

**LOWER ALLEN TOWNSHIP  
BOARD OF COMMISSIONERS**

**REGULAR MEETING**

**July 14, 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. Approval of Meeting Minutes:**      Regular Meeting of June 9, 2025  
    Regular Meeting of June 23, 2025
- 4. PRESENTATIONS:** None
- 5. Audience Participation:** Any item on the agenda or any business pertinent to the Township. We ask that all attendees sign in and those speaking must state their name and address for the record. Please limit discussions to five (5) minutes per person.
- 6. 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 June 29, 2025, in the amount of \$275,888.62.
  - b. Check Register of July 11, 2025, in the amount of \$188,245.38.
  - c. Credit Card Check Register of June 22, 2025, in the amount of \$14,892.15.
  - d. **RESOLUTION 2025-R-30** authorizing the disposition of specific records in accordance with the Pennsylvania Municipal Records Manual.
- 7. PRESIDENT CARON**
  - a. Any business item(s) from the President.

## **8. HUMAN RESOURCES**

- a. Discussion and possible action: Moving Rebecca Davis, Township Manager, in the Administration Department, from probationary status to regular full-time status, effective July 1, 2025.
- b. Discussion and possible action: Moving Barbara Arnold, Environmental Programs Manager, in the Public Works Department, from probationary status to regular full-time status, effective July 1, 2025.
- c. Discussion and possible action: Moving Hannah Schearer from AEMT to full-time Paramedic in the EMS Department, effective July 15, 2025. This is a budgeted position.
- d. Discussion and possible action: Adopting **RESOLUTION 2025-R-31**, appointing Camden A. Roberts as a Hybrid EMS/PSO, in the EMS and Public Safety Departments, effective July 21, 2025. This is a budgeted position.
- e. Discussion and possible action: Accepting the resignation of Ricardo Lopez, Information Technology Specialist, in the Administration Department, effective July 3, 2025.

## **9. PUBLIC SAFETY**

- a. Discussion and possible action: Authorizing the replacement of Ambulance 3-74.

## **10. COMMUNITY AND ECONOMIC DEVELOPMENT**

- a. Zoning Hearing Board Update.
- b. Discussion and possible action: Authorizing staff to advertise for two (2) alternate Planning Commission members.

## **11. PUBLIC WORKS**

- a. Discussion and possible action: Approving the contract with a Costars vendor to reconstruct the Highland Park Tennis Court for \$75,950.00.
- b. Discussion and possible action: Renewing the Municipal Winter Agreement with the PA Department of Transportation for the 2025-2026 winter maintenance season.
- c. Discussion and possible action: Awarding the Carlisle Road Signal Improvement Project to Bruce-Merrilees Electric Company, the lowest responsible bidder at \$296,976.00.

- d. Discussion and possible action: Approving the purchase of an upgrade to the Computer Maintenance Management System software for \$19,357.81. This is a budgeted item.
- e. Discussion and possible action: Authorizing staff to make an emergency stormwater drainage pipe replacement/repair on Green Lane Drive for approximately \$25,000. This will be paid for from the Stormwater Fund.
- f. Discussion and possible action: Authorizing staff to prepare and advertise bid specifications for the Creekwood Park Boat Launch Project.

## **12. FINANCE**

- a. Discussion and possible action: Approving the Township's letter to Representatives Delozier and Kutz expressing support for the proposed legislation enabling municipalities to increase their Local Service Tax (LST) if necessary. This follows the recommendation and guidance given by the Pennsylvania Municipal League (PML).
- b. Discussion: Budget Amendment.

## **13. MANAGER**

- a. Discussion and possible action: Approving the Township entering into a Sidewalk Maintenance Agreement with PennDOT for the RTP Projects.

## **14. COMMISSIONERS REPORTS**

## **15. EXECUTIVE SESSION**

- a. Update on Merritts Properties, LLC appeal.
- b. Update on a Right-to-Know Law (RTKL) request appeal.
- c. Update on Personnel Matter

## **16. ADJOURN**