

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
APRIL 27, 2026**

The April meeting of the North Lebanon Township Board of Supervisors was called to order at 7:00 PM by Vice-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	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
Greg Behney	Lieutenant/Detective, Lebanon Co. Regional Police

Absent : Gary Heisey Chairman
Tim Knight Chief of Police, Lebanon Co. Regional Police

Also, present was Misty Bender, recording secretary, Emily Bixler with LebTown, Brianna Laliberte from DES, Ken Beissel, Josh Weaber, as well as several other members of the public.

COMMENTS FROM THE PUBLIC

Brianna Laliberte, Emergency Management Coordinator from the Department of Emergency Services was present to give her EMC briefing. Planning for the full-scale exercise on May 9th is just about complete. The exercise will take place at the Palmyra Area High School and will give all county agencies training on a larger scale as well as learning to work together with various agencies and departments.

She explained that are waiting to see what future disaster relief funding will look like. What they do know is that there will likely be a restructuring of FEMA, which in turn will most likely put more responsibility on the state, county, and municipal governments for disaster mitigation, response, and recovery. It is also unknown if federal disaster grants will change or if they will remain. Currently, most grants are on hold. Ms. Laliberte strongly encouraged homeowners and renters to make sure they have adequate insurance coverage for their properties.

PA Title 35, Sections 73 and 75, define powers and duties of state, county, and local emergency management programs in Pennsylvania. This title was originally drafted in 1978 and does not reflect the state of emergency management today. Senate Resolution 177 was passed to review, update, and codify Pennsylvania's emergency management services law. It is likely that emergency management will look different here in the Commonwealth. DES is involved in the process of updating Title 35, so they hope to steer the update in the direction that best serves the County. A lot has changed since its adoption.

Ken Beissel was present to express his concerns regarding the lack of streetlights in the Crossings

phase 4. Mr. Beissel stated he feels it is a safety concern with the lack of lighting around the bend at Bella May Circle. He questioned the inconsistency of the lighting that was originally proposed in phase 1-3 by Landmark versus what was placed in phase 4. He asked if the Board could help them with the situation.

Sara Fuller mentioned a few years back the Township had interceded on behalf of another situation in the community and is hoping they would do the same for this concern.

Josh Weaber was present to ask the Board's thoughts on the improvements at the intersection of Weavertown Road and Narrows Drive in conjunction with the Whispering Pines subdivision plan. Supervisor Brensinger stated that since the question related directly to traffic it would be preferred to have the Township's Traffic Engineer look at it and get back to him with an answer.

Josh Weaber also asked if he could only overlay the two strips of road where the street cuts will be rather than the entire length from the first street cut to the last street cut. His hopes are, if it's not disturbed, it will not need an overlay. The Board informed him they will investigate the verbiage in the SALDO and get back to him with an answer.

Eric Paul commented on the streetlight concerns brought up by Mr. Beissel.

Supervisor Brensinger stated that the Township will review the approved plans to determine if Landmark installed the required number of streetlights.

Michael Frey asked if the Board will be voting on the Hanford Drive project since the Planning Commission turned down the plan.

Supervisor Brensinger explained the Planning Commission did not turn down the plan. They voted not to recommend the zoning change to the Board of Supervisors. The Planning Commission is a recommending board only and the Board of Supervisors is the only Board that can approve a zoning request change.

Solicitor Leonard explained that the Lebanon Valley EDC just completed step one, which was submit a petition to rezone the property. The Planning Commission reviewed it and made their recommendation. There is no specific timeframe in which the Board of Supervisors must vote on it. The applicant has asked the Board to hold off on setting up the public hearing to hear the zoning request change. Once we move forward, the public hearing will be advertised and only then will the Board of Supervisors be able to vote on the zoning change.

Michael Frey asked if the Regional Police could do anything about the excessive speeding on Tunnel Hill Road.

Carolyn DuBois asked if there have been any updates on the property owned by Jubilee Ministries. She was told there have been no plans submitted to the Township at this time.

Susan Mion wanted to remind the Township that there is a coalition of residents in North Lebanon Township that are opposed to the Jubilee Ministries project.

PLANS READY FOR APPROVAL – No plans were ready for approval at this time.

CONSIDERATION FOR APPROVAL OF MINUTES

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve the meeting minutes from the March 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 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. He also mentioned the formation of the North Lebanon Township Fire Merger Feasibility Committee is going well.

CHIEF OF POLICE REPORT – Lebanon County Regional Police Calls for Service for March 2026 – Lieutenant Greg Behney, LCRPD

Lieutenant Behney reviewed the various calls for service for the prior month. The calls for service for the month of March were 1478, with 1215 reportable incidents. Of those reportable incidents 567 were within North Lebanon Township. Total accidents for the three municipalities were 39 with 15 being in NLT. Total citations were 441 with 199 being in NLT. Total warnings both verbal and written were 206 with 20 of them being written in NLT. Total crime statistics were 119 with 78 in NLT. The miles traveled for the month was 16,674.

Lieutenant Savini highlighted some of the events that occurred in the month of March. He stated a few of the officers had lunch with several Union Canal Elementary students, which went well. They also targeted traffic enforcement. The Department has started using a system called Fleetio which is a computer program that will help keep track of the maintenance required on their vehicles. Information was shared with the public regarding various scams they are seeing right now. A few mentioned were the IRS scam, Apple, and Microsoft.

Sara Fuller asked when the next Lebanon County Regional Police meeting will be held. It was stated that it will be held on Wednesday, May 13, at 6:30 at North Cornwall Township.

Fire Police Activity Report for March – Lieutenant Paul Savini.

Lieutenant Savini 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. Spring clean-up took place the week of April 13th and a total of 1200 cubic yards of green waste was collected. He gave a big thank you to Jackson Township for their assistance with the project. The Jay St Wall Project is nearing completion. The contractor finished installing topsoil and seeding behind the wall and completed the paving. There are a few minor punch list items remaining. Spraying has started throughout various rights-of-ways in the Township. Six

employees attended flagger training which needs to be completed every three years. They responded to 86 PA One Calls.

Mr. Balsbaugh reported on the Parks and Recreation & Building Maintenance activities since last meeting. These include things such as mowing, spraying, weeding, picking up sticks, trimming, and making sure the bathrooms and waste cans are cleaned and emptied regularly. A group of volunteers from Lebanon Area Evangelical Free Church will be donating their time on May 1st & 2nd at Lenni Lenape Park. They plan to spread mulch throughout the park.

**MANAGER'S REPORT – Lori Books, Township Manager
Property Maintenance Code Enforcement Monthly Report**

Michale Roher of Systems Design Engineering provided North Lebanon Township with his monthly property maintenance code activity report for March. He sent seven Notices of Violation and has two properties that citations will be filed for continued non-compliance. He followed up on three properties and found all issues to be resolved. He condemned two properties.

Award MunicBid items to highest bidders

In March the Board authorized listing of several items to be sold on MunicBid. Manager Books asked the Board to approve selling the following items to the highest bidders respectively:

- a. Kyocera TASKalfa 3553ci copier – There were no bids for the copier
- b. Husqvarna 346XP chainsaw to William Schofield for \$227.00
- c. Stihl BG56C handheld leaf blower to Thoms Ritchey for \$51.00
- d. Assorted light bars from old police vehicles (3) to James Hughes for \$62.00
- e. Assorted lights from old construction equipment (2) to Robert Gillespie for \$120.00

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the items sold on MunicBid to the highest bidder as reviewed by Manager Books and to donate/dispose of the old copier. Motion unanimously approved.

Request from Lebanon City Police for Fire Police assistance during certain events

Manager Books received a letter from Lebanon City Police Department's Chief of Police Eric Sims requesting assistance from the North Lebanon Township Fire Police for several events being held throughout the year in the city. This would include the Memorial Day Parade, the Car and Motorcycle Show, the Music Festival, the July 4th Celebration, the Holiday Tree Lighting and Parade, and the New Year's Eve Bologna Drop. He is also requesting assistance with any upcoming events that may not have been mentioned.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve North Lebanon Township Fire Police assisting the Lebanon City Police Department for the mentioned events throughout this year as well as any events that may come up that have not been mentioned. Motion unanimously approved.

Release LOC for S. Gerald Musser (2500 North 21st Street)

S. Gerald Musser requested the release of the financial security the Township is holding for the site improvements related to 2500 North 21st Street. Manager Books has confirmed with the Public Works Director, Jared Balsbaugh, that the project has been completed, and the required improvements were installed in accordance with the approved plan. Manager Books recommended

the release of the financial security in the amount of \$7,500.00. All outstanding invoices have been paid to date.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve the release of the Letter of Credit Number 2701356171 for S. Gerald Musser Builder, LLC, in the amount of \$7,500.00. Motion unanimously approved.

Release LOC for Woodlea Development (Street Dedication)

North Lebanon Township received a request from the Bowman Estate to release the integrity bond they are holding related to the Woodlea Development. The letter of credit was provided as part of the 18-month maintenance guaranty and warranty when the streets were dedicated to the Township in July of 2024. Manager Books has confirmed with Mr. Balsbaugh that he has inspected the streets and found no deficiencies. Therefore, she is recommending the release of the Letter of Credit in the amount of \$43,228.80. All outstanding invoices have been paid to date.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the release Letter of Credit Number 7402759 for the Woodlea Development in the amount of \$43,228.80. Motion unanimously approved.

Appoint Alternate Member to Planning Commission – Susan Mion

There have been a few instances over the last couple of years where the Township was unable to conduct business during their Planning Commission meetings due to lack of a quorum. As a result, Manager Books asked the Board to appoint Susan Mion as an alternate member. Mrs. Mion would be allowed to attend all meetings but would only vote if we did not have a quorum or we only have four members resulting in a tie. Should Manager Books know in advance that they will not have a quorum, Manager Books would be able to contact Mrs. Mion and ask her to attend. Planning Commission members hold a four-year term. Since it is the middle of the year, Manager Books asked for her term to expire on 12/31/2029.

MOTION was made by Supervisor Brensinger and Seconded by Supervisor Snook to appoint Susan Mion as an Alternate Member to a four-year term on the Planning Commission to expire on 12/31/2029. Motion unanimously approved.

Ratify Signing of Marcellus Shale Grant Contract

In December of last year, the Township applied to the Lebanon County Commissioners for the Marcellous Shale Grant. The application was to help cover some of the costs to renovate the existing walking path at Lions Lake. The total project cost is estimated to be \$84,780 and we requested \$25,000 from the grant. The grant requires a 50% match and will mostly come from in-kind services (Township labor and equipment). The Township was awarded the full grant amount of \$25,000 by the County Commissioners. Manager Books asked the Board to ratify the signing of the contract with the Lebanon County Commissioners which the Chairman signed on March 24, 2026, so that it could be returned to the County for their meeting on March 25th for final approval.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to ratify Gary Heisey, Chairman of the Board, signing the contract between the Lebanon County Commissioners and the Township for the Marcellous Shale Grant on March 24, 2026. Motion unanimously approved.

Stormwater Credit Application for Kimmer Green, LLC

The Township received a stormwater credit application from Kimmer Green for their property known as the Briar Ridge Development on the ES of North 8th Avenue. This non-single family residence property is currently assigned 62 ERUs. There are three basins, one subsurface bed and one infiltration bed on the property which qualify for a stormwater credit. Darren Heisey of Steckbeck Engineering, our MS-4 Consultant, has reviewed the application and is recommending a 49.4% credit on the annual stormwater bill. The Township already has an executed Stormwater Management BMP O&M Agreement on file for this property from when the land development plan was approved. Manager Books asked the Board to approve the credit application.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve the stormwater credit application for 49.4% of their annual stormwater bill for Kimmer Green, LLC for the property located on the ES of North 8th Avenue. Motion unanimously approved.

Plan Review Extension for 799 Kimmerlings Road (SW ONLY Plan)

The Township received a plan review time extension letter from Nolt Engineering on behalf of their client, Peter Klassen, for the Stormwater Only land development plan currently being reviewed. Manager Books asked the Board to accept the plan review extension letter.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to accept the plan review time extension letter to August 3, 2026, for the SW Only land development plan for 799 Kimmerlings Road. Motion unanimously approved.

Tree Dedication Agreement with Joan French

The Township has received a tree dedication agreement from Joan French. She has signed the agreement and paid the fees for one tree at Lenni Lenape. Manager Books asked the Board to approve the agreement.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve the Tree Dedication Agreement with Joan French for a tree at Lenni Lenape Park. Motion unanimously approved.

Tree Dedication Agreement with Phyllis Casper

The Township has received a tree dedication agreement from Phyllis Casper. She has signed the agreement and paid half of the fees for one tree at Lenni Lenape. Manager Books asked the Board to approve the agreement contingent upon receiving the final payment.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the Tree Dedication Agreement with Phyllis Casper for a tree at Lenni Lenape Park contingent upon final payment. Motion unanimously approved.

Memo from P&R Board regarding Food Trucks

Manager Books received a memo from the Parks and Recreation Board regarding food trucks in the Township. Currently, the Township's regulations do not allow these types of operations. The office has had several inquiries regarding the use of food trucks specifically at our ball fields and the full-service rental pavilions. The Administrative Assistant reached out to some of the

neighboring municipalities and has provided a sample annual application, sample regulations, and a sample ordinance for the Boards' consideration. She presented this information to the Parks & Recreation Board earlier this month. In the memo provided to the Board, there are several suggestions from the Parks & Recreation Board. The P&R Board recommended the Board of Supervisors consider moving forward with allowing food trucks in the Township.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to authorize the Township Manager and the Township Solicitor to prepare rules and regulations and draft an ordinance for the Board's review on the use of food trucks in the Township. Motion unanimously approved.

Purchase new AED

Within the last week or so, the Township's AED has been "chirping" which is indicative of the battery needing replaced. When they reached out to their vendor, they were notified that their model is on a "critical recall" list. It is recommended that AED machines be replaced every 8 to 10 years, while the batteries and pads typically need replaced every 2 to 5 years. The AED we have is from July of 2007. They received several different quotes from several different vendors. Prices range from \$1,150 to \$1,329. Even though they did not budget for this, Manager Books asked the Board for permission to purchase a new AED through FASP for \$1,150 as she feels this is an important potentially lifesaving device they should have on the premises.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the purchase of a new AED through FASP for \$1,150.00. Motion unanimously approved.

Resignation of Administrative Assistant, Amber Royles-Eby

Manager Books received a phone call from Amber on Sunday April 19th notifying her that she was resigning effective immediately. Manager Books asked the Board to accept Amber's resignation.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to accept the resignation of Amber Royles-Eby effective April 19, 2026. Motion unanimously approved.

Promotion of Misty Bender to Administrative Assistant

Manager Books asked the Board to consider promoting their office clerk, Misty Bender, to the Administrative Assistant position with a six-month probationary period. Manager Books also asked the Board to consider an increase in pay.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to promote Misty Bender to Administrative Assistant and to increase her hourly wage by \$2.00. Motion unanimously approved.

Authorization to advertise for open clerk position

In light of recent resignations and promotions, Manager Books asked the Board for permission to advertise for the open clerk position.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to authorize the advertisement for the clerk position. Motion unanimously approved.

Plan Review Extension for 803 Kimmerlings Road (SW ONLY Plan)

The Township received a plan review time extension letter from Ludgate Engineering on behalf of their client, Berks Homes, for the SW Only land development plan currently being reviewed. Manager Books asked the Board to accept the plan review extension letter.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to accept the plan review time extension letter to July 1, 2026, for the SW Only land development plan for 803 Kimmerlings Road. Motion unanimously approved.

Pertinent Matters / Updates - None.

SOLICITOR’S REPORT – Solicitor Amy Leonard – Henry & Beaver LLP

Authorization to advertise for Public Hearing on Ordinance #2-2026 – Cable Franchise Agreement with Verizon Pennsylvania, LLC

Solicitor Leonard explained this agreement will give residents the option to choose Verizon as an alternative to its competitor Comcast, who is currently the only cable option in the Township. This agreement was put together by Cohen Law Group. Solicitor Leonard asked the Board to set a date for the public hearing and for permission to advertise the public hearing for the adoption of the Ordinance. The ordinance and agreement will be made available upon request.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to authorize Solicitor Leonard to advertise the public hearing for Ordinance #2-2026 for May 18, 2026, at 7:00 p.m. Motion unanimously approved.

COMMENTS FROM BOARD MEMBERS/PUBLIC
ADJOURNMENT

Supervisor Snook wanted to thank everyone for attending the meeting. It is the resident’s opportunity to give their input on happenings in the Township. Attending the meetings also gives residents the advantage to correct information straight from the source and helps to cut down on rumors that are often spread on social media platforms.

Supervisor Brensinger mentioned that the Regional Police are very good at running speed checks in the Township. He went on to say that residents should reach out to our state legislators and senators to allow the use of radar in the State of Pennsylvania. We are the only state in the country that does not allow this. The state representatives are the ones who dictate the use of radar in the state and the more people that continue to bring this to their attention, hopefully it will result in some action on the issue.

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 8:20 PM.

Respectfully Submitted,

Misty S. Bender
Recording Secretary