

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

November 12, 2024

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

Dean W. Villone, President
Jennifer M. Caron, Vice-President
Joshua Nagy
Charles Brown
Joseph Swartz

TOWNSHIP PERSONNEL

Thomas G. Vernau, Township Manager
Rebecca Davis, Assistant Township Manager
Robert W. Diehl, Asst. Township Solicitor
David Holl, Public Safety Director
Alycia Knoll, Finance Director
Isaac Sweeney, PE, Community & Economic
Development Director
Nathaniel Sterling, Administrative Secretary
Barbara Arnold, Recording Secretary

President Villone called the November 12, 2024 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 prayer and the Pledge of Allegiance.

MEETING MINUTES:

President Villone requested a motion to approve the minutes of the October 14, 2024 Regular Meeting. Commissioner **BROWN** moved to approve the minutes. Vice President **CARON** seconded. The motion passed 5-0.

PRESENTATIONS

Harrisburg Magazine Readers' Choice Award

Township Manager Thomas Vernau presented to the Board of Commissioners a banner for "Simply the Best Reader's Choice Award from Harrisburg Magazine for Lower Allen Community Park. Manager Vernau will have the banner hung at the Lower Allen Community Park. President Villone congratulated the staff regarding their hard work on the parks. Manager Vernau congratulated Director Davis on the aesthetic and amenities at the Lower Allen Community Park.

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

Items on the Consent Agenda:

- a. Check Register of November 1, 2024, in the amount of \$460,100.81.
- b. Check Register of November 8, 2024, in the amount of \$115,660.00.
- c. Payment of Estimate No. 4 to Kinsley Construction, LLC for labor for the 2024 Paving and Infrastructure Project in the amount of \$98,047.24.
- d. Moving Patrick Dudzinski, EMT/PSO from probationary to regular full-time status, effective November 6, 2024.
- e. Moving Nancy Hughes, Police Records Specialist, from probationary to regular full-time status, effective November 14, 2024.

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

PRESIDENT

Check Register of November 7, 2024

President Villone requested a motion to approve the manual Check Register of November 7, 2024 in the amount of \$2,188.50 for legal services to Eckert, Seamans, Cherin & Mellott.

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

RESOLUTION 2024-R-39

President Villone requested a motion to adopt **Resolution 2024-R-39**, requesting a Statewide Local Share Assessment (LSA) grant in the amount of \$682,778.00 from the Commonwealth Financing Authority in support of the Beacon Hill Radar Site Park Master Plan Project, Phases 2 & 3.

Director Davis explained that currently a DCNR grant is secured for Phase 1 of the Beacon Hill Radar Site Park Project. Commissioner Nagy spoke regarding the Parks and Receptions Board support and suggesting the state officials be added for support. President Villone spoke supportively regarding the grant process and requested that staff write letter to our state legislators asking their support for the grant application.

Commissioner **NAGY** offered the motion. Commissioner **BROWN** seconded. The motion passed 5-0.

RESOLUTION 2024-R-40

President Villone requested a motion to adopt **Resolution 2024-R-40**, a Resolution of the Board of Commissioners of Lower Allen Township, Cumberland County, Pennsylvania, appointing Benjamin E. Powell as Public Works Director, effective December 4, 2024.

Commissioner **BROWN** offered the motion. Commissioner **NAGY** 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. There were none.

PUBLIC SAFETY

Approval to Pre-order Police & Fire Vehicles in 2025 Working Budget

Director Holl spoke regarding 2 marked and 1 unmarked vehicles for purchase in advance of the 2025 working budget adoption. President Villone expressed appreciation to Director Holl on the memo the Commissioners received regarding the information on the purchase of the vehicles in 2025.

Commissioner **NAGY** offered a motion to approve authorization to preorder police and fire vehicles listed in the 2025 working budget along with provision to cancel orders contingent upon the approval of the 2025 budget. The motion was seconded by Vice President **CARON** and passed 5-0.

Reallocating Remaining 2024 Capital Budget Funds

Director Holl spoke to the reallocation of budgeted funds to purchase MedVaults for the purpose of securing medications in the stations and in trucks. The vaults track who enters them and administration of narcotics. President Villone spoke to the level of security that it adds to Public Safety Department. Commissioner Nagy spoke to this piece of equipment aligning with the standards found in hospitals. Director Holl answered a question from President Villone regarding the \$17,367 covering the cost of all requested vaults for multiple locations. President Villone inquired about ongoing costs.

Commissioner **NAGY** offered a motion to approve reallocating remaining 2024 capital budget funds originally designated for the CAD-to-CAD software project towards the purchase of Knox MedVault and MedVault Mini safes for the quoted

amount of \$17,367. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

Discussion Regarding Ordinance 2024-02

A public hearing was held on October 14, 2024 regarding amending Chapter 65 Animals and 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. Director Sweeney discussed the information that was updated based on the public comment. Director Sweeney spoke to the changes of lot size and number of fowl requirements. Jim Bennett spoke to the specifics of the ordinance regarding the size of flocks. Commissioner Brown spoke regarding the public comments being divided. Commissioner Swartz agreed with the changes that were drafted and suggested not changing the number of fowl unpermitted, with an example of allowing more with a permit. Commissioner Nagy requested clarification from Commissioner Swartz regarding the numbers. Commissioner Swartz suggested another subsection under C(1) to allow for an additional five fowl with a permit, regardless of lot size. Planner Bennett explained the numbers of fowl on a .2 acre lot. President Villone spoke to the changes and clarification of the number of fowl. Mr. Bennett spoke to the subjectiveness of any fowl ordinance. Commissioner Brown asked for clarification on Commissioner Swartz's suggestion. Commissioner Swartz is suggesting up to 5 without a permit with a subsection that explains up to 10 with a permit and with 1 more for each .1 of an acre. Commissioner Nagy spoke to the onus on the residents and the simplification of the application. Commissioner Nagy asked for clarification on detail in Part 3 of the permit application. President Villone asked Mr. Bennett for his opinion on the size of the flock without a permit. Bennett asked the Board for a number and a direction for the future of the ordinance. President Villone asked Manager Vernau when the Lisburn area became R1 in zoning. Manager Vernau responded with the inception of the zoning ordinance.

Commissioner discussion resulted in the following suggested amendments: the ordinance would allow up to six (6) fowl without a permit, and an additional five (5) with a permit, for a total of eleven (11) regardless of lot size. For lots of .one-half (.5) acres or more, one additional fowl would be permitted for each additional one-tenth (.1) of an acre.

A second public hearing will be scheduled for January 2025 after the revisions are finished.

90-day Extension for SLD #2024-06 Arcona Phase 9.0

Director Sweeney introduced SLD #2024-06 Arcona Phase 9.0 Preliminary/Final Subdivision & Land Development Plan.

Commissioner **SWARTZ** offered a motion to accept a 90-day extension for SLD #2024-06 Arcona Phase 9.0 Preliminary/Final Subdivision & Land Development Plan. The motion was seconded by Vice President **CARON** and passed 5-0.

SLD #2023-03 Interstate Towing & Recovery Final Land Development Plan

Director Sweeney introduced the extension of a final recording deadline for Interstate Towing & Recovery Final Land Development Plan to December 31, 2024. Commissioner Swartz asked if this was reflective of a similar situation as Arcona. Director Sweeney explained that the applicant was responsive in completing the Land Development Plans that were necessary to the requirements of the ordinance.

Commissioner **SWARTZ** offered a motion to approve a recording deadline extension request for SLD #2023-03 Interstate Towing & Recovery Final Land Development Plan to December 31, 2024. The motion was seconded by Commissioner **BROWN** and passed 5-0.

President Villone requested an update of the Ford Motor Plans that are set to be signed later in the night. Director Sweeney informed the board of the update.

PUBLIC WORKS DIRECTOR

Authorization to Preorder Public Works Vehicle

Assistant Manager Davis requested to preorder a vehicle for the 2025 working budget. This would be an item with a payment due in 2025. This would allow for the base level to be ordered with the upfitting outfit to be finalized in 2025.

Commissioner **NAGY** offered a motion to approve authorization to preorder the Public Works vehicle listed in the 2025 working budget along with the provision to cancel the order contingent upon the approval of the 2025 budget. The motion was seconded by Vice President **CARON** and passed 5-0.

MANAGER

Discussion on the 2025 Budget

Manager Vernau presented information regarding the 2025 budget with a rough budget including payroll, revenues, and capital budget items. Manager Vernau presented the information with the anticipation of placing the 2025 budget on the November 25th agenda for approval. Manager Vernau spoke to the Board that if more discussions are needed, a special meeting would need to be held by December 2, 2024 in order to place the proposed budget on the table for the requisite 20 days prior to adoption. President Villone asked Manager Vernau about the resolution language that pertains to the \$250,000 drawdown. Manager Vernau responded that would be per year and not per department. Manager Vernau does not anticipate asking for a tax increase. President Villone clarified that the Board could foresee finalized information regarding the budget in their next meeting packets, which Vernau confirmed.

COMMISSIONERS REPORTS

President Villone announced that the meeting would adjourn to Executive Session following Commissioners Reports.

Director Holl announced a shoutout to Charlie Reynolds, Fleet Manager, regarding pulling the numbers and making contacts regarding the vehicles in discussion on the agenda.

Commissioner Brown offered a happy belated Veteran's Day to all the Veterans. Sitting on the LATA, Commissioner Brown announced a \$4 per quarter sewer increase.

Commissioner Swartz thanked park staff, Manager Vernau, Assistant Manager Davis, and Park & Recreation Board for all of their hard work and the Harrisburg Magazine for the Simply the Best Award. Also, he thanked Public Safety staff for looking for savings on the vehicle purchases and Director Sweeney and Planner Bennett for their work on the fowl ordinance. Thanked the fellow Commissioners on being easy to work with during his first year on the Board.

Commissioner Nagy thanked the fire companies for their presence on Halloween night. He also mentioned that the Sewer Authority is a great benefit to the Township.

Vice President Caron thanked Public Safety for Halloween night, offered thanks to all the Veteran's, and mentioned the positive meeting between the residents along Cedar Cliff Dr. and Directors Davis and Sweeney, Captain Crone, and staff.

President Villone echoed Director Holl's sentiments regarding Mr. Reynolds. Offered a Veteran's Day thank you and to Public Safety for Halloween night. Thank you to Director Knoll for streamlining the check run and the invoicing process.

RECESS TO EXECUTIVE SESSION

President Villone announced the Board would adjourn to executive session to discuss Employee Compensation and Appointments/Reappointments to authorities, boards, and commissions.

ADJOURNMENT

The meeting was adjourned at 7:36 PM.