

**LOWER ALLEN TOWNSHIP  
BOARD OF COMMISSIONERS**

**REGULAR MEETING**

**November 24, 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 November 10, 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. Monthly Director Reports for Community & Economic Development, Finance, Public Works, and Public Safety for October 2025.
  - b. Tax Collector's Monthly Report for October 2025.
  - c. Check Register of November 15, 2025, in the amount of \$2,527,778.87.
  - d. Check Register of November 16, 2025, in the amount of \$165,980.03.
  - e. Check Register of November 21, 2025, in the amount of \$57,766.47.
  - f. Credit Card Register of October 25, 2025, in the amount of \$8,067.17
  - g. Credit Card Register of November 22, 20215 in the amount of \$21,464.08

## **7. PRESIDENT CARON**

- a. Accept a motion to approve a manual Check Register of November 20, 2025, in the amount of \$775.00 to Eckert, Seamans, Cherin & Mellott for legal services.

## **8. HUMAN RESOURCES**

- a. Discussion and possible action: Accepting the resignation of Full-Time EMS/PSO Hybrid Camden Roberts. He will be remaining as a Part-Time employee.
- b. Discussion and possible action: Authorizing to hire a Full-Time EMS/PSO Hybrid Replacement to fill the budgeted vacancy created by the resignation in item a. above.
- c. Discussion and possible action: Adopting **RESOLUTION 2025-R-51**, appointing Derek Reitz as a Police Officer, effective December 8, 2025, at the P4 rate (following completion of Field Training). Mr. Reitz is currently Act 120 certified.
- d. Discussion and possible action: Adopting **RESOLUTION 2025-R-52**, appointing Solomon-Michael Alexander as a Police Officer, effective December 15, 2025, at the P0 rate (following completion of Field Training). Mr. Alexander will require Act 120 certification.

## **9. PUBLIC SAFETY**

- a. Discussion and possible action: Approving the sale of “Rescue 12” (vehicle and accessories) to the Strasburg, VA Fire Department in the amount of \$475,000, in accordance with the October 13, 2025, BOC approval and 2023 Fire Apparatus Study.
- b. Discussion and possible action: Approving the purchase of replacement patrol rifles and accessories from IWI US, Inc. (a COSTARS vendor) in the amount of \$15,600.00.

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

- a. Zoning Hearing Board Update.
- b. Discussion: Commercial Recreation Fee.
- c. Discussion: Text Amendment for Data Centers.

## **11. PUBLIC WORKS**

- a. Discussion: Future resolution for dedicating Century Drive as a Township roadway.

## **12. FINANCE**

- a. Discussion and possible action: Discussion and possible action: Adopting **RESOLUTION 2025-R-50**, establishing fees and charges authorized by various ordinances and statutes for administration of Township business in accordance with these ordinances and statutes, known as the “2026 Fee Schedule”.
- b. Discussion: Update on delinquent refuse and stormwater accounts being collected by the Portnoff law firm.
- c. Discussion and possible action: Authorizing staff to advertise proposed **ORDINANCE 2025-08** amending the Codified Ordinances of Lower Allen Township, 1997, as amended, Chapter 146, Article 1 Attorney Fees for Delinquent Municipal Claims, appointing the Township Solicitor and allowing for the appointment of a Collection Agency and fees by Resolution.
- d. Discussion and possible action: Authorizing the Township to enter into an agreement with Commercial Acceptance Company (CAC) for the collection of delinquent refuse and stormwater fees.

## **13. MANAGER**

- a. Update on the 2025 Fall/Winter Township Newsletter published by Hometown Press.
- b. Discussion: Proposed consolidated Board of Commissioners meeting schedule for December 2025 and January 2026:
  - Monday, December 8, 2025, at 6:00 PM (*Recognizing Commissioner Villone*)
  - Monday, December 22, 2025, at 6:00 PM (*only if needed*)
  - Monday, January 5, 2026, at 6:00 PM (*Reorganization and Regular Business*)
  - Monday, January 12, 2026, at 6:00 PM (*only if needed*)
  - Monday, January 26, 2026, at 6:00 PM (*Commissioner photos at 5:30PM*)

## **14. COMMISSIONERS REPORTS**

**15. NEXT MEETING:** Monday, December 8, 2025, at 6:00 PM

## **16. EXECUTIVE SESSION**

- a. Lower Allen Township Pension Committee Member Appointments
- b. Tax Appeal

## **17. ADJOURN**