

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
FEBRUARY 16, 2026**

The February meeting of the North Lebanon Township Board of Supervisors was called to order at 7:00 PM by 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	Chairman
Ed Brensinger	Vice Chairman
Arden Snook, Sr	Treasurer
Amy B. Leonard. Esq.	Henry & Beaver LLP
Lori Books	Township Manager
Jared Balsbaugh	Public Works Director
Paul Savini	Lieutenant, Lebanon Co. Regional Police
Tim Knight	Chief of Police, Lebanon Co. Regional Police

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

COMMENTS FROM THE PUBLIC

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 Brensinger and seconded by Supervisor Snook to approve the meeting minutes from the January 19, 2026, Board of Supervisor’s meeting. Motion unanimously approved.

CONSIDERATION FOR APPROVAL OF PAYROLL, FUND BALANCES and PAYMENT OF INVOICES

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve payroll, fund balances, and invoices for payment. Motion unanimously approved.

FIRE CHIEF’S REPORT – Deputy Chief Steve Matthews, with Rural Security Fire Co. Steve reviewed the calls for service and training for the previous month.

CHIEF OF POLICE REPORT – Lebanon County Regional Police Calls for Service for January 2026 – Timothy Knight, LCRPD Chief & Lieutenant Paul Savini

Chief Knight reviewed the various calls for service for the prior month. The calls for service for the month of January were 1282, with 1041 reportable incidents. Of those reportable incidents 489 were within North Lebanon Township. Total accidents for the three municipalities were 38 with 19 being in NLT. Total citations were 329 with 129 being in NLT. Total warnings both verbal and written

were 203 with 29 of them being written in NLT. Total crime statistics were 88 with 52 in NLT. The miles traveled for the month was 16,860.

Fire Police Activity Report for January, 2025 – Timothy Knight, Chief of Police.

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

PUBLIC WORKS REPORT – Jared Balsbaugh, Director of Public Works

Mr. Balsbaugh provided the Board with the Highway Department’s activity that occurred since the last meeting. Jared stated so far this winter season the crews from all departments have salted 15 times and plowed 6 times. Other work included equipment repairs and clean-up, various streetlights needing repairs, and basic housekeeping projects. Mr. Balsbaugh has also been working diligently on developer agreements, upcoming paving/oil and chip bids and ironing out the details for the new truck that is budgeted for this year. They responded to 35 PA One Calls.

The Park & Rec crew has been working on taking down dead trees from Lenni Lenape Park to ensure safety for all residents who enjoy the disc golf course through the woods. The warranty work that is to take place at Lions Lake Park should take place during the first week of March. This work includes replanting a new species of live stakes to replace the species that did not survive. The maintenance crew has also been busy cleaning and painting several offices and hallways in preparation for the budgeted floor replacement.

Linda Bates asked Jared what the status was on the tree removal at Mount Lebanon Cemetery. Mr. Balsbaugh stated that it is something they hope to get early spring this year.

MANAGER’S REPORT – Lori Books, Township Manager

Ratify Snow Emergency Declaration

Manager Books asked the Board to ratify the decision to declare a snow emergency on January 24, 2026, which was effective from January 24, 2026, at 10:00 pm through January 26, 2026, at 5:00 pm.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to ratify the approval of the Snow Emergency Declaration that was approved on January 24, 2026. Motion unanimously approved.

Advertise for bidding of paving project, oil & chip project, and fuel for 2026

The 2026 paving project and fuel bids are ready to be advertised with a bid due date and opening of March 12th at 10:00am. The bid tabulation will be provided to the Board for consideration at their March 16th meeting. The list of streets included in the bid packet for the paving project are Heffelfinger Road (from Morrissey Drive to Route 343) and Morrissey Drive (from Mt. Zion Road to the Township line). The list of streets for the oil & chip project are Halfway Drive (from Route 422 to Township line) and Emma Road (from Elias Avenue to the Township line). The fuel bids are for 11,000 gallons of diesel fuel and 2,000 gallons of 87 octane unleaded gasoline. These projects will be advertised in the Daily News as required and we will be using the PennBid platform for the bidding process.

Manager Books asked the Board to authorize the advertisement for both the paving project and the oil and chip project as well as the annual vehicle/equipment fuel bids. She also requested approval

of Resolution #10-2026 which establishes the guidelines for the escalator cause related to the price adjustment of bituminous materials for the paving project and oil and chip project.

MOTION was made by Supervisor Brensinger and Supervisor Snook to authorize the advertisement for bids for the 2026 paving project and the oil/chip project for the mentioned streets and the annual vehicle/equipment fuel bid. Bids are due and will be opened on March 12th at 10:00 am for consideration at the March 16th Board meeting. Motion unanimously approved.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve Resolution #10-2026 to set the guidelines for the price adjustment of bituminous materials for the 2026 paving project and the oil/chip project. Motion unanimously approved.

Various Annual Reports for 2025

Yearly activity reports are required to be submitted to the Board of Supervisors annually from all other Boards and Committees. The reports provide the attendance record of each member, and an overview of the topics/tasks completed throughout the year. The administrative phone log provides the number of recorded calls for each month totaled by department. The RTK log reflects each of the RTK requests we received and our response. The Township has also received annual reports from Lebanon County Planning on permits issued for zoning, on-lot sewage and building code. The following annual reports have been given to the Board of Supervisor:

- a. Municipal Authority
- b. Planning Commission
- c. Safety Committee
- d. Parks & Recreation Committee
- e. Administrative Office Phone Log
- f. Right-to-Know Request Log
- g. Zoning Administration from LCPD
- h. Sewage Administration from LCPD
- i. Building Code Administration from LCPD

Bradyn Aurentz – Passed Pesticide License Category 23/Parks (Raise)

Bradyn passed his Category 23 Pesticide License for his license to spray within the Township Parks. As agreed during his hiring, Manager Books asked the Board to affirm the fifty-cent raise promised to him. He had passed his core exam and Category 10 back in November of last year. He now has all the pesticides licenses required and has fulfilled his requirements as agreed upon during his hiring.

MOTION Supervisor Heisey and seconded by Supervisor Snook to approve a fifty-cent raise to Bradyn Aurentz for passing his Category 23 Pesticide License. Motion unanimously approved.

Appointment to Lebanon Community Library Board of Directors

The Township received notice from the Lebanon Community Library that they recently amended their bylaws which now includes a provision for each municipality served to appoint a representative to the Board of Directors. The Board will need to appoint a representative to sit on the Library's Board of Directors.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to appoint Gary Heisey as the North Lebanon Township representative to the Lebanon Community Library Board of Directors. Motion unanimously approved.

Reduction of Financial Security – Briar Ridge Commons

The Township received a letter from their alternate engineer, Edward Van Arsdale of ARRO, recommending a reduction in the letter of credit being held for the Briar Ridge Commons Development. ARRO has confirmed the work shown on the bond reduction spreadsheet has been completed and is recommending a reduction of \$221,091.36 which would leave a balance of \$682,525.76 to guarantee the completion of the remaining items.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to reduce the Site Improvement Bond for Briar Ridge Commons (Bond Number 800177226) by \$221,091.36 leaving a balance of \$682,525.76. Motion unanimously approved.

Lebanon County Annual Tire Collection

The Township received notice from the Lebanon County Conservation District that the annual Lebanon County Tire Collection is scheduled for Wednesday, April 29th from 8:00 am to 4:00 pm. Pre-registration is required and opens on Monday, February 23rd. Residents may also register online. The cost of tire disposal for auto tires will remain the same as last year, which is \$4 for auto tires and \$40 for oversized tires with a rim diameter measuring 25 inches or greater. This cost is incurred from the Special Projects Fund (Recycling). The Conservation District will provide the Township with a list of names and addresses to confirm we are only charged for our residents that drop off tires during the event.

Approval to purchase Western Star Dump Truck

Manager Books asked the Board to authorize the Public Works Director, Jared Balsbaugh, to move forward with the purchase of a new 2027 Western Star dump truck from Berman Truck Group in the amount of \$139,997.00. The Township had budgeted \$140,720.00 for this purchase in the 2026 Capital Reserve Fund, so this purchase would be slightly under budget.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to authorize the purchase of a new 2027 West Star dump truck from Berman Truck Group in the amount of \$139,997.00. Motion unanimously approved.

Approval to purchase the upfit for truck

In conjunction with the new truck purchase, Manager Books asked the Board to authorize Jared to move forward with the purchase of the upfit for the new truck from EM Kutz in the amount of \$99,515.00. They had budgeted \$100,313.00 for this in the Capital Reserve Fund for 2026. This is roughly \$800 under budget.

MOTION Supervisor Brensinger and seconded by Supervisor Snook to authorize the purchase of the upfit for the new truck from EM Kutz in the amount of \$99,515.00. Motion unanimously approved.

Approval to purchase snowplow for new truck

Continuing with the new truck purchase, Manager Books asked the Board to authorize Jared to move forward with the purchase of an 11' Valk tube table plow for the new truck from Valk Manufacturing in the amount of \$13,330.00. They had budgeted \$16,150.00 in the Capital Reserve Fund for 2026. So, they are about \$2,800 under budget.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to authorize the purchase of an 11' Valk snowplow from Valk Manufacturing in the amount of \$13,330.00. Motion unanimously approved.

Tree Dedication

The Township received a tree dedication agreement from Virginia Noll. Mrs. Noll has signed the agreement and paid the fees for one tree at the Township Community Park. Manager Books asked the Board to approve the agreement with Virginia Noll for one tree at the Township Community Park.

MOTION was made by Supervisor Snook and seconded by Supervisor Heisey to approve the Tree Dedication Agreement with Virginia Noll for a tree at the Township Community Park. Motion unanimously approved.

Northern Lebanon Little League – Portable Toilets

The Township received a memo from Amber Royles-Eby, Administrative Assistant, on behalf of the Parks & Recreation Board. Dwayne Elder on behalf of the Northern Lebanon Little League is again asking for permission to place a portable toilet closer to the baseball fields here at the Township Community Park and at the field at Lion's Lake. The little league would be responsible for all costs and weekly cleaning fees associated with the portable toilet. The Township has allowed this for the last several years. The Parks and Rec Board has recommended approving this request. Manager Books asked the Board to approve their request again this year.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to permit the Northern Lebanon Little League to place portable toilets at the ball field at the Township Community Park and Lion's Lake Park with all fees to be paid by Northern Lebanon Little League. Motion unanimously approved.

Township Community Park – Virginia Noll & Family – donate microwave

Virginia Noll and her family reached out to our Administrative Assistant Amber Royles-Eby regarding donating a new microwave oven for the full-service kitchen pavilion at Township Community Park. Each year this family reserves the pavilion for their family reunion. With extra funds collected by their family, they thought it would be nice to donate a new microwave to the Township. Dave Lied, Park & Rec and Maintenance Department head will construct a shelf to accommodate and support the microwave.

Zoning Amendment – Lebanon Valley EDC – NS Hanford Drive

The Township received a zoning amendment application from the Lebanon Valley EDC to rezone a portion of land they own along the North side of Hanford Drive. The first step is to send a letter to the Lebanon County Planning Department and our Planning Commission requesting them to review the proposal and provide a recommendation to the Board. Manager Books asked the Board to authorize her as the Manager to send the official letter to the Lebanon County Planning

Department and our Planning Commission as required by the MPC Section 609 giving them 30 days to provide a written recommendation.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to authorize the Township Manager to send an official letter to the Lebanon County Planning Department and the North Lebanon Township Planning Commission asking for a recommendation on the proposed zoning amendment from the Lebanon Valley EDC. Motion to unanimously approved.

Property Maintenance Code Enforcement Monthly Report

Michale Roher of Systems Design Engineering provided the Township with his monthly property maintenance code activity report for January. He issued 2 Notices of Violation. He followed up on one property and found the issue to be resolved. He followed up on one property from last year that sustained fire damage and reported the owners received a permit from the Lebanon County Planning Department on January 20, 2026. He condemned one property.

Wild Animal Permit Renewal

The Township received the annual wild animal permit application for renewal and the required fees from Patrick Miller. Mr. Miller has provided copies of all permits necessary from the PA Game Commission and the US Dept. of Agriculture. Mr. Miller has listed the following wild animals that will be housed on his property located at 1415 Sandhill Road: one eastern box turtle, one common snapping turtle, one eastern rat snake, one American toad, and one peregrine falcon. Mr. Miller has signed the certificate that he will comply with all Township and State regulations as well as the trespass waiver allowing Township representatives on the property to conduct inspections. Manager Books asked the Board to approve the issuance of this annual permit renewal.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve the issuance of the Wild Animal Permit to Patrick Miller at 1415 Sandhill Road. Motion unanimously approved.

America 250 Parade of Lebanon County Organizing Committee

The Township has received a letter from America 250 Parade of Lebanon County Organizing Committee asking local municipalities for a \$250 donation/sponsorship for their Independence Day Parade in Jonestown. Kathy Long was present to go over the details of the festivities that are to be held on July 3rd.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve the donation of \$250 to the America 250 Parade of Lebanon County Organizing Committee. Motion unanimously approved.

SOLICITOR'S REPORT – Solicitor Amy Leonard

Solicitor Leonard stated she had nothing for the Board this evening.

COMMENTS FROM BOARD MEMBERS/PUBLIC

Supervisor Snook wanted to let the public know that they are searching for alternate members for the Planning Commission Board, and all interested parties should reach out to the Township Office.

Supervisor Heisey wanted to announce that Bonnie Grumbine, the Township's Accounting Clerk and Recycling Coordinator, has been spotlighted on a state level for everything she does in the Recycling industry.

Supervisor Brensinger wanted to thank Jared Balsbaugh and the rest of the crew for the great job they have done so far this year with the snow and plowing.

ADJOURNMENT

MOTION was made by Supervisor Brensinger and was seconded by Supervisor Snook to adjourn. With no further business to discuss, the meeting was adjourned at 7:44 PM.

Respectfully Submitted,

Misty S. Bender
Recording Secretary