

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

March 27, 2023

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

TOWNSHIP PERSONNEL

Dean W. Villone, President

Erin Trone, Assistant Township Manager

H. Edward Black, Vice President

Steven P. Miner, Township Solicitor

Jennifer Caron

Richard A. Grove, Finance Director

Joshua Nagy

Rebecca Davis, Public Works Director

Charles Brown

Nate Sterling, Administrative Secretary

Renee' Greenawalt, Recording Secretary

President Villone called the March 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 March 13, 2023 Regular Meeting. Commissioner **NAGY** made the motion to approve the minutes as submitted. Commissioner **BROWN** seconded. The motion carried 5-0.

PRESENTATION:

New Employee

Ms. Trone introduced a new employee, Marcus Brandt, Zoning and Enforcement Administrator.

Employee Recognitions for Years of Service

Commissioner Villone presented a commendation letter and gift to Jonathan Emig in recognition of 2,500 hours of service to the Township as a Community Service Officer in the Police Department.

Next, he presented a commendation letter and gift to Kevinlee Kirsch in recognition of 7,500 hours of service as a Community Service Officer in the Police Department.

Employee Performance Award

Commissioner Villone presented a commendation letter and monetary award to Aaron Duncan for his innovative efforts in designing and constructing a plow hook that could be attached to the forklift arms for Public Works trucks.

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. Mr. Joe Swartz expressed the intent to address items 9C and 10A. Mr. Chris Chiampy noted he would address item 10A.

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, could do so at that time. There were none.

Items on the Consent Agenda:

- a. Department Reports for the month of February for Community Development, Fleet Maintenance, Facility Maintenance, and Public Works.
- b. Check Register of March 24, 2023 in the amount of \$120,414.71.
- c. Adoption of **Resolution 2023-R-11**, proclaiming the month of April 2023 as “Pennsylvania 811 Safe Digging” month.
- d. Accept the resignation of Andrew J. Ritter, Jr. as the Township’s Fredricksen Library Board Representative. Andrew’s resignation was tendered to Jessica Miller, Fredricksen Library Director on March 11, 2023.
- e. Appointment of Joseph S. Swartz as the Township’s Fredricksen Library Board Representative, effective March 27, 2023.

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

PRESIDENT VILLONE:

President Villone requested a motion to approve a Manual Check List for payment in the amount of \$5,125.00 to Eckert Seamans Cherin & Mellott.

Commissioner **NAGY** offered the motion, seconded by Vice President **BLACK**. The motion carried 4-0 with one abstention by Commissioner **CARON** due to the payment being made to her law firm.

ANY BUSINESS PERTINENT TO THE TOWNSHIP:

President Villone noted that if anyone wished to speak at that time, there would be 10 minutes allotted per person to speak at the podium.

Speaking on behalf of Frederickson Library, Ms. Jessica Miller expressed gratitude for the service provided by Mr. Andrew Ritter during his tenure, and congratulated Mr. Joseph Swartz on his new role.

PUBLIC WORKS

Final payment to W.C. Eshenaur & Son for Roof Top Units 1 and 3 Replacement

Director Davis presented the item for discussion and consideration to approve final payment to W.C. Eshenaur & Son, Inc. in the amount of \$262,880 for the replacement of rooftop units 1 & 3 at the Municipal Services Center. She noted the project had been completed and inspected and was recommended for payment in full.

Vice President **BLACK** offered a motion to approve the final payment. Commissioner **BROWN** seconded. The motion carried 5-0.

Proposal from McMahon Associates for pavement management services

Director Davis presented the item for discussion and consideration to approve a proposal from McMahon Associates for pavement management services in the amount of \$19,900. She referenced the information presented during budget meetings for pavement management services. The services involve an objective road rating system to develop a prioritized pavement management and maintenance system for the 63 miles of Township roads. She noted the data would also assist with cost estimating to develop a budget and plan for future paving and maintenance projects for our road system. \$20,000 was budgeted in the Highway Aid budget for 2023 for engineering and professional services.

Commissioner Nagy noted the inclusion of GIS data could be applied to mapping Township resources and infrastructure and suggested the development of a story map for the new website so that residents can find out when their roads are planned for pavement.

Commissioner **NAGY** moved to approve the proposal. Commissioner **CARON** seconded the motion, which carried 5-0.

Resolution 2023-R-12

Director Davis presented the item for discussion and consideration to adopt **Resolution 2023-R-12**, applying for a Department of Conservation and Natural Resources grant designated for undertaking the “Beacon Hill Radar Site Park Rehabilitation Project.” She referenced the presentation made before the Board in March and noted that several public meetings and a committee review had been undertaken to consider the design. The resolution, which must be submitted with the grant application, commits to a match of the grant funds should it be awarded. Director Davis explained that even if the progress had to stop after the first phase, the park would remain viable even if the next phases were unable to be funded. Commissioner Nagy also noted the matching funds would come from the Recreation and Parks Escrow Fund.

Commissioner **BROWN** made a motion to adopt **Resolution 2023-R-12**, seconded by Commissioner **NAGY**. The motion passed 5-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

LD Plan 2022-11, Final Land Development Plan for Spring Lake Apartments

Assistant Manager Trone presented the item for discussion and possible action to approve the plan for the project located at the site of former Hartman building. The plan was tabled by the Planning Commission in December and then recommended for approval in February. She noted that staff was in support of the waivers sought, noting that instead of a sidewalk, the applicant would be adding a paved pathway, considered an acceptable alternative. A rendering of the new building was presented for review. In discussing the sidewalk plan, members noted the alternative adds more separation between the walkway and the roadway, making it safer for pedestrian traffic.

Mr. Joe Swartz, resident at 1706 Letchworth Road, expressed his support for the project.

Commissioner **CARON** moved to approve waiver from Section 192-30, submission of a preliminary plan. Vice President **BLACK** seconded. The motion carried 5-0.

Commissioner **CARON** moved to approve waiver from Section 192-57. C.8. to install curbs to Township specifications along the lot frontage of Orchard/Carlisle Rd. Commissioner **BROWN** seconded. The motion carried 5-0.

Commissioner **CARON** moved to approve waiver from Section 192-57. C. requiring sidewalks, and instead permitting an asphalt pathway along the eastern edge of the property. Commissioner **BROWN** seconded. The motion carried 5-0.

Commissioner **CARON** moved to approve waiver from Section 192-57C.13.c1 to widen the abutting street to meet Township standards. Vice President **BLACK** seconded. The motion carried 5-0.

Commissioner **CARON** moved to approve LD 2022-11, Final Plan for Spring Lake Apartments with the following conditions:

- i. Provide an approved planning module, exemption request or notice that a planning module is not required from DEP.
- ii. Provide financial security and agreement.
- iii. Provide signed Stormwater Operation and Maintenance Agreement and Plan.
- iv. Provide fees in lieu of recreational facilities.

Commissioner **BROWN** seconded. The motion carried 5-0.

Security Reduction for SLD 2022-08 – Preliminary/Final Land Development Plan

Assistant Manager Trone presented the item for discussion and possible action to approve security reduction request for SLD 2022-08 –Preliminary/Final Land Development Plan for 2450 Gettysburg Road, in a new amount of \$167,992.00 and a new expiration date of March 27, 2024. The plan involves the construction of an office building with warehouse space. The revised plan eliminated some asphalt, resulting in a reduced construction estimate. She noted that staff had reviewed the cost estimates and supported the reduction in security.

Commissioner **NAGY** moved to approve the security reduction. Commissioner **BROWN** seconded. The motion carried 5-0.

ASSISTANT MANAGER

Payment to 3T Security

Assistant Manager Trone presented the item for discussion and possible action, to approve payment of the balance of \$23,245.24 to 3T Security for the new door access system. She noted the installation of new locks at the Municipal Services Center was completed and the remaining balance is due. The expenditure was approved in the budget.

Commissioner **NAGY** moved to approve final payment to 3T Security. The motion was seconded by Commissioner **BROWN** and carried 5-0.

Consideration of fencing

Assistant Manager Trone presented the item for discussion, to consider the installation of fencing around the solar array at the Municipal Services Center. Members discussed the pros and cons of fencing, which ranged from aesthetics to security. Following discussion, Board members reached consensus around having a trial period without fencing and to reassess later.

COMMISSIONERS REPORTS

Captain Crone announced the awarding of a HERO grant to cover paid bonuses, COVID pay and license plate readers,

resulting in an \$80,000 windfall for taxpayers.

Mr. Miner reported the successful collection of two refuse liens.

Director Davis shared a flyer advertising an Earth Day flag contest for Township residents.

Ms. Trone announced the upcoming Easter Egg Hunt, scheduled for rain or shine on April 1st.

Commissioner Nagy reported on the April 29th Gardeners Gathering and the May 20th pocket park picnic at Highland Estates park.

Commissioner Brown expressed thanks to Andrew Ritter for his service as the Township representative to the Frederickson library and congratulated Joe Swartz on accepting the role.

Commissioner Caron echoed the sentiments regarding the library and noted enthusiasm for the upcoming breakfast.

Vice President Black and Captain Deaven discussed the 4-Minute City program, an effort to place AED's in high density areas around Cumberland County. The program had kicked off and training was underway. Residents will be invited and encouraged to participate. Businesses can submit applications for AED placement.

President Villone offered his thanks to management for keeping the Board apprised and noted his respect and gratitude for the Fire Service and Public Safety personnel. He also asked staff to provide an update on the website development at an upcoming meeting.

ADJOURNMENT

The meeting was adjourned at 7:08 PM.