

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

JUNE 23, 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

Steve 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 June 23, 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. 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 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.

Ms. Janice Lynx, Executive Director of the West Shore Historical Society, provided an update on its recent activities. She announced that the Sheepford Road Bridge restoration project, which was awarded \$1.4 million in funding from PennDOT to restore the bridge for pedestrian use would begin in August with Kinsley Construction, LLC selected to perform the work. She also discussed an upcoming fundraiser scheduled for August 23 and noted that the time capsule received in association with the State Historic Preservation Office Community Initiative Award would soon be installed. In closing, she noted that they were coordinating with Fairview Township staff on a resolution to address the other side of Sheepford Road.

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 May 2025.
- b. Tax Collector's Monthly Report for May 2025.
- c. Check Register of June 20, 2025, in the amount of \$181,092.33.

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.

HUMAN RESOURCES

Job Description for Temporary Clerical Assistant

Director Crone introduced the item for discussion and possible action, to consider for approval, approving the basic Job Description for the Temporary Clerical Assistant position designed to be applicable within various departments.

Commissioner **VILLONE** made the motion to approve the job description as presented. Vice President **NAGY** seconded, and the motion passed by a vote of 5-0.

PUBLIC SAFETY

Purchase of Prism Notification Devices

Director Holl introduced the item for discussion and possible action to authorize the purchase of five Prism notification devices for use at the DFRS/EMS stations within the Township. He explained that it was an unanticipated/non-budgeted expense, but that the cost could be covered by reallocating funds from existing budgeted items, and possibly through alternative funding opportunities. He explained the purpose and function of the new devices and noted the current devices are not compatible with the new radio system. There is an opportunity for discounted savings if the devices are ordered prior to June 27, 2025.

Following a brief discussion about the timeline for the P25 radio implementation, Vice President **NAGY** offered a motion to approve the purchase as presented in the amount of \$21,486.25. The motion was seconded by Commissioner **SWARTZ** and passed by a vote of 5-0.

Highland Park Playground Update

Director Holl provided an update on activity related to addressing the public safety issues at the Highland Park Playground. He reported that all officers had been given access to the live footage from the security cameras available to view from their desktops and cell phone applications. He also shared one of the new signs to be installed at the parks. He noted that due to an equipment failure in the sign print shop, it would be several weeks before all signs were ready for installation. President Caron asked if the non-emergency phone number could be added to the signs. Director Holl noted that while possible, the text font would need to be very small and suggested the alternative and preferred option is for residents to submit non-emergency tips using the Crimewatch system.

Vice President Nagy shared that the Recreation & Parks Board had rescheduled Highland Park Playground as part of their annual park tour series for July 9, 2025 and would notify residents to invite them to participate.

Director Holl reported that officers had responded to two incidents in the preceding two weeks. One was an after-hours incident, and the other was in response to a vaping complaint which resulted in the SRO contacting the parents of the individual involved. He said the recent installation of the monitors and camera system were proving to be an effective investigate monitoring tool.

Public Comment

Karl Pass, 1490 Letchworth Road, noted he had observed individuals setting up lights to play basketball in the park after dusk. He also shared his opinion that the removal of the gaga pit had been helpful in deterring loitering.

Megan Klenzing, President of the Recreation & Parks Board, expressed a desire for the parks to be usable and safe for residents in the community. She noted optimism that the cameras and additional signage, along with enforcement activity, will result in improvement.

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning Hearing Board Update

Director Sweeney reported that the meeting for June had been canceled and that no new applications for July were received.

COMMISSIONERS REPORTS

Commissioner Swartz noted appreciation for staff efforts to address the Highland Park Playground situation. He highlighted Officer Lightner, SRO who was recognized as Officer of the Month for his interaction with youth in the school district and parents in the community.

Commissioner Villone thanked the staff for their work in preparing information for the Board. He also expressed gratitude for the work of those within the Public Safety Department and Public Works Department.

Commissioner Brown congratulated the Cedar Cliff High School baseball team on their 6A State Championship win. He also mentioned participation in the Pennsylvania Municipal League webinar focused on the Local Services Tax and expressed recognition of the need for increases in other areas of the state, particularly within third class townships that would significantly benefit from an increase. He emphasized the importance that municipalities retain the option of not implementing the tax.

Vice President Nagy gave a shout out to two Township's EMTs for their efforts in responding to a labor and delivery situation.

President Caron shared wishes for residents to stay safe and cool during the heat wave.

EXECUTIVE SESSION

President Caron announced the meeting would adjourn for the executive session to discuss a personnel matter regarding a probationary period.

ADJOURN

The meeting was adjourned to executive session at 6:30 PM.