

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

MAY 27, 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
Robert W. Diehl, Assistant 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
Barbara Arnold, Environmental Programs Manager
Nate Sterling, Administrative Secretary
Reneé Greenawalt, Recording Secretary

President Caron called the May 27, 2025, Regular Meeting of the Board of Commissioners to order at 6:00 PM. She announced Proof of Publication for the meeting was available for review.

MEETING MINUTES

President Caron requested a motion to approve the minutes of April 28, 2025, Regular Meeting. Commissioner **VILLONE** made the motion, seconded by Commissioner **SWARTZ**. The motion passed 5-0.

President Caron requested a motion to approve the minutes of May 12, 2025, Regular Meeting. Vice President **NAGY** made the motion, seconded by Commissioner **BROWN**. The motion passed 5-0.

PRESENTATION: Township Pavement Management Program

Mr. Scott Russell, P.E., Bowman Engineering shared information regarding the preparation of a pavement management program for the Township. The program leveraged artificial intelligence to facilitate analysis of roadways to create a map of road networks and prioritization schedules for paving the roadways. Roadways were analyzed in segments and rated in accordance with their condition characterized, as maintenance, rehabilitation or reconstruction mode.

Mr. Russell explained that the best approach to roadway management planning was to follow a 10-year prioritization schedule and suggested that two times the amount of the Township's Liquid Fuels funding was a reasonable estimation of the investment needed to place roadways into maintenance mode. He also reviewed various methods of maintenance treatment and techniques to extend the life of the road surfaces.

Vice President Nagy noted appreciation for the presentation and to Manager Davis and Director Powell for their proactive efforts in addressing the Township's road infrastructure and asked how the management plan would be operationalized. Director Powell explained that while challenging, the plan would be aligned with other infrastructure upgrade projects that are occurring to create a 5-year plan, and in coordination with utility and stormwater infrastructure plans. He emphasized the importance of proactive education for the residents, cooperation between staff, the Board, and the public, and additional investments for engineering assessment and advice to replace and upgrade the relevant infrastructure.

Commissioner Villone noted appreciation for the focus on the issue. He said the Township was in good financial status and expressed agreement that estimated \$12.8 million spent for this purpose would be a wise investment which benefits all residents and taxpayers.

Commissioner Brown noted agreement that the need-based assessment demonstrates that moving forward is in the Township's best interest and is well worth the investment for properly maintaining the roadways.

Commissioner Swartz also expressed agreement, noting it was important and necessary.

PRESENTATION: Trinity High School Student Updates

Trinity High School students, Kate Warner and Quinn Smith shared updates on current activities and recent events. In their report, they noted that their recent Day of Service event amounted to 1347 service hours contributed by students in one day. They noted appreciation for a recent career day event that included the Lower Allen Township Police Department. Additionally, 145 students graduated from high school in 2025, the lacrosse and softball teams qualified to compete at Districts, and the auxiliary gym building project was nearing completion.

PRESENTATION: MS4 Program Annual Update

Ms. Barbara Arnold, the Township Environmental Programs Manager, presented the 2025 update on the MS4 program. She presented a background of the Municipal Separate Sewer System (MS4) program and reviewed the Township stormwater infrastructure, including pipes, manholes, outfalls, inlets, best management practices and roadways. The Township obtained its original permit in 2003. The current 5-year permit was obtained in 2018, which has been extended until 2026. The intent of the program is to reduce pollutants discharged into Cedar Run and the Yellow Breeches, and it is enforced by the Federal Environmental Protection Agency and the PA Department of Environmental Protection (DEP).

There are six minimum control measures. Ms. Arnold reviewed each of them and provided examples of activities and programs underway to satisfy each of the six areas, which include outreach and education, public involvement and participation, illicit discharge detection and elimination, construction site stormwater runoff, post construction stormwater management, pollution prevention and good housekeeping.

The pollution reduction plan mandates a removal of 10% of the sediment, nitrogen and phosphorous from the Township stormwater runoff. Ms. Arnold shared a map to show the location of the Township's Pollution Reduction Plan locations and described various projects planned for 2025. She explained that pollution control measures involve water sampling and analysis.

Sharing future steps, Ms. Arnold discussed ongoing updates to the GIS initiative, a planned story map, continued water sampling, communication with and educational opportunities for residents, completion of pollution reduction projects in 2026 and preparing for new permit changes.

Board members thanked Ms. Arnold for the presentation, noted appreciation to staff for their ongoing work and the efforts to secure grants which mitigate the costs related to stormwater projects, allowing the fee to remain low. Additionally, Commissioner Brown provided his praise for the Township's MS4 staff and program but also expressed his extreme frustration with the State and Federal mandates placed upon our local municipalities to meet MS4 requirements. He also noted the lack of testing/data indicating whether the costs and efforts being made by the Township and other municipalities were even having an impact on the clean water issue.

AUDIENCE PARTICIPATION: Any item on the agenda.

President Caron invited members of the 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 residents who live near Highland Park addressed the Board to express safety concerns related to individuals engaging in escalating, dangerous and threatening behaviors in the park with what is perceived to be a lack of consequences and insufficient deterrence. Residents described detailed accounts of observed behaviors such as disorderly conduct, fights, trespassing, illicit drug use, littering, vandalism, etc. Residents also acknowledged the ongoing encounters with Public Safety, recognizing the limited resources of Township police and expressed some concern about targeting themselves by contacting law enforcement. They asked Board members to consider the option of removing the pavilion and basketball courts as possible solutions, as well as a requirement for adult supervision in the parks.

Board members expressed significant concern over the incidents described. Director Holl noted that the Police Department was aware of the incidents and noted the recent installation of security cameras, with upcoming training for all officers so that they can each have access to the cameras, an effort that is currently in pilot status. He added that cameras cannot be the entire solution and suggested the idea of addressing crime control through environmental design. He also discussed the importance of calling to report incidents which establishes a pattern to identify hot spots for targeted enforcement.

Board members expressed the desire to prioritize the development of potential solutions to address the problem. They also noted concerns about removing amenities from the park that are a benefit to residents who use them properly.

Vice President Nagy shared a reminder that residents may text 911 if calling is not practical or comfortable. Manager Davis also noted that the Township will accept anonymous complaints. Director Powell suggested blocking the multiple access points to the park via the walkways and closing it off to prioritize it as a pocket park.

Commissioner Swartz encouraged the use of camera system alerts and notification features to notify officers of activity in the park, especially after dark.

Concluding the discussion, President Caron asked Director Holl and Manager Davis to prioritize the development of potential solutions for consideration by the Board, prior to the next meeting due to the level of concern raised by the residents. She expressed appreciation to the residents for voicing their concerns and bringing the issue before the Board.

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 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 April 2025.
- b. Tax Collector's Monthly Report for April 2025.
- c. Check Register of May 16, 2025, in the amount of \$113,048.77.
- d. Check Register of May 23, 2025, in the amount of \$320,441.74.
- e. Credit Card Check Register of May 25, 2025, in the amount of \$11,307.44.

Commissioner **BROWN** 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.

EXECUTIVE SESSION

President Caron announced the meeting would recess for the executive session to discuss: Personnel Matter involving the Police Lieutenant candidates. The meeting recessed for the Executive Session at 7:41 PM.

The meeting was reconvened at 8:13 PM.

HUMAN RESOURCES

Public Works Department: Removal from Probationary Status

Director Crone introduced the item for discussion and possible action, to consider for approval, moving Benjamin Powell, Director of Public Works from probationary to regular full-time status, effective June 4, 2025.

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

RESOLUTION 2025-R-27

Director Crone introduced the item for discussion and possible action, to consider for approval, adopting **RESOLUTION 2025-R-27** appointing Ricardo Lopez as the Information Technology (IT) Specialist in the Administration Department, effective June 16, 2025.

Vice President **NAGY** offered the motion to adopt **RESOLUTION 2025-R-27**. Commissioner **VILLONE** seconded and the motion passed by a vote of 5-0.

PUBLIC SAFETY

Eligibility List for Police Lieutenant

Director Holl introduced the item for discussion and possible action, to consider for approval of the Eligibility List for Police Lieutenant submitted by the Civil Service Commission on May 19, 2025. In February 2025, the Board of Commissioners authorized the activation of the Civil Service Commission to grant authority to begin a testing process for the Lieutenant rank and to establish a promotional eligibility list for that vacancy. Upon the completion of the testing process, the Civil Service Commission recommended the established list of three rankings as being eligible for appointment.

Vice President **NAGY** offered a motion to accept the recommended Civil Service Commission eligibility list . Commissioner **SWARTZ** seconded and the motion passed by a vote of 5-0.

Promotion of a Police Corporal to Lieutenant

Director Holl introduced the item for discussion and possible action, to consider for approval the promotion of Police Corporal Alex Milletics to Lieutenant from the list submitted by the Civil Service Commission on May 19, 2025.

Vice President **NAGY** offered the motion to promote Police Corporal Alex Milletics to Lieutenant from the list submitted by the Civil Service Commission on May 19, 2025. Commissioner **BROWN** seconded and the motion passed by a vote of 5-0.

Eligibility List for Police Officer

Director Holl introduced the item for discussion and possible action, to consider for approval of the Eligibility List for Police Officer submitted by the Civil Service Commission on May 19, 2025.

Commissioner **SWARTZ** offered a motion to accept the recommended Civil Service Commission eligibility list . Commissioner **BROWN** seconded and the motion passed by a vote of 5-0.

Hiring of Police Officer

Director Holl introduced the item for discussion and possible action, to consider for approval the hiring of a Police Officer Aaron Uttley from the list submitted by the Civil Service Commission on May 19, 2025.

Commissioner **SWARTZ** offered a motion to accept the recommended Civil Service Commission eligibility list. Commissioner **BROWN** seconded and the motion passed by a vote of 5-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning Hearing Board Update

Director Sweeney summarized the outcome of the Zoning Hearing Board public hearing that was held on Thursday, May 15, 2025, at 7:00 PM, to consider Docket #2025-03 for Lucky Bear, LLC regarding 3804 Lisburn Road, in the R-2 Single-Family Rural Zoning District. He noted that a land development plan was submitted for residential development of 193 age-restricted single-family homes on the property of the golf course and the docket was to allow specifically to subdivide off the property designated for accessory uses. The applicant sought a variance pursuant to Lower Allen Township Zoning Ordinance §220-19 Permitted Uses to continue the existing accessory uses of a miniature golf course, driving range, and restaurant as primary uses. The Zoning Hearing Board upheld the variance to allow the ancillary use of the Creekside mini golf and driving range to continue. No other applications were submitted.

Zoning Ordinance Steering Committee Membership

Director Sweeney introduced the item for discussion and possible action, to consider Commissioner appointments to membership on the Township Zoning Ordinance Steering Committee. He asked for volunteers or nominations.

Commissioner Swartz and Vice President Nagy voiced their interest in serving.

Commissioner **BROWN** motioned to nominate Commissioner Swartz for appointment to the Zoning Ordinance Steering Committee. The motion was seconded by Commissioner **VILLONE** and passed by a vote of 5-0.

Commissioner **BROWN** motioned to nominate Vice President Nagy for appointment to the Zoning Ordinance Steering Committee. The motion was seconded by Commissioner **SWARTZ** and passed by a vote of 5-0.

Director Sweeney noted that meetings would be held monthly during the day, and that virtual participation would be permitted. President Caron requested that monthly updates be provided to the Board of Commissioners.

PUBLIC WORKS

2025 Infrastructure Repair and Paving Project

Director Powell introduced the item for discussion and possible action, to award the High Associates Basin Retrofit Project to Kinsley Construction, LLC, the lowest responsible bidder at \$179,395.00. He reported that the Township had held a bid-opening on May 21, 2025, at 10 AM, and had received four bids for the project.

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

FINANCE

Director Knoll introduced the item for discussion and possible action, to approve a conflict waiver for the Solicitor regarding the Township's Management Services Agreement with the Lower Allen Sewer Authority. She explained that since the Solicitor Miner serves in the role for both entities, it is requested that an acknowledgement to waive the conflict of interest.

President Caron suggested conditioning the waiver on the fact that if a claim arises, each entity will obtain separate counsel. Assistant Solicitor Diehl confirmed that it would be appropriate.

Commissioner **SWARTZ** offered a motion to approve the conflict waiver for the solicitor regarding the Township's Management Services Agreement with the Lower Allen Sewer Authority, with the understanding and reserving the right to revoke the waiver if a substantial conflict arises. Commissioner **BROWN** seconded the motion, which passed by a vote of 5-0.

MANAGER

RESOLUTION 2025-R-28

Manager Davis presented the item for discussion and possible action, to consider adopting **RESOLUTION 2025-R-28**, appointing the Township Manager as the official authorized to execute all documents and agreements between the Township and PennDOT for the Regional Transportation Plan (“RTP”) grant funds for the Pedestrian Safety Improvements projects, MPMS #115788 and MPMS #115789. She explained the two projects were those located at the intersections of Royal and Wesley by Wass Park, and the intersection of 18th Street and Hummel Aven. The resolution changes the authorization from an individual to the position of Township Manager.

Vice President **NAGY** offered the motion to approve **RESOLUTION 2025-R-28** as presented. Commissioner **VILLONE** seconded the motion, which passed by a vote of 5-0.

COMMISSIONERS REPORTS

Commissioner Swartz referenced the earlier discussion on the paving management program and asked to what extent the Township currently budgets for improvements and maintenance beyond what is received in Liquid Fuels funds. Manager Davis replied that in the past, only Liquid Fuels funds were being spent, slightly more every other year. When she became Public Works Director, additional paving was being done on an annual basis and last year the paving project for Allendale had a budget of \$1,200,000. She also noted that maintenance was not performed in the past, which is necessary to extend the life of the roads. Director Powell added that Liquid Fuels funds are also allocated to areas other than paving. Commissioner Swartz noted the importance of paving projects. He also highlighted Memorial Day and noted appreciation for the discussion about Highland Park and the efforts of the staff to address the issue.

Commissioner Villone expressed gratitude for the discussion on paving, noting his confidence in Director Knoll to provide guidance at budget time to facilitate proper investments so that the Township can get roadways up to par. He also addressed the discussion on Highland Park and noted appreciation to residents for bringing the issue to the Board. He reported that the proposed Liberty Forge development was a frequent topic of concern and discussion voiced to him on election day. He urged that frequent updates be provided to the Board and to the public.

Commissioner Brown also noted appreciation for the residents participating in expressing their concerns. He thanked staff for their thorough monthly reports and noted the very positive, uplifting interaction with Public Safety personnel during a recent personal experience. He expressed continued pride in the professional response.

Vice President Nagy thanked those involved with the paving management plan and related work, noting he looks forward to a detailed timeline and action plan. He expressed desire to find effective solutions to benefit the residents in the Highland Park area regarding their concerns.

President Caron thanked staff for the updates. She announced an upcoming Finance Committee meeting, referenced the anniversary event that will be held on October 4, 2025, at the Lisburn Fire Company and expressed appreciation for the patience and professionalism of the staff and the Board in addressing resident concerns about Highland Park.

ADJOURN

The meeting was adjourned at 8:48 PM.