

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
July 20, 2026**

The July meeting of the North Lebanon Township Board of Supervisors was called to order at 7:00pm 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
Tim Knight	Chief of Police, Lebanon Co. Regional Police
Paul Savini	Lieutenant, Lebanon Co. Regional Police

Also, present was Teresa Kelly, recording secretary, Emily Bixler with LebTown, Danielle Minetree with Scouts of America, as well as several other members of the public.

PUBLIC HEARING – Cable Franchise Agreement Renewal with Comcast

Solicitor Leonard opened the hearing by explaining that the current Comcast franchise agreement is up for renewal. Per Section 626 of the Federal Cable Act, a public hearing must be held to provide opportunity to assess community needs and the cable operator’s performance during the current term. The public hearing was advertised in the Lebanon Daily News on June 25, 2026.

Solicitor Leonard then advised the Board to open the hearing up for public comment.

Hearing no public comment, the Public Hearing Closed at 7:03pm and the regularly scheduled meeting resumed.

COMMENTS FROM THE PUBLIC

Danielle Minetree / Scouts of America Troop 412G – Chicken BBQ

Danielle Minetree was present to ask permission to hold their chicken BBQ fundraiser at the dam breast at Lion’s Lake. The date would be Saturday, August 22, 2026, from 6:00am to 4:00pm.

The Parks & Recreation Board voted unanimously at their July 7, 2026, meeting to recommend approving their request on the conditions that they provide appropriate traffic control and a Certificate of Liability Insurance naming the Township as an additional insurer. It was also recommended to wave any fees since this is a non-profit organization. Manager Books informed the Board that the Township did receive their Certificate of Insurance and the Township is named as an additional insurer.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to allow Troop 412G to hold their chicken BBQ fundraiser at the dam breast of Lion’s Lake on Saturday, August

22, 2026, from 6:00am to 4:00pm and to waive any fees contingent upon them providing appropriate traffic control measures. Motion unanimously approved.

Lee Spencer asked the Board questions regarding the traffic signal at Route 72 and Long Lane, specifically regarding the southbound lane on Route 72 turn arrow.

PLANS READY FOR APPROVAL – None

CONSIDERATION FOR APPROVAL OF MINUTES

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the meeting minutes from the June 15, 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 subject to audit. Motion unanimously approved.

FIRE CHIEF'S REPORT – Chief Gary Boyer, with Rural Security Fire Co.

Gary reviewed the calls for service and training for the previous month.

CHIEF OF POLICE REPORT – Lebanon County Regional Police Calls for Service for June 2026 – Lieutenant Paul Savini, LCRPD

Lieutenant Savini reviewed the various calls for service for the prior month. The calls for service for the month of June were 1433, with 1240 reportable incidents. Of those reportable incidents 640 were within North Lebanon Township. Total accidents for the three municipalities were 51 with 28 being in NLT. Total citations were 427 with 165 being in NLT. Total warnings both verbal and written were 125 with 19 of them being written in NLT. Total crime statistics were 149 with 85 in NLT. The miles traveled for the month was 14,623.

Chief Knight mentioned some of the previous months' highlights as far as training and events. Chief Knight wanted to make the public aware of the increase in thefts and burglaries. He advised the public to keep their cars, sheds, homes, etc. locked and to keep valuables secure and not stored in cars. He suggested residents stay vigilant, as criminals can be armed and dangerous. Chief Knight thanked the Biever Foundation for the donation of first aid kits for all their vehicles.

Chief Knight mentioned they would be participating in the upcoming National Night Out, which will be held at Kochenderfer's Church on Tuesday, August 4, 2026, from 6-8pm.

An update was provided to the Board regarding the Prescott/E. Kercher intersection that was discussed at last month's meeting. The Police Department has been running speed traps in the area.

Fire Police Activity Report for June – Lieutenant Paul Savini

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

Supervisor Heisey questioned whether the fire police would be present to assist with traffic control at National Night Out. It was noted that they will be made available for the event.

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. The crew continued working on base repairs and patch paving on various Township roads. Paving was completed on Heffelfinger and Morrissey along with line painting. They responded to 84 PA One Calls. The Parks and Recreation & Building Maintenance Crew have kept busy over the last month with mowing, spraying, weeding, edging, picking up sticks, trimming, and making sure the bathrooms and pavilions are cared for. Mr. Balsbaugh wanted to publicly thank the youth group from Living Waters Chapel who volunteered their time mulching at Lions Lake.

Supervisor Heisey asked when the oil and chip project will start. Mr. Balsbaugh replied they have until the end of August to complete the job.

Supervisor Heisey then questioned whether the stop bar at Prescott & Kercher was replaced. Mr. Balsbaugh informed everyone that it was replaced. He also mentioned that the suggestion of placing “stop ahead” signs were not warranted because there is plenty of site distance to see the sign.

Supervisor Snook has some questions regarding Heffelfinger Road & Route 343.

Supervisor Brensinger questioned the use of fabric between layers. Mr. Balsbaugh stated the areas where the Township used fabric in the past two years are already having issues.

Supervisor Heisey noted the excellent work the road crew did out on Elias Avenue getting rid of the area that always washed out.

MANAGER’S REPORT – Lori Books, Township Manager

Property Maintenance Code Enforcement Monthly Report

Michale Roher of Systems Design Engineering provided us with his monthly property maintenance code activity report. He issued 7 new Notices of Violation. There are currently 4 violations pending with the deadline to comply approaching soon. Three violations have been resolved. He did not condemn or uncondemn any properties this past month.

National Night Out – August 4th, 2026

This year a group of individuals are working together to bring back National Night Out within North Lebanon Township. The event will take place on Tuesday, August 4th, 2026, from 6:00pm to 8:00pm and will be held at Kochenderfer’s Church at 1105 Kochenderfer Road. Manager Books asked the Board to authorize some of the public works employees to take Township equipment, specifically a dump truck, a payloador and the recycling truck to the event. The Municipal Authority has authorized wastewater staff to take the flush truck to the event. The Township intends to have a booth set up for the Recycling Coordinator, the Township, and the Municipal Authority to showcase some of our equipment. The Township will also have a game with prizes

and information on the Do's and Don'ts to flush down the toilet as well as recycling handouts, stickers, and coloring books and crayons.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to authorize the staff to take a dump truck, a payloader, and the recycling truck to the National Night Event on August 4th, 2026. Motion unanimously approved.

Appointment of Alternate Engineer

Manager Books asked the Board to appoint an alternate engineer to review subdivision and land development plans as needed. The alternate engineer would only be used when a plan was prepared by the Township's primary engineering firm, Steckbeck Engineering, to avoid a conflict of interest. Manager Books recommended appointing Mike Knouse with Rettew as the Township's alternate engineer.

MOTION was made by Supervisor Heisey and seconded by Supervisor Brensinger to appoint Mike Knouse with Rettew as the alternate engineer for plan reviews. Motion unanimously approved.

Plan Review Extension – Peter Klassen

A plan review extension was received from Nolt Engineering on behalf of their client, Peter Klassen, to extend the Township's plan review time of their stormwater only plan for 799 Kimmerlings Road to November 16, 2026.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to accept the plan review extension for the Peter Klassen Plan to November 16, 2026. Motion unanimously approved.

Plan Review Extension – North Lebanon Self Storage – Phase 3

A plan review extension was received from Chrisland Engineering for the North Lebanon Self Storage Phase 3 Land Development Plan to extend the Township's plan review time to November 13, 2026.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to accept the plan review extension for the North Lebanon Self Storage Plan to November 13, 2026. Motion unanimously approved.

Plan Review Extension – Harold Tice

A plan review extension was received from Matthew & Hockley Associates on behalf of their client, Harold Tice, to extend the Township's plan review time to October 20, 2026.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to accept the plan review extension for the Harold Tice Plan to October 20, 2026. Motion unanimously approved.

Plan Review Extension – Collins/Suzy Street Self Storage

A plan review extension was received from Steckbeck Engineering for the Collins/Suzy Street Self Storage Land Development Plan to extend the Township's plan review time to November 16, 2026.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to accept the plan review extension for the Collins/Suzy Street Self Storage Plan to November 16, 2026. Motion unanimously approved.

904 Recycling Performance Grant

The Township's Recycling Coordinator, Bonnie Grumbine, has prepared the 904 Recycling Performance Grant application for 2025. The projected amount for our 2025 tonnage is \$22,153.25. She has provided the Board with a memo showing the history of the amount the Township has received from this annual performance grant. The Township is still waiting for receipt of the grant funds from our 2024 application.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve the submittal of the 2025 904 Recycling Performance Grant Application. Motion unanimously approved.

Appointment to Lebanon Community Library Board of Directors

The Township has a representative on the Lebanon Community Library's Board of Directors, but the current representative is unable to attend most of the meetings as they occur during the day. Manager Books asked the Board to appoint a replacement representative to sit on the Library's Board of Directors.

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

Authorize Manager to submit DRAFT Ordinance on data centers to the Lebanon County Planning Department and NLT Planning Commission for comment

Solicitor Leonard has prepared a Draft Ordinance regulating data centers. Manager Books asked the Board to authorize her to submit the Draft Ordinance to both the Lebanon County Planning Department and the Township's Planning Commission for review and comment.

MOTION was made by Supervisor Heisey and seconded by Supervisor Brensinger to authorize the Township Manager to submit the Draft Ordinance on data centers to the Lebanon County Planning Department and the Township Planning Commission for their comments. Motion unanimously approved.

Open Air Pavilions – Install “Reservation Required” Signs

Recently, several large groups have utilized the open-air pavilions without having a reservation and paying the fee. The reservation form provides indemnification to the Township should an accident occur and the small fee helps to cover our costs for cleaning up after them and disposing of the trash left behind. The Parks & Recreation Board recommended installing signs which state reservations are required at our open-air pavilions.

The Board tabled the topic and referred it back to the Parks & Recreation Board for further review. The Board is looking for recommendations on how to deter large groups from gathering without

having a reservation for the pavilions. There is a concern about being too strict and prohibiting residents from casually enjoying the pavilions for small impromptu picnics versus large groups.

Renewal of General Liability Insurance

A copy was provided of the renewal quote for our general liability insurance. The Township's current insurance agent is Bowman's Insurance, and the quote is for continued insurance through McKee Risk. The Township has been with McKee since 2021 and had shopped around two years ago for price comparison with other companies. The overall rate increased by 5.88% over last year. It was noted that the property insurance limits which include buildings and contents were increased by 9.5%. The renewal was due on July 10th; therefore, Manager Books asked the Board to ratify the decision to continue using Bowman's Insurance for our general liability insurance.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to ratify the approval using Bowman's Insurance for our general liability insurance, as per their proposal. Motion unanimously approved.

2027 SMT Safety Grant Application

The Safety Grant Application for 2027 has been prepared, which is offered by Susquehanna Municipal Trust (SMT) through our health insurance provider Benecon. The items must be for the safety of the Township's employees and not the general public. This application requests various items to help keep the Township employee's safe such as new ANSI Class C hard hats, ANSI Class 3 Jackets, and insulated hi-vis green mechanic gloves. The total cost is \$1,504.56; \$752.28 is being requested from the grant with the remaining cost of \$752.28 to be paid by the Township, as this grant requires a 50% match.

MOTION was made by Supervisor Snook and Supervisor Brensinger to approve the submission of the 2027 Safety Grant Application to SMT which is due on July 24, 2026. Motion unanimously approved.

Texas Eastern Transmission, LP – Release bond from Road Use Agreement

In April of 2025, the Township entered into a Road Use and Maintenance Agreement with Texas Eastern Transmission, LP. They had a project in Jackson Township which required some road closures, and they sought permission to utilize certain roads within North Lebanon Township as part of the detour. The Township was provided with video footage from pre-use and post-use of the roads. As a result, there was one area where our inspector felt the pipe below road deteriorated beyond normal wear. As a result, both parties have agreed to Texas Eastern Transmission paying the Township for the cost to repair the pipe. Normally, the Township would require them to do the work, however, the Township's public works director intends to perform other related work and opted to invoice them for their portion of the repair work. The payment has been received for said work, and Manager Books asked the Board to release the bond that was being held for this project.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to release Bond Number 038008463 held with Liberty Mutual Insurance in the amount of \$19,750.00 for the use of roads on the A2M2 pipeline project with Texas Eastern Transmission, LP. Motion unanimously approved.

Northern Lebanon Little League – Batting Cages

Dwayne Elder with the Northern Lebanon Little League is seeking permission to install a new batting cage at the Township Community Park in the same location where the old one used to be. They are not asking for any monetary donations, but they are asking for some help from the Township with the skid loader to prepare the site.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to authorize the Northern Lebanon Little League to install a new batting cage and to permit our staff to help with preparing the site. Motion unanimously approved.

Pertinent Matters / Updates – There were no other pertinent matters this month.

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

Solicitor Leonard indicated she did not have anything for the Board.

Pertinent Matters / Update – There were no pertinent matters this month.

COMMENTS FROM BOARD MEMBERS/PUBLIC

Supervisor Snook gave a reminder to keep belongings locked and to report suspicious activity.

Supervisor Heisey encouraged everyone to attend and enjoy the National Night Out event.

Supervisor Brensinger mentioned the passing of John Brenner. He recognized with appreciation the contributions the Township received from him over the years, and that he will be missed.

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 7:53pm.

Respectfully Submitted,

Teresa L. Kelly
Recording Secretary