

## MINUTES

### **BOARD OF COMMISSIONERS**

### **LOWER ALLEN TOWNSHIP**

### **REGULAR MEETING**

**January 27, 2025**

### **The following were in ATTENDANCE:**

#### **BOARD OF COMMISSIONERS**

Jennifer Caron, President  
Joshua Nagy, Vice President  
Dean W. Villone, Commissioner (via telephone)  
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 Caron called the January 27, 2025 Regular Meeting of the Board of Commissioners to order at 6:10 PM. She announced that Proof of Publication for the meeting was available for review. This was followed by the Pledge of Allegiance and a moment of silence.

#### **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. Monthly Department of Reports for Community & Economic Development, Facility Maintenance, Fleet Maintenance, Public Works, and Public Safety for December 2024
- b. Tax Collector's Monthly Report for December 2024
- c. Check Register of January 17, 2025, in the amount of \$274,808.72
- d. Check Register of January 24, 2025 in the amount of \$465,878.93.
- e. Credit Card Register for December 2024 in the amount of \$19,494.51.
- f. Adoption **RESOLUTION 2025-R-04**, authorizing the sale or trade-in of the Township assets valued over \$2,000.

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**

#### **ORDINANCE 2025-01**

President Caron requested a motion to enact **ORDINANCE 2025-01**, an Ordinance of the Board of Commissioners of Lower Allen Township, Cumberland County, Pennsylvania, amending the codified ordinances of 2023 as amended at Chapter 65 Animals and at Chapter 220-151 Non-Intensive Agricultural Uses, to provide for the keeping of domestic fowl as a permitted accessory use in the R-1 Zoning District with related regulations. She noted the public hearing had been held at 5:30 PM prior to the regular meeting of the Board of Commissioners.

Commissioner **SWARTZ** moved to enact **ORDINANCE 2025-01**. The recording secretary called the roll:

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

The motion to enact **ORDINANCE 2025-01** passed 5-0.

### **Check Register of January 23, 2025**

President Caron requested a motion to approve a manual Check Register of January 23, 2025, in the amount of \$1,525.00 to Eckert, Seamans, Cherin & Mellott for legal services.

Vice President **NAGY** made the motion, seconded by Commissioner **BROWN**. The motion was approved by a vote of 4-0 with an abstention by President **CARON** due to her employment at Eckert, Seamans, Cherin & Mellott.

### **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. There was none.

### **PUBLIC SAFETY**

#### **RESOLUTION 2025-R-05**

Director Holl introduced the item for discussion and possible action, to adopt **RESOLUTION 2025-R-05** adopting the updated Emergency Operations Plan (EOP) of Lower Allen Township. He explained that Pennsylvania law requires an update to the EOP any time there is a change to the structure of the Board of Commissioners. There were no changes to the EOP document.

Vice President **NAGY** made the motion to adopt **RESOLUTION 2025-R-05**, seconded by Commissioner **SWARTZ**. The motion was approved by a vote of 5-0.

### **Activating the Civil Service Commission**

Director Holl introduced the item for discussion and possible action, to authorize Activation of the Civil Service Commission to create a new police officer eligibility list and waiving the requirement for Act 120 as a prerequisite to hiring.

Commissioner **BROWN** moved to authorize the activation of the Civil Service Commission. The motion was seconded by Vice President **NAGY** and approved 5-0.

### **Camera Monitoring System Purchase**

Director Holl introduced the item for discussion and possible action, to approve the purchase of a camera monitoring system for installation at LACP and Highland Park from Gridless Power for the quoted amount of \$75,883.68 using the remaining ARPA funds balance of \$66,432 and \$9,451.68 from the 2025 budget. He noted future intent to install cameras at Wass Park and Cedar Run Park. He explained that three vendors had responded to the RFP and camera systems were evaluated. A live view of the selected camera system feed was shown to demonstrate its functionality and capabilities, including searchability, license plate tracking, and interfacing with existing systems. All police will have access to the system through an application linked to software.

Commissioner Swartz asked that camera angles be mindful to ensure there is no invasion of privacy into the yards or private property of residents.

Vice President Nagy expressed appreciation for the system and noted the particular interest for the Recreation & Parks Board. He also sought confirmation that the purchase qualified for ARPA funds. Director Knoll provided assurance.

Commissioner Villone inquired about potential maintenance liabilities and related costs. Director Holl indicated that there was an associated fee for software and maintenance for a three-year warranty period. Subsequent budgets would include the purchase of additional cameras and maintenance fees.

With no further discussion, Commissioner **SWARTZ** offered a motion to approve the purchase, seconded by Commissioner **BROWN**. The motion passed 5-0.

### **Codes Compliance Coordinator Job Description**

Director Holl introduced the item for discussion and possible action, approval of the Job Description for the Codes Compliance Coordinator position in the Public Safety Department. He explained that although the existing job description requires response to rescue and medical calls by the fire rescue service, medical training is not a position requirement, creating a significant gap in the current job description responsibilities. The proposed job description corrects this gap.

Vice President **NAGY** made the motion to approve the job description, seconded by Commissioner **SWARTZ**. The motion was approved by a vote of 5-0.

### **Emergency Medical Technician Training**

Director Holl introduced the item for discussion and possible action, approval for the Codes Compliance Coordinator to attend the five-week program National Registry Emergency Medical Technician and Pennsylvania Emergency Medical Technician certification course held at HACC; this is a budgeted item. He explained that this would be the most efficient way to address the need for certification, and that the timing was ideal, having minimal impact on operations.

Commissioner **BROWN** moved to approve the training, seconded by Vice President **NAGY**. The motion passed 5-0.

## **FINANCE**

### **Finance Committee**

Director Knoll introduced the item for discussion and possible action, to approve the formation of a Finance Committee. She explained that the committee would be comprised of two Commissioners, the Township Manager, Directors, and potentially Department Heads to discuss and review a variety of policies, and to make recommendations to the Board for any necessary action.

President Caron expressed support for the idea, noting its benefit to the Township's financial health and wellness. She noted that both she and Commissioner Brown would be willing to serve as the Board of Commissioner liaisons. Vice President Nagy agreed that the committee was a necessary function.

Vice President **NAGY** offered a motion to approve the formation of a Finance Committee, seconded by Commissioner **SWARTZ**. The motion passed 5-0.

## **COMMISSIONERS REPORTS**

President Caron announced the Board would adjourn to executive session following their reports to discuss an update on Police Collective Bargaining.

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 referred to a flyer for the Municipal Leaders Breakfast at the Frederickson Library on April 14. He thanked Manager Davis and Ms. Arnold for engaging with Penn Waste to address the concerns expressed by residents. He also noted appreciation to the residents who participated in the earlier public hearing and thanked Mr. Bennett and Director Sweeney for their efforts on the related ordinance.

Commissioner Villone expressed appreciation to staff for their thorough preparation of meeting materials and echoed the efforts on communications with Penn Waste. He complimented Director Knoll on the idea of forming a Finance Committee and thanked everyone for accommodating his need to participate remotely for the meeting.

Vice President Nagy gave a brief update from the Recreation and Parks Board, reporting that Mr. Greg Mahon had stepped down from his role as Chair. He expressed gratitude for Mr. Mahon's time and efforts serving in that capacity.

Commissioner Brown echoed sentiments of appreciation to staff for their work on the fowl ordinance and for the comprehensive preparation of all issues in advance of meetings.

President Caron reported recent attendance at the Capital Region Council of Governments (CAPCOG) meeting with Commissioner Villone and Manager Davis, noting her appreciation for the opportunity to recognize the splendid work of the Township.

#### **EXECUTIVE SESSION & ADJOURNMENT**

The meeting was adjourned to executive session at 6:42 PM to discuss an update on police collective bargaining.