

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

January 13, 2025

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

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

TOWNSHIP PERSONNEL

Rebecca Davis, Township Manager
Steven Miner, Township Solicitor
David Holl, Public Safety Director
Alycia Knoll, Finance Director
Isaac Sweeney, PE, CED Director
Benjamin Powell, PE, Public Works Director
Nate Sterling, Administrative Secretary
Renee' Greenawalt, Recording Secretary

President Villone called the January 13, 2025 Regular Meeting of the Board of Commissioners to order at 6 PM. He announced that Proof of Publication for the meeting was available for review. This was followed by prayer and the Pledge of Allegiance.

PRESENTATION:

Employee Recognitions

On behalf of the Board of Commissioners, President Villone presented the following employees with commendation letters to recognize their years of service or performance to the Township:

- Officer Johnathan Newcomer – 5 years of service
- Carolyn Hollingsworth – 5 years of service
- Benjamin Shearer – 5 years of service
- Officer Nicole Storm – 5 years of service
- Michael Houser – 5 years of service
- Michael Quenzer – 5 years of service

President Villone also presented a Performance Award to Ms. Julie Echterling for going above and beyond in her normal duties within the Finance Department. Ms. Echterling was presented with a letter of commendation and a corresponding monetary award.

Leadership Changes

President Villone announced his decision not to seek reelection at the end of his last term as a commissioner, due to potential plans with his family. His term will end December 31, 2025. He also stated his intent to step down, effectively immediately as Board President, and expressed his gratitude to fellow commissioners for trusting him with his leadership responsibilities during the last several years. He announced that Vice President Caron was prepared to assume the role as President of the Board of Commissioners. He noted looking forward to continuing serving the residents of the Township and congratulated President Caron.

President Caron expressed her appreciation to Commissioner Villone for his leadership and service, followed by similar sentiments of gratitude by the rest of the commissioners.

President Caron requested nominations to fill the vacancy of Vice President. Commissioner **VILLONE** offered a motion to nominate Commissioner Nagy to the role, seconded by Commissioner **BROWN**. Commissioner Villone moved to close the nominations, and the motion was approved 5-0.

MEETING MINUTES

President Caron requested a motion to approve the minutes of the December 9, 2024 Regular Meeting. Commissioner **BROWN**, seconded by Vice President **NAGY**. The motion was approved 5-0.

President Caron requested a motion to approve the minutes of the December 23, 2024 Regular Meeting. Commissioner **BROWN**, seconded by Vice President **NAGY**. The motion was approved 5-0.

AUDIENCE PARTICIPATION: Any item on the agenda.

President Caron advised the audience that if there were any item on that evening's agenda that they wish to comment on, to please indicate as such. There was none.

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. Check Register of December 31, 2024 in the amount of \$147,924.73.
- b. Check Register of January 10, 2025 in the amount of \$160,281.85.
- c. Credit Card Register of November 2024 in the amount of \$8,820.06.
- d. **RESOLUTION 2025-R-01**, requesting that the PA State Association of Township Commissioners add to their legislative agenda the removal of restrictions by the Commonwealth of PA for line of duty death benefits for Pennsylvania residents employed as first responders outside of the Commonwealth. (Joshua Laird law).

Commissioner **SWARTZ** moved to approve the items on the Consent Agenda. Commissioner **BROWN** seconded. With no further discussion the consent agenda was approved by a vote of 5-0.

PRESIDENT

ORDINANCE 2025-02

President Caron requested a motion to enact **ORDINANCE 2025-02**, updating Chapter 209 of the Township Code, Vehicles and Traffic, known as the Traffic Control Device Ordinance.

Commissioner **VILLONE** moved to enact **ORDINANCE 2025-02**. The recording secretary called the roll:

Commissioner SWARTZ	AYE
Commissioner VILLONE	AYE
President CARON	AYE
Commissioner BROWN	AYE
Vice President NAGY	AYE

The motion to enact **ORDINANCE 2025-02** passed 5-0.

Retirement

President Caron requested a motion to accept the retirement of Donna J. Paul, Human Resources Coordinator, effective February 28, 2025

Commissioner **SWARTZ** offered the motion, with congratulations, seconded by Vice President **NAGY**. The motion passed 5-0.

ANY BUSINESS PERTINENT TO THE TOWNSHIP:

President Caron noted that if anyone wished to speak at that time, there would be 10 minutes allotted per person to speak at the podium.

Commissioner Brown expressed concerns regarding Penn Waste's cancellation of refuse pick up service on the preceding Saturday, and their characterization of the cancellation being due to a "severe weather event." He noted his observation of the roads that morning, being in a condition safe for travel and therefore service should have been provided. He stressed that residents scheduled for Friday pick-up are affected disproportionately when there are weather related delays and cancellations, which at times lead to the accumulation of two weeks' worth of refuse to be stored and collected, causing a litter nuisance.

Vice President Nagy echoed the concerns and suggested follow up with Penn Waste to determine ways to mitigate the issues. Manager Davis indicated staff intent to meet with representatives of Penn Waste to address the concerns.

Director Powell noted the importance of signing up for the Penn Waste notifications regarding delays, and Manager Davis confirmed that the Township shares those alerts on their social media page.

Following the discussion, Commissioner **BROWN** offered a motion to direct Manager Davis to prepare a letter on behalf of the commissioners to Penn Waste regarding the refuse pick-ups and alternative resolutions, citing the incident that had occurred the previous Saturday. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

Former Commissioner Richard Schin offered public comment, noting a missed refuse pick up in his neighborhood on a recent Tuesday. He also expressed well wishes to Commissioner Villone, noting he had been a wonderful colleague and Township Board of Commissioners President. He also congratulated President Caron in her new role.

PUBLIC SAFETY

Civil Service Rules – Proposed Changes

Director Holl introduced the item for discussion and possible action, to approve proposed Civil Service Rules changes amending service requirements in "Section 3.7 General Qualifications Applicants Corporal, Sergeant, Lieutenant, and Captain for service requirements for applicants" as detailed in the Public Safety Director's Memorandum dated January 13, 2025.

Vice President **NAGY** offered a motion to approve the Civil Service Rules changes, seconded by Commissioner **BROWN**.

On a related issue, Vice President Nagy expressed a preference to set some guidance on name changes for positions to align them appropriately with job duties. Commissioner Villone confirmed this was not a bargaining issue, but could be added as a secondary agreement, directed by board guidance and legal counsel. Mr. Miner stated it was advisable to address the issue following completion of contract negotiations.

Turning back to the motion before the Board, a vote to approve the Civil Service Rules changes passed by a vote of 5-0.

Resolution 2025-R-02

Director Holl introduced the item for discussion and possible action, to adopt **RESOLUTION 2025-R-02**, appointing Wyatt Pierce as a full-time Paramedic in the Emergency Medical Services Department, effective January 27, 2025.

Commissioner **SWARTZ** offered the motion, seconded by Vice President **NAGY**. The motion passed 5-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

Authorization for the Township Solicitor

Director Sweeney introduced the item for discussion and possible action, to authorize the Township Solicitor to attend the February 20, 2025 Zoning Hearing Board Meeting and to represent the Township and Board of Commissioners in the matter

listed on the agenda as Docket No. 2025-01. He explained that property history, zoning and code violations will be discussed, emphasizing the importance of having Township legal representation in attendance.

Commissioner **VILLONE** made the motion to authorize the Township Solicitor to attend the Zoning Hearing Board Meeting on February 20, 2025 to represent the Township and the Board of Commissioners. The motion was seconded by Commissioner **SWARTZ** and approved 5-0.

Advertisement of Full Time Administrative Position

Director Sweeney introduced the item for discussion and possible action, to authorize permission to advertise a full-time administrative position in the Community & Economic Development Department, which is a budgeted position.

Commissioner **BROWN** offered the motion to authorize permission to advertise the position as presented. The motion was seconded by Commissioner **SWARTZ**. The motion passed 5-0.

SLD 2024-10

Director Sweeney introduced the item for discussion and possible action on SLD 2024-10 Wal-Mart Supercenter #05888-214 Final Land Development Plan and associated waivers being requested. He characterized the plan as a very small addition to the front of the existing building for the purpose of housing and staging online orders for pick-up. Referencing the letter from Rettew he reviewed the comments, the majority of which had already been addressed.

In consideration of the waivers, Commissioner **BROWN** offered a motion to approve a waiver of Section 192-30.A. – Submission of a Preliminary Plan, seconded by Vice President **NAGY**. The motion was approved 5-0.

Commissioner **BROWN** motioned to approve a waiver of Section 192-57.C.(9) – To provide sidewalk along the lot frontage of Capital City Mall Drive. The motion was seconded by Commissioner **SWARTZ**, who also noted that there is already sidewalk existing on the property where appropriate. The motion passed 5-0.

Commissioner Swartz asked about comments in the Rettew letter related to restored traffic improvements. Director Sweeney said the applicant was required to provide a note on the plan confirming that improvements such as will be restored to the original plan and be so in perpetuity.

Commissioner Villone also commented on the desired walkability in that area, particularly in the shopping plaza across the street from Walmart and noted the absence of sidewalk in that location. Director Sweeney noted that while there is no current plan to add sidewalk, the Township code does require property owners to do so when deemed necessary by the Board of Commissioners. Commissioner Villone noted expressed that he felt it was worth researching the walkability in that area.

With no further discussion, Commissioner **SWARTZ** offered a motion to approve SLD 2024-10 Wal-Mart Supercenter #05888-214 Final Land Development Plan with the following conditions:

- a) Satisfy all remaining comments listed on Rettew's letter dated December 16, 2024.
- b) Satisfy all remaining comments listed on the Cumberland County Planning Department letter dated September 25, 2024.

Commissioner **BROWN** seconded the motion, which passed 5-0.

Ordinance 2025-01

Director Sweeney provided an update on the proposed **Ordinance 2025-01** Fowl Keeping, noting a minor revision, removing the acreage restriction. Commissioner Swartz expressed appreciation for the revision.

President Caron noted announced the public hearing on **Ordinance 2025-01** was scheduled for January 27, 2025 at 5:30 PM.

PUBLIC WORKS

Advertisement of Full Time Maintenance Specialist

Director Powell introduced the item for discussion and possible action, for permission to advertise the hiring of a full-time Maintenance Specialist in the Public Works Department. This is a budgeted position.

Vice President **NAGY** offered a motion to approve the advertisement as presented, seconded by Commissioner **BROWN**. The motion passed 5-0.

Environmental Program Manager Job Description

Manager Davis introduced the item for discussion and possible action, to approve the Job Description for Ms. Barbara Arnold who will be promoted to the Environmental Program Manager and will be the liaison for the Lower Allen Township Stormwater Authority. This is a budgeted position.

Commissioner **SWARTZ** offered the motion, seconded by Commissioner **VILLONE**. The motion passed 5-0.

RESOLUTION 2025-R-03

Related to the prior agenda item, Manager Davis introduced for action, the adoption of **RESOLUTION 2025-R-03**, appointing Barbara Arnold to the position of Environmental Program Manager, effective January 1, 2025.

Commissioner **SWARTZ** offered the motion, seconded by Commissioner **VILLONE**. The motion passed 5-0.

COMMISSIONERS REPORTS

President Caron announced the Board would recess to executive session following their reports to discuss two items: an update on Police Collective Bargaining and a personnel matter.

Mr. Miner expressed congratulatory remarks to President Caron, Vice President Nagy, Manager Davis and Ms. Arnold. He also shared that he was celebrating twenty-years of service as solicitor for the Township.

Commissioner Swartz wished everyone a Happy New Year, noting hopes for a safe, happy and productive 2025.

Commissioner Villone expressed appreciation to President Caron in assuming the leadership role as President. He also shared his observation of the positive developments occurring in the Township, and the many amenities offered. He also encouraged incremental support for the Cumberland County library system and recognized the considerable services and programs it offers.

Commissioner Brown echoed congratulatory sentiments and expressed well wishes to Ms. Donna Paul in retirement, noting appreciation for her many years of service.

Vice President Nagy reiterated congratulations to President Caron and stated it was an honor to serve as Vice President, noting compliments to a highly functioning board. He expressed appreciation to all staff and to Manager Davis.

President Caron shared appreciation for patience as members acclimate to their new roles. She announced that Cedar Cliff High School would be putting on a production of Les Miserable and to watch for show dates.

EXECUTIVE SESSION & ADJOURNMENT

The meeting was recessed to executive session at 7:13 PM. The meeting was reconvened at 7:54 PM.

Commissioner **SWARTZ** made a motion to authorize staff to advertise internally for the position of Human Resources Director. The motion was seconded by Commissioner **VILLONE**. The motion passed 5-0.

The meeting was adjourned at 7:55 PM.