

## MINUTES

### BOARD OF COMMISSIONERS

### LOWER ALLEN TOWNSHIP

### REGULAR MEETING

September 25, 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, Community & Economic Dev Director

Joshua Nagy

Rebecca Davis, Public Works Director

Jennifer Caron

David Holl, Public Safety Director

Charles Brown

Richard Grove, Finance Director

Steven P. Miner, Township Solicitor

Renee' Greenawalt, Recording Secretary

President Villone called the September 25, 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.

#### **PRESENTATION: Award Presentation to Friends of Sheepford Road Bridge**

Ms. Janice Lynx, Executive Director of the West Shore Historical Society, gave an introduction, explaining that the Friends of the Sheepford Road Bridge and the West Shore Historical Society were receiving a Community Initiative Award from the State Historical Preservation Office. She introduced Ms. Shelby Splain, Education and Special Initiatives Coordinator with the State Historical Preservation Office.

In presenting the award, Ms. Splain explained their organization was part of the Pennsylvania Historical and Museum Commission. The 2022 Community Initiative Award is presented to celebrate the grassroots effort to save the 1887 Sheepford Road Bridge. The award recognizes the hard work and dedication of outstanding organizations, municipalities, agencies, and individuals whose work embodies the theme of Pennsylvania's statewide historic preservation plan. The plan provides a framework of activities and goals that will help Pennsylvanians better understand historic preservation and its benefits, appreciate their shared histories as told through historic places, and balance history and economic development to manage change within their communities.

The award package includes a framed certificate and an authentic time capsule, which is intended to be used to foster and further preservation accomplishments with ongoing community building activities.

The Friends of Sheepford Road Bridge and the West Shore Historical Society were selected for their tireless efforts to save the bridge, a rare Phoenix column through metal truss bridge from demolition. Through their efforts, they were successful in delaying the removal of bridge, found a new owner and raised funds to restore it, serving as an example to other organizations to preserve places that tell historical stories in Pennsylvania. In April 2022 York County received \$1.4 million in Transportation Alternative Set Aside (TASA) funds to rehab the bridge for bicycle and pedestrian use. The West Shore Historical Society, the new stewards, are currently planning preconstruction activities for restoring the bridge.

Ms. Lynx thanked the State Historic Preservation Office and the Township for providing an opportunity for the award presentation. She thanked many additional supporters of the project including Cumberland County Historical Society, with whom she announced a new partnership, as well as receipt of a recent donation of \$10,000 from Energy Transfer, Inc., which will be presented on October 24, 2023 at the Sheepford Road Bridge. She suggested that the time capsule be buried in Yellow Breeches Park.

President Villone thanked the presenters and noted his gratitude to have an active, local historical society offering partnership opportunities within the Township. He thanked Ms. Lynx for her hard work and ongoing civic engagement.

**PRESENTATION:** Employee Recognition

On behalf of the Board of Commissioners and Recognition Committee, President Villone presented the following employees with commendation letters and relevant awards to recognize their service to the Township:

- Brian Plank, Seasonal Maintenance Specialist – Five years of service.
- Benjamin Peters, Maintenance Specialist II – Five years of service.
- Jason Druckemiller, Mechanic – recognized for the innovative efforts put forth in design and construction.
- Dianna Knisley, Executive Assistant – Twenty-five years of service.

**Resolution 2023-R-38**

President Villone requested a motion to adopt **Resolution 2023-R-38** recognizing Dianna Knisley, Executive Assistant, in the Public Safety Department for 25 years of service to Lower Allen Township. Vice President **BLACK** moved to adopt **Resolution 2023-R-38**. Commissioner **BROWN** seconded the motion. President Villone read the Resolution into the record. The motion passed 5-0.

**MEETING MINUTES:**

President Villone requested a motion to approve the minutes of the September 11, 2023 Regular Meeting. Commissioner **CARON** made the motion to approve the minutes with correction. Commissioner **NAGY** seconded. The motion passed 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.

Mr. Joe Swartz indicated intent to possibly speak on Agenda Item #11B – Approval of General Reimbursement Grant Agreement.

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

Items on the Consent Agenda:

a. Department Reports for the month of August for Community Development, Fleet Maintenance, Facility Maintenance, Public Works, and Public Safety (July/August).

b. Resignation of Tyler Rotelle, as a full-time PSO/EMT Hybrid in the Public Safety Department, effective September 24, 2023.

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

**PRESIDENT VILLONE:**

**Hiring of a Training and Volunteer Coordinator**

President Villone requested a motion to adopt **Resolution 2023-R-39**, appointing Thomas Rigling to the position of Training and Volunteer Coordinator (TVC) in the Public Safety Department, effective October 9, 2023.

Commissioner **NAGY** made the motion. Vice President **BLACK** seconded. The motion passed 5-0.

**Authorization to sign grant agreements**

President Villone requested a motion to adopt **Resolution 2023-R-40**, authorizing the Township Manager to sign Reimbursement Grant Agreements for Federal-Aid Highway Projects.

Commissioner **BROWN** made the motion. Commissioner **CARON** seconded. The motion passed 5-0.

**Approve payment to Kinsley Construction, Inc.**

President Villone requested a motion to approve 2023 Infrastructure Repair and Paving Project Payment Estimate No. 1 in

the amount of \$376,191.23 to Kinsley Construction, Inc.

Commissioner **BROWN** made the motion. Commissioner **CARON** seconded. The motion passed 5-0.

#### **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.

Mr. Eric Fairchild, 1224 McCormick Road, Upper Allen Township, noted his involvement in advocacy to preserve the farm on McCormick Road that will become Generations Park. He expressed his support to connect parks and suggested, if possible, an asphalt trail at the end of McCormick and Lisburn Roads, to enable connectivity to McCormick Drive to provide for safe pedestrian and bike use. He suggested there might be a Lower Allen Township right-of-way there due to the existence of a pumping station on the property.

President Villone thanked Mr. Fairchild for his comments and noted that staff would take the suggestion under advisement, keeping in mind the perspective of available resources and cooperation with Upper Allen Township connectivity plans.

#### **PUBLIC SAFETY**

##### **Permission to Advertise: PSO/EMT Position**

Director Holl introduced for discussion and possible action permission to advertise for a full-time PSO/EMT position to fill the vacancy from Tyler Rotelle's resignation. He noted the position was the first hybrid position put into place between departments which had worked well and was well-within the budget for 2024.

Commissioner Caron noted the appreciation expressed by Mr. Rotelle in his resignation letter.

Commissioner **CARON** made the motion to approve the permission to advertise for the position. Vice President **BLACK** seconded. The motion passed 5-0.

#### **COMMUNITY AND ECONOMIC DEVELOPMENT**

##### **Birch Grove Subdivision Extension of Financial Security**

Director Trone presented the item for discussion and possible action, to approve an extension of financial security for an additional year for the Birch Grove Subdivision requiring an increase of 10% for a new amount of \$348,187.05, expiring September 7, 2024.

Commissioner **NAGY** made the motion to approve the extension of financial security as presented. Commissioner **BROWN** seconded. The motion passed 5-0.

##### **Approval of General Reimbursement Grant Agreement**

Director Trone presented the item for discussion and possible action, to approve the General Reimbursement Grant Agreement for Federal-Aid High Projects for pedestrian safety improvements at the intersections of (1) 18th Street and Hummel Ave, and (2) Wesley Drive and Royal Drive.

Commissioner **NAGY** made the motion to approve the General Reimbursement as presented. Commissioner **BROWN** seconded. The motion passed 5-0.

#### **MANAGER**

##### **2024 Budget Meetings Schedule**

Mr. Vernau noted that staff would not have significant material to present on October 2 and asked for feedback on canceling the first scheduled budget meeting. Mr. Grove confirmed that the first meeting would include a review of the existing resolution related to funding caps, but that an actual budget would not be ready for review by October 2<sup>nd</sup>. He added that a tax increase was not likely to be proposed. Mr. Vernau noted that eliminating the first meeting would still allow ample time to address the budget fully.

Board members expressed consensus to cancel the meeting scheduled for October 2, 2023.

#### **COMMISSIONERS REPORTS**

President Villone noted that the Board would adjourn to Executive Session following Commissioner Reports, and that no action would be taken.

Director Trone announced that the grand opening for Clean EatZ had been held earlier in the week.

Director Holl reported that he and Director Trone had collaborated on a letter to residents focused on awareness of the upcoming Statewide 911 Plan and GIS mapping project. The letter will be sent to affected residents. Commissioner Caron

suggested also posting the letter in the neighborhoods.

Director Davis expressed thanks to everyone who attended the recent Yappy Hour event and recognized the efforts and hard work of Ms. Helen Grundon in coordinating it. She also noted the inclusion of infrastructure project updates in the materials provided to Board members.

Commissioner Nagy expressed his congratulations to the West Shore Historical Society and Friends of the Sheepford Road Bridge on the award presented to them, as well as the recipients of employee performance awards. He echoed sentiments expressed regarding the Yappy Hour event.

Commissioner Brown thanked Director Davis for her recent presentation on the stormwater infrastructure project, noting it was a great improvement for the community. Vice President Black echoed these remarks.

President Villone also thanked Director Davis and expressed his confidence that Township staff will continue their excellent efforts in finding the best solutions to make necessary infrastructure improvements using materials that will endure. He also expressed gratitude to those involved with making the Yappy Hour event a success and to all staff for their efforts in providing constructive materials in advance of meetings. Noting the upcoming budget discussions, he encouraged Board members to contact staff with questions. In closing, he emphasized the great job staff does in engaging with the public and the ongoing efforts through positive communication with residents.

President Villone noted the Board would adjourn to Executive Session to discuss two items, (1) Triple Crown v. Lower Allen Township Appeal and (2) 2024 pay raises.

#### **ADJOURNMENT**

The meeting was adjourned at 7:08 PM.