

## MINUTES

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**BOARD OF COMMISSIONERS**

**LOWER ALLEN TOWNSHIP**

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**REGULAR MEETING**

**February 27, 2023**

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**The following were in ATTENDANCE:**

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**BOARD OF COMMISSIONERS**

**TOWNSHIP PERSONNEL**

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Dean W. Villone, President

Thomas G. Vernau, Jr., Township Manager

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H. Edward Black, Vice President

Erin G. Trone, Assistant Township Manager

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Jennifer Caron

Robert Diehl, Assistant Township Solicitor

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Joshua Nagy

David Holl, Public Safety Director

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Charles Brown

Richard Grove, Township Finance Director

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Rebecca Davis, Public Works Director

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Nate Sterling, Administrative Secretary

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Renee' Greenawalt, Recording Secretary

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President Villone called the February 27, 2023 Regular Meeting of the Board of Commissioners to order at 6:00 PM. He announced that Proof of Publication for the meeting was available for review. This was followed by a prayer and the Pledge of Allegiance.

## **MEETING MINUTES:**

President Villone requested a motion to approve the minutes of the February 13, 2023 Regular Meeting. Commissioner **BROWN** made the motion to approve the minutes with corrections. Vice President **BLACK** seconded. The motion carried 5-0.

## **PRESENTATION:**

### **Beacon Hill Park Concept Design**

Mr. Vernau introduced the topic for discussion. A concept plan for the Beacon Hill Radar Site was designed and prepared by YSM Landscape Architects in a series of three phases, including estimated costs for each phase.

Next, Director Davis presented a PowerPoint of the design plan, noting the plan was constructed with guidance from residents, the Lower Allen Township Recreation and Parks Board and an Ad Hoc Committee that included staff, Commissioner Caron, Mr. Vernau, and herself. She reviewed the master planning process. YSM met with Mr. Vernau to set goals for the project, followed by a site analysis and an assessment of the property before designing the master and phasing plans. The needs assessment was conducted with input from the study committee, a public meeting and key person interviews.

Director Davis showed several visual representations of the site from the overhead perspective, including existing conditions and topography, as well as the project plans. She also showed historical photos of the site, which had originally served as a radio, and later radar, station for aviation.

The final design focuses on passive recreation with a pavilion, open lawn, mowed trails, additional pervious or stone dust trails, and a play structure that emulates a lighted beacon. All the trails and walkways will interconnect, and stormwater management features will be added. A new driveway and circular parking area will surround a central feature planting or a sculpture. The outside loop trail would not be ADA accessible. There are remaining concrete footings along the mowed trail, which will be sites for benches or exercise stations.

Mr. Vernau presented the phasing plan and associated cost analysis. Phase 1 includes clearing and grubbing the site, removal of dead and diseased trees, construction of the pavilion, mowed trails, wildflower meadow planting and arboretum. This phase will involve earthwork, installation of pervious pavement, water line extension, landscaping, and stormwater management infrastructure. The estimated cost of this phase is \$521,000.

Phase 2 includes earthwork and expansion of the parking lot, inner trail, site amenities and landscaping. The estimated cost is \$320,621.

Phase 3 involves construction of the play structure and featured structures around the old footpads around the middle path at an estimated cost of \$450,000.

The total estimated cost of the project is \$1.2 million. Grant funding opportunities will be presented for consideration and the project could begin in 2024.

President Villone expressed positive support for the arboretum and noted it could be the source of a funding opportunity, whereby residents or organizations sponsor the planting of trees. He also suggested the inclusion of historical narrative about the site. Director Davis noted that the plan proposes historical markers located with the exercise stations along the trails. President Villone also inquired as to the effectiveness of the stone dust material for the trails. Director Davis noted the material is not pervious and there is no stormwater benefit with it, however it is much less expensive than pervious asphalt.

Mr. Vernau requested feedback from the Board regarding the grant application which is due by April 4, 2023 and requires a 50% match. Commissioner Nagy noted that the Recreation and Parks Board was supportive of the project and asked whether the Township is obligated to complete all phases of the project if the grant is awarded. Director Davis said that Phase 1 is sustainable on its own, meeting the requirements of the grant funding. Commissioner Nagy expressed support to proceed with the grant application to initiate the process. Commissioner Caron concurred.

Commissioner **NAGY** offered a motion to give approval to staff to proceed with the grant application for Phase 1 using matching funds from the park escrow fund. Vice President **BLACK** seconded. Commissioner Brown noted the prioritization of open space and parks in the Township's Comprehensive Plan. The motion carried 5-0.

## **AUDIENCE PARTICIPATION:** Any item on the agenda.

President Villone advised the audience that if there were any item on that evening's agenda that they wish to comment on, to please indicate as such. There were none.

## **CONSENT AGENDA:**

President Villone stated that any Commissioner, staff member, or anyone in attendance who would like to have an item on the Consent Agenda removed for further discussion, he could do so at that time. There were none.

## Items on the Consent Agenda:

- a. Department Reports for the month of January for Community Development, Fleet Maintenance, Facility Maintenance, Public Works, and Public Safety; and Community Development Annual Report for 2022.
- b. Check Register of February 24, 2023 in the amount of \$151,817.46.

President Villone requested a motion to approve the items on the Consent Agenda. Commissioner **NAGY** moved to approve the items on the Consent Agenda. Commissioner **BROWN** seconded. The motion carried 5-0.

### **PRESIDENT VILLONE:**

#### **Manual check**

President Villone requested a motion to approve a Manual Check List for payment in the amount of \$200.00 to Eckert Seamans Cherin & Mellott. Commissioner **NAGY** made the motion to approve, which was seconded by Vice President **BLACK**. The motion carried 4-0 with 1 abstention by Commissioner **CARON**.

#### **Resolution 2023-R-07**

President Villone requested a motion to adopt **Resolution 2023-R-07** authorizing staff to dispose of vehicles and equipment via auction or trade-in. President Villone noted one additional item was added to the resolution, a 2008 Black Diamond Rambler trailer. Commissioner **BROWN** made a motion to adopt **Resolution 2023-R-07**. Commissioner **CARON** seconded. The motion carried 5-0.

#### **Resolution 2023-R-08**

President Villone requested a motion to adopt **Resolution 2023-R-08** appointing Jason P. Druckemiller as a Mechanic in the Fleet Maintenance Department, effective Tuesday, February 28, 2023. Vice President **BLACK** made the motion to adopt **Resolution 2023-R-08**. The motion was seconded by Commissioner **BROWN** and carried 5-0.

#### **Promotion to Maintenance Specialist II**

President Villone requested a motion to approve changing the designation of Russell Olson, in the Public Works Department, from Maintenance Specialist I to Maintenance Specialist II, effective January 1, 2023 (including retroactive pay differential). Commissioner **NAGY** made the motion. Commissioner **CARON** seconded. She asked if there was any concern regarding impact on the budget. Director Grove noted the request had been reviewed and recommended favorably by staff. The motion carried 5-0.

#### **ANY BUSINESS PERTINENT TO THE TOWNSHIP:**

President Villone noted that if anyone wished to speak at that time on any subject, there would be 10 minutes allotted per person to speak at the podium. There were none.

### **PUBLIC WORKS**

#### **Township's Adopt-A-Park Program Application**

Director Davis presented the item for discussion and consideration to approve an agreement with Barton & Loguidice, applicant in the Township's Adopt-A-Park Program, to adopt Lower Allen Community Park for a period of 12-months beginning on March, 1 2023. She noted the firm had adopted the park in a prior year and that the Recreation and Parks Board had approved the agreement. Commissioner **BROWN** offered a motion to approve the agreement. Commissioner **CARON** seconded. The motion carried 5-0.

#### **Proposal from Keystone Petroleum Equipment Ltd.**

Director Davis presented the item for discussion and consideration to accept a proposal from Keystone Petroleum Equipment Ltd. through the Sourcewell Cooperative Purchasing Program for replacement of the fuel pumps, dispensers, fuel island, and fuel reporting software at the Public Works facility for \$41,990.00. She reminded members this expenditure had been introduced as part of the budget presentations for replacing the equipment. Only one proposal was received. Updates to the language regarding insurance and an extended payment deadline to 30 days was included in the proposal following the solicitor's review.

Vice President asked if the fuel tanks were located underground. Director Davis indicated they were and that they are annually inspected and permitted. Commissioner Nagy asked if there was any concern with having two separate vendors for the equipment replacement and the tank monitoring. Director Davis assured there was no concern.

With no further discussion, Commissioner **NAGY** offered a motion to accept the Keystone Petroleum Equipment Ltd. Proposal. Commissioner **CARON** seconded. The motion carried 5-0.

#### **Quote from S&W Petroleum Services Inc.**

Director Davis presented the item for discussion and consideration to accept the quote from S&W Petroleum Services Inc., for replacement of the fuel tank monitoring system at the Public Works facility for \$11,890.00. The quote was the

lowest of the three that were solicited. Commissioner **NAGY** offered a motion to accept the quote from S&W Petroleum Services Inc. Commissioner **BROWN** seconded. The motion carried 5-0.

## **COMMUNITY AND ECONOMIC DEVELOPMENT**

### **Financial Security Reduction – Arcona Roundabout**

Assistant Manager Trone presented the item for discussion and possible action to approve a release of financial security for the Arcona roundabout at the intersection of Lisburn Road (SR 2017) and Rossmoyne Road (SR 2021) in the amount of \$731,292.00. She noted the project had been inspected by the Township Engineer and had recommended the release of the full amount. Commissioner **CARON** moved to approve a release of the financial security. The motion was seconded by Vice President **BLACK**. The motion carried 5-0.

## **MANAGER**

### **Revised Noise Ordinance**

Mr. Vernau presented the item for discussion, reminding members of their review and recommended revisions to the noise ordinance at the previous meeting. He noted the draft was edited based on the feedback presented by Commissioners when they last met. The changes reflect changes to the times only for the peddler's ordinance, set at 9 PM, fireworks and construction site noise, set at 10 PM. All other restrictions remained at the restriction of noise between 11 PM and 7 AM. He also reviewed other minor language changes made to be consistent with Act 74.

Commissioners expressed satisfaction with the revisions and thanked Mr. Vernau for clarifying the language. Commissioner **CARON** moved to authorize staff to advertise the revised ordinance. Commissioner **BROWN** seconded. The motion carried 5-0.

## **COMMISSIONERS REPORTS**

Commissioners and staff all expressed wishes of good luck for the Cedar Cliff High School Girls Basketball team.

Administrative Secretary, Nate Sterling, announced that no livestream of the meeting had been possible due to technical issues.

Commissioner Caron noted her appreciation and praise to the Public Works staff for all the improvements to the parks throughout the Township. She also announced the upcoming events to be held at Lower Allen Community Park – Easter Egg Hunt, scheduled for April 1, 2023 and the Gardner's Gathering on April 29, 2023.

Commissioner Nagy noted his receipt of a call from a local hospital regarding a successful save after arrival, and commended EMS staff and Captain Deaven for their efforts in a critical call over the weekend. He also expressed his appreciation to the staff of the Public Safety and Public Works departments.

Commissioner Brown expressed his gratitude to staff for their provision of guidance in helping him in his onboarding in recent weeks.

Vice President Black noted his attendance at the annual banquet of the Lisburn Community Fire Company.

President Villone also noted his attendance at the fire company banquet, and expressed his admiration for the firefighters recognized with awards. Additionally, he thanked the Public Safety staff for their efforts and noted his appreciation for the overall culture amongst the administration of the Township. He noted the thoughtfulness of Manager Vernau and staff to consider the needs of the residents surrounding the Beacon Hill Park Radar site and the nearby access road.

Mr. Vernau announced that the solar project had begun at the municipal building to construct carports with solar panels on the roof as well as solar arrays that will be installed on the grounds of the municipal building and public works facility.

## **ADJOURNMENT**

The meeting was adjourned at 7:19 PM.