

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

The March 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**

**Linda Bates** asked where she could find information about what is and is not allowed per the property maintenance code for the Township. It was mentioned that we adopted the International Property Maintenance Code and information can usually be found online pertaining to it. The Township will post a link on their website to the document, so the residents have access to it.

**Sara Fuller** wanted to compliment both the highway crew for their outstanding job with the snow plowing this year and the Regional Police Department on their increased presence in the Township. She had a few questions for the Chief of Police regarding the newly adopted 287g (ICE) agreement. She questioned the motivating factor on the decision to enter into the agreement, what type of approach they are taking, aggressive or passive, do they feel they will develop trust issues within the community, and if there were any incentives to the Police Department.

**Chief Knight** briefly replied to each of her topics. He stated that working with ICE is not new, and the agreement allows them to act immediately versus having to wait for an ICE official to come from wherever they are located. The police will continue to do their duties as always; this agreement will help to streamline the process. Under this agreement the Department will be compensated for “ICE” related work. Chief Knight stated he does not believe this will create any trust issues with the community, it should make them feel safer. The Chief added it might be better for her to ask her questions before the Regional Police Commission so they can go into more detail. Their next meeting is April 14, at 6:30 pm at the North Cornwall Township building.

**Emily Bixler** with LebTown asked if the incentive program that is a part of this agreement has been available in the past when they have worked with ICE or if it is new? Chief Knight stated

that even though they have worked with ICE for many years, the incentive they will receive for their participation is a new detail.

**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.

**PLANS READY FOR APPROVAL - Preliminary/Final Subdivision & Land Development Plan Estates at Hearthside, Phase 2 (Chad Smith, Steckbeck Engineering)**

Chad Smith from Steckbeck Engineering was present to review the plans and the waiver requested. They are requesting the Board waive the section of the ordinance that pertains to each phase submitted having to include at least 25% of the project, limiting the project to no more than 4 phases. When this project was originally submitted, the preliminary plans were approved with 5 phases which was prior to the adoption of the Township's current Ordinance in effect. The current phase will only involve about 20% of the total project.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the waiver as presented regarding minimum number of lots per phase. Motion passed unanimously.

The Township has received all the executed agreements and the required financial security in the form of a Letter of Credit for all site improvements. The Planning Commission recommended approval at their March 9th meeting. Manager Books asked the Board to approve the plans and all agreements.

**Supervisor Brensinger** asked if this phase included the work to eliminate the Jay Street pump Station. Chad replied that it will include part of it, but not the entire demolition of the pump station. As per a previously signed agreement, they have five years to complete the decommissioning of the Jay Street Pump Station.

**Supervisor Heisey** asked if this phase will include the elimination of the stone construction entrance that goes back along the farm. Chad answered yes, that is part of this plan. Supervisor Heisey asked Solicitor Leonard whether all the connection letters have gone out to the residents. She indicated all neighbors that will be required to connect to the public sewer system have been notified.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the subdivision and land development plans for the Estates at Hearthside-Phase 2, the Land Development Improvements and Financial Security Agreement, the Stormwater Management Agreement, the Fees In Lieu Of Agreement, and to accept the financial security that was provided. Motion unanimously approved.

**CONSIDERATION FOR APPROVAL OF MINUTES**

**MOTION** was made by Supervisor Snook and seconded by Supervisor Brensinger to approve the meeting minutes from the February 16, 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 Snook and seconded by Supervisor Brensinger 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. He also mentioned the formation of the North Lebanon Township Fire Merger Feasibility Committee.

**CHIEF OF POLICE REPORT** – Lebanon County Regional Police Calls for Service for February 2026 – Timothy Knight, LCRPD Chief

**Chief Knight** reviewed the various calls for service for the prior month. The calls for service for the month of February were 1265, with 1017 reportable incidents. Of those reportable incidents 494 were within North Lebanon Township. Total accidents for the three municipalities were 56 with 31 being in NLT. Total citations were 419 with 179 being in NLT. Total warnings both verbal and written were 174 with 22 of them being written in NLT. Total crime statistics were 82 with 42 in NLT. The miles traveled for the month was 15,241. He also mentioned that there were a few incidents where residents were revived and lives were saved last month from the fast action of the Regional Police officers. Chief Knight also gave a congratulatory shout out to Officer Coyt for graduating from the D.A.R.E. Program.

**Fire Police Activity Report for February – Lieutenant Paul Savini.**

**Lieutenant Savini** reviewed the NLT Fire Police Activity for the prior month.

**Supervisor Snook** stated it has been an honor to be a part of the Regional Police Commission and that they are doing great work!

**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. He began by giving a shout out to the entire crew for always showing up at all hours of the night when called for out bad weather. To date, winter maintenance consisted of 18 full salt runs, 8 drift runs and 6 full plow runs. In total, there have been 818 winter maintenance hours logged for this winter season. He told the Board the guys are currently working on making a steel frame for the water tank they purchased so the tank can be placed in the bed of one of their dump trucks to transport water throughout the Township. Street sweeping began on Monday March 9th. This will continue throughout the Township as the weather permits. Sod/shoulder repairs are happening along various roadways where the plow truck may have gotten off the road slightly during winter maintenance. Various dump trucks are getting some light bodywork done. Due to the salt and harsh conditions, the trucks often require minor repairs to the rear of the trucks. Old paint and rust are removed, cleaned/prepped and repainted to prolong the life of the truck. They have also removed some dead trees along Hanford Drive and responded to 47 PA One Calls.

The Park & Rec and Building Maintenance Crew assisted the highway department with winter maintenance operations. They have finished remodeling the new Public Works office space which consisted of moving and installing doors, drywalling, and repainting. The new office space will allow more space for reviewing plans and give the highway crew more space as the number of guys on the crew has grown over the years. Lions Lake shoreline restoration is complete. Flyway

Excavating has completed the installation of live stakes and removed the construction fence. Lions Lake was stocked with trout on March 2<sup>nd</sup>. The bathrooms throughout the parks are scheduled to be opened during the week of March 23<sup>rd</sup>. The dugouts at the baseball fields have been cleaned out and prepped for the season as well.

**Sara Fuller** asked when spring clean up would be. Mr. Balsbaugh stated that spring clean-up will take place on April 13<sup>th</sup>.

**Gisele Hamm** asked how many crewman there were. Mr. Balsbaugh stated there are 9 including himself.

**MANAGER'S REPORT – Lori Books, Township Manager**  
**Award bids for paving project, oil & chip project, and fuel for 2026**  
**Paving Project and Oil/Chip for 2026**

Steckbeck Engineering has provided the bid tabulation results for the paving project and the oil/chip project. The Township received five bids for the paving project with the lowest bidder being Pennsy Supply, Inc. at \$250,348.27 and two bids for the oil/chip project with the lowest bidder being Russell Standard Corporation at \$144,320.91 including the section of Emma Road in North Annville Township. The Township does have an intermunicipal agreement prepared with North Annville. Their portion will be reimbursed to the Township in the amount of \$3,883.00. Manager Books has provided the Board with a copy of the Bid Opening Tabulation Results for each project. Manager Books asked the Board to award the paving project and the oil and chip project to the lowest bidders respectively as presented.

**Supervisor Brensinger** asked Mr. Balsbaugh whether he had researched Russell Standard Corporation as he was not familiar with this company. The Township Engineer stated in his recommendation letter that they have worked with them previously in other municipalities and they had done a good job.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to award the 2026 Paving Project to the lowest bidder, Pennsy Supply, Inc., in the amount of \$250,348.27 and the 2026 Oil/Chip Project to the lowest bidder, Russell Standard Corporation, in the amount of \$144,320.91 contingent upon the Township Solicitor reviewing and approving all contract documents and bonds. Motion unanimously approved.

**Emily Bixler** asked how much liquid fuels funds the Township will receive for 2026 and if it would be possible to get a list of the upcoming roads that are tentatively scheduled to be paved over the next few years. It was mentioned that the liquid fuels amount could be found in the budget online and Mr. Balsbaugh stated that she can get the list of the future paving schedule from him at the end of the meeting.

**Fuel for 2026**

Steckbeck Engineering has provided bid tabulation results for diesel fuel and 87 octane unleaded gasoline to be delivered to the Township. They received one bid from Rhoads Energy Corporation in the amount of \$50,684.70. This was based on an OPIS price of \$3.8575/gallon for diesel, \$2.3711/gallon for unleaded gasoline, and a fixed markup of \$0.27/gallon for both. These prices

reflect consumption totals of 11,000 gallons of diesel fuel and 2,000 gallons of unleaded gasoline. Manager Books asked the Board to award the fuel bid to the sole bidder as presented.

**Supervisor Snook** asked if the Township still purchases ethanol free fuel. Mr. Balsbaugh stated that it was not worth it for the number of small machines that use it.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to award fuel bid to the lowest bidder, Rhoads Energy Corporation, in the amount of \$50,684.70 for 11,000 of diesel fuel and 2,000 gallons of unleaded gasoline contingent upon the Township Solicitor reviewing and approving all contract documents and bonds. Motion unanimously approved.

**Resolution 12-2026 – Intermunicipal Agreement with North Annville Twp for oil and chip**

Manager Books presented the Board with Resolution 12-2026 which authorizes the execution of the Intermunicipal Agreement between North Lebanon Township and North Annville Township for the oil and chip project located within each Township. The Agreement outlines the terms and conditions for each municipality regarding the oil and chip project for Emma Road. Representatives from North Annville Township have authorized North Lebanon to award the contract for the sealcoating of North Annville Township’s portion of Emma Road to Russell Standard Corporation as the low bidder. Manager Books asked the Board to adopt this Resolution which authorizes the Chairman to sign the agreement.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Brensinger to adopt Resolution 12-2026 authorizing the execution of the Intermunicipal Agreement between North Lebanon Township and North Annville Township for the oil and chip project located within each Township. Motion unanimously approved.

**Resolution # 11-2026 for the Destruction of Municipal Records**

Resolution #11-2026 lists the disposition of certain municipal records as set forth in the Municipal Records Manual.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to adopt Resolution #11-2026 approving the disposition of certain municipal records as listed and in accordance with the Municipal Records Manual. Motion unanimously approved.

**PA One Call – Acknowledge April as “PA 811 Safe Digging Month”**

The Township received an email from Kevin Goldblum with PA One Call. He reached out in hopes of gathering support for the 2026 Safe Digging Month. They are requesting a letter of support from the Township to claim April as Pennsylvania’s 811 Safe Digging Month. He also asked if they would then publish the Letter of Support on our Website. Manager Books asked the Board to support his request and sign the Letter of Support.

**MOTION** was made by Supervisor Snook and seconded by Supervisor Heisey to sign a Letter of Support to acknowledge April as PA 811 Safe Digging Month. Motion unanimously approved.

**Plan Review Extension – R&L Carriers**

The Township received a plan review extension letter from Manhard Consulting on behalf of their client R&L Carriers for the review of their land development plan on the North side of Route 422.

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Snook to accept the plan review time extension letter to July 11, 2026. Motion unanimously approved.

**Plan Review Extension – Whispering Pines**

The Township received a plan review extension letter from Chrisland Engineering on behalf of their clients for the review of their subdivision and land development plan for the Whispering Pines on the East side of Narrows Drive.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to accept the plan review time extension letter to June 7, 2026. Motion unanimously approved.

**Plan Review Extension – Stanley Martin**

The Township received a plan review extension letter from Chrisland Engineering on behalf of their client Stanley Martin for the review of his subdivision and land development plan on the West side of Narrows Drive.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to accept the plan review time extension letter to June 7, 2026. Motion unanimously approved.

**Plan Review Extension – Berks Construction**

The Township received a plan review extension letter from Ludgate Engineering on behalf of their client Berks Construction for the review of their stormwater management plan for 803 Kimmerlings Road.

**MOTION** was made by Supervisor Snook and seconded by Supervisor Heisey to accept the plan review time extension letter to May 1, 2026. Motion unanimously approved.

**2026 Mobile Home Park License Renewals**

The Township received the remaining application for the 2026 Annual Mobile Home Park License renewals. Lakeside MHP has 23 mobile homes and has paid their annual renewal fee. Manager Books asked the Board to approve their renewal application and issue their annual license.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the 2026 renewal application for the Lakeside Mobile Home Park. Motion unanimously approved.

**Lebanon County 250**

The Township has also received an email from the official Lebanon County 250 Planning Committee asking us to partner with them for the 250<sup>th</sup> celebration on July 4, 2026. The organization is planning a full day of activities at the Lebanon County Expo Center from 1:00 pm to 9:00 pm with the evening to end with fireworks. There are several levels of donations depending on how much the Board wishes to contribute to the celebration.

**MOTION** was made by Supervisor Snook and seconded by Supervisor Brensinger to donate \$500.00 to the America 250 PA Lebanon County Committee for America’s 250<sup>th</sup> Celebration on July 4, 2026. Motion unanimously approved.

### **Engage Cohen Law Group as Solicitor for Cable Franchise Renewal with Comcast**

The Township was contacted by a representative of Comcast informing us of their desire to renew the existing cable franchise agreement with our municipality. Their existing agreement was executed on June 15, 2015, and was valid for 11 years and is set to expire on June 14, 2026. Manager Books asked the Board to engage Cohen Law Group as our Solicitor to review the renewal contract and to perform Franchise Negotiations with Comcast on our behalf. They will also conduct an audit of the existing agreement to ensure the Township has received all funds per the existing agreement. They are currently negotiating with six other municipalities and have offered North Lebanon a discount depending on how many municipalities engage in their services. The Township has received a quote from Cohen Law Group to perform these duties ranging from \$10,965 to \$12,900. Manager Books asked the Board to accept their proposal and authorize her as the Township Manager to sign the engagement letter. Cohen is the same firm the Board used to negotiate with Comcast in the past.

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

**Emily Bixler** asked how much the Township usually generates annually from the Comcast agreement. This number is also a line item in the budget and Manager Books stated that if Emily would like to call her in the morning, she can give her both requested numbers she asked about in the meeting.

### **GO Lebanon Program**

The Township received an email from Rebekah Hamner with WellSpan reaching out regarding the GO Lebanon Program for this summer. GO, which stands for Get Outdoors, is a partnership between WellSpan and library systems across the region. This program is to encourage children to explore outdoors by hiking trails and following clues to find a wooden post that was placed. The post has a rubbing plate similar to an etching pad where they can rub their sheet over the icon which transfers the image to their sheet. There is also a 4 digit code parents can enter to earn credit for completing each hike. There will be a total of 15 hikes throughout Lebanon County, and they would like to use two of our parks this year in their program. WellSpan would be responsible for placing and removing the wooden post. This year they would like to use Lenni Lenape and the Township Community Park.

**MOTION** was made by Supervisor Snook and seconded by Supervisor Heisey to approve the request for the GO Lebanon Program to use Lenni Lenape Park and the Township Community Park for their program this summer. Motion 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 February. He sent two second Notices of Violation and one new Notice of Violation. One other prior violation was given until March 27<sup>th</sup> to comply. He followed up on two properties and found both issues to be resolved. He condemned two properties due to water termination and has one property to inspect for possible violation. This is for the Board's information only and no action is required.

**Jay Street Wall – Update**

The Township received a letter from our Engineer indicating a Preliminary Certificate of Substantial Completion was issued. Included is a list of tentative items to be completed and corrected before final payment is made. A few of the remaining items are backfilling and seeding behind the wall to achieve the required finish grade, final paving restoration, minor defects in the protective sealer, removing the temporary fencing (which was done today), and few other minor items. The contractor has until May of this year to complete all outstanding items. This is for the Board’s information only and no action is required.

**Authorization to advertise and sell the following items on MuniBid**

The Township would like to advertise the following items for sale on MuniBid:

- Kyocera TASKalfa 3553ci copier
- Husqvarna 346XP chainsaw
- Stihl BG56C handheld leaf blower
- Assorted lights bars from old police vehicles (3) and construction equipment (2)

**MOTION** was made by Supervisor Heisey and seconded by Supervisor Brensinger to authorize the advertisement and sale of the reviewed items to be placed on MuniBid. Motion unanimously approved.

**Resolution 13-2026 – Support for America 250 PA**

Manager Books asked the Board to adopt Resolution 13-2026 which states that North Lebanon Township supports the PA Commission for the United States Semi-Quincentennial known as America 250 PA to celebrate the commemoration of the 250<sup>th</sup> anniversary of the United States.

**MOTION** was made by Supervisor Brensinger and seconded by Supervisor Snook to adopt Resolution 13-2026 supporting the PA Commission for the United States Sem-Quincentennial. Motion unanimously approved.

**Sara Fuller** asked when the Go Lebanon program generally runs. It was answered that it typically runs through the summer when school is out, and they have a Facebook page that posts when it is getting closer to opening.

**Pertinent Matters / Updates**

**SOLICITOR’S REPORT – Solicitor Amy Leonard**

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

**COMMENTS FROM BOARD MEMBERS/PUBLIC**

**Supervisor Snook** wished everyone a safe and Happy St. Patrick’s Day.

**Supervisor Brensinger** wanted to remind everyone that due to the PSATS conference in April, the Board of Supervisors’ next meeting will be one week later than usual, on April 27<sup>th</sup>.

**Supervisor Heisey** stated his excitement over the temporary fence finally coming down that has been in place behind the new Jay Street Wall.

**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 8:03 PM.

Respectfully Submitted,

Misty S. Bender  
Recording Secretary