

**LOWER ALLEN TOWNSHIP
BOARD OF COMMISSIONERS**

REORGANIZATION MEETING

January 2, 2024 6:00 PM

AGENDA

1. Call to Order by Township Secretary. Proof of Publication.

2. Pledge of Allegiance.

3. SWEARING IN OF NEWLY ELECTED OFFICIALS:

- Jennifer M. Caron, Township Commissioner
- Joseph Swartz, Township Commissioner
- Charles Brown, Township Commissioner

4. Nomination and election of President of the Board of Commissioners

5. Nomination and election of Vice-President of the Board of Commissioners

6. BOARD & COMMISSION APPOINTMENTS / REAPPOINTMENTS

a. Accept motion to reappoint Andrew J. Ritter, Jr. to the Lower Allen Township Vacancy Board for a two-year term, effective January 1, 2024.

b. Accept motion to reappoint Ann Moran to the Lower Allen Township Zoning Hearing Board for a term of three years, beginning January 1, 2024.

c. Accept motion to reappoint Dennis Shatto as Solicitor for the Lower Allen Township Zoning Hearing Board for a term of three years, beginning January 1, 2024.

d. Accept motion to reappoint Lloyd W. Bucher to the Lower Allen Township Stormwater Authority for a term of five years, beginning January 1, 2024.

e. Accept motion to reappoint Lloyd W. Bucher to the Lower Allen Township Authority for a term of five years, beginning January 1, 2024.

f. Accept motion to reappoint John M. Eby to the Lower Allen Township Development Authority for a term of five years, beginning January 1, 2024.

g. Accept motion to reappoint Brett McCreary to the Lower Allen Township Planning Commission for a term of four years, beginning January 1, 2024.

h. Accept motion to reappoint Jeffrey Logan to the Lower Allen Township Planning Commission for a term of five years, beginning January 1, 2024.

i. Accept motion to reappoint James Kaiser to the Lower Allen Township Recreation & Parks Board for a term of 5 years, beginning January 1, 2024.

j. Accept motion to appoint Lauren A. Casselberry to the Lower Allen Township Recreation & Parks Board for a term of 5 years, beginning January 1, 2024.

7. SWEARING IN OF NEWLY APPOINTED OFFICIALS

8. TOWNSHIP OFFICER APPOINTMENTS / REAPPOINTMENTS

a. Accept a motion to approve **Resolution 2024-R-01**, a Resolution of the Board of Commissioners of Lower Allen Township, Cumberland County, Pennsylvania, appointing Thomas G. Vernau, Jr. as Township Secretary and appointing

Nathaniel Sterling as Assistant Township Secretary for a two (2) year term and establishing compensation.

b. Accept a motion to approve **Resolution 2024-R-02** appointing Thomas G. Vernau, Jr. as Township Manager for a two (2) year term.

c. Accept a motion to approve **Resolution 2024-R-03** appointing the firm of Brown Schultz Sheridan & Fritz as the Township Auditors for a two (2) year term.

d. Accept a motion to approve appointing the firm of Caldwell & Kearns, P.C., in the person of Steven P. Miner, as Township Solicitor, at a rate of \$230.00 per hour, with Robert W. Diehl serving as Alternate, effective January 1, 2024.

e. Accept a motion to approve appointing the firm of Rettew as Township Engineer, effective January 1, 2024.

f. Accept a motion to approve appointing Timothy Wargo of Hoover Engineering as Township Sewage Enforcement Officer and appointing Christopher Hoover of Hoover Engineering as Alternate Sewage Enforcement Officer, effective January 1, 2024.

g. Accept a motion to approve appointing Richard A. Grove as Treasurer and Thomas G. Vernau, Jr. as Assistant Treasurer, effective January 1, 2024.

h. Accept a motion to approve appointing the Cumberland County Assessment Office as the Township's Delinquent Street Light Assessment Collector, effective January 1, 2024.

9. Audience Participation: Any item on the agenda.

10. CONSENT AGENDA

Any Commissioner, staff member, or anyone in attendance who would like to have an item on the Consent Agenda removed for further discussion can request so now. Is there a request for the removal of an item(s) on the Consent Agenda?

Accept motion to approve the items on the Consent Agenda, which are listed as follows:

a. Department Reports for the month of November for Community Development, Fleet Maintenance, Facility Maintenance, Public Works, and Public Safety.

b. Tax Collector's Monthly Report for November 2023 and revised report for October 2023.

c. Check Register of December 15, 2023 in the amount of \$352,415.86.

d. Manual Check Register of December 18, 2023 in the amount of \$8,253.23 to Pennsylvania America Water Company.

e. Manual Check Register of December 19, 2023 in the amount of \$8,000.00 to the United States Post Office to replenish the Township's Bulk Mailing Reserve Account.

f. Check Register of December 29, 2023 in the amount of \$343,081.72.

11. PRESIDENT

a. Accept a motion to approve a manual Check Register of December 20, 2023 in the amount of \$550.00 to Eckert, Seamans, Cherin & Mellott for legal services.

b. Accept a motion to adopt **Resolution 2024-R-04**, a resolution recognizing, honoring, and commending H. Edward Black for 23 years of service to the citizens of Lower Allen Township as a Commissioner.

c. Accept a motion to adopt **Resolution 2024-R-05**, a resolution recognizing, honoring, and commending Bob Pelles for 20 years of service to the Lower Allen Township Recreation & Parks Board.

d. Financial security reduction request #3 for Lark Meadows in the amount of \$28,411.59. Staff recommends denial of any security reduction due to the construction of a retaining wall that was not on the approved SLD Plan. The Township is awaiting the following documents:

1. Maintenance agreement for the retaining wall;
2. An Indemnity Agreement that will include a reference to an insurance policy to which the Township will be named as an additional insured;
3. A joinder that transfers indemnification and maintenance from the developer as acting Homeowners Association (HOA) to the successor HOA.
4. A building permit for any section of the retaining wall that exceeds 4 feet in height.

The Agreements will need to be approved by the Board of Commissioners.

12. Any business pertinent to the Township. Discussions will be limited to ten (10) minutes per person.

13. MANAGER

14. COMMISSIONERS REPORTS

15. Adjourn.