

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

July 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, P.E., Public Works Director
Leon Crone, Human Resources Director
Nate Sterling, Administrative Secretary
Reneé Greenawalt, Recording Secretary

President Caron called the July 14, 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.

MEETING MINUTES

President Caron requested a motion to approve the minutes of June 9, 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 June 23, 2025, Regular Meeting. Commissioner **SWARTZ** made the motion, seconded by Commissioner **BROWN**. The motion passed 5-0.

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.

Mr. John Neyhard, resident at 104 Ewe Rd., shared his concerns regarding the Township's enforcement of regulations and related citation consequences as they relate to the raising of chickens. He described a situation affecting him where he lives. His concern focused on the thirty-day allowance given for citation recipients to address complaints and/or file an appeal. He sought clarification on the rights of affected residents during the waiting period and appeal process and requested that consideration be given to amending the appeal process to make it shorter.

President Caron thanked Mr. Neyhard for voicing his concern. Director Sweeney addressed the comments and noted that the Fowl Ordinance is part of the overall Zoning Ordinance which governs the appeal process. When a notice of violation is issued to a property owner, they may appeal to the Zoning Hearing Board. Solicitor Miner agreed and suggested that there might be another way to pursue a summary offense. The intent of a violation notice is to have situations addressed quickly, but the thirty days within the Zoning Ordinance is statutorily established. He added that compliance with the Fowl Ordinance is part of the permit process and that a resident could have a permit revoked if they are found to be in violation of the ordinance.

Commissioner Brown clarified that the Fowl Ordinance passed by the Board was intended to limit them and not to allow them. A resident with more than six chickens requires a permit which may be revoked in instances of violations.

President Caron indicated that the Board would continue to address the situation with the Township's codes staff.

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 June 29, 2025, in the amount of \$275,888.62.
- b. Check Register of July 11, 2025, in the amount of \$188,245.38.
- c. Credit Card Check Register of June 22, 2025, in the amount of \$14,892.15.
- d. RESOLUTION 2025-R-30 authorizing the disposition of specific records in accordance with the Pennsylvania Municipal Records Manual.

Commissioner **BROWN** moved to approve the items on the Consent Agenda. Vice President **NAGY** seconded. Commissioner Villone expressed appreciation to Director Knoll for providing the credit card check register for review.

With no further discussion, the consent agenda was approved by a vote of 5-0.

HUMAN RESOURCES

Administration Department: Removal from Probationary Status

Director Crone introduced the item for discussion and possible action, to consider for approval, moving Rebecca Davis, Township Manager, from probationary to regular full-time status, effective July 1, 2025.

Vice President **NAGY** offered the motion, with pleasure, seconded by Commissioner **SWARTZ**, and the motion passed by a vote of 5-0.

President Caron noted congratulations to Manager Davis and expressed appreciation for an exceptional six months in the role.

Public Works Department: Removal from Probationary Status

Director Crone introduced the item for discussion and possible action, to consider for approval, moving Barbara Arnold, Environmental Programs Manager, from probationary to regular full-time status, effective July 1, 2025.

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

EMS Department: Move from AEMT to Full-Time Paramedic

Director Crone introduced the item for discussion and possible action, to consider for approval, moving Hannah Schearer from AEMT to full-time Paramedic, effective July 15, 2025. He noted the position was provided for in the budget and a result of a personnel development program.

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

RESOLUTION 2025-R-31

Director Crone introduced the item for discussion and possible action, to consider for approval, adopting **RESOLUTION 2025-R-31**, appointing Camden A. Roberts as a Hybrid EMS/PSO, in the EMS and Public Safety Departments, effective July 21, 2025. He noted the position was provided for in the budget.

Commissioner **SWARTZ** offered the motion, seconded by Commissioner **VILLONE**, and the motion passed by a vote of 5-0.

Resignation

Director Crone introduced the item for discussion and possible action, to consider for approval, accepting the resignation of Ricardo Lopez, Information Technology Specialist, in the Administration Department, effective July 3, 2025.

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

PUBLIC SAFETY

Replacement of Ambulance 3-74

Director Holl introduced the item for discussion and possible action, to consider for approval, authorizing the replacement of Ambulance 3-74. \$350,000 has been allocated to replace the existing vehicle which is not performing to standards with malfunctioning air conditioning and other issues. A demo unit has become available on a first come first served basis. Finance options to fund the purchase are under review. Although a replacement vehicle is currently on order, it may take years before it becomes available.

Mr. Charlie Reynolds presented technical details related to the sub-par functioning of the air conditioning within the existing unit which fails to meet necessary standards due to its chassis configuration, and the challenges associated with potential repairs. He also indicated that the average life expectancy for the chassis and engines is about ten to fifteen years.

Director Holl confirmed that the unit on order could be canceled without penalty if future direction dictates that to become necessary.

Director Knoll reported that the ambulance purchase was an approved capital expenditure and that financing was approved in the budget. She explained there are several financing and leasing options to consider.

President Caron clarified that if the Board authorizes replacement, financing options will be considered at a future date, and that a decision regarding the ambulance on order would be determined during budget meetings.

Vice President Nagy encouraged the Board to consider that moving forward, a plan be developed based on what is economical and wise from a utilization standpoint. Director Holl asserted that a strategy for unit replacement was necessary, and Commissioner Brown suggested working towards a two-year cycle. Vice President Nagy requested to have input from fleet maintenance on the best cycling to make most efficient use of the vehicles.

Commissioner Villone requested that the Finance Department provide accounting information to support board discussions in considering the five-year and ten-year outlooks, prior to budget season. Manager Davis confirmed that the Finance Committee would be meeting in late July and that workshop sessions would be offered to work towards drafting a fiscal policy.

Without further discussion, Commissioner VILLONE motioned to authorize the replacement of Ambulance 3-74. The motion was seconded by Vice President NAGY and passed 5-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning Hearing Board Update

Director Sweeney reported that no meeting was held in July, and no applications had been received to date for the meeting in August.

Alternate Planning Commission Members

Director Sweeney introduced the item for discussion and possible action, to authorize staff to advertise for two alternate Planning Commission members. He explained that the intent for alternate members is to avoid the challenge of quorum issues which have been experienced recently. Returning the Planning Commission to a 5-member board with two alternate members, and a quorum of three increases the likelihood of being able to conduct business.

Commissioner SWARTZ motioned to authorize staff to advertise for the addition of two alternate Planning Commission members. The motion was seconded by Commissioner VILLONE and approved by a vote of 5-0.

PUBLIC WORKS

Highland Park Tennis Courts

Director Powell introduced the item for discussion and possible action, to approve the contract with a Costars vendor, Miller Sports Construction, to reconstruct the Highland Park Tennis Court for \$75,950.00. He referenced the outline of project costs and funding for the project to include budgeted funds, grant funds and Parks Fee-In-Lieu funds.

Commissioner VILLONE motioned to approve the contract as presented. The motion was seconded by Commissioner BROWN and passed 5-0.

PennDOT Municipal Winter Agreement Renewal

Director Powell introduced the item for discussion and possible action, to approve renewal of the Municipal Winter Agreement with the PA Department of Transportation for the 2025-2026 winter maintenance season. A five-year contract was approved in 2024 with a requirement to renew with a 2% increase annually.

Vice President NAGY motioned to approve the renewal of the agreement as presented, seconded by Commissioner VILLONE. The motion passed 5-0.

Carlisle Road Signal Improvement Project

Director Powell introduced the item for discussion and possible action, to approve the award of the Carlisle Road Signal Improvement Project to Bruce-Merrilees Electric Company, the lowest responsible bidder in the amount of \$296,976.00. He referenced a memo dated July 10, 2025, from the Township Traffic Engineer, which summarized the bids received from three contractors. Solicitor Miner indicated his agreement with the determination.

Commissioner VILLONE offered a motion to approve the award of the contract as presented. The motion was seconded by Commissioner SWARTZ and passed 5-0.

Purchase Request: Computer Maintenance Management System

Director Powell introduced the item for discussion and possible action, to approve the purchase of an upgrade to the Computer Maintenance Management System software used by the Facilities and Fleet Departments since the current software is out of date and due for an upgrade. The cost of the upgrade is \$19,357.81 and is a budgeted item.

Commissioner **BROWN** offered a motion to approve the purchase. The motion was seconded by Commissioner **VILLONE** and passed 5-0.

Emergency Stormwater Pipe Replacement

Director Powell introduced the item for discussion and possible action, to authorize staff to make an emergency stormwater drainage pipe replacement/repair on Green Lane Drive for approximately \$25,000 to be paid for from the Stormwater Fund. He explained that the existing pipe has rotted and must be replaced.

Vice President Nagy confirmed that the Stormwater Authority would be informed.

Vice President **NAGY** motioned to authorize staff to make the repair using \$25,000 in stormwater funds, seconded by Commissioner **BROWN**. The motion passed 5-0.

Creekwood Park Boat Launch Project

Director Powell introduced the item for discussion and possible action, to authorize staff to prepare and advertise bid specifications for the Creekwood Park Boat Launch Project. He referenced the engineered drawings and specifications prepared by Rettew, Inc. with a cost estimate for the project in the amount of \$365,600. He noted the Township was successful in receiving a matching grant from the Department of Conservation and Natural Resources for \$150,000.

Commissioner **VILLONE** offered a motion to authorize staff to prepare and advertise the bid specifications. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

FINANCE DEPARTMENT

Letter: Local Service Tax (LST)

Director Knoll introduced the item for discussion and possible action, approval of the Township's letter to Representatives Delozier and Kutz expressing support for the proposed legislation enabling municipalities to increase their Local Service Tax (LST) if necessary. This follows the recommendation and guidance given by the Pennsylvania Municipal League (PML). She explained that the standard letter was edited to emphasize that Lower Allen Township is not seeking to increase the tax at this time but supports the opportunity for other municipalities.

Commissioner Swartz suggested a slight revision to the first sentence of the letter to make clear that the Township is expressing support for authorizing municipalities to increase the LST if deemed appropriate.

Commissioner **BROWN** offered a motion to approve the letter incorporating the changes discussed. The motion was seconded by Commissioner **SWARTZ**. The motion passed 5-0.

Budget Amendment

Director Knoll introduced the item for discussion and approval to move forward with a budget amendment, referring to her July 10, 2025 memo which outlines the projects identified by the Finance Committee to be funded with the excess available General Fund monies in the amount of \$813,652. The projects address many information technology related items as well as reconfiguring the public reception area in the lobby. Among the items identified were ADA accessibility, camera installation and supplies, website upgrades to provide additional

functionality, Fire and EMS pager system upgrades, roof repairs, traffic signal compliance study, and the PRISM upgrade for emergency services. In total, if all projects are approved, estimated to cost \$519,050, the current budgeted expenditures would increase to \$21,332,278, less than a ten percent increase, with the additional monies coming from the \$799,695 of Parks Fee-in-Lieu funds. Staff is seeking authorization to move forward with preparing a budget amendment.

Vice President Nagy asked how any overages would be accounted for. Director Knoll indicated that any overages would necessitate postponement of a project until the following year, and that approval could be dictated at a cost not to exceed amount.

Commissioner **SWARTZ** motioned to authorize staff to move forward with preparing the budget amendment as presented. The motion was seconded by Vice President **NAGY** and passed 5-0.

MANAGER

Sidewalk Maintenance Agreement with PennDOT

Manager Davis presented the item for discussion and possible action, to approve the Township entering into a Sidewalk Maintenance Agreement with PennDOT for the RTP Projects. She described the two projects including the improved pedestrian access and ADA ramps at 18th and Hummel and improvements at Wass Park and Royal Drive. Solicitor Miner confirmed his review of the proposed agreement.

Commissioner **BROWN** motioned to approve the agreement as presented, seconded by Commissioner **VILLONE**. The motion passed 5-0.

COMMISSIONERS REPORTS

Commissioner Swartz wished everyone a Happy Independence Day and thanked his fellow board members for indulgence on edits to the letter of support regarding the LST. He expressed condolences and profound sorrow to the victims of the flooding in Texas and noted his gratitude to live in a place where public safety of residents is prioritized.

Commissioner Villone announced the dates of the upcoming Lisburn Festival, August 6-9, and shared that volunteers were needed. He expressed appreciation to staff for their support with an email and access issue. In closing, he noted that the upcoming PSATC events would offer transportation options.

Commissioner Brown congratulated Manager Davis on the achievement of full-time regular status with the Township in her role as Manager.

Vice President Nagy echoed the congratulatory sentiments for Manger Davis and recognized President Caron for her successful first six months as President.

President Caron shared news of her recent attendance at the Municipal Advisory Meeting with Manager Davis and other local Township Managers. She also provided an update from the committee tasked with planning the Township's 175th Anniversary Event, which will be held on October 4, 2025 from 10 AM until 2 PM at the Lisburn Fire Company.

EXECUTIVE SESSION

President Caron announced the meeting would adjourn for executive session to discuss three items: 1) Update on Merritts Properties, LLC appeal, 2) Update on a Right-to-Know Law (RTKL) request appeal, and 3) Update on a Personnel Matter.

ADJOURN

The meeting was adjourned at 7:21 PM.