

**LOWER ALLEN TOWNSHIP  
BOARD OF COMMISSIONERS**

**REGULAR MEETING**

**February 10, 2025**

**6:00 PM**

**AGENDA**

- 1. Call to Order by President Caron.** Proof of Publication.
- 2. A Moment of Silence and the Pledge of Allegiance.**
- 3. Executive Session and Approval of Meeting Minutes:**
  - a. Recess to Executive Session for a personnel matter regarding the Tax Collector's compensation.
  - b. Accept a motion to approve the January 9, 2025 Regular Meeting Minutes.
  - c. Accept a motion to approve the January 27, 2025 Regular Meeting Minutes.
- 4. Audience Participation:** Any item on the agenda or any business pertinent to the Township. Discussions will be limited to five (5) minutes per person.
- 5. 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. Check Register of January 31, 2025 in the amount of \$79,962.66.
  - b. Check Register of February 7, 2025 in the amount of \$102,916.07.
  - c. Credit Card Register for January 2025 in the amount of \$14,733.60.
  - d. Moving Tom Rigling, Chief of Fire Rescue Services from probationary to regular full-time status, effective February 12, 2025.
- 6. PRESIDENT CARON**
  - a. Accept a motion to adopt **RESOLUTION 2025-R-06**, appointing the Finance Director as the Chief Administrative Officer overseeing the Lower Allen Township Uniformed and Non-Uniformed Pension Plans, effective February 10, 2025.

- b. Discussion and possible action: Adopting **RESOLUTION 2025-R-07**, appointing Sierah Emerson as an Administrative Specialist in the CED Department, effective February 11, 2025.
- c. Accept a motion to accept the retirement of Leon Crone, Police Captain, effective February 14, 2025.
- d. Accept a motion to adopt **RESOLUTION 2025-R-08**, recognizing, commending, and honoring Leon G. Crone, Jr., Police Captain for his 30 years of service.
- e. Accept a motion to adopt **RESOLUTION 2025-R-09**, appointing Leon Crone as the Human Resources Director, effective February 17, 2025.

## 7. PUBLIC SAFETY

- a. Discussion and possible action: Appointing Douglas Foltz, Police Lieutenant as the “Lieutenant in Charge” during the Police Captain vacancy, effective February 15, 2025.
- b. Discussion and possible action: Activating the Civil Service Commission to create new eligibility lists for the positions of Police Captain, Lieutenant, and Corporal.

## 8. COMMUNITY AND ECONOMIC DEVELOPMENT

- a. Discussion and possible action: Accept a ninety (90) day extension for SLD 2023-02 Cedar Run Business Park Preliminary/Final Subdivision and Land Development Plan.
- b. Discussion and possible action: Release of the construction inspection escrow in the amount of \$142.92 for SLD 2023-04 Trinity High School – Auxiliary Gymnasiums Preliminary/Final Land Development Plan.
- c. Discussion: SLD 2024-04 Arcona Neighborhood 8.3 (Revision #1) - Revised Preliminary/Final Subdivision and Land Development Plan.
  - 1. Action: Discussion of the following waivers:
    - a) Section 192-24.C. – Preliminary Plan before final approval
    - b) 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
    - c) Section 192-57.C.(1) – Street right-of-way width requirement of 50’
    - d) Section 192-57.C.(8) – Curbing along the frontage of Rossmoyne Road
    - e) Section 192-57.C.(9) – Sidewalks along the frontage of Rossmoyne Road
    - f) Section 192-63.A.(3) – PennDOT Publication 408 curbing requirements
    - g) Section 192-68.B.(3) – Minimum center-line radius requirement of 165’
  - 2. Action: Approve SLD 2024-04 Arcona Neighborhood 8.3 (Revision #1) - Revised Preliminary/Final Subdivision and Land Development Plan. with the following condition:

- a) Satisfy all remaining comments listed on Rettew's letter dated February 5, 2025.
- d. Discussion: SLD 2024-06 Arcona Neighborhood 9 Preliminary/Final Subdivision and Land Development Plan.
  - 1. Action: Discussion of the following waivers:
    - a) Section 192-24.C. – Preliminary Plan
    - b) 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
    - c) Section 192-57.C.(8) – Curbing along the frontage of Rossmoyne Road
    - d) Section 192-57.C.(9) – Sidewalk along the frontage of Rossmoyne Road
    - e) Section 192-68.B.(3) – Minimum street centerline radius of 165'
  - 2. Action: Approve SLD 2024-06 Arcona Neighborhood 9 Preliminary/Final Subdivision and Land Development Plan:
    - a) Satisfy all remaining comments listed on Rettew's letter dated February 5, 2025.
    - b) Satisfy all remaining comments listed on Cumberland County Planning Department's letter dated September 13, 2024.
- e. Discussion and possible action: Accept a ninety (90) day extension for the Preliminary/Final Subdivision and Land Development Plan for Arcona Phase 9.
- f. Discussion and possible action: Adopting **RESOLUTION 2025-R-10**, designating the President of the Board of Commissioners, Township Secretary, or Assistant Secretary as signatories to execute the Lower Allen Commons Stormwater Management Basin Custom Drainage Facilities Maintenance Agreement with PennDOT.
- g. Discussion and possible action: Authorizing the Lower Allen Commons Stormwater Management Basin Custom Drainage Facilities Maintenance Agreement with PennDOT.

## 9. PUBLIC WORKS

- a. Discussion and possible action: Adopting the Preparedness, Prevention, and Contingency (PPC) Plan for the Public Works Facility.
- b. Discussion and possible action: Authorizing the purchase of the following equipment for the Public Works Department utilizing the DEP 902 Grant Awarded Funds:
  - i. John Deere Loader in the amount of \$142,059.56.
  - ii. ODB Leaf Loader in the amount of \$68,801.00.
- c. Discussion and possible action: Authorizing the purchase of a tracked skid loader for the Public Works Department utilizing Liquid Fuels funds in the amount of \$93,851.64.
- d. Discussion and possible action: Authorizing the purchase of a crack sealer for the Public Works Department using \$60,000 from the 2025 budget.

- e. Discussion and possible action: Authorizing staff to prepare and advertise bid specifications for the Signal Improvement Project, using \$225,000 from the 2025 budget and the remaining balance from American Rescue Plan Act (ARPA) funds.

## **10. MANAGER**

- a. Discussion and possible action: Accepting the Community Clean Water Action Plan Coordinator (“CCWAPC”)/Countywide Action Plan (“CAP”) Implementation Grant Agreement awarding the amount of \$153,096.00 supporting the High Properties Detention Basin Retrofit Project.
- b. Discussion and possible action: Adopting **RESOLUTION 2025-R-11**, establishing the Tax Collector’s compensation, effective with the term starting on January 1, 2026.

## **11. COMMISSIONERS REPORTS**

## **12. EXECUTIVE SESSION**

- a. Recess to Executive Session for a personnel matter regarding the selection process for the Police Department supervisory staff.

## **13. Adjourn.**