

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REORGANIZATION MEETING

JANUARY 2, 2024

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

TOWNSHIP PERSONNEL

Dean W. Villone, President

Thomas G. Vernau, Jr., Township Manager

Joshua Nagy

Robert W. Diehl, Township Solicitor (Alternate)

Jennifer M. Caron

David Holl, Public Safety Director

Charles W. Brown

Richard A. Grove, Finance Director

Joseph S. Swartz

Rebecca Davis, Public Works Director

Nate Sterling, Township Secretary

Renee' Greenawalt, Recording Secretary

CALL TO ORDER and PLEDGE OF ALLEGIANCE

Township Manager/Secretary Thomas Vernau called the January 2, 2024 Reorganization Meeting of the Board of Commissioners to order at 6:00 pm followed by the Pledge of Allegiance. He announced that Proof of Publication was available for review.

SWEARING IN OF NEWLY ELECTED OFFICIALS

District Justice Christopher Delozier administered the Oath of Office to Commissioners Jennifer M. Caron, Joseph S. Swartz, and Charles W. Brown. The Commissioners took their seats on the dais.

NOMINATIONS AND ELECTIONS

Manager Vernau invited nominations for President of the Board of Commissioners. Commissioner **CARON** nominated Dean W. Villone as President of the Board of Commissioners. Commissioner **NAGY** seconded the nomination. There were no other nominations. Commissioner **BROWN** moved that the nominations be closed. Manager Vernau closed the nominations and called the question. The motion passed 5-0.

President Villone assumed control of the meeting.

Next, President Villone asked for nominations for Vice President. Commissioner **BROWN** nominated Jennifer Caron. Commissioner **NAGY** seconded. There were no other nominations and President **VILLONE** moved for nominations to be closed and called the question. The motion passed 5-0.

President Villone congratulated newly sworn in and returning commissioners. He noted it was a privilege to serve again as President and congratulated Commissioner Caron on her election as Vice President.

BOARD AND COMMISSION APPOINTMENTS/REAPPOINTMENTS

Vice President **CARON** made a motion to reappoint Andrew J. Ritter, Jr. to the Lower Allen Township Vacancy Board for a two-year term, effective January 1, 2024. Commissioner **BROWN** seconded. The motion carried 5-0.

Vice President **CARON** made a motion to appoint Ann Moran to the Lower Allen Township Zoning Hearing Board for a term of three years, beginning January 1, 2024. Commissioner **BROWN** seconded. The motion carried 5-0.

Vice President **CARON** made a 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. Commissioner **BROWN** seconded. The motion carried 5-0.

Commissioner **BROWN** made a motion to reappoint Lloyd W. Bucher to the Lower Allen Township Stormwater Authority for a term of five years, beginning January 1, 2024. Commissioner **NAGY** seconded. The motion carried 5-0.

Commissioner **BROWN** made a motion to reappoint Lloyd W. Bucher to the Lower Allen Township Authority for a term of five years, beginning January 1, 2024. Commissioner **NAGY** seconded. The motion carried 5-0.

Vice President **CARON** made a motion to reappoint John M. Eby to the Lower Allen Township Development Authority for a term of five years, beginning January 1, 2024. Commissioner **BROWN** seconded. The motion carried 5-0.

Commissioner **BROWN** made a motion to reappoint Brett McCreary to the Lower Allen Township Planning Commission for a term of four years, beginning January 1, 2024. Commissioner **NAGY** seconded. The motion carried 5-0.

Commissioner **BROWN** made a motion to reappoint Jeffrey Logan to the Lower Allen Township Planning Commission for a term of five years, beginning January 1, 2024. Vice President **CARON** seconded. The motion carried 5-0.

Commissioner **NAGY** made a motion to reappoint James Kaiser to the Lower Allen Township Recreation & Parks Board for a term of 5 years, beginning January 1, 2024. Vice President **CARON** seconded. The motion carried 5-0.

Commissioner **SWARTZ** made a motion to appoint Lauren A. Casselberry to the Lower Allen Township Recreation & Parks Board for a term of 5 years, beginning January 1, 2024. Commissioner **NAGY** seconded. The motion carried 5-0.

SWEARING IN OF NEWLY APPOINTED OFFICIALS

District Justice Christopher Delozier issued the oath of office to John M. Eby, Development Authority, who was in attendance.

TOWNSHIP OFFICER APPOINTMENTS / REAPPOINTMENTS

Commissioner **NAGY** made 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. Vice President **CARON** seconded. The motion carried 5-0.

Commissioner **BROWN** made a motion to approve **Resolution 2024-R-02** appointing Thomas G. Vernau, Jr. as Township Manager for a two (2) year term. Commissioner **NAGY** seconded. The motion carried 5-0.

Commissioner **NAGY** made 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. Commissioner **BROWN** seconded. The motion carried 5-0.

Commissioner **BROWN** made 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. Commissioner **NAGY** seconded. The motion carried 5-0.

Commissioner **BROWN** made a motion to approve appointing the firm of Rettew as Township Engineer, effective January 1, 2024. Commissioner **SWARTZ** seconded. The motion carried 5-0.

Commissioner **NAGY** made 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. Commissioner **SWARTZ** seconded. The motion carried 5-0.

Commissioner **NAGY** made a motion to approve appointing Richard A. Grove as Treasurer and Thomas G. Vernau, Jr. as Assistant Treasurer, effective January 1, 2024. Commissioner **BROWN** seconded. The motion carried 5-0.

Vice President **CARON** made a motion to approve appointing the Cumberland County Assessment Office as the Township's Delinquent Street Light Assessment Collector, effective January 1, 2024. Commissioner **BROWN** seconded. The motion carried 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. 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, they could do so at that time. There were none.

Items on the Consent Agenda:

- 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.

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

PRESIDENT VILLONE

Manual Check Register

President Villone requested a motion to approve a manual Check Register of December 20, 2023 in the amount of \$550 to Eckert, Seamans, Cherin & Mellott for legal services. Commissioner **BROWN** made the motion. Commissioner **SWARTZ** seconded. The motion carried 4-0 with Vice President **CARON** abstaining.

Resolution 2024-R-04

President Villone requested 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.

Commissioner **NAGY** made the motion, with honor, seconded by Vice President **CARON**, with honor. The motion carried 5-0.

President Villone invited Mr. Black to be presented with the resolution and read it into the record:

RESOLUTION 2024-R-04

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

EDWARD BLACK

WHEREAS, The Board of Commissioners of Lower Allen Township desires to express its recognition and gratitude for the many years of service provided by H. Edward Black; and

WHEREAS, H. Edward Black was first appointed to the Board of Commissioners of Lower Allen Township in 1982 to finish the unexpired term of James Johnston; and

WHEREAS, H. Edward Black served on the Lower Allen Township Planning Commission, including serving as its Chairman from 1985 through 2001 and continues to represent the Commissioners to that body as Alternate Liaison; and

WHEREAS, H. Edward Black was appointed to the Board of Commissioners in 2002 to finish the unexpired term of Amy Roth Benton and won re-election in his own right and served the residents of Lower Allen Township for the next 20 years; and

WHEREAS, H. Edward Black has represented the Board of Commissioners as liaison to both the Lower Allen Township Recreation Board and the West Shore Recreation Board; and

WHEREAS, H. Edward Black was an original appointment to and continues to serve on the Lower Allen Township Development Authority and was instrumental in helping develop the Lower Allen Commons project; and

WHEREAS, H. Edward Black has represented the Board of Commissioners as liaison to the Lower Allen Township Police Officers Association; and

WHEREAS, H. Edward Black has promoted professionalism in local government by membership in the Pennsylvania State Association of Township Commissioners and Central PA Association of Township Commissioners, both of which he served as Vice-President and President; and

WHEREAS, H. Edward Black has distinguished himself among his peers by demonstrating exceptional professional ability, sound judgment, keen foresight, attention to detail, and devotion to family and community; and

WHEREAS, H. Edward Black has helped guide Lower Allen Township through growth, expansion of services and increase in the use of technology, allowing the Township to truly be a leader among local governments; and

WHEREAS, H. Edward Black has made a difference in the quality of life for the residents of Lower Allen Township by his dedication to the Township Mission.

NOW, HEREBY RESOLVE THAT sincere gratitude and appreciation be and are hereby extended to **H. Edward Black** for his many years of dedicated service 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 2nd day of January 2024.

Following the presentation, each commissioner expressed words of congratulations and of appreciation to Commissioner Black for his significant contributions and achievements during his tenure. President Villone invited everyone to celebrate with fellowship and refreshments following the meeting.

Resolution 2024-R-05

President Villone requested 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.

Commissioner **NAGY** made the motion, with honor, seconded by Commissioner **BROWN**. The motion passed 5-0.

President Villone invited Mr. Pelles to be presented with the resolution and read it into the record:

RESOLUTION 2024-R-05

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

ROBERT M. PELLER

WHEREAS, The Board of Commissioners of Lower Allen Township desires to express its recognition and gratitude for 20 years of service provided to the Township by Robert M. Pelles; and

WHEREAS, Robert M. Pelles was first appointed to the Lower Allen Township Recreation and Parks Board on February 9, 2004; and

WHEREAS, Robert M. Pelles has served as Vice-Chairman and Secretary for the Lower Allen Township Recreation and Parks Board; and

WHEREAS, Robert M. Pelles has served as Co-Chairman of the Lower Allen July 4th Picnic Committee; and

WHEREAS, Robert M. Pelles was instrumental in the establishment of the "Doggie Dugout" dog park in Lower Allen Community Park, providing advice and support for the park throughout the years; and

WHEREAS, Robert M. Pelles has continued to serve as a member of the Lower Allen Recreation & Parks Board from February 2004 through December 2023; and

WHEREAS, Robert M. Pelles has provided exemplary service to the residents of Lower Allen Township.

NOW, HEREBY RESOLVE THAT Sincere gratitude and appreciation be and are hereby extended to Robert M. Pelles for his many years of dedicated service 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.

President Villone expressed his gratitude and appreciation to Mr. Pelles for his many years of dedicated service.

Security Reduction Request for Lark Meadows

President Villone requested a motion to deny a financial security request #3 for Lark Meadows in the amount of \$28,411.59. He noted that staff recommended denial of any security reduction due to the construction of a retaining wall that was not on the approved SLD plan. The township is waiting on 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.

President Villone noted that the Agreements will require approval by the Board of Commissioners. Manager Vernau added some context, noting that part of the sidewalk for the development (which is located near Rossmoyne and Westport roads) could not be supported by the existing topography, so the retaining wall was built to support that, however it was not on the SLD plan. The developer has opted for indemnification and the documents are under review by their legal counsel. Separate security was not received for the retaining wall, so the staff recommendation is to withhold it until the documents are received and approved.

Vice President **CARON** made a motion to deny the security reduction per staff recommendation. 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.

Mr. Greg Black, speaking in his capacity as representative of Lower Allen and Lisburn Community Fire Companies, took the opportunity to express his congratulations and appreciation to Commissioner Black. He also expressed his gratitude as a township resident, noting Commissioner Black had always strived to do everything in the best interest of the residents. In closing he expressed his pride in being able to call Commissioner Black Dad.

MANAGER

Mr. Vernau noted that Commissioner Black was the last sitting commissioner who had appointed him as Manager in 2007 and expressed his thanks to both Commissioner Black and Commissioner Schin for their confidence in him, noting it had been an honor working and serving together for the betterment of the Township.

COMMISSIONERS' REPORTS

President Villone invited everyone to stay for refreshments in honor of Commissioner Black's retirement. He also noted there would be no meeting again until the fourth Monday in January.

Commissioner Swartz expressed his enthusiasm for beginning work in the new role, and about the opportunities afforded to the Township in Cumberland County, to continue to grow and foster redevelopment, making improvements for the residents and taxpayers. He also commented on the hybrid transition of the fire companies, noting he looks forward to assuring that the process is smooth and successful. He expressed his appreciation for the help and support from the staff in taking the new role.

Commissioner Nagy welcomed and congratulated the new and re-elected commissioners. He thanked the staff for their efforts. He also thanked his family for attending.

Commissioner Brown wished all a Happy New Year, and noted his attendance with his family to the Yellow Breeches Drop held on New Year's Eve, noting it was well attended and fun. He congratulated all the appointees, commissioners, and Commissioner Black on his retirement. He also thanked his family for attending.

Vice President Caron congratulated all appointees and commissioners, noting she looks forward to sharing new ideas and working with the staff and the Board. She will be attending the CapCOG dinner on behalf of the Township on January 15th.

President Villone echoed sentiments regarding appointees and staff and appreciation for the respect everyone shows to his seat on the Board. He noted anticipation of continued great work into the new year. He noted that a list of liaison appointments would be announced at the next meeting and that he would join Vice President Caron at the CapCOG dinner.

ADJOURNMENT

The reorganization meeting was adjourned at 6:56 p.m.