

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
August 17, 2026**

The August 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
Greg Behney	Lieutenant/Detective, Lebanon Co. Regional Police
Paul Savini	Lieutenant, Lebanon Co. Regional Police

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

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

COMMENTS FROM THE PUBLIC –

Eric Paul asked the Board about a rumor he heard that the tree farm on Kimmerlings Road was sold and was going to be developed into low-income housing. The Board has not received any inquiries or submittals for this property.

Bruce Sattazahn had questions about e-bikes and e-scooters. He said they speed down Weavertown Road. He asked what to do when riders violate the rules of the road. The police department responded that it should be reported to the police when it occurs and include the location of the violation. Chairman Heisey mentioned that the state is working on establishing guidelines for this type of vehicle.

PLANS READY FOR APPROVAL –

Zimmerman Mulch – Stormwater Management Site Plan

Trey Shollenberger from Red Barn Consulting and Greg Martin from Zimmerman Mulch spoke about the details of the project. Manager Books informed the Board that the Township has received the executed Stormwater Management Agreement and Improvements Guarantee Agreement. They have opened a Restrictive Escrow Account as their Financial Security with the Township being named as the beneficiary.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the Zimmerman Mulch Stormwater Management Site Plan, the Improvements Guarantee Agreement, and the Stormwater Management BMP O&M Agreement and to accept the Restrictive Escrow Account as financial security. Motion unanimously approved.

CONSIDERATION FOR APPROVAL OF MINUTES –

MOTION was made by Supervisor Brensinger and seconded by Supervisor Heisey to approve the meeting minutes from the July 20, 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. (absent)

Since Chief Boyer was absent, Supervisor Heisey read and reviewed the calls for service and training for the previous month.

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

Lieutenant Behney reviewed the various calls for service for the prior month. The calls for service for the month of July were 1396, with 1210 reportable incidents. Of those reportable incidents 549 were within North Lebanon Township. Total accidents for the three municipalities were 52 with 27 being in NLT. Total citations were 314 with 150 being in NLT. Total warnings both verbal and written were 135 with 14 of them being written in NLT. Total crime statistics were 155 with 73 in NLT. The miles traveled for the month was 14,963.

Lieutenant Savini mentioned some of the previous months' highlights. He said break-ins continue and again advised the public to keep their cars locked and not to keep their keys in their vehicles. There have been four arrests made but unfortunately that has not put a stop to the thefts. The LCRPD was present at the National Night Out and at the Lebanon Area Fair, both of which were successful and well attended. Last year, an arrest was made on an \$18k theft; by using patrol officers and the detective along with various technology that has been invested in, they were able to get a good conviction. They also had an arrest and good conviction on an aggravated assault that was committed with a garden tool. There was an incident in North Cornwall Township near the Highland Glen development, where four criminals committed robbery against a victim and so far, there has been one arrest.

Fire Police Activity Report for July – 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. Russell Standard performed the oil & chip on Emma Road and Halfway Drive. They will follow up with sweeping the entire road in about a week and finish the project with new line painting. A few members from our public works department helped with National Night Out. There were four pieces of equipment at the event. The crew really enjoyed being part of the community event. Temporary generators needed to be placed at various traffic lights due to power failures. Several times over the last month, the Township has cleaned up debris from the roadway after heavy

thunderstorms moved through the area. Various catch basins have been cleaned out and repaired with grout. They responded to 91 PA One Calls. With Park and Recreation/Building Maintenance, Dave has 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. Metal siding was installed on the back of the garage at 701 Kimmerlings Road. Some of the existing wood siding was rotten. Most of the metal was left over from other projects in the township. Stain/paint was applied to several open-air pavilions and the fishing pier at Lions Lake. The Community Park had equipment repaired, washed, playground mulch installed, gutters cleaned out/repaired and fence repaired.

Supervisor Brensinger commented on the good job done by Russell Standard on the oil and chip project and complimented the pre-prep work done by the Township crew on Halfway Drive.

MANAGER'S REPORT – Lori Books, Township Manager

Property Maintenance Code Enforcement Monthly Report

Michael Rohrer of Systems Design Engineering provided us with his monthly property maintenance code activity report. He issued three new Notices of Violation and followed up on one property that is now in compliance. He filed three citations. This is for information only and no action is needed by the Board.

Northern Lebanon Rotary Club – \$5,000 donation for new signage at Lion's Lake

The Northern Lebanon Rotary Club reached out earlier this year to see if there were any park projects they could help with. They were recently awarded a \$5,000 grant to put towards such project. Staff members of the Township worked with members of the Rotary Club to come up with a simple project. It was decided to update the two old wooden park signs at Lion's Lake with new metal signs. The Township received a quote from Horst Signs for \$6,041.55. Manager Books asked the Board to accept the \$5,000 donation from the Northern Lebanon Rotary Club and to approve purchasing two new signs, as well as covering the remaining balance of \$1,041.55. The payment is to be made from the Fees In Lieu Of account.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to accept the \$5,000 donation from the Northern Lebanon Rotary Club, to authorize the Public Works Director to purchase the two new signs and to cover the remaining balance of \$1,041.55. Motion unanimously approved.

Sale of MCSAP (Motor Carrier Safety Assistant Program) truck on MunicBid

The South Lebanon Township Manager, Jamie Yingst, reached out regarding the truck that was jointly purchased by them and us for the police to perform commercial vehicle inspections. The vehicle is titled in their name, and North Lebanon Township had split the cost of the purchase price (\$28,364 / our half \$14,182). Jamie indicated they no longer have a need for the vehicle, and they were interested in selling it. Manager Books reached out to Chief Knight to see if they had an interest in taking over the vehicle. Chief Knight indicated they were not interested in the vehicle. South Lebanon subsequently had their Board approve listing the vehicle on MunicBid at their July 28, 2026 meeting with the bid approval to take place at their August 11, 2026 meeting. The vehicle is a 2016 Ford F-250 Pickup 2WD with 41,880 miles, crew cab 4 door, hard cover cap, and full bed slide out. Manager Books asked the Board to ratify agreeing to sell this vehicle on MunicBid. The proceeds from the sale will be split jointly between North Lebanon Township and South Lebanon Township. The highest bid on MunicBid was \$15,200 so the North Lebanon Township half would be \$7,600.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to ratify the sale of the 2016 Ford F-250 Pickup Truck on MunicBid and accept the high bid of \$15,200. Motion unanimously approved.

Drop-Off Receptable Site License Renewal

The Township received the application and fee for the drop-off receptacle site license renewal from the Lebanon Valley Mall. Manager Books asked the Board to approve the license renewal.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to approve the Drop-Off Receptacle Site License Renewal for the Lebanon Valley Mall. Motion unanimously approved.

Plan Review Extension – Manna Foods

The Township received a plan review extension from Chrisland Engineering for the Stormwater Only Plan for Manna Foods to extend our plan review time to November 22, 2026. Manager Books asked the Board to accept the plan review extension.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to accept the plan review extension for the Stormwater Only Plan for Manna Foods Plan to November 22, 2026. Motion unanimously approved.

Plan Review Extension – Whispering Pines

The Township received a plan review extension from Chrisland Engineering for the Whispering Pines Subdivision and Land Development Plan to extend our plan review time to December 4, 2026. Manager Books asked the Board to accept the plan review extension.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to accept the plan review extension for the Whispering Pines Subdivision and Land Development Plan to December 4, 2026. Motion unanimously approved.

Plan Review Extension – Stanley Martin

The Township received a plan review extension from Chrisland Engineering for the Stanley Martin Subdivision Plan to extend our plan review time to December 4, 2026. Manager Books asked the Board to accept the plan review extension.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to accept the plan review extension for the Stanely Martin Subdivision Plan to December 4, 2026. Motion unanimously approved.

Plan Review Extension – Michael Meagher

The Township received a plan review extension from Matthew & Hockley Associates for the Michael Meagher Subdivision Plan to extend our plan review time to November 17, 2026. Manager Books asked the Board to accept the plan review extension.

MOTION was made by Supervisor Heisey and seconded by Supervisor Brensinger to accept the plan review extension for the Michael Meagher Subdivision Plan to November 17, 2026. Motion unanimously approved.

Glenn-Lebanon Fire Company – request release of \$30,000 for loan payment

The Township received a letter on July 28, 2026, from Rich Werni, the President of Glenn Lebanon Fire Co., requesting release of \$30,000.00 from the NLT Fire Company Capital Reserve Fund for their annual payment to Kansas State Bank which was due August 15, 2026. Manager Books asked the Board to authorize the release of the funds.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to release \$30,000 from the NLT Fire Company Capital Reserve Fund to the Glenn Lebanon Fire Co. to be used in its' entirety to make their annual loan payment to Kansas State Bank. Motion unanimously approved.

Release remainder of escrow funds for Texas Eastern Transmission (road use agreement)

Last month the Board authorized release of the bond that was in place for Texas Eastern Transmission for the road use agreement. Manager Books verified that all outstanding invoices from both the Township engineer and solicitor have been paid in regard to the project and asked the Board to release the remaining balance of the escrow funds that were provided for this project. The current balance of the escrow account is \$2,607.00.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to release the remaining funds from the Texas Eastern Transmission escrow account in the amount of \$2,607.00. Motion unanimously approved.

Release remainder of escrow funds for Auto Suds West

Manager Books asked the Board to release the remaining funds in the escrow account for Auto Suds West back to the developer in the amount of \$2,965.44. This project was completed in 2023, and all invoices have been paid for this project.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to release the remaining funds from the Auto Suds West escrow account in the amount of \$2,965.44 to the developer. Motion unanimously approved

Release remainder of escrow funds for Matrice, LLC (2203 West Cumberland Street)

Manager Books asked the Board to release the remaining funds in the escrow account for Starbucks back to the developer, Matrice LLC, in the amount of \$1,238.61. This project was completed in 2024, and all invoices have been paid for this project.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to release the remaining funds from the Starbucks escrow account in the amount of \$1,238.61 to the developer. Motion unanimously approved.

Release remainder of escrow funds for Schulte Lot Addition Plan

Manager Books asked the Board to release the remaining funds in the escrow account for the Schulte Lot Addition escrow account back to the owner, in the amount of \$387.50. This project was completed in 2025, and all invoices have been paid for this project.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to release the remaining funds from the Schulte Lot Addition escrow account in the amount of \$387.50 to the owner. Motion unanimously approved.

Family Karate Trunk or Treat Event – October 16, 2026 (rain date October 23, 2026) – request Fire Police Assistance

The Township received a request from Family Karate to utilize our Fire Police for their annual Trunk or Treat Event, which will be held on October 16, 2026 from 5:00 pm to 8:30 pm, with a rain date of October 23, 2026. Manager Books asked the Board to authorize the fire police to help them with traffic control for this event.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to authorize the Fire Police to help with traffic control for the Trunk or Treat event to be held at Family Karate on North 7th Street on October 16, 2026, from 5:00 pm to 8:30 pm, with a rain date of October 23, 2026. Motion unanimously approved.

Proposed 2027 Budget Meeting Dates

Manager Books recommended the following dates be advertised for the Township's 2027 Budget Meetings.

1. September 29, 2026 at 2:00 pm
2. October 6, 2026 at 5:30 pm (Fire Chiefs)
3. October 14, 2026 at 2:00 pm
4. October 21, 2026 at 2:00 pm
5. October 28, 2026 at 2:00 pm

These dates and times must be advertised and open to the public. Manager Books asked for authorization from the Board to advertise the reviewed dates and times in the LDN.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to advertise the referenced budget meeting dates and times as required. Motion unanimously approved.

Lebanon Valley College – Parking request for Hanford Drive for track meets

Manager Books reported that Chief Knight received a request from Noah Griffin from Lebanon Valley College. They are having two track meets this year. One on September 5, 2026, and the second one on October 31, 2026. The times will be from 8:00 am to 2:30 pm. He is requesting permission to park on Hanford Drive without being ticketed. Manager Books told the Board that Chief Knight indicated we have done this for them in the past.

MOTION was made by Supervisor Heisey and seconded by Supervisor Snook to allow parking on Hanford Drive on September 5, 2026, and October 31, 2026, for the Lebanon Vally College track meets from 6:00 am to 2:30 pm. Motion unanimously approved.

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

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

Street Dedication (Mapledale Estates)

Solicitor Leonard informed the Board that she had planned on Mapledale Estates being ready for Street Dedication this month. However, there are a few items that have not been received or completed in accordance with Township specifications. No action is required at this time.

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

COMMENTS FROM BOARD MEMBERS / PUBLIC

Supervisor Snook extended this thanks to everyone who participated in the National Night Out event. He mentioned that it was a big hit and a nice job.

Supervisor Heisey added that everyone enjoyed the National Night Out event. He mentioned that it was well attended, with over 500 people, and that everyone did a great job. The toilet paper game was a big hit! The church has already offered to host it again next year.

Supervisor Brensinger mentioned the passing of John Resanovich. He recognized with appreciation John's dedication to the Township over the years, including being a Zoning Hearing Board member for many years. He will be greatly 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 7:39 pm.

Respectfully Submitted,

Teresa L. Kelly
Recording Secretary