adopt Resolution #21-2025 setting the tax rates for 2026. Motion unanimously approved.

Resolution #22-2025 – Pension Obligations

On September 23rd, 2025, the Board received the required Pension Minimum Municipal Obligation calculations for review. Manager Books presented Resolution #22-2025 to adopt the MMO for the Non-Uniform Pension Plan.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to adopt Resolution #22-2025 related to the Minimum Municipal Obligations for the Non-Uniform Pension Plan for 2026. Motion unanimously approved.

Resolution #23-2025 – Right to Know Law (update OOR new address)

Manager Books presented Resolution #23-2025 which amends the Right-to-Know Policy for the Township. The only change was to update the Office of Open Records address. She asked the Board to adopt Resolution 23-2025.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to adopt Resolution 23-2025 amending the Right-to-Know Policy which updates the Office of Open Records address. Motion unanimously approved.

Release of Semi-annual Contribution to 4 Volunteer Fire Co.

Manager Books asked the Board to authorize the release from the Fire Protection Tax Fund of the \$24,000 semi-annual contribution to each of our four volunteer fire companies. They have received the 2024 financial statements from all four fire companies as required.

MOTION was made by supervisor Snook and seconded by Supervisor Heisey to approve the release of \$24,000 to each of the four volunteer fire companies, as part of their semi-annual contribution for 2025. Motion unanimously approved.

PA Realtors Grant – Lion’s Lake Walking Path

Amber, the Administrative Assistant, has been working with Chuck Liedike of the PA Realtors Association for the 2026 funding opportunity. Every year the Association of PA Realtors may apply for funding from the state organization. The grant must be applied for by a local realtor on our behalf. The Township has asked Chuck to apply for this grant opportunity to help with the costs to renovate the existing walking path at Lion’s Lake Park. The total project cost is \$84,780.76 with \$7,500 being requested through this grant to help pay for materials and supplies. This will help to supplement the Township’s out-of-pocket costs as they have also applied for the Marcellous Shale Grant for this project. Manager Books recommended the Board authorize Chuck to submit the grant application on our behalf.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to authorize Chuck Liedike to apply for the 2026 Grant application from the PA Realtors Association to renovate the existing walking path at Lion’s Lake Park. Motion unanimously approved.

Brady Aurentz – Passed Pesticide License Category 10/ROW (Raise)

Brady passed his Category 10 Pesticide License for spraying within ROWs. As agreed, during his hiring, Manager Books asked the Board to affirm the fifty-cent raise promised to him. He is currently working on Category 23 for his license to spray within Township Parks. When he passes that test, he will be entitled to another fifty-cent raise.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve a fifty-cent raise to Brady Aurentz for passing his Category 10 Pesticide License. Motion unanimously approved.

Resignation – John Brenner

The Township had received a resignation letter from John Brenner on Monday, December 1st indicating his resignation effective November 13th. Manager Books asked the Board to accept John’s resignation letter.

Supervisor Brensinger mentioned that he wishes John Brensinger the best in his retirement and that he’s done great work for the Township. He mentioned that he would accept his resignation but regrettfully as the Township will miss him.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to accept the resignation letter from John Brenner effective November 13, 2025. Motion unanimously approved.

Estates at Hearthside, Phase 2 – Plan Review Time Extension Letter

The Township received a time review extension letter from Steckbeck Engineering on behalf of their client to extend the plan review time until March 16, 2026 for review of the Estates at Hearthside, Phase 2. Manager Books asked the Board to accept this time review extension.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to accept the time extension to review the Estates at Hearthside, Phase 2 Final Plans until March 16, 2026. Motion unanimously approved.

Allgyer Enterprises – Payment Request #2 – Jay Street Wall Project

Allgyer Enterprises submitted Payment request #2 for work completed on the Jay Street Wall Project. This invoice covers work from October 11, 2025 through December 9, 2025. The requested invoice amount is \$63,578.75. The remaining contract balance will be \$26,923.75 which includes 5% retainage of the value of work completed as well as the reconciled numbers from change order no. 2, which reconciles the total contract price based on unused allowance items. Manager Books received a recommendation from the Township's engineer, Steve Sher, indicating the reported quantity of completed work is consistent with their observations. Therefore, she asked the Board to approve this payment request.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to authorize payment #2 in the amount of \$63,578.75 to Allgyer Enterprises for work completed from October 11th through December 9th for the Jay Street Wall project. Motion unanimously approved.

Jay Street Wall Project – Change Order #2

This change order reconciles the total contract price to account for the quantity of allowance items that were not needed. The original contract price was \$268,500. Change order #1 increased that amount by \$19,250.00 for a new total price of \$287,750.00. This change order decreases the total contract price by \$5,775.00 to \$281,975.00. In addition, this change order also extends the contract's substantial and final completion date to April 30, 2026, due to manufacturer's delays in procurement of the chain link fencing and it is no longer feasible or advisable to finish the paving restoration until next spring due to weather.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to approve change order #2 which reconciles the total contract price to \$281,975.00 and to approve the requested extension for the final completion date to April 30, 2026. Motion unanimously approved.

Authorize Solicitor to Advertise Ordinance #1-2026 – Compliance Amendment to Employee 457b Pension Plan

The Township has been notified by Conrad Siegel that they must comply with the SECURE 2.0 Act of 2022 provisions. These are administrative changes only as required by the new law. Effective January 1, 2026, catch-up contributions made by higher compensated employees shall be made as Roth elective deferral contributions. Manager Books asked the Board to set the date for the public hearing to adopt Ordinance # 1-2026 as required and to authorize Solicitor Leonard to advertise for the hearing.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to authorize Solicitor Leonard to advertise for the public hearing regarding Ordinance # 1-2026 to be held on January 5, 2026 at 2:05 pm. Motion unanimously approved.

SOLICITOR'S REPORT – Solicitor Amy Leonard

Engage Cohen Law Group as Solicitor for Franchise Negotiations with Verizon

The Township was contacted by a representative of Verizon Wireless informing us of their desire to provide cable television via FiOS to North Lebanon Township. She asked the Board to engage Cohen Law Group as the special counsel to review the contract and to perform Franchise Negotiations with Verizon on the Township's behalf. They received a quote from Cohen to perform this duty in the amount of \$8,820. However, Cohen will also be negotiating on behalf of North Cornwall Township, and they have offered a discount if both municipalities engage their services in the amount of \$7,938. Solicitor Leonard asked the Board to accept their proposal and authorize the Township Manager to sign the engagement letter. North Cornwall also engaged with Cohen at their meeting earlier this month. Cohen is the same firm that was used to negotiate with Comcast.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to accept the engagement letter terms with Cohen Law Group to negotiate with Verizon for the Franchise Negotiations and to authorize the Township Manager to sign the engagement letter. Motion unanimously approved.

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 has now received the required financial security. Solicitor Leonard asked the Board to accept the bond provided as financial security for the Manor View Estates Plan which satisfies the condition that was placed when conditional approval was granted in October.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to accept the bond provided as financial security for the Manor View Estates Subdivision and Land Development Plan. Motion unanimously approved.

Flexopack – Amended Agreement

Solicitor Leonard reported that Flexopack's attorney has reached out asking for an amendment to the Final Subdivision/Land Development Improvements and Financial Security Agreement. They would like to extend the time frame outlined in the agreement by two years to October of 2028. Solicitor Leonard recommended the Board approve the amended agreement and authorize the Chairman to sign the agreement.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the First Amendment to the Final Subdivision/Land Development Improvements and Financial Security Agreement for Flexopack and to authorize the Chairman to sign said agreement. Motion unanimously approved.

COMMENTS FROM BOARD MEMBERS/PUBLIC

Supervisor Snook stated that it's been an honor serving the Township over his first term and he looks forward to doing it again as his next term begins in January.

The Board also wished everyone a very Merry Christmas.

The next Meeting will be the reorganizational meeting on January 5th at 2:00 pm.

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 8:15 PM.

Respectfully Submitted,

Misty S. Bender
Recording Secretary