

## MINUTES

### **BOARD OF COMMISSIONERS**

### **LOWER ALLEN TOWNSHIP**

### **REGULAR MEETING**

**March 24, 2025**

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

#### **BOARD OF COMMISSIONERS**

Jennifer Caron, President  
Joshua Nagy, Vice President  
Dean W. Villone, Commissioner  
Chuck 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  
Reneé Greenawalt, Recording Secretary

President Caron called the March 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 24, 2025, Regular Meeting. Commissioner **VILLONE** made the motion, seconded by Commissioner **SWARTZ**. The motion passed 5-0.

Next, President Caron requested a motion to approve the minutes of March 10, 2025, Regular Meeting. Commissioner **VILLONE** made the motion, seconded by Commissioner **SWARTZ**. The motion passed 4-0 with Commissioner Brown abstaining due to his being absent from that meeting.

#### **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.

Ms. Jessica Miller, Director at Frederickson Library, provided an update on the status of library programming and events. She reported that the library had 228,000 visitors in 2024, with 70,000 items checked out. She also announced upcoming events including concerts, the summer reading program and a new resource which offers residents the opportunity to check out museum passes to places such as Lake Tobias, Whitaker Center, and Hershey Gardens. She expressed her appreciation to the Township for their ongoing support.

#### **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 February 2025, and EMS Annual Report for 2024.
- b. Check Register of March 17, 2025, in the amount of \$345,201.55.
- c. Check Register of March 21, 2025, in the amount of \$89,490.37.

Vice President **NAGY** 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**

#### **Check Register of March 20, 2025**

President Caron requested a motion to approve a manual Check Register of March 20, 2025, in the amount of \$2,480.00 to Eckert, Seamans, Cherin & Mellott for legal services.

Vice President **NAGY** motioned to approve, seconded by Commissioner **SWARTZ**. The motion passed 4-0 with President Caron abstaining due to the payment being made to her employer.

#### **RESOLUTION 2025-R-16**

President Caron requested a motion to adopt **RESOLUTION 2025-R-16**, proclaiming the month of April 2025 as “Pennsylvania 811 Safe Digging Month”.

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

At the request of President Caron, Commission Brown read the proclamation aloud for the record:

#### **RESOLUTION 2025-R-16**

#### **A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LOWER ALLEN TOWNSHIP, CUMBERLAND COUNTY, PENNSYLVANIA, PROCLAIMING THE MONTH OF APRIL 2025 AS “PENNSYLVANIA 811 SAFE DIGGING” MONTH**

**WHEREAS**, the month of April 2025 recognized as “Pennsylvania 811 Safe Digging Month”, and the initiative sponsored by Pennsylvania 811, a utility notification information center with 53 years of continuous service to the Commonwealth of Pennsylvania;

**WHEREAS**, Pennsylvania 811 received a million excavation notifications in 2024, over 3,000 construction projects in Coordinate PA, and transmitted approximately 6 million notifications to their member facility owners and operators allowing essential utility and construction crews to provide vital underground services and repair of critical infrastructure to communities throughout Pennsylvania;

**WHEREAS**, their mission is to prevent damage to underground facilities, to promote safety, provide an efficient and effective communications network among project owners, designers, excavators, and facility owners;

**WHEREAS**, when dialing 811, at least three business days before digging, a homeowner or a contractor is connected to a unique service that notifies the appropriate underground utility operators in the municipality in which the work will be performed;

**WHEREAS**, by notifying 811 of their intent to dig, the homeowner or contractor is knowingly helping to protect the underground utilities, themselves, work crew, and their neighbors from any unsafe digging practices within their community; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Lower Allen Township, Cumberland County, Pennsylvania, that the Commissioners, in support of the Pennsylvania Underground Utility Line Protection Law, PA Act 287 of 1974, as amended, we do hereby proclaim April 2025 as “Pennsylvania Safe Digging Month”, and encourage all Pennsylvanians to visit the Pennsylvania 811 website at [www.paonecall.org](http://www.paonecall.org) for information about digging safely.

**ADOPTED**, into a Resolution this 24<sup>th</sup> day of March 2025.

#### **RESOLUTION 2025-R-17**

President Caron requested a motion to adopt a motion to adopt **RESOLUTION 2025-R-17**, proclaiming the week of April 6-12, 2025, as “National Library Week”.

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

At the request of President Caron, Commission Swartz read the proclamation aloud for the record:

## RESOLUTION 2025-R-17

### 2025 NATIONAL LIBRARY WEEK PROCLAMATION

**WHEREAS**, libraries spark creativity, fuel imagination, and inspire lifelong learning, offering a space where individuals of all ages can explore new ideas and be drawn to new possibilities;

**WHEREAS**, libraries serve as vibrant community hubs, connecting people with knowledge, technology, and resources while fostering civic engagement, critical thinking, and lifelong learning;

**WHEREAS**, libraries provide free and equitable access to books, digital tools, and innovative programming, ensuring that all individuals have the support they need to learn, connect, and thrive;

**WHEREAS**, the PA Forward®, Literacy is POWER, initiative highlights how libraries and staffs encourage literacy in Basic, Information, Civic & Social, Health, and Financial Knowledge, which contributes to greater personal and community success;

**WHEREAS**, libraries partner with schools, businesses, and organizations, connecting the dots to maximize resources, increase efficiency, and expand access to essential services, strengthening the entire community;

**WHEREAS**, libraries' workers have worked to expand fluency in the digital literacy skills needed to navigate the online world which 21st century information exists;

**WHEREAS**, libraries nurture young minds through Storytimes, STEAM programs, and literacy initiatives, fostering curiosity and a love of learning;

**WHEREAS**, libraries empower job seekers, entrepreneurs, and lifelong learners by providing access to resources, training, and opportunities that support career growth and economic success;

**WHEREAS**, getting a library card is a financially literate action;

**WHEREAS**, libraries, librarians, and library workers across the country are joining together to celebrate National Library Week under the theme "Drawn to the Library"; and

**NOW, THEREFORE BE IT RESOLVED**, that the Lower Allen Township Board of Commissioners hereby proclaim **April 6-12, 2025**, as **National Library Week** in Lower Allen Township. During this week, we encourage all residents to visit the Cleve J. Fredricksen Library and celebrate the opportunities the library unlocks for us every day.

**ADOPTED**, into a Resolution this 24<sup>th</sup> day of March 2025.

## RESOLUTION 2025-R-18

President Caron requested a motion to adopt **RESOLUTION 2025-R-18**, affirming the Township's participation in the Sustainable Pennsylvania Municipal Certification Program.

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

## HUMAN RESOURCES

### **Police Department Awards**

Director Crone introduced the item and noted that Lieutenant Foltz would present the awards for the Police Department.

Lieutenant Foltz presented employee recognition and awards for the following:

Officers Kell, Glasser, Renny, and Corporal Tamanosky were awarded Life Saving Awards for their quick action in responding to a welfare check and performing lifesaving actions resulting in the successful resuscitation of a victim.

Officer Floyd received an Exceptional Service Award for display of persistence and determination in responding to a combative subject.

Officers Reed, Renny, and Shiley were awarded Life Saving Awards for their careful and deliberate actions while responding to a 911 hang up call and performing lifesaving measures resulting in life preservation of a critical patient.

Officers Renny and Newcomer were awarded Unit Citations for their actions of perseverance in the face of great peril while responding to a shooting.

Officer McDowell received a Lifesaving and Meritorious Service Award and Officer Justh received a Life Saving Award for their actions in responding to a vehicle accident on Rossmoyne Road.

Commissioners expressed their congratulations, appreciation and gratitude to all award recipients for their professionalism and teamwork as evidenced through their actions.

### **Employee Recognitions**

Director Crone introduced the item and noted that President Caron would present Years of Service and Performance Awards.

President Caron presented commendation letters to the following employees for their years of service:

- Sydney Overmiller – 2500 hours
- Jason Lane – 2500 hours
- Kenneth Stirling – 10 years
- Ryan Turpin – 10 years

Next President Caron presented a commendation letter to Director Knoll for working above and beyond the parameters of normal duties.

### **Resignation of Fire Captain**

Director Crone introduced the item for discussion and possible action, to accept the resignation of Frank Wirth, Fire Captain in the Department of Fire Rescue Services, effective March 31, 2025.

Commissioner **SWARTZ** offered the motion with congratulations to Mr. Wirth, and regrets, seconded by Commissioner **VILLONE**. The motion passed 5-0.

President Caron expressed gratitude for Captain Wirth's years of service and wished him well.

### **Advertising for Public Safety Officer**

Director Crone introduced the item for discussion and possible action, to authorize staff to advertise for a Public Safety Officer (PSO) position to fill the vacancy.

Vice President **NAGY** made the motion. Commissioner **BROWN** seconded and the motion passed by a vote of 5-0.

### **Retirement of Assistant Public Works Director**

Director Crone introduced the item for discussion and possible action, to accept the retirement of Glenn MaGatz, Assistant Public Works Director, effective April 18, 2025.

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

### **PUBLIC SAFETY**

#### **RESOLUTION 2025-R-19**

Director Holl introduced the item for discussion and possible action to adopt **RESOLUTION 2025-R-19**, appointing Matthew W. Schmidt as a full-time EMT/PSO in the Public Safety Department, effective April 7, 2025.

Vice President **NAGY** motioned to adopt **RESOLUTION 2025-R-19**, seconded by Commissioner **VILLONE**. The motion passed 5-0.

## **PUBLIC WORKS**

### **2025 Infrastructure Project**

Director Powell introduced the item for discussion and possible action, to authorize staff to prepare and advertise bid specifications for the 2025 Infrastructure Project. He explained that the work involved paving in Highland Estates, Highland Village and ADA improvements.

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

### **Bulk Item Drop-Off at Public Works Facility**

Director Powell introduced the item for discussion, describing an issue of concern involving the large/bulk item dumpsters located at the Public Works Facility. He noted that there has been abuse of the system where visitors do not stop by the building to register as instructed, drop off illegal items and/or leave items outside of the dumpster. Additionally, the area where the dumpster is located is permitted for the yard waste program but does not permit dumpsters, which could lead to issues with the permit. He asked the Board to consider whether the service was worth continuing.

Commissioner Villone voiced concern that anyone from the public would be allowed onto the premises without signing in and characterized the service as something valuable and desired by the residents. He urged consideration of alternatives for managing the process in a more secure way before considering eliminating the service.

Director Powell noted that residents are required to sign in, but that enforcement is challenging without the necessary staff for a full-time lot attendant. He pointed out that residents can dispose of large items through the weekly refuse collection.

Commissioner Villone acknowledged the weekly refuse collection option but expressed caution about unintended consequences associated with ending the service offered at the Public Works Facility. President Caron suggested making the service available by appointment only. Vice President Nagy expressed concern that negative consequences are imposed on people who do follow the rules.

Director Powell suggested that new services could be offered to residents such as battery and electronics recycling or temporary large item drop off. President Villone said he would be open to considering a phasing out of the service with sufficient notice to residents, such as at the end of the year or the end of the current contract with Penn Waste. Commissioner Swartz recommended moving the dumpster off the compost pad.

## **MANAGER**

### **Lower Allen Township Authority and PA American Water Company**

Manager Davis introduced the item for discussion and possible action to approve, as signatory of the incorporating municipality of Lower Allen Township Authority, the First Amendment to the Assignment and Assumption Agreement between Lower Allen Township Authority and Pennsylvania American Water Company, adding the Sienna Development to the area served by Lower Allen Township Wastewater Treatment Plant.

She referenced the map and memo provided in the meeting materials. Members discussed the situation affecting the Fairview Township residents and noted the importance of the Authority retaining ownership of the Authority treatment plant long into the future.

With no further discussion. Commissioner **BROWN** motioned to approve the agreement. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

### **Bid Opening Process**

Manager Davis introduced the item for discussion and possible action to allow Township staff to hold public sealed bid openings at duly advertised public meetings separate from and in advance of awarding the bid at a Board of Commissioners meeting. She explained that the process would be more efficient whereby staff would have time to review the information and make a recommendation to the Board of Commissioners on the award of bids.

Vice President **NAGY** motioned to allow the new bid opening process as presented. The motion was seconded by Commissioner **BROWN** and approved 5-0.

## **COMMISSIONERS REPORTS**

Manager Davis thanked Representative Sheryl Delozier for assistance with the LSA Grant and announced the Township was awarded \$270,000 to purchase a leaf turner.

Commissioner Swartz encouraged residents to check out the services offered by the local libraries. He expressed well wishes to Ms. Lauren Casselberry who serves on the Recreation and Parks Board and voiced appreciation to public safety personnel for their efforts.

Commissioner Villone expressed appreciation to staff for their preparation of meeting information and complimented recent strides in innovation and customer service. He suggested additional safety tips be disseminated to residents. He noted appreciation for the library update and expressed condolences for the family of Hampden Township Commissioner John Thomas.

Commissioner Brown congratulated the Police and Public Safety award recipients. He also complimented the Public Works Staff on the condition of the athletic fields in the Township.

Vice President Nagy expressed appreciation to personnel in all public safety disciplines, noting their unique teamwork and cohesiveness. He highlighted the 2024 EMS report, noting the intermediate level of service and that Lower Allen goes above and beyond.

President Caron thanked Mr. Sterling for the regular effort put forth to prepare and communicate about meeting packets. She also noted thanks to Representative Delozier for her ongoing support and extended sympathies to the family of Commissioner John Thomas.

## **EXECUTIVE SESSION & ADJOURNMENT**

President Caron announced the meeting would recess for executive session to discuss two items: 1) Personnel matter regarding an update on Police Collective Bargaining Agreement, and 2) Personnel matter regarding a Planning Commission vacancy.

The meeting was recessed to Executive Session at 7:29 PM and reconvened at 7:49 PM.

Commissioner **SWARTZ** motioned to appoint Kathleen M. Hall to fill the vacant seat on the Planning Commission for the remainder of the term which started on January 1, 2025. Commissioner **BROWN** seconded the motion, which passed 5-0.

Vice President **NAGY** motioned to advertise a special meeting for discussion and possible action, for the Police Collective Bargaining Agreement for noon on Monday, March 31, 2025. The motion was seconded by Commissioner **BROWN** and passed 5-0.

The meeting was adjourned at 7:52 PM.