

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

February 10, 2025

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

Jennifer Caron, President
Joshua Nagy, Vice President
Dean W. Villone, Commissioner
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, P.E., CED Director
Benjamin Powell, P.E., Public Works Director
Nate Sterling, Administrative Secretary
Renee' Greenawalt, Recording Secretary

President Caron called the February 10, 2025, Regular Meeting of the Board of Commissioners to order at 6:00 PM. She announced that Proof of Publication for the meeting was available for review. She expressed appreciation to staff for thorough preparation of information in advance of the meeting. This was followed by a moment of silence and the Pledge of Allegiance.

EXECUTIVE SESSION

At 6:02 PM, President Caron announced that the Board would immediately recess to executive session to discuss a personnel matter regarding the Tax Collector's compensation.

The Board reconvened the meeting at 6:14 PM.

MEETING MINUTES

President Caron requested a motion to approve the minutes of January 9, 2025, Regular Meeting. Commissioner **BROWN** made the motion, seconded by Commissioner **SWARTZ**. The motion passed 5-0.

Next, President Caron requested a motion to approve the minutes of January 27, 2025, Regular Meeting. Commissioner **BROWN** made the motion, seconded by Commissioner **SWARTZ**. The motion passed 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 January 31, 2025 in the amount of \$79,962.66.
- b. Check Register of February 7, 2025 in the amount of \$102,916.07.
- c. Moving Tom Rigling, Chief of Fire Rescue Services from probationary to regular full-time status, effective February 12, 2025.

Vice President **NAGY** moved to approve the items on the Consent Agenda. Commissioner **VILLONE** seconded. With no further discussion the consent agenda was approved by a vote of 5-0. Sentiments of congratulations to Chief Rigling were expressed.

PRESIDENT

RESOLUTION 2025-R-06

President Caron requested a motion to adopt **RESOLUTION 2025-R-06**, appointing the Finance Director as the Chief Administrative Officer overseeing the Lower Allen Township Uniformed and Non-Uniformed Pension Plans, effective February 10, 2025.

Commissioner **BROWN** motioned to adopt **RESOLUTION 2025-R-06**, seconded by Commissioner **VILLONE**. The motion passed 5-0.

Director Knoll noted that in this role, the CAO would administer the Pension Committee meetings and direct relevant activity.

RESOLUTION 2025-R-07

President Caron requested a motion to adopt **RESOLUTION 2025-R-07**, appointing Sierah Emerson as an Administrative Specialist in the CED Department, effective February 11, 2025, and noted it was a budgeted position.

Vice President **NAGY** motioned to adopt **RESOLUTION 2025-R-07**, seconded by Commissioner **BROWN**. The motion passed 5-0.

President Caron expressed congratulations to Ms. Emerson.

RETIREMENT

President Caron requested a motion to accept the retirement of Leon Crone, Police Captain, effective February 14, 2025.

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

RESOLUTION 2025-R-08

President Caron requested a motion to adopt **RESOLUTION 2025-R-08**, recognizing, commending, and honoring Leon G. Crone, Jr., Police Captain, for his 30 years of service.

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

On behalf of the Board of Commissioners, President Caron presented Captain Crone with a commendation and read **RESOLUTION 2025-R-08** into the record:

RESOLUTION 2025-R-08

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LOWER ALLEN TOWNSHIP, CUMBERLAND COUNTY, PENNSYLVANIA, RECOGNIZING, COMMENDING AND HONORING

LEON G. CRONE, JR.

WHEREAS the Board of Commissioners of Lower Allen Township desires to express its gratitude for nearly 30 years of services provided by Leon G. Crone, Jr. and

WHEREAS *Leon G. Crone, Jr.*, first joined Lower Allen Township in 1995 as a Patrol Officer in the Police Department; and

WHEREAS *Leon G. Crone, Jr.* was appointed as an officer in charge in 2000; was promoted to the rank of Sergeant in the Police Department in 2005, and was promoted to the rank of Lieutenant in the Police Department in 2008; and

WHEREAS *Leon G. Crone, Jr.* was appointed as the first Police Captain in the Police Department in 2016; and

WHEREAS *Leon G. Crone, Jr., has* mentored new and veteran officers as a field training officer, defensive tactics instructor, police baton instructor, and training officer, and

WHEREAS *Leon G. Crone, Jr.* has served as LATPOA Secretary, then President from 2000-2005, and West Shore Police Association Secretary, then President from 2003-2005; and

WHEREAS *Leon G. Crone, Jr.* has served as Cumberland County Mobile Field Force Strike Team Deputy Commander, then Commander from 2008-2013; and

WHEREAS *Leon G. Crone, Jr.* has served as accreditation manager through six CALEA re-accreditations, including flagship and meritorious agency awards, and the initial and five subsequent PLEAC re-accreditations, including the award of Premier Agency status; and

WHEREAS *Leon G. Crone, Jr.* has served on the Pennsylvania Law Enforcement Accreditation Commission, various committees thereof, and has served as Vice President, then long standing President of the Pennsylvania Police Accreditation Coalition and has served as a mentor and resource to agency executives and accreditation managers across the Commonwealth; and

WHEREAS *Leon G. Crone, Jr.* Has been awarded nine Unit Citations, one Special Citation, and one Life Saving Citation, and has received many letters of appreciation from staff and citizens for a variety of reasons.

NOW, THEREFORE, BE RESOLVED THAT sincere gratitude and appreciation be and are hereby extended to ***Leon G. Crone, Jr.*** for nearly 30 years of dedicated service to the citizens of Lower Allen Township, Cumberland County, and that this recognition be spread upon the minutes and records of Lower Allen Township for perpetuity.

ADOPTED into a Resolution this 10th day of February 2025.

RESOLUTION 2025-R-09

President Caron requested a motion to adopt **RESOLUTION 2025-R-09**, appointing Leon Crone as the Human Resources Director, effective February 17, 2025.

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

The board members expressed congratulations and appreciation to Mr. Crone for his leadership, mentorship and service in the Township and confidence in his ability to serve successfully in this new capacity.

ANY BUSINESS PERTINENT TO THE TOWNSHIP:

President Caron noted that if anyone wished to speak at that time, there would be five minutes allotted per person to speak at the podium. There was none.

PUBLIC SAFETY

Appointment of Lieutenant in Charge

Director Holl introduced the item for discussion and possible action, to appoint Douglas Foltz, Police Lieutenant, as “Lieutenant in Charge”, during the Police Captain vacancy, effective February 15, 2025. He noted the need for continuity and his recommendation to proceed with this action.

Commissioner **BROWN** offered the motion, seconded by Commissioner **SWARTZ**. The motion passed 5-0. President Caron offered congratulations to Lt. Foltz.

Activation of the Civil Service Commission

Director Holl introduced the item for discussion and possible action, to authorize activation of the Civil Service Commission to create new eligibility lists for the positions of Police Captain, Lieutenant, and Corporal.

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

COMMUNITY AND ECONOMIC DEVELOPMENT

SLD 2023-02 Cedar Run Business Park

Director Sweeney introduced the item for discussion and possible action, to accept a ninety (90) day extension for SLD 2023-02 Cedar Run Business Park Preliminary/Final Subdivision and Land Development Plan. He noted that the applicant was working through their Highway Occupancy Permit but would soon be before the Board to seek conditional approval.

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

SLD 2023-94 Trinity High School

Director Sweeney introduced the item for discussion and possible action, to approve release of the construction inspection escrow in the amount of \$142.92 for SLD 2023-04 Trinity High School – Auxiliary Gymnasiums Preliminary/Final Land Development Plan. He noted that the project was complete.

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

SLD 2024-04 Arcona Neighborhood 8.3

Director Sweeney introduced the item for discussion and possible action, to approve the revised Preliminary/Final Subdivision and Land Development Plan. He noted that the plan was approved previously, conditions met, and the plan recorded. Since then, Charter Homes encountered grading and emergency access revisions, including an easement change necessitating Board review and approval.

Ms. Laura Curran from Charter Homes presented a rendering of the plan to illustrate the changes. First, for the stormwater basin field, adjustments were made to the grading slope for a retaining wall for more effective constructability. Second, emergency access was impacted, and an alternative access option was proposed, requiring a public access easement to implement the change.

Vice President Nagy asked whether the emergency access would be gated when not in use. Ms. Curran explained that movable bollards would be installed for practical access. Commissioner Villone stressed the importance of training for proper use of the barrier.

Commissioner Swartz asked if Public Safety had reviewed the plans. Director Holl noted that they review all plans prior to presentation before the Board, and that the proposed change is an improvement from the previously approved plan.

Next, the Board considered approval of the waivers.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-24.C. – Preliminary Plan before final approval. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-57.B.(2)(h)[2] and 192-57.C.(13)(c)[1] – Additional right-of-way and cartway along the frontage of Rossmoyne Road. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-57.C.(1) – Street right-of-way width requirement of 50’. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-57.C.(8) – Curbing along the frontage of Rossmoyne Road. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve deferment of waiver of Section 192-57.C.(9) – Sidewalks along the frontage of Rossmoyne Road. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-63.A.(3) – PennDOT Publication 408 curbing requirements. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-68.B.(3) – Minimum center-line radius requirement of 165’. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve SLD 2024-04 Arcona Neighborhood 8.3 (Revision #1) - Revised Preliminary/Final Subdivision and Land Development Plan with the following condition:

- Satisfy all remaining comments listed on Rettew’s letter dated February 5, 2025.

The motion was seconded by Commissioner **BROWN**. Vice President Nagy noted his initial reservations when the plan was first presented due to the parking and access concerns, but that this improvement to public safety has made it palatable. The motion passed 5-0.

SLD 2024-06 Arcona Neighborhood 9

Director Sweeney introduced the item for discussion and possible action, to approve SLD 2024-06 Arcona Neighborhood 9 Preliminary/Final Subdivision and Land Development Plan. This pertains to the part of the Arcona development located in the single family rural residential district. The plan is part of the Overall Master Plan submitted as part of the Traditional Neighborhood Development overlay. The plan proposes sixteen single-family lots, all of which will be serviced by public water and sewer services. He indicated that the Planning Commission had recommended approval of the plan.

Ms. Curran presented a rendering of the plan to illustrate its location. She noted the proposed homes are larger, estate-type dwellings of approximately 4500 square feet. The total acreage of the proposal is 10.5 acres. She described the requested waivers as being consistent with existing phases. No on-street parking is proposed in this phase.

Next, the Board considered approval of the waivers.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-24.C. – Preliminary Plan. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-57.B.(2)(h)[2] and 192-57.C.(13)(c)[1] – Additional right-of-way and cartway along the frontage of Rossmoyne Road. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-57.C.(8) – Curbing along the frontage of Rossmoyne Road. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve deferment of waiver of Section 192-57.C.(9) – Sidewalks along the frontage of Rossmoyne Road. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-68.B.(3) – Minimum center-line radius requirement of 165’. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve SLD 2024-06 Arcona Neighborhood 9 Preliminary/Final Subdivision and Land Development Plan with the following conditions:

- Satisfy all remaining comments listed on Rettew's letter dated February 5, 2025.
- Satisfy all remaining comments listed on Cumberland County Planning Department's letter dated September 13, 2024.

The motion was seconded by Commissioner **BROWN** and passed 5-0.

RESOLUTION 2024-R-10 and Agreement

Director Sweeney introduced the item for discussion and possible action, to adopt **RESOLUTION 2025-R-10**, designating the President of the Board of Commissioners, Township Secretary, or Assistant Secretary as signatories to execute the Lower Allen Commons Stormwater Management Basin Custom Drainage Facilities Maintenance Agreement with PennDOT. He explained that stormwater basin associated with the Lower Allen Commons site drains is on PennDOT property. An easement was granted but for the Development Authority to close out the permit, PennDOT is requiring the Township to enter into a maintenance agreement. The Condo Association is responsible for the operation and maintenance. The resolution put forth is necessary to enter into an agreement.

Mr. Miner confirmed his review and comfort with the proposed resolution and agreement.

With no further discussion, Commissioner **VILLONE** offered a motion to adopt **RESOLUTION 2025-R-10**. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

Commissioner **SWARTZ** offered a motion to authorize the Lower Allen Commons Stormwater Management Basin Custom Drainage Facilities Maintenance Agreement with PennDOT. The motion was seconded by Vice President **NAGY** and passed 5-0.

PUBLIC WORKS

Preparedness, Prevention, and Contingency (PPC) Plan

Director Powell introduced the item for discussion and possible action, to adopt the Preparedness, Prevention, and Contingency (PPC) Plan for the Public Works Facility. He described the plan as a required annual update, with changes limited to personnel changes and contact information.

Vice President **NAGY** offered a motion to adopt the PPC Plan, seconded by Commissioner **BROWN**. The motion passed 5-0.

Equipment Purchases: John Deere Loader & ODB Leaf Loader

Director Powell introduced the item for discussion and possible action, to authorize the purchase of a John Deere Loader in the amount of \$142,059.56 and ODB Leaf Loader in the amount of \$68,801, utilizing the DEP 902 Grant Awarded Funds. The grant totals \$219,607.00 with ninety percent coming from grant funds and ten percent coming from the Township in the amount of \$21,961. Staff recommends the purchase of these two pieces of equipment using those funds.

Commissioner **SWARTZ** offered the motion to approve the purchase, seconded by Commissioner **BROWN**. The motion passed 5-0.

Equipment Purchase: Tracked Skid Loader

Director Powell introduced the item for discussion and possible action, to authorize the purchase of a tracked skid loader for the Public Works Department utilizing Liquid Fuels funds in the amount of \$93,851.64. He explained that under the approved uses of this fund, municipalities can utilize up to twenty percent of the annual revenue to purchase equipment. With this equipment, staff will have enhanced ability to road, facilities and park maintenance.

Members discussed the liquid fuel funding applied towards paving and the paving project schedule. Manager Davis referred to the road rating study that had been conducted and suggested a future presentation before the Board to review the paving plan.

Vice President **NAGY** motioned to approve the purchase, seconded by Commissioner **SWARTZ**. The motion passed 5-0.

Equipment Purchase: Crack Sealer

Director Powell introduced the item for discussion and possible action, to authorize the purchase of a crack sealer for the Public Works Department using \$60,000 from the 2025 budget. Staff would like to reprioritize the replacement of equipment and purchase a crack sealer instead of a compact roller using the budgeted funds. The equipment will enable staff to perform more frequent and routine maintenance efforts to help to protect infrastructure investments.

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

Signal Improvement Project

Director Powell introduced the item for discussion and possible action, to authorize staff to prepare and advertise bid specifications for the Signal Improvement Project, using \$225,000 from the 2025 budget and the remaining balance from American Rescue Plan Act (ARPA) funds.

Although this work was originally projected to commence in 2023, due to unforeseen issues with technical design and easements, construction was delayed until 2025. The updated cost estimate has increased to \$335,000. Staff are requesting to use the budgeted amount of \$225,000 and pull from the remaining ARPA funds to cover the balance.

Addressing a question about the availability and usage guidelines of the ARPA funds, Director Knoll explained that the parameters allow for funds to be used for unexpected expenditures that would be unfunded, infrastructure and items that would not create a future burden on taxpayers.

Commissioner Villone requested to have some information to better understand what type of expenditures can be funded with those funds. President Caron suggested that the status of ARPA funds be added to the Finance Committee agenda.

With no further discussion, Commissioner **VILLONE** made a motion to authorize staff to prepare and advertise bid specifications for the Signal Improvement Project, using \$225,000 from the 2025 budget and the remaining balance from American Rescue Plan Act (ARPA) funds. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

MANAGER

Community Clean Water Action Plan Coordinator Countywide Action Plan Implementation Grant

Manager Davis introduced the item for discussion and possible action, to accept the Community Clean Water Action Plan Coordinator (“CCWAPC”)/Countywide Action Plan (“CAP”) Implementation Grant Agreement awarding the amount of \$153,096.00 supporting the High Properties Detention Basin Retrofit Project. She noted that this project was one of ten in the pollution reduction plan and that the grant was awarded with a twenty percent match of Stormwater Authority funds. Acceptance of the agreement is required to move forward with bidding the project.

Commissioner Brown expressed his appreciation for the effort in obtaining the grant, highlighting the more than \$150,000 in savings to taxpayers.

Commissioner **BROWN** offered the motion to accept the grant agreement. The motion was seconded by Vice President **NAGY** and passed 5-0.

RESOLUTION 2025-R-11

Tax Collector’s Compensation Resolution

President Caron noted that the item was the subject of the earlier executive session.

Manager Davis presented the item for discussion and possible action, to adopt RESOLUTION 2025-R-11 Establishing Collector’s Compensation, effective with the term beginning January 1, 2026, stating that the office identified as Office 101 in the Township Building is not part of the Tax Collector’s compensation effective with the next term in 2026 and all subsequent terms.

Vice President **NAGY** offered the motion to approve RESOLUTION 2025-R-11, seconded by Commissioner **BROWN**. Commissioner Villone clarified that the Board does not have plans for the office and could still offer the office at no charge to the Tax Collector at their discretion. The motion passed 5-0.

COMMISSIONERS REPORTS

Commissioner Swartz noted the pending inclement weather and urged residents to stay safe. He extended congratulatory remarks to Mr. Crone in his new role as Director of Human Resources and expressed appreciation for his service to the Township in the Police Department.

Commissioner Villone echoed sentiments to Mr. Crone and noted appreciation for Chief Rigling on his completion of probationary period, noting his strength in public relations. He also recognized all staff and thanked them for ongoing efforts, highlighting the Public Safety Department, the new role for Ms. Emerson and congratulations to Manager Davis on completing the first month in the new role.

Commissioner Brown echoed remarks for Mr. Crone and Chief Rigling and emphasized appreciation for all the grant funds obtained due to staff efforts, saving taxpayer dollars.

Vice President Nagy shared similar sentiments for staff, and appreciation for the \$350,000 in grants addressed during the meeting. He also shared gratitude for the efforts made by public works staff in managing weather and keeping residents safe. He noted appreciation to Mr. Crone for his calming force and steady leadership.

President Caron thanked everyone for their patience and thorough preparation for the meeting. She extended her appreciation to public works staff in advance of the winter weather. She also wished everyone a Happy Valentine's Day and noted that offices would be closed on President's Day.

Next, President Caron announced the Board would recess to executive session to discuss a personnel matter regarding the selection process for the Police Department supervisory staff.

EXECUTIVE SESSION

The meeting was recessed adjourned to executive session at 7:34 PM to discuss a personnel matter regarding the selection process for the Police Department supervisory staff.

RECONVENE & ADJOURNMENT

The meeting was reconvened at 7:49 PM. President Caron noted that members discussed the selection process for the Police Department supervisory staff. She noted that Commissioner Brown departed, with excuse, prior to the executive session and did not participate.

Commissioner **SWARTZ** motioned to authorize staff to internally advertise the position of Police Captain. Vice President **NAGY** seconded the motion, which passed 4-0.

The meeting was adjourned at 7:50 PM.