

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

July 28, 2025

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

Jennifer Caron, President (via telephone)
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
Nate Sterling, Administrative Secretary
Reneé Greenawalt, Recording Secretary

Vice President Nagy called the July 28, 2025, Regular Meeting of the Board of Commissioners to order at 6:00 PM. He announced Proof of Publication for the meeting was available for review. He noted that President Caron was participating remotely and confirmed successful two-way communication. This was followed by a moment of silence and the pledge of allegiance.

EXECUTIVE SESSION

Vice President Nagy announced an immediate recess for executive session to discuss two items: 1) Update on a contract claim, 2) Personnel Matter. The meeting was recessed at 6:02 PM and reconvened at 6:40 PM with no action to report.

MEETING MINUTES

Vice President Nagy requested a motion to approve the minutes of July 14, 2025, Regular Meeting. Commissioner **VILLONE** made the motion, seconded by Commissioner **SWARTZ**. The motion passed 5-0.

PRESENTATION – Employee Recognition

On behalf of the Board of Commissioners and Recognition Committee, Vice President Nagy presented the following employees with commendation letters and relevant awards to recognize their service to the Township:

- Bryan Rennie – Police Department, Officer – 10 years
- Thomas Stambaugh – Public Works Department, Parks Operations Supervisor – 20 years
- Scot Emerson – Public Works Department, Facilities Manager – 25 years
- Troy McNair – Police Department, Detective – 30 years
- Leon Crone – Police Captain and then Director, Human Resources Department – 30 years

RESOLUTION 2025-R-32

Vice President Nagy requested a motion to adopt **Resolution 2025-R-32**, Scot M. Emerson, Facilities Manager, in the Public Works Department for 25 years of service.

Commissioner **BROWN** offered the motion, seconded by Commissioner **SWARTZ**. The motion passed 5-0. Vice President Nagy read the resolution into the record:

RESOLUTION 2025-R-32

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LOWER ALLEN TOWNSHIP,
CUMBERLAND COUNTY, PENNSYLVANIA, RECOGNIZING,**

Scot M. Emerson

WHEREAS, The Board of Commissioners of Lower Allen Township desires to express its recognition and gratitude for 25 years of service provided by **Scot M. Emerson**; and

WHEREAS, **Scot M. Emerson** joined Lower Allen Township in 2000 as a Maintenance Specialist in the Public Works Department; and

WHEREAS, **Scot M. Emerson** was appointed as Maintenance Technician in the Facilities Maintenance and Public Works Departments in 2010; and

WHEREAS, **Scot M. Emerson** was appointed as Facilities Manager in the Facilities Maintenance Department in 2015; and

WHEREAS, **Scot M. Emerson** has received many letters of appreciation for a variety of reasons.

NOW, HEREBY RESOLVE THAT sincere gratitude and appreciation be and are hereby extended to **Scot M. Emerson** for his 25 years of dedicated service to the citizens of Lower Allen Township, Cumberland County, and that this recognition be spread upon the minutes and records of Lower Allen Township for perpetuity.

ADOPTED, into a Resolution this 28th day of July 2025.

RESOLUTION 2025-R-33

Vice President Nagy requested a motion to adopt **Resolution 2025-R-33**, recognizing Troy L. McNair, Detective, in the Police Department for 30 years of service.

Commissioner **SWARTZ** offered the motion, seconded by Commissioner **VILLONE**. The motion passed 5-0. Vice President Nagy read the resolution into the record:

RESOLUTION 2025-R-33

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LOWER ALLEN TOWNSHIP,
CUMBERLAND COUNTY, PENNSYLVANIA, RECOGNIZING,**

Troy L. McNair

WHEREAS, The Board of Commissioners of Lower Allen Township desires to express its recognition and gratitude for 30 years of service provided by **Troy L. McNair**; and

WHEREAS, **Troy L. McNair** first joined Lower Allen Township in 1995 as a Patrol Officer in the Police Department; and

WHEREAS, **Troy L. McNair** has served on the Cumberland County Drug Task Force since 1998, and assumed these duties as his primary assignment in 2018; and

WHEREAS, **Troy L. McNair** was assigned to the Special Investigations Section of Support Services and Property Technician of the Police Department in 2002; and

WHEREAS, **Troy L. McNair** was appointed a Lieutenant within the Cumberland County Drug Task Force in 2019; and

WHEREAS, **Troy L. McNair** has received many letters of appreciation from citizens and has been issued numerous agency awards for a variety of reasons.

NOW, HEREBY RESOLVE THAT sincere gratitude and appreciation be and are hereby extended to **Troy L. McNair** for his 30 years of dedicated service to the citizens of Lower Allen Township, Cumberland County, and that this recognition be spread upon the minutes and records of Lower Allen Township for perpetuity.

ADOPTED, into a Resolution this 28th day of July 2025.

RESOLUTION 2025-R-34

Vice President Nagy requested a motion to adopt **Resolution 2025-R-34**, recognizing Leon G. Crone, Jr., Director of Human Resources, and former Police Captain for 30 years of service.

Commissioner **VILLONE** offered the motion, seconded by Commissioner **BROWN**. The motion passed 5-0. Vice President Nagy read the resolution into the record:

RESOLUTION 2025-R-34

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LOWER ALLEN TOWNSHIP,
CUMBERLAND COUNTY, PENNSYLVANIA, RECOGNIZING,**

Leon G. Crone, Jr.

WHEREAS, The Board of Commissioners of Lower Allen Township desires to express its recognition and gratitude for 30 years of service provided by **Leon G. Crone, Jr.**; and

WHEREAS, **Leon G. Crone, Jr.** first joined Lower Allen Township in 1995 as a Patrol Officer in the Police Department; and

WHEREAS, **Leon G. Crone, Jr.** was appointed as Defensive Tactics and Baton instructor in 1998; and

WHEREAS, **Leon G. Crone, Jr.** was appointed as a Field Training Officer in 1999; and

WHEREAS, **Leon G. Crone, Jr.** assumed the duties of Officer-in-Charge in 2000; and

WHEREAS, **Leon G. Crone, Jr.** was promoted to the rank of Sergeant of the Police Department in 2005; and

WHEREAS, **Leon G. Crone, Jr.** was promoted to the rank of Lieutenant of the Police Department in 2008; and

WHEREAS, **Leon G. Crone, Jr.** was promoted to the rank of Captain of the Police Department in 2016; and

WHEREAS, **Leon G. Crone, Jr.** was appointed as Director of Human Resources in 2025; and

WHEREAS, **Leon G. Crone, Jr.** has received many letters of appreciation from citizens and has been issued numerous agency awards for a variety of reasons.

NOW, HEREBY RESOLVE THAT sincere gratitude and appreciation be and are hereby extended to **Leon G. Crone, Jr.** for his 30 years of dedicated service to the citizens of Lower Allen Township, Cumberland County, and that this recognition be spread upon the minutes and records of Lower Allen Township for perpetuity.

ADOPTED, into a Resolution this 28th day of July 2025.

Commissioner Villone expressed his appreciation for the Township's efforts in continuing the tradition of staff recognition.

AUDIENCE PARTICIPATION: Any item on the agenda.

Vice President Nagy 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. He noted that discussion would be limited to five minutes per person.

Ms. Kim Gible, resident of 33 Sussex Road, expressed her concerns about the existence of basketball hoops being placed between the curb and sidewalk, and a potentially hazardous and unsafe situation with individuals playing basketball in the streets, particularly after dark. Vice President Nagy thanked Ms. Gible for bringing the issue forward and asked staff to investigate whether there was any kind of violation to be addressed.

CONSENT AGENDA:

Vice President Nagy 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 June 2025.
- b. Tax Collector's Monthly Report for June 2025.
- c. Check Register of July 19, 2025 in the amount of \$289,111.57.
- d. Check Register of July 25, 2025 in the amount of \$76,296.43.
- e. Credit Card Register of July 26, 2025, in the amount of \$8,293.09.

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

Administration Department: Removal from Probationary Status

Director Crone introduced the item for discussion and possible action, to consider for approval, moving Wyatt Pierce, Paramedic in the EMS Department, from probationary to regular full-time status, effective July 27, 2025.

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

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning Hearing Board Update – Authorization of Township Solicitor

Director Sweeney introduced the item for discussion and possible action, to authorize the Township Solicitor to attend and represent the Township and Board of Commissioners at the August 21, 2025, Zoning Hearing Board meeting for the matter listed on the agenda as Docket No. 2025-04, regarding variance requests for the property located at 1713 Hummel Avenue. The property, which is in the industrial commercial district, has an existing non-conformity. The Township has received recent complaints which resulted in the discovery of non-permitted residential units and issuance of a stop work order. The property owner is represented by counsel, and the issue may go to an appeal.

Commissioner **VILLONE** offered a motion to authorize the Township Solicitor to attend and represent the Township and Board of Commissioners at the August 21, 2025, Zoning Hearing Board meeting. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

90-day extension for SLD #2025-03

Director Sweeney introduced the item for discussion and possible action, to accept a 90-day extension for SLD #2025-03 Wawa Store No. 8256 Preliminary/Final Land Development Plan.

Commissioner **SWARTZ** offered a motion to accept a 90-day extension for SLD#2025-03. The motion was seconded by Commissioner **BROWN** and passed 5-0.

90-day extension for SLD #2025-04

Director Sweeney introduced the item for discussion and possible action, to accept a 90-day extension for SLD #2025-04 Liberty Forge Preliminary/Final Land Development Plan.

Commissioner **BROWN** offered a motion to accept a 90-day extension for SLD#2025-04. The motion was seconded by Commissioner **VILLONE** and passed 5-0.

90-day extension for SLD #2025-05

Director Sweeney introduced the item for discussion and possible action, to accept a 90-day extension for SLD #2025-05 Lisburn Road Preliminary/Final Subdivision Plan.

Commissioner **SWARTZ** offered a motion to accept a 90-day extension for SLD#2025-05. The motion was seconded by Commissioner **BROWN** and passed 5-0.

PUBLIC WORKS

Yard Waste Program Update

Director Powell provided information on the yard waste program and noted that efforts to coordinate with the County program had been terminated and that the Township would proceed with the existing agreements with the municipalities of Shiremanstown and Lemoyne, and two others that have requested participation. Staff are pursuing a standardized agreement and potential opportunity for grant funding. A standard template will be presented for consideration at a future meeting.

FINANCE DEPARTMENT

RESOLUTION 2025-R-35

Director Knoll introduced the item for discussion and approval to move forward with **RESOLUTION 2025-R-35**, amending the 2025 budget. She referenced the Board's previous discussion regarding the Finance Committee recommendation. She confirmed that the increase in both revenue and expenditure addressed by the budget amendment keep the budget in balance. Director Knoll also confirmed that both the Township auditor and solicitor had expressed support for the budget amendment.

Commissioner **BROWN** offered a motion to approve **RESOLUTION 2025-R-35**. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

Commissioner Villone expressed his appreciation for the vigilance of the Finance Committee.

Polaris Broker of Record for 457 Plan

Director Knoll introduced the item for discussion and possible action to authorize staff to engage the services of Polaris Advisors as the Broker of Record for the Township 457 Plan. She explained that the 457 Plan is an optional retirement savings that employees may elect to participate in through payroll deduction. In March 2025 the plan's broker of record, Mr. Frank Rankin of uFinancial Group, retired. Staff spoke with Executive Planning Group, an associated firm under the purview of uFinancial Group, as well as met with Polaris Advisors about transitioning the management of the Township's 457 Plan. It is staff's recommendation to transition the Township's 457 Plan to Polaris Advisors as the new Broker of Record.

Following a brief discussion regarding the experience Polaris has with municipal clients and the quality of their services offered, Commissioner **VILLONE** offered a motion to authorize staff to engage the services of Polaris Advisors as the Broker of Record for the Township 457 Plan. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

MANAGER

U.S. Army Corps of Engineers Planning Assistance to States (PAS) program

Manager Davis presented the item for discussion and possible action, to grant permission for the Township to participate in the U.S. Army Corps of Engineers Planning Assistance to States (PAS) program for stormwater flooding issues at the Lower Allen Shopping Center located at 2202 Gettysburg Road. She explained that she had been made aware of the Federal program that offers technical assistance to mitigate flooding issues. The program can only partner with governmental entities, although the funding can be used on private property if a governmental entity offers a Letter of Intent (LOI).

Furthermore, the Lower Allen Shopping Center has been identified as an economically disadvantaged community in their mapping database, and any matching funding requirement would be waived for the PAS program.

Director Davis recommended moving forward with signing the LOI, requesting the waiver of the matching requirements, to assist this business with mitigating their stormwater flooding issues. She confirmed that the program would be 100% federally funded.

Vice President Nagy expressed his appreciation for the due diligence in pursuing a solution for the issue. Commissioner Brown expressed recognition of the work and effort in resolving the issue but also noted some concern about setting a precedent of securing federal funding to assist the business and clarified that the business itself would bear the responsibility for any cost of necessary or recommended repairs. President Caron echoed those sentiments and reiterated that no Township funds would be used to guarantee the funding.

Commissioner **VILLONE** offered a motion to grant permission for the Township to participate in the in the U.S. Army Corps of Engineers Planning Assistance to States (PAS) program for stormwater flooding issues at the Lower Allen Shopping Center. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

COMMISSIONERS REPORTS

President Caron extended congratulations to all employees receiving years of service awards and thanked Vice President Nagy for conducting the meeting on her behalf.

Commissioner Brown announced the dedication and installation of an AED unit at Lower Allen Community Park and expressed gratitude to Julie Walker and the Peyton Walker Foundation for their contributions in securing grant funding to make it possible. He also expressed appreciation to Manager Davis, Director Holl, Captain Deaven and Director Powell for their roles in the project.

Commissioner Villone issued a reminder about the upcoming Lisburn Community Festival, taking place August 6-9, 2025, and noted that additional volunteers were needed. He also raised the issue of deteriorating sidewalks within the Township and suggested that some consideration be given to implementing a program to incentivize residents to make needed repairs.

Manager Davis noted the possibility of developing a sidewalk inspection program and a related replacement plan, as well as a low-income grant program.

Commissioner Swartz provided a summary of the recent Planning Commission meeting, to include the recommended approval of the Wawa plan and the future presentation regarding the planned development at Liberty Forge. He also gave an update from the recent Recreation and Parks Board meeting, noting that Yappy Hour was scheduled for September 18, 2025; Fall Fest on October 18, 2025; and that Trinity High School's Cross Country program would be using LACP for their home meet on September 2, 2025.

Vice President Nagy noted the upcoming Nation Night Out events for August 5, 2025, the Lisburn Festival, and expressed appreciation for the Peyton Walker Foundation and their efforts related to the installation of AED units in Township parks.

ADJOURN

The meeting was adjourned at 7:42 PM.