

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

APRIL 28, 2025

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

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

TOWNSHIP PERSONNEL

Rebecca Davis, Township Manager
Steven Miner, Township Solicitor
David Holl, Public Safety Director
Leon Crone, Human Resources Director
Alycia Knoll, Finance Director
Isaac Sweeney, P.E., CED Director
Benjamin Powell, P.E., Public Works Director
Nate Sterling, Administrative Secretary
Reneé Greenawalt, Recording Secretary

President Caron called the April 28, 2025, Regular Meeting of the Board of Commissioners to order at 6:12 PM. She announced that the Board had met in an executive session starting at 5:30 PM to discuss a personnel matter, and that no action was taken.

President Caron announced Proof of Publication for the meeting was available for review. This was followed by a moment of silence and the Pledge of Allegiance.

MEETING MINUTES

President Caron requested a motion to approve the minutes of April 14, 2025, Regular Meeting. Commissioner **SWARTZ** made the motion, seconded by Commissioner **BROWN**. The motion passed 5-0.

PRESENTATION - Appointment of Police Captain

President Caron introduced the item for possible action and read **RESOLUTION 2025-R-20** aloud, appointing Douglas L. Foltz as Captain of the Lower Allen Township Police Department, effective April 28, 2025.

Commissioner **VILLONE** offered a motion to adopt **RESOLUTION 2025-R-20**. The motion was seconded by Vice President **NAGY** and approved 5-0.

A promotion ceremony was held, with the Honorable Judge Christopher Delozier presiding over the oath of office.

AUDIENCE PARTICIPATION: Any item on the agenda.

President Caron invited members of audience to identify themselves should they wish to comment on any item on the agenda or any business pertinent to the Township. She noted that discussion would be limited to five (5) minutes per person.

Ms. Allison Hanna noted her intent to address agenda item 10A.

CONSENT AGENDA:

President Caron 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 Director Reports for Community & Economic Development, Finance, Public Works, and Public Safety for March 2025.
- b. Tax Collector's Monthly report for March 2025.
- c. Check Register of April 18, 2025 in the amount of \$418,890.84.
- d. Check Register of April 25, 2025 in the amount of \$58,004.64
- e. Credit Card Check Register of April 26, 2025 in the amount of \$17,316.55.
- f. **RESOLUTION 2025-R-21** authorizing the disposition of specific records in accordance with the Pennsylvania Municipal Records Manual.

Commissioner **BROWN** 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.

PRESIDENT CARON

Check Register of April 24, 2025

President Caron requested a motion to approve a manual Check Register of April 24, 2025, in the amount of \$7,860.00 to Eckert, Seamans, Cherin & Mellott for legal services.

Commissioner **SWARTZ** offered the motion as presented. The motion was seconded by Vice President **NAGY** and passed 4-0 with 1 abstention by President Caron due to the payment being made to her employer.

RESOLUTION 2025-R-22

President Caron requested a motion to adopt **RESOLUTION 2025-R-22**, proclaiming the week of May 11-17, 2025, as "National Police Week" in Lower Allen Township.

Commissioner Villone read the proclamation aloud for the audience:

RESOLUTION 2025-R-22

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LOWER ALLEN TOWNSHIP, CUMBERLAND COUNTY, PENNSYLVANIA, RECOGNIZING THE PROCLAMATION OF THE WEEK CONTAINING MAY 11-17, 2025, AS
NATIONAL POLICE WEEK**

To recognize National Police Week 2025 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Lower Allen Township Police Department.

WHEREAS, since the first recorded death in 1786, there are currently more than 24,000 law enforcement officers in the United States who have made the ultimate sacrifice and been killed in the line of duty, including 13 members of Cumberland County Law Enforcement agencies;

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, DC, and memorialized at the Cumberland County Law Enforcement Memorial;

WHEREAS, new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including officers killed in 2024 and officers killed in previous years;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 37th Candlelight Vigil, on the evening of May 13, 2025;

WHEREAS, the Candlelight Vigil is part of National Police Week, which will be *observed* this year, May 11-17, 2025;

WHEREAS, May 15, 2025 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families, and U.S. flags should be flown at half-staff; and

THEREFORE, BE IT RESOLVED that Lower Allen Township, Cumberland County, Pennsylvania, will observe May 11-17, 2025, as National Police Week in Lower Allen Township, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

ADOPTED into a **RESOLUTION** this 28th day of April 2025.

Commissioner **VILLONE** motioned to adopt **RESOLUTION 2025-R-22**, seconded by Commissioner **BROWN**, which passed 5-0.

President Caron requested a motion to adopt **RESOLUTION 2025-R-23**, proclaiming the month of May 2025 as “Building Safety Month” in Lower Allen Township. She read the proclamation aloud for the audience:

RESOLUTION 2025-R-23

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LOWER ALLEN TOWNSHIP, CUMBERLAND COUNTY, PENNSYLVANIA, PROCLAIMING MAY 2025 AS BUILDING SAFETY MONTH

WHEREAS, Lower Allen Township is committed to recognizing that our growth and strength depends on the safety and economic value of the homes, buildings and infrastructure that serve our citizens, both in everyday life and in times of natural disaster;

WHEREAS, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers and others in the construction industry—who work year-round striving to ensure the safe construction of buildings;

WHEREAS, these guardians are dedicated members of the International Code Council, a nonprofit organization that brings together local, state and federal officials who are experts in the built environment to create and implement the highest quality codes to protect us in the buildings where we live, learn, work, worship, play;

WHEREAS, these modern building codes include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes;

WHEREAS, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities’ largely unknown guardians of public safety—our local code officials—who strive to assure us of safe, sustainable and affordable buildings that are essential to our prosperity;

WHEREAS, “Game On!” The theme for Building Safety Month 2025, encourages us all to raise awareness about building safety on a personal, local and global scale;

WHEREAS, each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioner of Lower Allen Township that May 2025 is Building Safety Month in Lower Allen Township.

BE IT FURTHER RESOLVED that our citizens are encouraged to join communities across America to participate in Building Safety Month activities.

ADOPTED into a Resolution this 28th day of April 2025.

Vice President **NAGY** motioned to adopt **RESOLUTION 2025-R-23**, seconded by Commissioner **BROWN**, which passed 5-0.

HUMAN RESOURCES

Public Safety Department: Resignation

Director Crone introduced the item for discussion and possible action, to consider for approval, accepting the full-time resignation of Shane Katrancha, Hybrid EMS/PSO and moving to part-time status, effective May 1, 2025.

Vice President **NAGY** offered the motion, with regret, seconded by Commissioner **VILLONE**, and the motion passed by a vote of 5-0.

Finance Department: Removal from Probationary Status

Director Crone introduced the item for discussion and possible action, to consider for approval, moving Kasha Griva, Billing Specialist in the Finance Department from probationary to regular full-time status, effective April 28, 2025.

Commissioner **SWARTZ** made the motion. Commissioner **BROWN** seconded and the motion passed by a vote of 5-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

SLD #2024-05 Capital City Mall Preliminary/Final Subdivision Plan

Director Sweeney introduced the item for discussion and possible action, to approve SLD #2024-05 Capital City Mall Preliminary/Final Subdivision Plan. The proposed subdivision plan is located at 3410 Hartzdale Drive and subdivides the Sportsman's Warehouse and associated parking from the Capital City Mall property. It is in the C-4 Commercial District. Two variances have been granted for the proposed lot sizes. He referenced the Rettew letter dated April 25, 2025, noting one remaining comment.

Ms. Allison Hannah from Pennoni Associates, Inc. presented a summary of the proposed plan on behalf of their clients, PREITT Services, owner of the property. She noted the simple subdivision plan of 4 acres was intended for the purpose of selling the property.

Next, the Board considered approval of the waivers and the plan.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-30.A. – Submission of a Preliminary Plan. The motion was seconded by Commissioner **VILLONE** and passed 5-0.

With no further discussion, Commissioner **SWARTZ** motioned to approve SLD #2024- 05 contingent on satisfactory completion of all remaining Township and County comments. The motion was seconded by Commissioner **VILLONE** and passed 5-0.

SLD #2025-02 Planning Waiver and Non-building Declaration

Director Sweeney introduced the item for discussion and possible action, to approve SLD #2025-02 Robert & Catherine Sanford Final Minor Subdivision Plan for Residual Lot 1 to remain an undeveloped 31.72-acre lot located on Thompson Lane. He reminded Board members of their approval of the plan at the prior meeting with conditions. The non-building declaration is a requirement from the Department of Environmental Protection for the residual lot to confirm that sewage planning is unnecessary.

With no further discussion, Commissioner **SWARTZ** motioned to approve the Planning Waiver and Non-building Declaration for SLD #2025-02. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Zoning Ordinance Update and Zoning Ordinance Steering Committee

Director Sweeney introduced the item for discussion and possible action, noting the ongoing initiative to update the Township Zoning Ordinance. He referenced a document provided in the Board Packet illustrating the proposed tabular presentation of the Zoning Ordinance. He noted that staff are requesting feedback on the presentation as well as authorization to proceed with a Steering Committee.

Mr. Frank Chlebnikow from Rettew presented the proposed document using Article IV (R-1 Single-Family Established Residential District) as an example. He stated that the current ordinance is outdated in the way that it functions and that utilization is challenging for the public. In collaboration with Township staff, a list of uses was identified to create a mock-up of the current ordinance, presented in tabular form for simplicity and to provide easy navigation to the relevant information. This example was presented for the Board's consideration before proceeding with all Township districts.

Commissioner Swartz said the format appeared to be more user-friendly, and asked if the project would also bring the zoning ordinance into alignment with the Township's comprehensive plan and policy. Director Sweeney confirmed that the updated zoning ordinance would be updated to be consistent with the 2018 Comprehensive Plan.

Commissioner Villone requested that the Board be made aware of material changes. Director Sweeney confirmed that the Board would be kept apprised of major changes and stated further with the intent to include a liaison from the Board of Commissioners on the Steering Committee.

President Caron requested that a summary of all proposed changes and justification of such be provided to the Board of Commissioners.

With no further discussion, Commissioner **SWARTZ** motioned to authorize staff to proceed with the formation of a Zoning Ordinance Steering Committee. The motion was seconded by Commissioner **BROWN** and approved 5-0.

PUBLIC WORKS

Public Works Facility Dumpster Removal

Director Powell introduced the item for discussion and possible action, to authorize staff to remove the bulk item dumpsters located at the Public Works Facility. He referenced the information shared previously regarding misuse of the dumpsters and the fact that the compost pad where the dumpsters sit is a DEP permitted site that does not allow them to be placed there, presenting a concern about permit revocation. He suggested the solution to be the Township's current refuse contract which provides for weekly large item pick-up, noting that alternative placement of the dumpsters had been explored with no appropriate location being identified.

Director Powell recommended removal of the dumpsters to occur either at the end of the summer or the end of the year, allowing for proper resident notification and suggested the notification corresponds with an announcement of a special recycling event. Residents could be notified through the Township newsletter, social media, quarterly refuse bills, and the website.

Several Board members expressed concerns about ceasing the existing service provided to residents. Commissioner Villone noted that large item pick-up by Penn Waste is limited to 1 item per week and items are not supposed to be placed curbside until the day of pick-up, issues which may cause potential burden for some residents. He noted the importance of ample notice to residents regarding any possible change.

Commissioner Brown cited examples of large item pick-ups being denied by Penn Waste and encouraged

pursuing a change to the contract that would allow more than one item per week and more than one receptacle, or to offer residents the option of unlimited items or bags of trash multiple times per year. He expressed concern about residents having very limited options for disposing of their garbage. Manager Davis said that staff would need to explore whether there might be the possibility of local haulers offering those types of options, and suggested they might consider the additional allotment to be a special event.

Commissioner Brown acknowledged the importance of being compliant with the DEP permit regulations but noted that a reasonable solution must be offered to residents.

President Caron expressed preference for a planned alternative, agreeing that it would be acceptable to remove the dumpsters in coordination with a program or plan developed to provide other options.

Board members and staff discussed various ideas for special event offerings to address the need to provide additional refuse and large item disposal in place of the dumpster removal. The consensus of Board members was to have an alternative in place before authorizing the removal of the current service. Staff were directed to continue exploring alternative options for residents.

FINANCE DEPARTMENT

Transfer of Funds from Wells Fargo

Director Knoll presented the item as an update. The Township has been informed that Wells Fargo will no longer be managing Public Entity funds. Therefore, staff are pursuing options with other asset management firms to accept custodial transfer of the various Wells Fargo accounts. These firms include PFM Asset Management, PLGIT, and PARS, a sub-group of PFM that specializes in Trust management. She noted that a resolution approved by the Board would be needed soon to establish accounts with other entities.

MANAGER

Consolidated Collective Bargaining Agreement Between the Township and the Police Officers Association

Manager Davis presented the item for discussion and possible action, to approve an administrative change to the Consolidated Collective Bargaining Agreement Between Lower Allen Township and Lower Allen Township Police Officers Association for the period of January 1, 2025, through December 31, 2028, originally approved by a motion on March 31, 2025. The amended document was provided in the meeting packet.

Vice President **NAGY** motioned to approve the amendment as presented, seconded by Commissioner **SWARTZ**. The motion passed 4-0 with President Caron abstaining.

President Caron made the following statement regarding her abstention: “Eckert Seamans Cherin & Mellot, my employer, served as labor counsel to the Township regarding the Collective Bargaining Agreement. While I played no role in providing legal services and do not believe there is a true conflict of interest, to avoid even the appearance of a conflict, I will abstain from voting on this agreement.”

Yard Waste Program

Manager Davis presented an update on the proposed cooperative yard waste equipment program, referencing the letter from Hampden Township. She reported that the anticipated, revised Memorandum of Understanding (MOU) had not yet been provided, and that Camp Hill Borough had removed themselves from the program. She added that Cumberland County is expected to make a decision about the program by June 1, 2025.

COMMISSIONERS REPORTS

Commissioner Swartz offered congratulations to Captain Foltz. He also reported that the Frederickson Library book sale appeared to have been successful and thanked the volunteers and patrons who supported the event. He

highlighted Autism Awareness Month and expressed appreciation for living in a community where public safety folks handle de-escalation well and generally show compassion for the autism community.

Commissioner Villone echoed the congratulatory remarks to Captain Foltz, noting his years of dedicated public service and leadership. He also reported on his attendance at the PA State Association of Commissioners Executive Committee in preparation for the October summit and encouraged others to take advantage of the educational benefits. They had also discussed legislative priorities to include radar, MS4 administration and billing and possible zoning issues. He mentioned a presentation for Ginny Anderson, former President of the PSATC.

Commissioner Brown congratulated Captain Foltz. He expressed appreciation for the department reports, noting the busiest quarter on record for the EMS Department. He announced the upcoming Kayak Education sessions on May 30, June 3 and June 6, noting the importance of staying safe on the Yellow Breeches. He also mentioned interest in the restoration work for the pond at Lower Allen Township Park.

Director Powell noted that many items in the parks had been well maintained but that playground structures and the pond are in need of improvements. He said that investment into the pond area would make for a great focal point for the park and the Township, suggesting a fountain for aeration and possibly a dressed-up area such as an outdoor amphitheater.

Vice President Nagy welcomed Captain Foltz to his new position and expressed appreciation to the fire fighters helping to combat the fires in the Micheaux State Forest.

President Caron reiterated the congratulations to Captain Foltz, and thanked all staff for their ongoing positivity, collegiality and professionalism.

EXECUTIVE SESSION

President Caron announced the meeting would adjourn for executive session to discuss two items: 1) Zoning Hearing Board Decision on Docket No. 2025-01 (Merritts Properties, LLC) and possible appeal 2) Update on the Information Services contract claim. The meeting was recessed for the Executive Session at 7:37 PM.

The meeting was reconvened at 8:58 PM.

Commissioner **SWARTZ** motioned to authorize the solicitor to intervene on behalf of the Township in any potential appeal of the Zoning Hearing Board Decision on Docket No. 2025-01 Decision on Docket No. 2025-01. Commissioner **VILLONE** seconded the motion, which passed 5-0.

Vice President **NAGY** motioned to authorize and direct the Manager and staff to create a job description for an IT Specialist. The motion was seconded by Commissioner **BROWN** and passed 5-0.

ADJOURN

The meeting was adjourned at 9:00 PM.