

## MINUTES

### **BOARD OF COMMISSIONERS**

### **LOWER ALLEN TOWNSHIP**

### **REGULAR MEETING**

**October 14, 2024**

**The following were in ATTENDANCE:**

#### **BOARD OF COMMISSIONERS**

Dean W. Villone, President  
Jennifer M. Caron (via telephone)  
Joshua Nagy  
Charles Brown  
Joseph Swartz

#### **TOWNSHIP PERSONNEL**

Thomas G. Vernau, Township Manager  
Rebecca Davis, Assistant Township Manager  
Steven P. Miner, Township Solicitor  
David Holl, Public Safety Director  
Alycia Knoll, Finance Director  
Isaac Sweeney, PE, Community & Economic  
Development Director  
Nathaniel Sterling, Administrative Secretary  
Renee' Greenawalt, Recording Secretary

President Villone called the October 14, 2024 Regular Meeting of the Board of Commissioners to order at 7:15 PM. He announced that Proof of Publication for the meeting was available for review. This was followed by prayer and the Pledge of Allegiance.

#### **MEETING MINUTES**

President Villone requested a motion to approve the minutes of the September 9, 2024 Regular Meeting. Commissioner **BROWN** moved to approve the minutes. Commissioner **SWARTZ** seconded. The motion passed 5-0.

#### **RESOLUTION 2024**

President Villone requested a motion to adopt **RESOLUTION 2024-R-36**, commending and honoring the Lisburn Community Fire Company and the many dedicated volunteers for 71 years of service hosting the Old Tyme Festival helping to create a cherished community event and unprecedented fire company fundraiser.

Commissioner **NAGY** made the motion, seconded by Commissioner **BROWN**. President Villone expressed appreciation to the many volunteers and to Commissioner Nagy for putting the resolution forward and for the relationship he has developed with the fire company. The motion passed 5-0.

#### **PRESENTATION – Recognition of Lisburn Old Time Festival Volunteers**

President Villone and Commissioner Nagy presented the Resolution to the volunteers who were present. Commissioner Nagy read the resolution:

#### **RESOLUTION 2024-R-36**

#### **A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LOWER ALLEN TOWNSHIP, CUMBERLAND COUNTY, PENNSYLVANIA, RECOGNIZING, COMMENDING AND HONORING**

#### **LISBURN COMMUNITY FIRE COMPANY**

**WHEREAS**, The Board of Commissioners of Lower Allen Township desires to express its recognition and gratitude for 71 years of Old Tyme Festival by the Lisburn Community Fire Company, and

**WHEREAS**, Lisburn Community Fire Company (LCFC) was founded in 1954 to provide emergency services to the Lisburn community in Lower Allen Township, and

**WHEREAS**, LCFC held its first Old Tyme Festival in 1953, one year before the founding of the fire company so it would have money to purchase its first fire engine, and

**WHEREAS**, LCFC Old Tyme Festival is a large, regional community event for children and families with attendance of over 20,000 people, and

**WHEREAS**, LCFC Old Tyme Festival requires the dedication of hundreds of volunteers and thousands of man-hours of volunteer time, and

**WHEREAS**, LCFC Old Tyme Festival provides significant financial support to the Lisburn Community and Fire Service for the residents of the Township.

**NOW, HEREBY RESOLVE THAT** sincere gratitude and appreciation be and are hereby extended to the Lisburn Community Fire Company for the 71 years of Old Tyme Festival dedicated to the citizens of Lower Allen Township, Cumberland County, and that this recognition be spread upon the minutes and records of Lower Allen Township for perpetuity.

**ADOPTED** into a Resolution this 14th day of October, 2024.

President Villone extended congratulations to the Lisburn Community Fire Company and announced their next Bingo fundraiser to be held on October 20, 2024 at 1 PM.

Commissioner Nagy expressed appreciation to the festival volunteers for their year-round planning and organizing time and efforts to make the event successful.

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

President Villone advised the audience that if there were any items on that evening's agenda that they wish to comment on, to please indicate as such. Ms. Lauren Casselberry stated her intent to address Agenda Item 8B.

**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. Check Register of September 30, 2024, in the amount of \$242,768.81.
- b. Check Register of October 11, 2024, in the amount of \$315,120.57.
- c. Payment of Estimate No. 3 to Kinsley Construction, LLC for labor for the 2024 Paving and Infrastructure Project in the amount of \$39,609.97.
- d. Moving Isaac R. Sweeney, P.E. from probationary to regular full-time status as the Director of Community & Economic Development effective October 8, 2024.
- e. Moving Julie A. Echterling from probationary to regular full-time status as the Accounting Specialist in the Finance Department, effective October 8, 2024.

Commissioner **NAGY** moved to approve the items on the Consent Agenda. Commissioner **SWARTZ** seconded. With no further discussion the consent agenda was approved by a vote of 5-0.

Commissioner Nagy expressed congratulations to Director Sweeney and Ms. Echterling on their advancement to regular employment.

## **PRESIDENT**

President Villone requested a motion to approve a manual Check Register of October 4, 2024 in the amount of \$425.00 to Eckert, Seamans, Cherin & Mellott for legal services.

Commissioner **BROWN** made the motion, seconded by Commissioner **SWARTZ**. The motion passed 4-0, with Vice-President **CARON** abstaining.

## **ORDINANCE 2024-02**

President Villone requested a motion on **ORDINANCE 2024-02**, an Ordinance of the Board of Commissioners of Lower Allen Township, Cumberland County, Pennsylvania, amending the codified ordinances of 2023 as amended at Chapter 65 Animals and at Chapter 220-151 Non-Intensive Agricultural Uses, to provide for the keeping of domestic fowl as a permitted accessory use in the R-1 Zoning District with related regulations.

President Villone noted that the proposed ordinance had been the subject of the public hearing held immediately prior to the meeting and asked Solicitor Miner for guidance on how to proceed, given the feedback received during the public hearing. Mr. Miner indicated that a motion to table the item for the purpose of discussion would be appropriate, along with providing directions to staff.

Commissioner **SWARTZ** offered a motion to table **ORDINANCE 2024-02** for further discussion and then possible action at a later date. Commissioner **BROWN** seconded the motion.

Mrs. Lauren Casselberry, resident at 2008 Highland Circle, referenced her comments given during the public hearing. Commissioner Brown noted appreciation for the information provided during the public hearing, and asked, given her experience, if she had any recommendation on an appropriate number of fowl for an R-1 residential neighborhood in a 1<sup>st</sup> Class Township. She recommended ten and provided additional details on the process of keeping chickens for the purpose of providing her family with eggs.

President Villone expressed his understanding of the process of keeping chickens to provide for family. He stated his intent to ensure the rights of citizens to grow and raise food but also need to consider the goal of implementing restrictions that will prevent nuisance problems.

Commissioner Brown reflected upon his recent research into the issue and noted that more than eight chickens seem to be the starting point for generating complaints. He suggested that consideration of issuing a special permit above a specific number, and to require an inspection related to permitting. This would give code officials an enforcement tool to ensure the best practices for non-intensive farming. He acknowledged his former stance against permitting and offered apologies for now reconsidering the issue after learning more. He expressed appreciation to Mr. Bennett and Director Sweeney for their intense efforts in seeking a solution.

Mr. Miner and other Commissioners expressed a willingness to consider the approach of gentle regulation described by Commissioner Brown. There was also the majority agreement that roosters were seen as undesirable.

Mr. Vernau expressed some points to consider. First is the absence of staff available to perform inspections. Second is that the purpose in creating the ordinance is to prevent chickens from becoming a nuisance to residents. He also noted that enforcement is typically reactive. Responsible owners will usually not elicit complaints.

Commissioner Brown clarified that his suggestion is to require a permit holder to attest to follow a checklist of best management practices, and then if there is a complaint, it provides enforcement officials with a tool.

Director Sweeney asked the Board to give some directions to a maximum number if the intent is to implement a permit. Commissioners expressed a desire to review all the information presented during the public hearing before providing such a direction.

Commissioner Nagy spurred discussion on other ways to further codify and define what irresponsible behavior would be. Mr. Miner noted that objective criteria would be required for enforcement.

Summarizing the discussion, President Villone noted the solution seems to be some way to require accountability and to implement a process that deters undesirable behavior, and requiring documentation defining what conditions must be met.

Commissioner Brown again extended appreciation to Director Sweeney and Mr. Bennett for their efforts and to Ms. Casselberry for speaking on behalf of the residents who are in favor of keeping chickens.

President Villone directed staff to take all the feedback into consideration, and to draft a new proposed recommendation for further consideration at a future meeting, and that it include a permit option with threshold. He asked fellow Commissioners to share their thoughts and suggestions with staff. Director Sweeney indicated that a revised proposal could be prepared and ready for consideration in November.

Hearing no further discussion, the motion to table **ORDINANCE 2024-02** was 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. There were none.

#### **PUBLIC SAFETY**

##### **RESOLUTION 2024-R-37**

Director Holl introduced for discussion and possible action, adoption of **RESOLUTION 2024-R-37**, a Resolution of the Board of Commissioners of Lower Allen Township appointing Keegan Toot as the Training and Volunteer Coordinator in the Public Safety Department; effective October 15, 2024.

Commissioner **NAGY** offered a motion to adopt **RESOLUTION 2024-R-37**, seconded by Commissioner **BROWN**. The motion passed 5-0.

##### **Full-Time PSO**

Director Holl introduced for discussion and possible action permission to advertise for a full-time PSO to fill the open position resulting from the appointment of Keegan Toot.

Commissioner **BROWN** offered a motion, seconded by Commissioner **NAGY**. The motion passed 5-0.

##### **KeySecure5 KNOXBOXES Upgrade**

Director Holl introduced for discussion and possible action approval to reallocate 2024 Capital Budget funds designated for the CAD-to-CAD software project, which is no longer necessary, to the KeySecure5 KNOXBOXES upgrade project for the quoted amount of \$28,912.56. He explained that the upgraded technology is a secure system for supporting immediate emergency building access.

Commissioner **BROWN** offered a motion to reallocate the 2024 Capital Budget funds to allow for the KeySecure5 KNOXBOX upgrade. The motion was seconded by Commissioner **NAGY** and passed 5-0.

##### **Purchase of 2019 Ford Expedition**

Director Holl introduced for discussion and possible action, authorization to purchase Lower Allen Fire Company's 2019 Ford Expedition for \$42,000, in accordance with the 2024 Capital Budget and for use as a Department of Fire Rescue Services (DFRS) Chief's vehicle.

Commissioner **NAGY** moved to authorize the purchase, seconded by Commissioner **BROWN**. The motion passed 5-0.

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

##### **SLD#2017-04 Financial Security Reduction**

Director Sweeney introduced the item for discussion and possible action, to approve financial security reduction request #2 in the amount of \$33,022.80 (from \$316,533.68 to \$283,510.88) for SLD #2017-04 145 South Locust Street Final Subdivision Plan. He referenced the recommendation letter from Rettew, and noted that the streets, sidewalks, and curbing are public improvements and will be dedicated to the township, requiring multiple inspections.

Commissioner Nagy expressed some concern about some items in the inspector's report. Director Sweeney explained that there were many improvements to be made and ensured they would be adequately addressed and improved prior to dedication.

Commissioner **SWARTZ** moved to approve the financial security reduction request #2 for SLD#2017-04. The motion was seconded by Commissioner **BROWN** and passed 5-0.

## **FINANCE DEPARTMENT**

### **RESOLUTION 2024-R-38**

Director Knoll introduced the item for discussion and possible action, to adopt **RESOLUTION 2024-R-38**, a Resolution of the Board of Commissioners of Lower Allen Township appointing Kasha L. Griva as the Billing Specialist in the Finance Department; effective October 28, 2024.

Commissioner **BROWN** moved to approve **RESOLUTION 2024-R-38**. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

## **COMMISSIONERS REPORTS**

President Villone announced that the meeting would be adjourned to Executive Session following Commissioners Reports to discuss a real estate matter.

Director Davis reported that the Solid Waste Ordinance, Chapter 180, would be presented for discussion at their next meeting. She also noted the upcoming Fall Fest to be held on Saturday, October 19<sup>th</sup> from 10 AM to 2 PM at Lower Allen Community Park.

Commissioner Nagy expressed appreciation to the Slate Hill Mennonite Church for hosting their Community Day, where the two Township fire companies and EMS participated. He commended all three public safety disciplines for their recent emergency response, reflecting leadership and training.

Commissioner Brown congratulated the volunteers from Lisburn and thanked those who participated in the public hearing.

Commissioner Swartz echoed gratitude expressed to the Public Safety Department and the Lisburn Community Fire Company for their efforts and achievements. He also thanked the residents who spoke at the public hearing, noting the comments were very helpful in demonstrating the end goal to provide policy. He also complimented the recent plantings around the solar panels at the Municipal Services Building.

Vice President Caron reported that she and Manager Vernau attended the PA Municipal League Leadership Summit in Scranton, where she networked with other commissioners and staff, finding it very informative.

President Villone reported his attendance at the PSATC Conference, and noted he would share information on the legislative objectives identified and discussed at the next meeting. He expressed concern about the reduction of the liquid fuel allocation and the existing deficit for paving needs. He also noted appreciation for the feedback shared during the public hearing, and thanked Director Sweeney and Mr. Bennett for their work on the issue. He shared an observation about improved collections for EMS billing. Lastly, he congratulated the Lisburn volunteers, and thanked Commissioner Nagy for initiating their recognition.

## **EXECUTIVE SESSION**

President Villone announced the Board would adjourn to executive session to discuss a real estate matter.

## **ADJOURNMENT**

The meeting was adjourned at 8:45 PM.