

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

March 10, 2025

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

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

Chuck Brown, Commissioner – absent with excuse

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
Reneé Greenawalt, Recording Secretary

President Caron called the March 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 and that Commissioner Brown was absent with excuse. This was followed by a moment of silence and the Pledge of Allegiance.

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. 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 February 28, 2025, in the amount of \$205,555.36.
- b. Check Register of March 07, 2025, in the amount of \$28,840.82.
- c. Credit Card Register of March 2025 in the amount of \$14,598.25.

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 4-0.

PRESIDENT

RESOLUTION 2025-R-14

President Caron requested a motion to adopt **RESOLUTION 2025-R-14**, recognizing, commending and honoring Henry Lane Buchanan for the attainment of the rank of Eagle Scout.

Commissioner **VILLONE** motioned to adopt **RESOLUTION 2025-R-14**, seconded by Vice President **NAGY**. The motion passed 4-0.

President Caron congratulated Mr. Buchanan for his effort and achievement, and presented him with the resolution, which was read into the record:

RESOLUTION 2025-R-14

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

HENRY LANE BUCHANAN

FOR THE ATTAINMENT OF THE RANK OF EAGLE SCOUT

WHEREAS Henry Lane Buchanan began Scouting in 2013 as a Tiger Scout, and

WHEREAS Henry Lane Buchanan has served as Patrol Leader, Instructor, Senior Patrol Leader, Junior Assistant Scoutmaster, Chaplin Aide, and Order of the Arrow Representative for Troop 54, Camp Hill, Pennsylvania; and

WHEREAS Henry Lane Buchanan, for his Eagle Scout project, led a group of scouts and adults in building 39 Cardinal Nesting Boxes, then installing them along the Garstad Nature Trail in Lower Allen Township Community Park in memory of his grandfather; and

WHEREAS Henry Lane Buchanan having completed the requirements for, and been examined by the Eagle Scout Board of Review, on January 3, 2025, was conferred the rank of Eagle Scout; and

NOW, HEREBY RESOLVE THAT S sincere commendation and congratulations be and are hereby extended to ***Henry Lane Buchanan*** for his dedication to the Boy Scouts of America, the attainment of his Eagle Scout badge, and for serving as a role model to other young men in Lower Allen Township, Cumberland County, and the United States of America, 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 March 2025.

RESOLUTION 2025-R-15

President Caron requested a motion to adopt **RESOLUTION 2025-R-15**, the Tax Collector's 2025 Fee Schedule, with an effective date of April 1, 2025.

Commissioner **SWARTZ** motioned to adopt **RESOLUTION 2025-R-13**, seconded by Commissioner **VILLONE**. The motion passed 4-0.

HUMAN RESOURCES

Update on the Human Resources Department

Director Crone provided a brief update, noting recruitment efforts were underway for some part-time positions in both the Public Safety and Public Works Departments. He also reported that a process for managing the logging system for reporting of hours was being looked at, as well as updates to the employee personnel manual and directives system.

PUBLIC WORKS

LED light fixtures Purchase

Director Powell introduced the item for discussion and possible action, to purchase and install 400-Watt LED light fixtures to upgrade the streetlights located at the Route 15 and Slate Hill Road interchanges, to be paid from the General Fund in the amount of \$24,900 for parts and labor. He referenced the quote provided in the meeting packet and noted that the upgrade would enable a longer life span, reducing future replacement costs and creating a safer interchange with increased lighting.

Commissioner **SWARTZ** motioned to authorize the purchase as presented. The motion was seconded by Commissioner **VILLONE** and passed 4-0.

Change Order Authorization

Director Powell introduced the item for discussion and possible action, to authorize Change Order No. 1 for the Landscape Maintenance of BMPs 2024-2025 Project for the 2025 Calendar Year. The change in pricing is due to the standard COLA adjustment, an added 2% per the contract, and the addition three (3) BMPs and two (2) pollinator gardens.

Vice President **NAGY** moved to authorize the change order as presented. Commissioner **SWARTZ** seconded. The motion passed by a vote of 4-0.

Expenditure Approval for Water Leadership/Environment Foundation Conference

Director Powell introduced the item for discussion and possible action, to authorize expenditures exceeding the budgeted amount, for the Township's Environmental Programs Manager to attend the Water Leadership Cohort and Water Environment Foundation Conference, to be paid for from the Stormwater Fund. Full details of the anticipated expenses associated with the program were not available when Ms. Arnold applied to the competitive program, for which she also received one of six available scholarships. A portion of the costs can be absorbed by training line items in the Stormwater budget, but the total exceeds the approved budget in the amount of \$3,035. The proposal was recommended for approval by the Stormwater Authority.

Vice President Nagy asked what value would be obtained by participating in the event. Manager Davis explained that the conference provides leadership, networking, grant application training, GIS updates and MS4 permit policy training opportunities. Additionally, participation may offer access to national grant funding opportunities.

President Caron congratulated Ms. Arnold on being selected as a scholarship recipient. Commissioner Villone voiced support for the added value of education and staff training opportunities which serve to benefit the Township.

Commissioner **VILLONE** offered a motion to authorize the expenditure as presented. Commissioner **SWARTZ** seconded and the motion passed 4-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

SLD #2024-02 Kindt Properties

Director Sweeney introduced the item for discussion and possible action, to accept a 90-day extension for SLD #2024-02 Kindt Properties Preliminary/Final Subdivision and Land Development Plan. He explained that the submitted plan required a variance, and the applicant is undergoing the review process. The plan will go before the Planning Commission in March.

Commissioner **SWARTZ** motioned to accept the 90-day extension for SLD#2024-02. The motion was seconded by Vice President **NAGY** and passed 4-0.

SLD #2024-05 Capital City Mall

Director Sweeney introduced the item for discussion and possible action, to accept a 90-day extension for SLD #2024-05 Capital City Mall Preliminary/Final Subdivision Plan. He explained that the engineer working on the project had left the company and the staffing vacancy caused a delay. The plan will be resubmitted and is not yet scheduled for review by the Planning Commission.

Vice President **NAGY** motioned to accept the 90-day extension for SLD#2024-05. The motion was seconded by Commissioner **SWARTZ** and passed 4-0.

SLD #2024-08 Merritts Properties, LLC

Director Sweeney introduced the item for discussion and possible action, to accept a 90-day extension for SLD #2024-08 Merritts Properties, LLC. Preliminary/Final Subdivision Plan. He explained that all requested variances were denied by the Zoning Hearing Board. Mr. Miner added that a written decision from the Zoning Hearing Board was not yet available, which is supportive for granting the extension.

Commissioner **SWARTZ** motioned to accept the 90-day extension for SLD#2024-08. The motion was seconded by Commissioner **VILLONE** and passed 4-0.

FINANCE

Finance Committee

Director Knoll provided a summary of the Finance Committee's initial meeting, held on February 25, 2025. The committee reviewed the list of expenditures eligible for American Rescue Plan Act (ARPA) Funds and prioritized a list of items for the committee to address before the end of the fiscal year.

MANAGER

2024 Firefighter Tax Credits

Manager Davis introduced the item for discussion and with possible action to consider approval of firefighter tax credits for the 2024 tax year. A list of eligible volunteers and their applicable credits was provided for review. With approval the list will be provided to the Township Tax Collector and Cumberland County Tax Bureau.

Vice President Nagy requested that a copy of the Ordinance related to the credit be provided to Board members. He also asked who was responsible for setting the criteria. Director Holl said the criteria were established by a prior Board in cooperation with the Fire Department. Manager Davis confirmed that a copy of the Ordinance would be provided.

Vice President **NAGY** motioned to approve the tax credits as presented. The motion was seconded by Commissioner **SWARTZ** and passed 4-0.

Township Information Technology/Website Committee

Manager Davis explained that due to a security issue, the Township's public website had to be decommissioned during the week of March 10, 2025. She reported that staff would be meeting with the committee the next day with discussion focused primarily on building a new website. Additionally, a form was for reporting any information technology related issues encountered by staff and others. Also looking at converting Township Facebook page to a governmental account. The current website shows that it is under construction and for the interim, a link will be updated to provide frequently utilized resident resources such as rental forms, permit applications, FAQ, etc. Future updates will be provided as available.

Commissioner Swartz requested that a refuse collection calendar be included in the resident resources on the website.

Commissioner Villone acknowledged the difficult decision to decommission the website. He asked if staff had received much concern from residents and would there be a need for temporary staffing to handle customer service issues. Manager Davis noted that they had not received much feedback yet. Manager Davis noted that she could not yet project a timeframe for having a new, fully functioning website available but intends to provide the resident resources as quickly as possible. Third party links such as Crimewatch, eCode360, and GovPay will be available throughout the process.

COMMISSIONERS REPORTS

Commissioner Swartz expressed appreciation to Lower Allen Fire Company for the hospitality at their recent banquet.

Commissioner Villone again acknowledged the challenge to staff in needing to decommission the website. He also expressed appreciation to the Fire Department and all public safety personnel for their response to a large house fire over the weekend. He noted particularly effective, education-focused communication from Director Holl regarding the event.

Vice President Nagy thanked both fire companies for their recent banquets and the ongoing efforts in providing vital services throughout the year. He also thanked staff for their prudent response and planning on the website issue.

President Caron shared that Cedar Cliff High School students would be putting on their production of Les Misérables this coming weekend and encouraged attendance. She also announced that the Board would adjourn to Executive Session for discussion of two items.

EXECUTIVE SESSION & ADJOURNMENT

The meeting was adjourned to the executive session at 6:38 PM to discuss two items: 1) Personnel matter regarding an update on police collective bargaining, and 2) Legal matter regarding an update on the Township website.