

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

May 8, 2023

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

TOWNSHIP PERSONNEL

Dean W. Villone, President

Thomas G. Vernau, Township Manager

H. Edward Black, Vice President

Erin G. Trone, Assistant Township
Manager

Joshua Nagy

Steven P. Miner, Township Solicitor

Jennifer Caron

David Holl, Public Safety Director

Charles Brown

Richard Grove, Township Finance Director

Rebecca Davis, Public Works Director

Leon Crone, Police Captain

Frank Wirth, Fire Captain

Anthony Deaven, EMS Captain

Nathaniel Sterling, Administrative
Secretary

Renee' Greenawalt, Recording Secretary

President Villone called the May 8, 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 April 24, 2023 Regular Meeting. Vice President **BLACK** made the motion to approve the minutes. Commissioner **BROWN** seconded. The motion carried 5-0.

BID OPENING:

President Villone opened and announced the bids received for the 2023 Infrastructure Repair and Paving Project.

The first bid opened was from Rogele, Inc. P.O. Box 1757, Harrisburg, PA 17105. The package included a bid bond and was signed. The bid amount was \$2,518,936.66. The second bid was from Kinsley, P.O. Box 2886, York, PA 17405. It included a bid bond and was signed. The amount of the bid was \$1,909,886.00. The last bid was from E.K. Services, Inc. 260 Old York Road, New Cumberland, PA 17070. It included a bid bond and was signed and was for \$1,956,697.03.

President Villone announced the conclusion of the bid opening and noted they would be forwarded to the Township solicitor.

PRESENTATION: Fire Apparatus Study

Director Holl introduced the item, reminding the Board that the 2023 Public Safety budget approved by the Board of

Commissioners contained a line item to fund a fire apparatus study. Chief Sohyda submitted a proposal within budget and was contracted as a consultant to conduct the study. Director Holl presented Chief Sohyda's qualifications, experience, and expertise in conducting these and other studies regarding the fire service. The study was conducted March 10-11, 2023 and involved meetings with Commissioner Nagy, Manager Vernau, Fire Chiefs, Fire Captains, staffing consultant, Fleet Manager, and visits to the stations.

Chief Sohyda presented the draft report findings and recommendations of the study and a proposed plan that utilized national standards and best management practices provided by the National Fire Protection Association (NFPA), Insurance Services Office (ISO), American Public Works Association (APWA), Commission on Fire Accreditation International (CFAI), and local standards.

Chief Sohyda first complimented the Township representatives and staff he had worked with. The focus of this study was to assess the apparatus needs of the community based on national standards and best management practices, community risks, distribution and concentration of resources, and current and projected staffing. In addition, a replacement schedule was developed that will allow the Township to continue to provide high quality services for residents and visitors, as well as guide management decisions and the efficient use of resources into the future.

Chief Sohyda reported that the Insurances Services Office (ISO) requires three (3) engines to meet the Township's required fire flow of 3,500 gpm and one aerial apparatus based on the number of buildings four stories or greater in height. The distribution of engine companies is adequate but can be improved by moving the Lisburn Fire Station north of its current location as identified in a previous facilities study. There is an adequate concentration of automatic and mutual aid resources to meet NFPA deployment standards.

Next he reviewed recommendations which include: 1) Moving from a 12 to 13-year replacement schedule to a 15-year replacement schedule for Squads and 20-year replacement schedule for other apparatus based on current call volume, topography, cost of fire apparatus, and the existence of a well-managed vehicle maintenance program; 2) Replacing the rescue truck and Engine 3-12 with a squad with adequate storage capacity to carry out the functions of both the rescue and an engine to maintain compliance with community fire flow requirements; 3) No replacement of Truck 12 as Engine 12-1, a 2021 107" Pierce Ascendant Rear Mount Aerial, can adequately meet the Township's aerial needs and at least four (4) aerial platforms are located in neighboring jurisdictions. Truck 12 could be kept in reserve status in Station 2 until it is no longer serviceable or sold at some point at the desire of the Township based on local conditions; 4) Replacement of Engine 24 with a pumper/tanker with a tank capacity of 1,750 – 2,000 gallons or greater. 5) The addition of a utility vehicle (pickup truck) at Station 2 for transporting personnel; 6) Consideration of competitive bidding and/or procurement via a cooperative purchasing alliance to obtain better pricing on fire apparatus; and 7) Value-engineering fire apparatus to meet community needs without incurring excessive costs for luxury items (chrome, lighting, etc.) that do not increase the fire company's capability to serve the public.

Commissioner Nagy reflected his appreciation for the conversations with Chief Sohyda, complimenting his commonsense approach to the fire service and its true mission which is the safety of residents and efficient use of taxpayer dollars. He agreed that as the fire service modernizes, multipurpose functions make sense.

Vice President Black thanked the Chief for his straightforward and honest report. He noted the well-kept condition of the Township's fire apparatus, which are often coveted items when sold. Chief Sohyda agreed and encouraged the use of savings to invest in incentivizing staffing versus higher levels of spending on apparatus.

President Villone expressed his gratitude for the comprehensive study, noting his surprise in the difference between what was budgeted versus spending recommended spending levels, and noted his satisfaction in the knowledge that the budget was more than sufficient to meet the needs.

Board members discussed the ongoing problems with volunteer shortages and the need for continued effective mutual aid cooperation. It is an issue that most fire departments are dealing with.

Mr. Vernau recommended that Board members spend some time reviewing the report and consider taking action to accept the report at the next meeting.

AUDIENCE PARTICIPATION: Any item on the agenda

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. Motion to adopt Resolution 2023-R-14, proclaiming the month of May 2023 as "Building Safety Month".

b. Motion to adopt Resolution 2023-R-15, proclaiming the week of May 15th to May 21st, 2023 as "National Police Week".

c. Motion to approve Check Register of May 5, 2023 in the amount of \$600,870.56.

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 Register

President Villone requested a motion to approve a Manual Check List for payment in the amount of \$150.00 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**.

Probationary periods completed

President Villone requested a motion to approve moving Barbara P. Arnold, Environmental Coordinator, from probationary to regular full-time status effective May 2, 2023, following successful completion of her six-month probationary period. Commissioner **NAGY** offered the motion, seconded by Commissioner **BROWN**. The motion carried 5-0.

President Villone requested a motion to approve moving Gregory A. Obin, Maintenance Specialist, from probationary to regular full-time status effective April 20, 2023, due to obtaining his Class-A CDL License. Commissioner **NAGY** offered the motion, seconded by Vice President **BLACK**. The motion carried 5-0.

President Villone requested a motion to approve moving Thomas E. Fritz, Maintenance Specialist, from probationary to regular full-time status effective April 21, 2023, due to obtaining his Class-A CDL License. Commissioner **NAGY** offered the motion, seconded by Commissioner **CARON**. The motion carried 5-0.

President Villone requested a motion to approve moving Anthony Derr, Emergency Medical Technician, from probationary to regular full-time status effective April 25th, 2023, following successful completion of his six-month probationary period. Vice President **BLACK** offered the motion, seconded by Commissioner **NAGY**. The motion carried 5-0.

Retirement accepted

President Villone requested a motion to accept the retirement of Linda McCool, Police Records Supervisor, effective July 28, 2023. Commissioner **BROWN** offered the motion, seconded by Commissioner **CARON**. The motion carried 5-0, with regret.

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. There were none.

PUBLIC WORKS

Public dedication offers for streets located within the Arcona Highpoint development

Director Rebecca Davis presented the item for discussion regarding the public dedication offers for eight (8) streets located within the Arcona Highpoint development under phases 1.1, 1.2, 1.4, and 2.3. Referencing a map illustrating the street locations in addition to a spreadsheet outlining the documents received, she noted the Township had received and reviewed the maintenance bonds, deeds of dedications, and an 18-month maintenance guaranty for each road.

Director Davis reported that Township staff have inspected the roads and associated improvements and they are constructed to Township standards. If the Board finds the roads acceptable for dedication, resolutions can be prepared at the next meeting for official acceptance.

Commissioner Nagy noted some concerns raised regarding snow plowing and asked about prevention of future issues. Director Davis noted that in phases going forward some of the streets have not been accepted for dedication due to the plowing issues. Those roads will remain private.

President Villone asked if it increases the allocation of liquid fuel. Ms. Davis noted it does and that once the roads are accepted for dedication, resolutions will be prepared for consideration and then submitted to the state for reimbursement. It was also noted that liquid fuels do not fully cover the cost of road maintenance. The rest is funded through the general fund and stormwater fees.

PUBLIC SAFETY DIRECTOR

Job Description revisions for Police Records Supervisor and Police Records Specialist positions

Director Holl introduced the item for discussion and possible action to approve job description revisions. He explained the revisions were needed to better reflect the job knowledge, skills, and assignments of the job requirements.

Commissioner **BROWN** moved to approve the revised job descriptions. Vice President **BLACK** seconded. The motion carried 5-0.

Training and Volunteer Coordinator

Director Holl introduced the item for discussion and possible action to approve a Job Description for a Training and Volunteer Coordinator position in the Public Safety Department, along with permission to advertise. He noted that the position was introduced and funded in the 2023 budget, effective 7/1/2023. The new position is critical in mentoring, training, and onboarding new volunteers and personnel, and will be integral for the fire companies.

President Villone commented this new position is an example of the type of investment into personnel that was recommended in the fire apparatus and staffing study. Commissioner Nagy agreed, noting it will be of significant value to the fire service.

Commissioner **NAGY** moved to approve the job description and permission to advertise. The motion was seconded by Commissioner **BROWN** and carried 5-0.

Police Officer Eligibility list

Director Holl introduced the item for discussion and possible action to accept the Police Officer Eligibility list submitted by the Civil Service Commission. The list will include the top three candidates for selection.

Commissioner **NAGY** moved to accept the eligibility list. Commissioner **CARON** seconded the motion which carried 5-0.

Police Corporal Eligibility list

Director Holl introduced the item for discussion and possible action to accept the Police Corporal Eligibility list submitted by the Civil Service Commission. The list will include the top three candidates for selection.

Commissioner **CARON** offered the motion and Vice President **BLACK** seconded. The motion carried 5-0.

Offer of promotion to Police Corporal

Director Holl introduced the item for discussion and possible action to approve to extend a conditional offer of promotion to Police Corporal to Patrol Officer Alex Milletics.

Commissioner **CARON** offered the motion and Commissioner **BROWN** seconded. The motion carried 5-0.

Radio Allocation Cost Summary for submission on the Motorola & County Radio Project

Director Holl introduced the item for discussion and possible action to approve the cost summary sheet prepared by Public Safety and Public Works for submission to Motorola for preliminary allocation calculations. He explained that public safety agencies that are to operate on the system were asked to provide preliminary numbers of radio subscriber units that will work on the system for estimated costs so that the County can work with Motorola on possible group purchasing discounts.

There was discussion regarding the 2023 Capital Budget and the receipt of less grant funding than hoped for. Mr. Vernau noted that the County will provide an additional discount if there is at least \$10 million in orders, which will offset the shortfall in grant funding.

Commissioner **BROWN** moved to approve the submission of the prepared cost summary sheet. The motion was seconded by Vice President **BLACK** and carried 5-0.

MANAGER

Potential changes to refuse service

Mr. Vernau introduced the informational item for discussion. He explained that the current refuse contract will expire December 31, 2023 and cannot be extended. An RFP will be issued in June and awarded in time to start a new contract January 1, 2024. Staff have been considering ideas aimed at reducing costs. He reviewed some of the potential options, including eliminating the unlimited provision in the contract, a limited cart capacity, choice offered to residents for a low flow option and reduction in yard waste pick-up frequency. Another option to consider is a shortened yard waste season, however yard waste collection does not comprise a significant portion of the cost.

Additionally, there are cost savings opportunities in exploring various billing options as well as grant funding awards based on performance.

Commissioner Nagy expressed his support for the annual electronics waste event. Mr. Vernau noted the Township also could host household hazardous waste collection events and suggested doing these in alternate years with electronics collections.

Library Dropbox

Mr. Vernau introduced the item for discussion for the Township to consider installing a drop box to accept library books. Commissioner Caron noted that books could be dropped off and picked up from throughout the Cumberland County library system. The Township library liaison will present additional information to the Board at a future meeting.

Finally, Mr. Vernau said an update on a personnel issue within the Finance Department would be presented during the Executive Session, but no action was needed.

COMMISSIONERS REPORTS

Director Davis thanked her staff, Barbara Arnold, and Helen Grundon, for their work on the Gardner's Gathering, as well as members of the Recreation and Parks Board.

Manager Vernau announced the upcoming pocket park party scheduled at Highland Estates Park for Saturday, May 20th. He also noted a former police officer, Sam Morgan, who donated money for the "Morgan's Grove" area on the MSC property, which is now the site of the solar panels. Suggestions were offered for relocating the site.

Commissioner Nagy echoed sentiments of appreciation for the Gardener's Gathering event. He also reported, as Fire Company liaison, on meetings with Lower Allen Fire Company officers for discussion on streamlining fire service operations and working to support volunteers and promote new volunteerism.

Commissioner Brown expressed gratitude for efforts on coordinating the pocket park parties, and reiterated the upcoming event would take place from 11-3 at Highland Estates Park.

Commissioner Caron noted her enthusiasm for the Gardeners Gathering event and in particular the rain barrel workshop.

President Villone noted information provided by the West Shore Historical Society regarding a request related to the receiving an award and a time capsule project. Additional details will be shared later. He also expressed appreciation for the Gardeners Gathering and the stormwater information presented during the educational session. He also mentioned his participation in the Governor's Environmental Award that was presented to Director Davis. Finally, he announced the restart of the "Coffee with a Cop" program to be held at various locations.

ADJOURNMENT

The meeting was adjourned to executive session at 8:00 PM for an update on the Assistant Finance Director position.