

## MINUTES

### **BOARD OF COMMISSIONERS**

### **LOWER ALLEN TOWNSHIP**

### **REGULAR MEETING**

**APRIL 14, 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, Public Works Director  
Leon Crone, Human Resources Director  
Nate Sterling, Administrative Secretary  
Reneé Greenawalt, Recording Secretary

President Caron called the April 14, 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 March 24, 2025, Regular Meeting. Commissioner **BROWN** made the motion, seconded by Vice President **NAGY**. The motion passed 5-0.

President Caron requested a motion to approve the minutes of March 31, 2025, Special Meeting. Commissioner **BROWN** made the motion, seconded by Vice President **NAGY**. The motion passed 5-0.

#### **PRESENTATION - Township Gateway Signage Concepts - RPM Signs and Lighting**

Mr. Matt Farner presented ideas for Township gateway signage. He shared renderings of several conceptual design offerings for a sign to be placed at an entrance to the Township located at the corner of Hummel Avenue and South 18<sup>th</sup> Street. Estimated costs could be anywhere from \$10,000 to \$20,000 depending on the selected design.

Commissioner Villone inquired about a digital sign option and the associated advertising potential. Pros and cons of digital design were presented. It was noted that a digital sign was not appealing for the proposed location due to the existing activity at the intersection and regulations about signage in proximity to a traffic signal. Mr. Sweeney expressed support for a masonry sign at the proposed entrance to the municipality with the option for digital signs added later to more appropriate locations such as the Lower Allen Commons or the Capital City Mall.

Board members expressed appreciation for the designs shown and noted their intent to align with a strategic planning goal of advancing Township identity. They noted consensus of support and favor for pursuing the project. It will be added to the agenda for the next Development Authority 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.

Mr. Brian Fitcher stated his intent to participate on Agenda Item 9A – Cedar Run Business Center.

#### **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 March 31, 2025, in the amount of \$87,618.78.
- b. Check Register of April 04, 2025, in the amount of \$118,135.30.
- c. Check Register of April 11, 2025, in the amount of \$161,989.55.

Vice President **NAGY** 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.

## **HUMAN RESOURCES**

### **Public Safety Department: Hybrid EMS/PSO Position**

Director Crone introduced the item for discussion and possible action, to consider for approval a new Job Description for the Hybrid EMS/PSO position, which would essentially combine the Job Descriptions of both into one.

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

### **Resignation**

Director Crone introduced the item for discussion and possible action, to consider for acceptance, the resignation of PSO Thomas Kidd, who is moving from full-time to part-time status, effective May 5, 2025.

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

### **Modification of Advertisement – Hybrid EMS/PSO Position**

Director Crone introduced the item for discussion and possible action, to approve an amendment to the prior Board approval of March 24, 2025, allowing staff to advertise for a Public Safety Officer (PSO) position with the modification of advertising for a Hybrid EMS/PSO position instead and hiring an additional Hybrid EMS/PSO for the second vacancy. He explained that these are budgeted positions. Director Crone also stated he just received notice that day of another upcoming resignation from a Hybrid EMS/PSO employee so it may be pertinent to consider advertising to replace that position as well. If all vacancies were to be considered, then the Township would advertise with the intent to hire three (3) Hybrid EMS/PSO to fill all the vacancies mentioned.

Mr. Miner confirmed the appropriateness of the notification, noting that the approval would be for authorization to advertise and not to hire.

Vice President **NAGY** made the motion to approve the amended advertisement to hire three (3) Hybrid EMS/PSO positions. Commissioner **BROWN** seconded and the motion passed by a vote of 5-0.

### **Department Fire Rescue Services (DFRS) Volunteer Coordinator**

Director Crone introduced the item for discussion and possible action, to consider for acceptance, moving Keegan Toot, Training & Volunteer Coordinator in the Department Fire Rescue Services (DFRS) from probationary to regular full-time status, effective April 15, 2025.

Vice President **NAGY** made the motion and confirmed that the position title is “Training and Volunteer Coordinator.” Commissioner **SWARTZ** seconded and the motion passed by a vote of 5-0.

### **Healthcare Incentive Program Policy**

Director Crone introduced the item for discussion and possible action, to consider authorizing staff to develop a formal policy for the Healthcare Incentive Program. He referenced his memo of April, 9 2025 and explained that the idea, which originated with the Finance Committee, was to update the original program guidelines, which are somewhat ambiguous. The proposed updates would simplify the program and increase the incentive amounts to make the waiver of coverage more appealing.

Vice President Nagy expressed support and emphasized the importance of making certain employees are aware of the program.

Commissioner Swartz also noted support for the program and suggested providing an option to make supplemental (vision, dental, etc.) employee paid coverage available.

Director Crone also confirmed that employees who participated in the waiver program are required to demonstrate proof of healthcare coverage.

With no further discussion, Commissioner **SWARTZ** offered a motion to authorize staff to develop the policy, seconded by Commissioner **BROWN**. The motion passed 5-0.

## **PUBLIC SAFETY**

### **Civil Service Commission Eligibility List**

Director Holl introduced the item for discussion and possible action to approve the eligibility list for Police Captain submitted by the Civil Service Commission on March 31, 2025.

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

## **COMMUNITY AND ECONOMIC DEVELOPMENT**

### **SLD #2023-02**

Director Sweeney introduced the item for discussion and possible action, to approve SLD #2023-02 Cedar Run Business Center Preliminary/Final Subdivision and Land Development Plan. The project is located at 4517 Gettysburg Road, adjacent to Little League Drive. It proposes the construction of two warehouse/office buildings.

Mr. Brian Fitcher from KCI Technologies presented a rendering of the plan, noting planned expansion and improvements to the existing driveway to service the existing school and proposed property. Other improvements include stormwater infrastructure and infill sidewalk on the opposite side of the street. The proposed construction will be completed in two phases to minimize impact on the school year and sports season associated with the property.

Mr. John Ortenzio, the property owner, explained that the proposed buildings will house small distribution and showrooms with warehouse space.

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 192-57.B.(2)(h)[2] - Additional cartway along the frontage of Gettysburg Road and comply with PennDOT's requirements. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-30 – To defer the requirement to provide sidewalks along the frontage of Gettysburg Road. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-58.C – To defer the requirement to provide street trees along Gettysburg Road. The motion was seconded by Commissioner **BROWN** and passed 5-0.

With no further discussion, Commissioner **SWARTZ** motioned to approve SLD #2023-02 contingent on satisfactory completion of all remaining Townships and County comments. The motion was seconded by Commissioner **BROWN** and passed 5-0.

## **SLD #2024-02**

Director Sweeney introduced the item for discussion and possible action, to approve SLD #2024-02 Kindt Properties, LLC Preliminary/Final Subdivision and Land Development Plan. The property is located at 1013 St. Johns Road.

Mr. Adam Davis from Hyland Engineering explained that the proposed plan is to bring the site into compliance with Township requirements. Mr. Sweeney confirmed that improvements associated with a separate land development plan have not yet been finished and financial security remains held for that plan.

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 **VILLONE** and passed 5-0.

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

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-57.C.(9) – To defer the requirement for sidewalk along the frontage of Primrose Avenue and Saint Johns Road. The motion was seconded by Commissioner **VILLONE** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-57.B.(2)(h)[2] – Additional right-of-way width and cartway widening for the travel lanes along Primrose Avenue to St. Johns Road. The motion was seconded by Commissioner **VILLONE** and passed 5-0.

With no further discussion, Commissioner **SWARTZ** motioned to approve SLD #2024-02 contingent on satisfactory completion of all remaining Townships and County comments, and that the building permits, and zoning permits must be submitted, approved, and inspected for all work completed without the proper approvals prior to plan recording. The motion was seconded by Commissioner **VILLONE** and passed 5-0.

## **SLD #2025-02**

Director Sweeney introduced the item for discussion and possible action, to approve SLD #2025-02 Robert and Catherine Sanford Preliminary/Final Subdivision and Land Development Plan. The applicant is proposing to subdivide an existing 33-acre property on Thompson Lane, into one single family residential lot and the residual land is to remain undeveloped. He noted staff support for the plan and referenced the letter from the Township engineer which contained minimal comments.

The Board considered approval of the waivers.

Commissioner **VILLONE** made a motion to approve waivers of Section 192-57.B.(2)(h)[2] and Section 192-57.C.(13)(c)[1] - Additional right-of-way width for the travel lane along the frontage of Thompson Lane from 12' to 8'. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

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

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

With no further discussion, Commissioner **VILLONE** motioned to approve SLD #2025-02 contingent on satisfactory completion of all remaining Township and County comments. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

## **PUBLIC WORKS**

### **Chemung Supply Payment**

Director Powell introduced the item for discussion and possible action, to approve payment to Chemung Supply in the amount of \$35,634.00 for stormwater infrastructure for the 2025 Infrastructure and Paving Project. \$100,000.00 has been budgeted for drainage and stormwater infrastructure through Township. This payment is for the purchase of supply materials for the summer project. This is a CapCOG purchase.

Commissioner **BROWN** made the motion to approve the payment. Vice President **NAGY** seconded the motion which passed by a vote of 5-0.

### **Bid Advertisements for 2025 Stormwater Basin Retrofit Project**

Director Powell introduced the item for discussion and possible action to authorize staff to prepare and advertise bids for the 2025 Stormwater Basin Retrofit Project at High Associates in the Rossmoyne Business Center. The project is part of the Township's program to comply with their DEP stormwater permit and will be partially funded through a county grant of \$153,000.00.

Commissioner **VILLONE** made the motion to authorize staff to prepare and advertise the bids. Commissioner **SWARTZ** seconded the motion which passed by a vote of 5-0.

### **COMMISSIONERS REPORTS**

Director Holl reported that Fire Commissioner grants had been requested and awarded to the fire companies and to EMS.

Director Powell reported that the first traffic calming steering committee meeting was held in cooperation with LTAP, which would be helpful in creating a policy for the Township. The committee will meet monthly.

Manager Davis thanked Helen Grundon and the volunteers from the Recreation and Parks Board for their efforts in coordinating and hosting the Easter Egg Hunt. She also noted her intent to attend the leadership breakfast at the Frederickson Library.

Commissioner Swartz expressed appreciation for the work of the traffic committee. He mentioned the recent actions taken by Goldsboro Township in relation to the West Shore Recreation Commission. He announced National Library Week and the upcoming book sale being held April 24-27 at the Frederickson Library. Lastly, he noted relief that Governor Shapiro and his family were safe and well despite the arson attempt at their residence.

Commissioner Villone echoed the sentiment of concern for Governor Shapiro. He gave a shout out to Ms. Barbara Arnold for her stormwater education programs. He expressed appreciation and recognition for all Township staff and the board, noting the excellent flow of information, especially during the recent period of transition.

Commissioner Brown wished everyone a Happy Easter. He thanked Director Knoll for presenting the Sewer Authority with contractual information and noted appreciation to the Sewer Authority for keeping rates low and the Township's efforts to preserve control of its own system. He noted the high rates occurring in Fairview Township.

Vice President Nagy echoed many of the points made by other board members. He expressed appreciation for the new ideas and enthusiasm.

President Caron reported her attendance at the municipal advisory committee, noting her appreciation in hearing about county initiatives. She also indicated her intent to attend the municipal leadership library event.

### **EXECUTIVE SESSION & ADJOURNMENT**

President Caron announced the meeting would adjourn for executive session to discuss three items: 1) a personnel matter regarding Police Captain candidates, 2) legal advice regarding an Information Services contract claim, and 3) the Police Collective Bargaining Agreement.

The meeting was adjourned for the Executive Session at 7:28 PM.