MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
September 21, 2026

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

Also present was Teresa Kelly, recording secretary, Patrick Tameze from Chrisland Engineering, Alex Kauffman from Steckbeck Engineering, Terri Delo from Integrated Consulting, Emily Bixler with LebTown, as well as several members of the public.

COMMENTS FROM THE PUBLIC

Eric Paul questioned the announcement of the public hearing on the Data Center Ordinance.

PLANS READY FOR APPROVAL

Stanley A. Martin – 275 Narrows Drive – Townhouses

Patrick Tameze from Chrisland Engineering reviewed the plans, the requested waiver and the request for plan approval.

They are seeking a waiver to Section 502.11.A. which states “For any residential use, curbs shall be required along all existing streets in and abutting both subdivisions and land development.”. They are asking for the plan to be approved without curbing. Their justification is that no curbing exists along Narrows Drive within the surrounding area.

Manager Books mentioned the Township received a letter from their engineer stating he has no objection to the requested waiver. The Township has received all the executed agreements and fees, and the owner has posted a Letter of Credit for financial security. The Municipal Authority approved the sewer design and all their associated documents at their meeting on 9-10-2026.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the Subdivision Plan for 275 Narrow Drive Townhouses for Stanley A. Martin, the waiver as presented, the planning module exemption, the Developer’s Improvements Guarantee Agreement, the Storm Water Operation and Maintenance Agreement, the Fees In Lieu Of Agreement, and to accept the financial security that was provided. Motion unanimously approved.

Collins Self Storage, LLC (Suzy Street Self Storage)
Alex Kauffman from Steckbeck Engineering reviewed the plans, the requested waivers and the request for plan approval.

Alex explained their justification for each of the following requested waivers. The requested waivers were to the following sections SALDO Section 305 which requires a Preliminary Plan Application (proposed development is not of significant size to warrant separate preliminary plan approval), SALDO Section 502.11 which requires curbing to be installed (limited curbing is proposed as no other curbing is nearby), SALDO Section 502.12 which requires sidewalks to be installed (they will be entering a sidewalk deferral agreement), SWMO Section 309.B.2. which requires the drainage pipe size to be 15" (proposing 12" pipe and their calculations indicate this provide significantly more capacity than necessary), and SWMO Section 307.B.20. which requires a flow splitter (the only instance where this is required is when using PA DEP's Managed Release Concept which is not proposed on this project).

Manager Books mentioned the Township received a letter from their engineer dated 9-11-2026 stating he has no objection to the requested waivers. The Township has received the Developer's Agreement and the Storm Water O&M Agreement. The owner will be posting a Letter of Credit for the financial security. Manager Books asked the Board to approve all items contingent upon receiving the financial security and execution of the Sidewalk Deferral Agreement.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve the Subdivision Plan for Collins Self Storage, LLC, the waivers as presented, the Developer's Improvements Guarantee Agreement, and the Storm Water Operation and Maintenance Agreement contingent upon receiving the Sidewalk Deferral Agreement and financial security. 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 August 17, 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 – Deputy Chief Steve Mattews, Rural Security Fire Co.

Deputy Chief Steve Matthews reviewed the calls for service and training for the previous month.

CHIEF OF POLICE REPORT — Chief Tim Knight, Lebanon County Regional Police

Calls for Service
Chief Knight reviewed the various calls for service for the prior month. The total calls for service for the month of August were 1341, with 1140 reportable incidents. Of those reportable incidents 557

were within North Lebanon Township. Total accidents for the three municipalities were 50 with 20 being in NLT. Total citations were 403 with 172 being in NLT. Total warnings both verbal and written were 127 with 29 of them being written in NLT. Total crime statistics were 103 with 64 in NLT. The miles traveled for the month was 17,554.

Fire Police Activity Report for August – Lieutenant Paul Savini
Lieutenant Savini reviewed the NLT Fire Police Activity for the prior month.

Lieutenant Savini reviewed a pie chart showing the types and percentages of reported crimes. North Lebanon Township accounted for 62% of the crimes reported by the Lebanon County Regional Police Department. He also highlighted several training courses that all officers completed, including CPR, firearms qualification, and MPOETC required training. Lt. Savini presented photographs from the Motor Carrier Safety Assistant Program, through which officers conduct commercial vehicle inspections. The photographs illustrated several types of violations for which drivers have been cited.

Supervisor Brensinger asked about crimes involving internet fraud. Chief Knight stated that imposters are using AI which makes it appear as though they are calling from the Sheriff's Office about warrants. Supervisor Brensinger also mentioned truck driver's running the stop signs on Union Canal Drive.

Supervisor Snook asked if there has been an uptick in accidents. He mentioned East Kercher Avenue and Prescott Drive and drivers running the stop sign, including school buses.

PUBLIC WORKS REPORT – Jared Balsbaugh, Director of Public Works
Mr. Balsbaugh reviewed the Highway Department's activity for the prior month. Long line painting has taken place throughout the Township. Several times over the last month the guys have cleaned up debris from the roadway after heavy thunderstorms moved through the area. A sinkhole opened on Ashton Drive after heavy rain. The crew spent 2 days repairing the pipe and backfilling the roadway. They responded to 118 PA One Calls. The new John Deere 410P backhoe was delivered earlier this month. The purchase was made possible through the LSA Grant. The old backhoe will be sold on Municibid in the near future. The Bandit grinder is back up and running. They were waiting for parts to arrive for over two months. The supplier was having an internal issue at the manufacturing plant. Grinding is currently taking place. Fall Clean-up is scheduled for the week of October 12th.

He also reviewed the Parks and Recreation/Building Maintenance activity over the last month. Dave has kept busy with mowing, spraying, weeding, edging, picking up sticks, trimming, and making sure the bathrooms and pavilions are cared for. The walking paths at Lions Lake were overlayed this month. The Township rented a path paver to complete the project. In three days, the guys were able to lay 350 tons of asphalt. The guys are currently working on backfilling along the walking path with topsoil and planting grass seed as they go. This project is partially funded by the Marcellus Shale Grant and the PA Realtors Grant. A large oak tree came down at the Community Park and Dave and Tommy cleaned up the tree the following day.

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 6 new Notices of Violation. He followed up on one property which is

now in compliance. He is going to be filing 2 citations for properties that continue to be in violation. This is for your information only and no action is needed by the Board.

Plan Review Extension – R & L Carriers
We received a plan review extension from Atwell, LLC on behalf of their client, R & L Carriers, to extend our plan review time to January 7, 2027.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to accept the plan review extension for the R & L Carriers Land Development Plan to 1-7-2027. Motion unanimously approved.

Plan Review Extension – LCW Holdings
We received a plan review extension from Steckbeck Engineering for the LCW Holdings, LLC Apartment Complex Subdivision and Land Development Plan to extend our plan review time to November 17, 2026.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to accept the plan review extension for the LCW Holdings Subdivision and Land Development Plan to 11-17-2026. Motion unanimously approved.

2026 Paving Project – Change Order #1 & Pennsy Supply Request for Payment
The Township received a letter from Steckbeck Engineering regarding the 2026 paving project. They have reviewed Pennsy Supply, Inc.'s final payment submission. Change Order #1, in the amount of $16,945.51, reconciles the final unit-price quantities and the asphalt price adjustment. This increases the original contract price of $250,348.27 to a final contract price of $267,293.78. Our engineer recommends approving Change Order #1, accept the work as complete, authorize execution of the Final Completion Certificate, and authorize final payment to Pennsy Supply, Inc. in the amount of $267,293.78. Final payment is subject to Penny's one-year responsibility for defects and all other continuing obligations under the contract documents.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve Change Order #1, accept the work as complete, authorize execution of the Final Completion Certificate, and authorize final payment to Pennsy Supply, Inc. in the amount of $267,293.78. Motion unanimously approved.

Manor View Estates – Proposed Field Change Slant Curb Width
The Township received a letter from Integrated Consulting regarding the Manor View Estates Subdivision Plan. They are asking for approval for a field change to allow the 14-inch-wide curb to remain. It was discovered during the Township's on-site inspection that the slant curb was installed 14-inches wide rather than 15-inches wide as required by Township specifications and as shown on the approved plans. Manager Books and Mr. Balsbaugh communicated this discrepancy with our engineer. Our engineer indicated he does not see an engineering reason to require removal and replacement solely because the curb is one inch narrower, assuming the curb otherwise meets all requirements. Our Street Specifications require any deviations to be requested in writing and approved by the Board of Supervisors. Going forward, it is important that any proposed deviations be identified and approved prior to the work being conducted. On this same project, they originally requested to go from the approved rolled curb to a slant curb. Again, they proceeded before receiving

final approval from both the Township engineer and public works director. This change was ultimately approved by the Township engineer and public works director.

Terri Delo from Integrated Consulting reviewed the request for approval for the changes and offered an apology on behalf of the companies for their oversight and errors.

The Supervisors reprimanded the construction company for not following the approved plans. In the future, no excuses will be accepted for these types of errors and changes will not be approved after the fact.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to allow the 14-inch slant curb to remain as constructed in the Manor View Estates development with a warning that in the future they must obtain approvals PRIOR to moving forward in the field. Motion unanimously approved.

Manor View Estates – 1st Amendment to Developer's Agreement – remove retaining wall & regrade lot #26

The developer has worked out an agreement with the neighboring property which would eliminate the need for the retaining wall and would also allow them to regrade a portion of the neighboring property in addition to regrading lot #26. This amendment is necessary because the initial Developer's Agreement required the developer and then the HOA to maintain the retaining wall after its construction. Because of the re-design, the developer wanted to amend the agreement to be clear that there is no obligation of the HOA in the future as to the non-existent retaining wall.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to approve the First Amendment to the Developer's Improvements Guarantee Agreement contingent on receiving Exhibit A. Motion unanimously approved.

Manor View Estates – Request for LOC Reduction

The Township received a request from the developer, Summit Land Development, for a reduction in the Performance Bond that the Township is holding for the site improvement related to the Manor View Estates plan. The Township engineer and his team inspected the project to determine the status of completed improvements required by the approved plan. Manager Books provided the Board with a copy of his recommendation letter which itemized the remaining items that need to be completed and the inspection report with several new items for correction.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve a reduction in the amount of $973,708.45 leaving a balance of $706,537.55 for the Subdivision Performance Bond Site Improvements for Summit Land Development, LLC. Motion unanimously approved.

Weavertown Fire Company – Request release of $30,000 for loan payment

The Township received a letter dated September 8, 2026, from Mike Michaels, the President of the Weavertown Fire Co., requesting release of $30,000.00 from the NLT Fire Company Capital Reserve Fund to make their annual payment for the 2019 Seagrave Rescue Engine. The Township received a copy of their 2025 CPA Financial Statements Audit and a copy of their meeting minutes approving the request as required. Manager Books asked the Board to authorize the release of the funds.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to release $30,000.00 from the NLT Fire Company Capital Reserve Fund to the Weavertown Fire Company to be used in its' entirety along with other fire company funds to make their annual loan payment for the 2019 Seagrave Rescue Engine. Motion unanimously approved.

Winter Maintenance Agreement – Mapledale Estates

Mr. Musser has asked the Township to enter into a Winter Maintenance Agreement for the streets within Mapledale Estates. This would include Dream Drive and Daisy Drive. The roads have been paved but have not yet been dedicated to the Township. The agreement outlines the terms if winter would occur for both salting and plowing. Mr. Musser has signed the Agreement, and Manager Books asked the Board to approve the agreement.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to approve the Winter Maintenance Agreement with Mr. Musser for Mapledale Estates, specifically Dream Drive and Daisy Drive, and to authorize the Vice-Chairman to execute the agreement. Motion unanimously approved.

Open Air Pavilions – Signs for Reservations Required

At the July BOS meeting, the Supervisors had requested the Parks & Rec Board consider other options for signs regarding the requirements for reserving open-air pavilions. We received a memo from the Parks & Rec Board showing three different samples of suggested wording for the potential signs. Supervisor Brensinger suggested they table this topic until Supervisor Heisey is present since he had some concerns with the wording of the signs.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to table this topic for the next meeting. Motion unanimously approved.

White's Iron Valley Grand Reopening Event Sept. 19 – Request Fire Police

Ricky Mease of the Township Fire Police received a request from White's Iron Valley to utilize the Fire Police for their grand reopening event, which was held on September 19th, 2026, from 9:00 am to 3:00 pm. He only received the request on 9-2-2026, which did not allow adequate time for Board approval prior to the event. Manager Books asked the Board to ratify the authorization since the fire police did help them with traffic control for the event.

MOTION was made by Supervisor Snook and seconded by Supervisor Brensinger to ratify the authorization for the Fire Police who had helped with traffic control for the grand reopening event which was held at White's Iron Valley Harley-Davidson Dealership at 1515 East Cumberland Street on 9-19-2026. Motion unanimously approved.

2027 Non-Uniform Employee Pension MMO

Manager Books provided the Supervisors with a copy of the 2027 Minimum Municipal Obligation for the 2027 Non-Uniform Employee Pension Plan. This is the amount the Township must include in our 2027 budget. She reminder the Board that our annual State Aid allocation will offset some of the cost. Manager Books stated she is required to provide this information to the BOS annually by September 30th. This is for information only and no action is needed by the Board.

Pertinent Matters / Updates
Deputy Fire Chief Steve Matthews asked for the status of the Knox Box at the 7th Street Bar & Grille, as it is still not installed. Manager Books said she would look into the matter.

SOLICITOR'S REPORT – Solicitor Amy Leonard – Henry & Beaver LLP
Authorization to advertise for Ordinance 3-2026 (Regulations on Data Centers)
Solicitor Leonard indicated the draft ordinance requires some additional updating related to the comments received from the Planning Commission. Since Chairman Heisey is absent, it would be preferred to table this matter until the next meeting to allow everyone adequate time to review and comment.

MOTION was made by Supervisor Brensinger and seconded by Supervisor Snook to table the topic until the next meeting. Motion unanimously approved.

COMMENTS FROM BOARD MEMBERS
The Supervisors did not have any comments.

From the public, Linda Bates questioned the code enforcement process and referenced properties in her neighborhood that have ongoing violations. Both Manager Books and Solicitor Leonard explained the process for code enforcement.

Eric Paul added his own personal comments regarding code enforcement and violations.

ADJOURNMENT

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 8:15 pm.

Respectfully Submitted,

Teresa L. Kelly
Recording Secretary