

**LOWER ALLEN TOWNSHIP
BOARD OF COMMISSIONERS**

REGULAR MEETING

August 25, 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 July 28, 2025
- 4. PRESENTATIONS:**
 - a. Appointing a Police Corporal
 1. Possible action: Accepting a motion to adopt **RESOLUTION 2025-R-36**, appointing Torrie M. Shiley as a Corporal in the Lower Allen Township Police Department, effective August 25, 2025.
 2. Promotion Ceremony.
- 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. Monthly Director Reports for Community & Economic Development, Finance, Public Works, and Public Safety for July 2025.
 - b. Tax Collector's Monthly Report for July 2025.
 - c. Check Register of August 18, 2025, in the amount of \$317,761.67.
 - d. Check Register of August 22, 2025, in the amount of \$109,199.06.
 - e. Credit Card Register of August 24, 2025, in the amount of \$15,793.45

- f. **RESOLUTION 2025-R-37**, authorizing the disposition of specific records in accordance with the Pennsylvania Municipal Records Manual.

7. PRESIDENT CARON

- a. Accept a motion to adopt **RESOLUTION 2025-R-38**, recognizing, commending, and honoring Mary Ellen Banks, Recording Secretary, on her retirement.
- b. Accept a motion to approve a manual Check Register of August 21, 2025, in the amount of \$125.00 to Eckert, Seamans, Cherin & Mellott for legal services.

8. HUMAN RESOURCES

- a. Discussion and possible action: Approving a pay rate adjustment for Connor Thetga, EMT in the EMS Department, effective August 13, 2025.
- b. Discussion and possible action: **RESOLUTION 2025-R-39** approving moving of Andrew Ellenberger from Seasonal Parks Maintenance Specialist to Full-Time Maintenance Specialist I with pay rate adjustment commensurate to that position. This is a budgeted position and a current vacancy.
- c. Discussion and possible action: Approving a stand-alone School Crossing Guard job description (separated out from Community Service Officer job description).

9. PUBLIC SAFETY

- a. Discussion and possible action: Authorizing staff to advertise **ORDINANCE 2025-03** amending, modifying and changing the Lower Allen Township Code Chapter 151, Parks and Playgrounds by implementing smoking prohibitions and increased enforcement for violations.

10. COMMUNITY AND ECONOMIC DEVELOPMENT

- a. Zoning Hearing Board Update.
- b. Discussion and possible action: Authorizing staff to advertise **ORDINANCE 2025-04** amending, modifying and changing the Lower Allen Township Code Chapter 40, Planning Commission to authorize the appointment of alternate members.
- c. Discussion: SLD #2025-03 – Wawa Store No. 8256 Preliminary-Final Land Development Plan.
 - 1. Action: Approval of the following waivers:
 - a. Section 192-35.A.(2) – Submission of a Preliminary Plan.
 - b. Section 192-58.C.(5)(a) – Street trees along the frontage of Century Drive.

- c. Section 192-58.E.(10) – Parking lot planting island be designed to collect stormwater.
 - d. Section 192-59.C.(2) – Parking spaces adjacent to planting islands be 2’ wider.
 - e. Section 184-14.A.(1) – No increase in post-development total stormwater runoff volume.
- 2. Action: Approve SLD #2025-03 – Wawa Store No. 8256 Preliminary-Final Land Development Plan.
 - a. Satisfy all remaining comments listed on Rettew’s letter dated August 20, 2025.
 - b. Satisfy all remaining comments listed on Cumberland County Planning Department’s letter dated May 7, 2025.

11. PUBLIC WORKS

- a. No agenda items.

12. FINANCE

- a. Discussion and possible action: Approving the West Shore Recreation Commission’s 2026 Budget and Lower Allen’s per capita rate of \$3.30.
- b. Discussion and review: Draft Resolution 2025-R-XX Fund Balance Policy

13. MANAGER

- a. Discussion and possible action: Authorizing staff to advertise a public hearing for September 22, 2025, at 5:30 p.m., to consider the enactment of **ORDINANCE 2025-05**, amending the official map of Lower Allen Township by vacating a portion of a street known as Gettysburg Road.
- b. Discussion and possible action: Authorizing staff to engage with Hometown Press for the publication and printing of the Township Newsletter at no cost. The Township would incur the cost of postage for newsletters to be mailed to homes and businesses.
- c. Advertised Budget Meeting dates: Monday, October 6 and 20, and November 3, 2025.
- d. Trick-or-Treat Night in Lower Allen Township: Thursday, October 30, 2025, 6-8 PM.

14. COMMISSIONERS REPORTS

15. EXECUTIVE SESSION

- a. Personnel matter.

16. ADJOURN