

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

September 23, 2024

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

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

TOWNSHIP PERSONNEL

Rebecca Davis, Assistant Township Manager (via phone)
Steven 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 September 23, 2024 Regular Meeting of the Board of Commissioners to order at 6:01 PM. He announced that Proof of Publication for the meeting was available for review. This was followed by prayer and the Pledge of Allegiance.

PRESENTATIONS

Mechanicsburg Area Meals on Wheels (MAMOW)

Mechanicsburg Area Meals on Wheels President David Shiner gave a brief presentation on the non-profit program, serving residents of Lower Allen Township. MAMOW receives no funding from the state or federal government and relies only on donations from businesses, churches, clubs, individuals, and local municipalities. He expressed gratitude for the support of the Township.

West Shore Recreation Commission

West Shore Recreation Commission President John Minito presented an update from the organization, proving a brief history, expressing appreciation for the longtime support of the Township, and reporting the need for a small increase in the cost per capita by ten cents for 2025.

Commissioners expressed their appreciation for the value of the services provided to Township residents.

Employee Recognitions for years of service

On behalf of the Board of Commissioners, President Villone presented the following employees with commendation letters to recognize their years of service to the Township:

Jordan Sipe – 5 years of service as a Maintenance Specialist in the Public Works Department

Bryce Thompson – 5 years of service as Stormwater Inspector for the Public Works Department

Ian Chambers – 5 years of service as a Paramedic in the EMS Department

Anthony Deaven – 5 years of service as Captain of the EMS Department

Jodi Etter – 5 years of service as a Lieutenant in the EMS Department

Joshua Schware – 5 years of service a Lieutenant in the EMS Department

Kevin Cramer – 10 years of service as a Detective in the Police Department

Laurie Nissel – 15 years of service as Records Supervisor in the Police Department

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. There was 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, they could do so at that time. There was none.

Items on the Consent Agenda:

- a. Monthly Department Reports for Community & Economic Development, Facility Maintenance, Fleet Maintenance, Public Works, and Public Safety for August 2024.
- b. Tax Collector's Monthly Report for August 2024.
- c. Check Register of September 13, 2024 in the amount of \$519,309.87.
- d. **Resolution 2024-R-35**, a Resolution of the Board of Commissioners of Lower Allen Township to amend the Investment Policy Statements for the Police Pension Fund and the Non-Uniformed Pension Plan.
- e. Moving Alycia J. Knoll, Finance Director from probationary to regular full-time status effective September 25, 2024.
- f. Moving Maxwell Schertzer, Maintenance Specialist, from probationary to regular full-time status effective September 17, 2024.

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

PRESIDENT

President Villone had no business to address.

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 was none.

COMMUNITY AND ECONOMIC DEVELOPMENT

SLD 2024-04 Final Minor Subdivision Plan for Arcona Neighborhood 9

Director Sweeney introduced for discussion and possible action, SLD 2024-04 Preliminary/Final Subdivision & Land Development Plan for Arcona Neighborhood. He presented the purpose of the plan, which is to subdivide Lot 9 into two parcels on Rossmoyne Road for the future Arcona Neighborhood Phase 9 by Charter Homes. The proposed plan is in the R-2 Zoning district, and Traditional Neighborhood Development (TND) Overlay. To summarize, he noted the intent was to subdivide the parcel from the Leshner Farm. Referring to the Township Engineer's review letter, he stated the waiver requests were found to be appropriate and supported, with a few minor notes and clarifications to be provided on the plan.

Ms. Laura Curran from Charter Homes reiterated that the minor subdivision plan was part of the land purchase closing with the landowner and that a separate land development plan was in progress and would be presented later to the Board of Commissioners. She noted the plan is for additional residential use, in accordance with the master plan.

Replying to a question from Commissioner Swartz, it was confirmed that the proposed subdivision and related waivers would require consideration again when the land development plan is presented.

Commissioner Nagy reminded Charter Homes of their prior intent to provide an invitation for a tour of the TND plan. With no further discussion, the Board of Commissioners addressed the requests for waivers and recommendation on the plan.

Commissioner **SWARTZ** offered a motion to approve waiver of Section 192-57.B.(2)[h][2] and 192-57.C.(13)(c)(1) – Additional right-of-way and cartway along the frontage of Rossmoyne Road. The motion was seconded by Vice President **CARON** and passed 5-0.

Commissioner **SWARTZ** offered a motion to approve waiver of Section 192-57.C.(8) – Curbing along the frontage of Rossmoyne Road. The motion was seconded by Vice President **CARON** and passed 5-0.

Commissioner **SWARTZ** offered a motion to defer the requirements of Section 192-57.C.(9) – Sidewalk along the frontage of Rossmoyne Road, until a later date. The motion was seconded by Vice President **CARON** and passed 5-0.

Commissioner **SWARTZ** offered a motion to recommend approval of SLD #2024-09 – Final Minor Subdivision Arcona Neighborhood 9, upon satisfactory completion of Township and county comments. The motion was seconded by Vice President **CARON** and passed 5-0.

Financial Security Reduction Request

Director Sweeney introduced for discussion and possible action, financial security reduction request #2 for SLD#2020-11, 3709 Hartzdale Drive, in the amount of \$19,556.77 leaving a financial security balance of \$0. Director Sweeney reported that all items had been completed, inspected, and recommended for full release.

Commissioner **BROWN** motioned to approve the financial security reduction request #2 for SLD#2020-11. The motion was seconded by Vice President **CARON** and passed 5-0.

Rettew Scope of Work Proposal

Director Sweeney introduced for discussion and possible action, the proposed scope of work by Rettew to revise Chapter 192 Subdivision and Land Development Ordinance for \$35,000, and to revise Chapter 220 Zoning Ordinance for \$100,000 for a total cost not to exceed \$135,000. He noted the receipt of a \$17,500 grant from Cumberland County, and a recently submitted grant application to the state for a grant in the amount of \$67,500. If awarded, both grants would amount to \$85,000 to offset the cost of the work.

Director Knoll provided additional budgetary information, noting that the project would be included in the 2025 budget and without receipt of grant funding, would be paid for by the general fund.

Commissioner Swartz inquired as to whether the proposal includes consideration of the alignment with the Comprehensive Plan, to which Director Sweeney confirmed the intent to align.

Vice President **CARON** offered a motion to accept the proposed scope of work by Rettew to revise Chapters 192 and 220 Ordinances. The motion was seconded by Commissioner **BROWN** and passed 5-0.

COMMISSIONERS REPORTS

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

Director Holl announced the rescheduled Community Day to be held at Lisburn Fire Company on October 5 from 11 a.m. to 3 p.m.

Commissioner Brown congratulated Director Knoll on her advance to regular employment status.

Commissioner Swartz announced the Frederickson Library book sale would be held September 26-29. He also noted that he'd received feedback from concerned residents regarding the upcoming hearing on the proposed fowl ordinance.

Commissioner Nagy expressed appreciation for the Board's flexibility in allowing him to participate virtually.

Vice President Caron reported on her attendance to the recent CAPCOG picnic and meeting where she was accompanied by Manager Vernau who was recognized for his upcoming retirement and longtime service in municipal government. She also noted her intent to attend the PA Municipal League Summit in October. Lastly, she expressed gratitude to the Public Safety Department for addressing recent events impacting the School District.

President Villone mentioned planned participation in the PSATC conference for training and education. He thanked Township personnel for participating in the Hilltop Fun Festival and expressed appreciation to all staff for their ongoing work.

RECESS TO EXECUTIVE SESSION

President Villone announced the Board would recess to executive session to discuss two items: 1) acquisition by York County of a Temporary Construction Easement from Lower Allen Township for the rehabilitation of the Sheepford Road Bridge, and 2) cost of living increases for 2025.

The meeting recessed at 6:58 PM.

RECONVENE

The meeting was reconvened at 7:17 PM.

Commissioner **BROWN** motioned to grant a temporary construction easement to York County for the rehabilitation of Sheepford Road Bridge, and to waive the associated fee. The motion was seconded by Vice President **CARON** and passed 5-0.

ADJOURNMENT

The meeting was adjourned at 7:18 PM.