

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

February 24, 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
Leon Crone, Human Resources Director
Nate Sterling, Administrative Secretary
Renee' Greenawalt, Recording Secretary
Chris Bauer, P.E., Traffic Engineer, Bowman Assoc.

President Caron called the February 24, 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. This was followed by a moment of silence and the Pledge of Allegiance.

MEETING MINUTES

President Caron requested a motion to approve the minutes of February 10, 2025, Regular Meeting. Commissioner **BROWN** made the motion, seconded by Vice President **NAGY**. The motion passed 5-0.

AUDIENCE PARTICIPATION: Any item on the agenda.

President Caron invited members of audience to identify themselves should they wish to comment on any item on the agenda or any business pertinent to the Township. She noted that discussion would be limited to five minutes per person. Several members of the audience indicated intent to comment on Agenda Item 8B - SLD #2024-11 – Sheetz – Camp Hill (PA) Hartzdale Preliminary/Final Subdivision and Land Development Plan.

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 Director Reports for Community & Economic Development, Finance, Public Works, and Public Safety for January 2025, and Public Works Annual Report for 2024.
- b. Tax Collector's Monthly report for January 2025.
- c. Check Register of February 14, 2025, in the amount of \$84,915.77.
- d. Check Register of February 17, 2025, in the amount of \$204,201.27.
- e. Check Register of February 21, 2025, in the amount of \$358,642.12.

Commissioner **VILLONE** 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

Check Register of February 20, 2025

President Caron requested a motion to approve a manual Check Register of February 20, 2025, in the amount of \$7,750.00 to Eckert, Seamans, Cherin & Mellott for legal services.

Commissioner **BROWN** offered the motion to approve the item as presented, seconded by Commissioner **SWARTZ**. The motion passed 4-0, with one abstention by President Caron.

HUMAN RESOURCES

RESOLUTION 2025-R-12

Director Crone presented the item for discussion and possible action, to accept a motion to adopt **RESOLUTION 2025-R-12**, recognizing, commending, and honoring Donna J. Paul, Human Resources Coordinator, for her 24 years of service.

Commissioner **VILLONE** motioned to adopt **RESOLUTION 2025-R-12**, seconded by Vice President **NAGY**. The motion passed 5-0.

President Caron offered congratulations to Ms. Paul, and presented her with a commendation letter and a copy of the resolution, which she read into the record:

RESOLUTION 2025-R-12

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

Donna J. Paul

WHEREAS, the Board of Commissioners of Lower Allen Township desires to express its recognition and gratitude for nearly 24 years of service provided by ***Donna J. Paul***; and

WHEREAS, ***Donna J. Paul*** first joined Lower Allen Township in 2001 as a Customer Service Representative in the Community & Economic Development Department; and

WHEREAS, ***Donna J. Paul*** was appointed as the Human Resources Assistant in 2005; and

WHEREAS, ***Donna J. Paul*** was promoted to serve as the Human Resources Coordinator position in 2007; and

WHEREAS, ***Donna J. Paul*** has served on the Employee Engagement committee since 2005; and

WHEREAS, ***Donna J. Paul*** served on the Advisory Board for ConnectCare3 from 2010 to 2013; and

WHEREAS, ***Donna J. Paul*** served on the Pension Committee from 2010 to 2024; and

WHEREAS, ***Donna J. Paul*** served on the Safety Committee from 2010 to 2025 and served as the chairperson

from 2019 to 2023; and

NOW, HEREBY RESOLVE THAT sincere gratitude and appreciation be and are hereby extended to **Donna J. Paul** for nearly 24 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 24th day of February 2025.

RESOLUTION 2025-R-13

Director Crone presented the item for discussion and possible action, to adopt **RESOLUTION 2025-R-13**, appointing Cody Johnston as a Maintenance Specialist in the Public Works Department, effective February 25, 2025, and noted it was a budgeted position.

Commissioner **SWARTZ** motioned to adopt **RESOLUTION 2025-R-13**, seconded by Vice President **NAGY**. The motion passed 5-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

SLD 2025-01 702 Nailor Drive Townhomes for Reedlee Leasing Inc.

Director Sweeney introduced the item for discussion and possible action, to approve SLD #2025-01 702 Nailor Drive Townhomes for Reedlee Leasing Inc. Preliminary/Final Land Development Plan.

Ms. Terry Delo from Integrated Consulting presented a summary of the proposed plan to build nine single family townhouse units on the property located at 702 Nailor Drive. The proposed parcel will be 0.73 acres located in the multi-family residential (R-3) District. The two-story units are approximately 11,000 square feet, connected to public sewer and water, including 18 parking spaces with one entrance from Nailor Drive, and exit onto Cedar Run Drive. Ms. Delo noted the Township and County comments had been addressed.

Mr. Sweeney referenced the comment letter of February 13, 2025, noting that the remaining comments were primarily administrative in nature.

Responding to a question about the dewatering time, Ms. Delo explained that the infiltration facility in front of the parking area is the only available location for water quality and rate control.

Commissioner Villone asked whether the units were intended to be sold and privately owned or rented. Ms. Delo indicated that the units would operate as rentals with one owner, and there was no need for a restrictive covenant. Any change or future subdivision would require the approval of the Board of Commissioners.

Next, the Board considered approval of the waivers.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-30.A. – Submission of a Preliminary Plan. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 184-12.J. – Dewatering time greater than 72 hours. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 184-22.E.(11)(t) - Minimum 20' easements for stormwater management facilities The motion was seconded by Commissioner **BROWN** and passed 5-0.

With no further discussion, Commissioner **SWARTZ** motioned to approve SLD #2025-01 contingent on satisfactory completion of all remaining comments. The motion was seconded by Commissioner **BROWN** and passed 5-0.

SLD #2024-11 – Sheetz – Camp Hill (PA) Hartzdale

Director Sweeney introduced the item for discussion and possible action, to approve SLD #2024-11 – Sheetz – Camp Hill (PA) Hartzdale Preliminary/Final Subdivision and Land Development Plan.

Mr. Sean Delaney, attorney from Stevens & Lee, presented the plan and showed a rendering of the proposed Sheetz to be located at the corner of Hartzdale Drive and Gettysburg Road, the current site of the Batteries and Bulbs. He was joined by the project manager, Jessica Strickmeyer, along with Josh Weidler, Civil Engineer from B&L Companies and Eric Mountz, Traffic Engineer from TPD.

The purpose of the plan is to consolidate two existing lots into one lot, demolish the existing buildings and construct a gas station/convenience store located at 2501 Gettysburg Road. The proposed plan is in the C-2 Zoning District.

Mr. Delaney stated that the proposed plan is for permitted use in the commercial corridor. He referenced the earlier presentation before the Planning Commission on November 19, 2024, and the subsequent meetings with residents of the adjacent neighborhood following that meeting, leading up to the second presentation before the Planning Commission on February 18, 2025. In consideration of the feedback and concerns expressed by the residents, changes to the plan were implemented to the access on the side of the property at Lebanon Avenue.

Mr. Weidler presented a rendering of the plan to demonstrate the plan's evolution with respect to the access drive on Lebanon Avenue. He showed the intended traffic flow from access to exit sites, as well as internal circulation throughout the site. The original plan included a full motion access at Lebanon Avenue, which had evolved to a right turn in, left turn out onto Lebanon Avenue. The intersection was moved further away from Lena Avenue and angled away from the neighborhood. Overall, turning movements were significantly reduced to address the concern expressed by residents. The changes are intended to deter accidental access to the neighborhood through the rear of the site. He also reviewed several features of the site, including the forested areas where evergreen trees will be planted to supplement the existing deciduous trees. A description of the lighting plans illustrated that light would dissipate around the corner boundaries of the lot to avoid light pollution along the side roads. Eight-foot-high fencing was added to the boundary along the residential area. Also, Sheetz has agreed, and will add to the plan, that music will not be played outside between the hours of 8 PM and 8 AM.

Mr. Mountz addressed the details of the traffic impact study, noting continued cooperation and coordination with Township staff. Based on analyses, the plan complies with all applicable Township ordinances. Working with the Township Traffic Engineer, the plan was revised in an effort to redesign the driveway to meet the needs of all parties, providing access to the Sheetz from Gettysburg Road using the center turn lane. To mitigate concern about a proposed exit onto Lebanon Avenue, across from Nina Avenue, the driveway was moved closer to Gettysburg Road, angled at 45 degrees to discourage flow of traffic to Nina Avenue. He also noted the flush mountable concrete that is sloped towards the driveway and additional signage included as traffic controls. Changes focused on orienting traffic to and from Gettysburg Road, as well as providing sidewalk along Lebanon Avenue to maintain pedestrian connectivity with crosswalks. He noted that the Township Traffic Engineer had indicated acceptance of the proposed design changes.

Commissioner Villone asked for more information related to the southern access point. Mr. Mountz first explained that the northern access point from Hartzdale Drive was limited to entering movements due to its proximity to the traffic signal, the two lanes in front of the driveway, the no turn on red at the signal and blockage of sight lines.

The southern driveway maintains 4-way alignment for left hand turn movements that do not conflict with one another. It offers a wide turning radius and corrugated concrete to stay on the northbound side of the road. Improvements at that intersection will include extended sidewalk, ADA accommodations, visibility crosswalk and signage for turn restrictions.

Commissioner Villone asked for consideration of connectivity and options to support pedestrians across Hartzdale Drive. Mr. Mountz noted that crossing was not practical at the 4-way intersection due to the proximity of the designated pedestrian crossing at the signaled intersection. Mr. Sweeney noted that staff could investigate the possibility of adding a crosswalk across Hartzdale Drive further to the south.

Mr. Mountz presented additional details for the access at Lebanon Avenue. He reiterated the evolution of the design for the driveway regarding the through traffic concerns expressed by residents. He emphasized that Sheetz views access as necessary to service traffic traveling in either direction on Gettysburg Road to the site. In response to concerns expressed by residents, access was moved further north towards Gettysburg Road to provide additional separation and distance. The access is angled at 45 degrees to provide turning movements in and out of the drive aisle. Vertical curbing and mountable concrete support the orientation of traffic, which will be restricted to right in and left out at the access point.

Regarding Lebanon, New York and Nina Avenues, Sheetz will establish an escrow account intended for funding speed control devices and security for addressing such issues. Like the procedure with the Sheetz store at Cedar Cliff Drive, a post-development study will be conducted to assess the actual traffic volume against the traffic study projections and will coordinate any adjustments that must be made to optimize the operations of the traffic signal. Mr. Delaney referenced the Township Engineer's comment letter of February 14, 2025, noting there were few comments left to address.

Commissioner Swartz noted a concern raised during the Planning Commission about impacts on the school bus stop and asked for an update. Ms. Davis said that she would work with the school district to identify bus stops and that signs could be added. Commissioner Swartz also asked about the need for additional line striping and details regarding the amount of financial security required for the post-development study. Mr. Sweeney noted that striping was within the scope of the Township and would consult on both issues with the Township Traffic Engineer.

Commissioner Swartz asked about the process to mitigate light pollution if the light is more than anticipated or represented. Mr. Delaney noted that the lighting plan had been reviewed and approved, and that the Township may enforce the lighting ordinance by requiring shielding if necessary. Commissioner Swartz asked the applicant to confirm that they would, on a continuing basis, work in good faith to address any other issues that come up even after the follow-up study is completed. Mr. Delaney indicated that Sheetz would do so.

Vice President Nagy asked if any changes were made at the Cedar Cliff location due to the follow-up study. Mr. Mountz replied that there were adjustments made to the green light time at the traffic signal, with approval from PennDOT. Sheetz was financially responsible for the study and the implementation of the changes.

Commissioner Villone noted the impact of potential business redevelopment at the corner opposite the proposed site on traffic concerns and mentioned that once the level of service reaches a point in need of improvement, the developer is responsible for providing the improvements. Mr. Bauer, the Township Traffic Engineer, noted ongoing discussions aimed at focusing on the Gettysburg Road Corridor Comprehensive Plan and the Harrisburg Area Transportation Study.

Public Comment

Dr. Marian Bova, 2417 New York Avenue, expressed concern about an increase in crime, litter, noise, fumes, traffic, and light pollution. She acknowledged understanding that the zoning allows for commercial use, but asserted it was not common for Sheetz to build stores adjacent to a residential neighborhood. Residents requested that it not be permitted to access the Sheetz from Lebanon Avenue and should instead exit directly onto Gettysburg Road. She also expressed the desire for a concrete barrier versus the proposed privacy fence.

Ms. April Knepp, 2409 New York Avenue, expressed opposition to having a Sheetz in that location due to the negative impacts on the currently quiet neighborhood. She asked for an explanation as to why direct access to the Sunoco on Gettysburg Road close to a signaled intersection was possible yet was being represented as not possible in this case. She expressed concern for increased travel times and traffic challenges for residents and for existing businesses in the vicinity, including the daycare across the street. She also noted anticipated stacking of vehicles past the access to Lebanon Avenue and limited maneuvering for tractor trailers in and out of the proposed access points. Finally, she noted safety concerns to residents due to the absence of sidewalks and curbing, and concern about a decrease in home values in the neighborhood.

Ms. Patricia Lewis, on Santa Maria Avenue, noted that the trees in the line between the parcels and the neighborhood have poor root systems and will not provide a sufficient buffer or screen. She also expressed safety, and nuisance concerns due to traffic through residential streets.

Mr. Tom Ernst, 2418 Massachusetts Avenue, noted appreciation to Sheetz for their cooperation, but expressed a desire to completely block off any access via Lebanon Avenue, citing the existing challenges in turning left onto Lebanon from Gettysburg, which spills over to access via Schuylkill Avenue. He also noted the likelihood of increased pedestrian traffic at the intersections and potentially along railroad tracks. Additionally, he voiced concerns over increased crime, and safety issues related to the absence of curbing, sidewalks or lights in the neighborhood. Last, he questioned how the proposed development fits into the long-term comprehensive plans envisioned by the Township.

Ms. Janelle Acri, 2410 Massachusetts Avenue, noted that the neighborhood was a growing community with significant pedestrian traffic with lots of children, citing safety concerns. She also reported that the daycare across the street, Inspiration Station, had not been contacted by Sheetz and would be negatively affected in a significant way.

Mr. Alan Spurgin, 2416 New York Avenue and additional nearby locations, echoed sentiments shared by other residents. He also shared videos to illustrate the daily traffic backups on Gettysburg Road. He showed photos of the tree line illustrating the proximity of residents to the proposed lot. He emphasized the existing scenario of the Sunoco at the intersection of Gettysburg Road and Carlisle Road, which allows full movements at access points onto both roadways and suggested that Sheetz should be required to apply for a Highway Occupancy Permit from PennDOT for direct access to Gettysburg Road, or should eliminate the access at Lebanon Avenue and instead reply on access points at Christmas Tree Hill and Camp Hill Auto, similar to the location at Cedar Cliff Drive. He referenced zoning standards related to development of standards designed to minimize congestion and provide for public convenience and asserted that the proposed plan conflicts with the standard if it means to minimize traffic congestion through neighborhoods. He also noted the inconsistency of the proposal with the Township's existing comprehensive plan goals. In conclusion, he expressed that residents would like a denial of any access via Lebanon Avenue, concrete barrier high enough to block the view, sound and smell emanating from the Sheetz, large, healthy pine tree screening, and ultimately a decision to table the decision due to the short amount of time since the Planning Commission, limiting the proper view of traffic studies and associated comments.

Commissioner Brown asked for perspective on closing access to Lebanon Avenue from a public safety standpoint. Director Holl noted that public safety requirements are considered for the traffic impact study. Commissioner

Brown also shared his observation that offering a left turn into Lebanon Avenue to access the Sheetz might alleviate some of the back-up traffic anticipated in the left turn lane along Gettysburg Road approaching the traffic signal. Mr. Bauer confirmed.

Commissioner Swartz asked if there were any other viable alternative access to the site if Lebanon Avenue was closed off. Mr. Bauer replied there was none and that the site is within the functional area of the intersection. The idea is to minimize access via major roads as PennDOT prefers access to be on side roads.

Vice President Nagy addressed members of the public, explaining that the decisions of the Board are not influenced by financial impact or preference for any type of business, but rather legal parameters. If a proposed development plan meets the requirements and the plan is not approved, the likely result is a lawsuit by the developer, incurring taxpayer dollars for legal challenges. State law establishes rules which often favor the developers instead of residents. He shared his perspective that the job of the Board is to endeavor to make the plan palatable and to ensure that the developer is legally bound to the agreements represented.

Mr. Miner confirmed that the standards for deciding on the plan are consistent for both the Planning Commission and the Board of Commissioners. Denial of a plan requires evidence of violation by the developer of ordinance or state statute. He noted that the plan put forth by Sheetz is a clean plan. The duty to decide is not based on preference but an objective decision based on permitted use and proper and lawful from a zoning standpoint.

Commissioner Villone acknowledged that sometimes the plans are not favorable, yet they meet all the legal requirements.

Commissioner Swartz expressed empathy for the many comments raised in reference to the comprehensive plan and noted that the current codes are misaligned with the goals of that plan. There is an effort to update those codes, but it is a complex and time-consuming process. He added that denying the plan could ultimately result in being forced to accept the originally proposed plan, rather than the one that has been modified to ameliorate as much as possible, the concerns of the residents.

Residents expressed frustration that their feedback did not seem to have any impact on the decisions made and asked at what point in the planning process where residents are empowered to have any influence. Mr. Sweeney noted that the Township notifies residents in accordance with the law. The Township cannot share information until a plan is submitted.

Commissioner Swartz pointed out that resident comments have made a substantial impact on the concessions made by Sheetz, and those will improve the safety situation. He commended the public for participating and providing feedback.

President Caron extended appreciation to Sheetz for their cooperation with staff and residents and for making concessions in response to feedback. The comments offered by the public have developed the course of the plan and shaped it in positive ways. She also thanked Mr. Miner for clarifying the legal grounds and flexibility of the Board's decision.

Commissioner Villone encouraged staff to remain vigilant to ensure mitigation of any future issues that may arise should the plan be approved.

Next, the Board considered approval of the waivers.

Commissioner **VILLONE** made a motion to approve waiver of Section 192-30.A. – Submission of a Preliminary

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

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

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

Commissioner **VILLONE** made a motion to approve waiver of Section 192-58.E.(10) – Parking lot planting islands designed to collect stormwater. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **VILLONE** made a motion to approve waiver of Section 192-58.E.(10) – Parking lot planting islands designed to collect stormwater. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **VILLONE** made a motion to approve waiver of Section 192-59.C.(2) – Parking space size adjacent to end islands shall be an additional two feet in width. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner Villone explained that the waivers associated with a plan could be characterized as housekeeping issues, and that board members encourage all parties to work together continuously and attempt to mitigate in the best interests of the community and public safety.

Next, in consideration of approval for the plan, Commissioner Swartz indicated his desire to add additional conditions.

Commissioner **SWARTZ** offered a motion to approve SLD#2024-11 – Sheetz – Camp Hill (PA) Hartzdale Preliminary/Final Subdivision and Land Development Plan, subject to the following conditions:

- a) Satisfaction with all remaining comments listed on Rettew’s letter dated February 14, 2025.
- b) Satisfaction with all remaining comments listed on Cumberland County Planning Department’s letter dated September 30, 2024.
- c) Privacy fencing along the east side of the lot, increased to 8-foot-high as indicated in the updated plan
- d) Additional striping as indicated on the updated plan be applied to the shoulder of the southbound lane of Hartzdale Drive.
- e) If the Township determines that a school bus sign would be appropriate along Sheetz property, the applicant will cooperate with installation and placement of the signage.
- f) A follow-up traffic study at the signal be conducted no earlier than six months and no later than 12 months following the store opening, with additional traffic mitigation and safety facilities put in place as determined by the results of the study and that the Township hold financial security for that work.
- g) The applicant will continue to meet with Township staff and residents in good faith following completion of the follow-up study and address concerns that arise, not limited to traffic, light, sound, etc.
- h) No trucks serving the store will go through the ingress or egress on Lebanon Avenue except in case of emergency vehicles.
- i) No outdoor music will be permitted between 8 PM and 8 AM
- j) The applicant will work with the Township and residents to assess impacts to Lebanon Avenue, Nina Avenue and New York Avenue via a post construction review and hold funds in escrow to fund potential traffic calming or other necessary mitigation infrastructure as appropriate.

Mr. Delaney affirmed that the additional conditions were acceptable and agreed to by the applicant

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

SLD#2022-09 Cloud 10 Carwash

Director Sweeney introduced the item for discussion and possible action, to approve a recording deadline extension request for SLD#2022-09 Cloud 10 Carwash Preliminary/Final Land Development Plan to June 29, 2025. He explained that the plan was presented previously, had encouraged delays with PennDOT, and characterized the request as a legitimate reason for needing an extension. There was some discrepancy with PennDOT regarding the control of Lower Allen Drive.

Commissioner **SWARTZ** offered a motion to approve the recording deadline extension for SLD#2022-09 Cloud 10 Carwash to June 29, 2025. The motion was seconded by Commissioner **BROWN** and passed 5-0.

PUBLIC WORKS

Dual Pump System Purchase

Director Powell introduced the item for discussion and possible action, to authorize the purchase of a dual pump system through Costars for the UMHC/Weis Basin Retrofit project, in the maximum amount of \$119,000, and paid through the Stormwater Fund. He referenced the details outlined in the memo provided in the meeting packet.

Commissioner Villone asked whether the current stormwater fee remained sufficient for funding program initiatives. Manager Davis indicated that current revenues meet the need to cover costs associated with the current MS4 permit and infrastructure upgrades. An updated assessment may be required once the next permit cycle requirements are announced.

Commissioner **BROWN** motioned to authorize the purchase as presented. The motion was seconded by Vice President **NAGY** passed 5-0.

FINANCE

Kyocera Consolidated Maintenance Agreement

Director Knoll introduced the item for discussion and possible action, to approve authorization to enter a Township wide, consolidated Maintenance Agreement with Kyocera encapsulating all the Township's copier equipment. She explained the agreement would eliminate the need for separate maintenance contracts and instead account for maintenance and toner supplies for all the copier equipment. The proposed contract would be effective March 1, 2025, including 78,000 black and white images per quarter at a base rate of \$858 per quarter and would result in an overall savings in annual costs.

Mr. Miner confirmed that he had reviewed the contract and supported its authorization.

Vice President **NAGY** offered the motion to authorize approval of the contract as presented, seconded by Commissioner **SWARTZ**. The motion passed 5-0.

MANAGER

2025 Tax Collector Fee Schedule

Manager Davis introduced the item for discussion and with possible action to be considered during a future meeting if board members are comfortable with proceeding. She explained that the Tax Collector had submitted a request to increase fees. Ms. Davis referred to the fees identified in the memo provided with the meeting materials.

Commissioner Villone asked if the proposed fees would apply for the next four years. Mr. Miner confirmed they would. Members expressed support in proceeding with consideration of the request.

COMMISSIONERS REPORTS

Manager Davis referenced a medical incident that had occurred earlier in the month and expressed appreciation to the Township's Police and EMS Staff, specifically Police Officer Justin Hartzel, Paramedic John Senick, and AEMT Anothly Hentz.

Commissioner Swartz expressed appreciation to the residents who participated in the meeting and provided feedback on the proposed Sheetz plan. He also thanked Director Sweeney and staff for their efforts in keeping the process moving forward.

Commissioner Villone also acknowledged Director Sweeney for his handling of the process and mitigating the challenges associated with addressing concerns and thanked all staff for their engagement with the residents and the developers. Next, he noted appreciation for the Lisburn Fire Company and efforts involved with a recent fundraiser.

Commissioner Brown expressed condolences to the families impacted by the tragic events that took place over the weekend at UPMC Memorial. He also expressed appreciation for resident engagement, staff efforts and to Sheetz for their responsiveness.

President Caron announced that the first Finance Committee meeting was scheduled to be held the next day. She also noted that the Board would recess to executive session to discuss two personnel matters.

EXECUTIVE SESSION

The meeting was recessed to executive session at 9:28 PM to discuss two personnel matters: 1) An update on police collective bargaining, and 2) Update on the Planning Commission

RECONVENE & ADJOURNMENT

The meeting was reconvened at 9:50 PM.

Commissioner **VILLONE** motioned to authorize the solicitor to write and send a letter to members of the Lower Allen Township Planning Commission outlining their roles and responsibilities. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

The meeting was adjourned at 9:51 PM.