

## **MINUTES**

### **BOARD OF COMMISSIONERS**

### **LOWER ALLEN TOWNSHIP**

### **REGULAR MEETING**

**August 11, 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 August 11, 2025, Regular Meeting of the Board of Commissioners to order at 6:02 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.

#### **PRESENTATION** – Governor’s Center for Local Government Services - Strategic Management Planning Program (STMP)

Mr. Troy Kieser, Government Specialist with the Pennsylvania Department of Community and Economic Development, presented information about the Governor’s Center for Local Government Services - Strategic Management Planning Program (STMP), which provides technical and financial assistance to municipalities, with efforts aimed at improving organizational structure, administration and delivery of service.

Mr. Kieser explained the multi-phase program, which would involve the engagement of a consultant who would work directly with staff for approximately six to nine months to assess financial and organizational structure, and to identify long term goals, ultimately resulting in a report and recommendations for financial and operational objectives to be supported with implementation funding. Funding grants of up to \$200,000 for fifty percent of the total project cost are available for plan implementation. Phase I consulting fees range between \$30,000 to \$100,000. He discussed examples of the projects completed through the program by neighboring municipalities.

Commissioner Swartz inquired whether staff had any specific projects in mind. Manager Davis noted that a comprehensive analysis of all Township parks as well as software upgrades for both the financial and the community and economic development departments would be ideal, as well as a capital improvement plan.

Mr. Kieser noted that applications for the program are due in the fall, with awards being announced in December to January. The Township could engage a consultant to begin work in February, finish by September and apply for implementation funding for late 2026 to 2027.

President Caron expressed appreciation for the presentation.

**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. There was none.

**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 August 2, 2025, in the amount of \$83,047.56.
- b. Check Register of August 8, 2025, in the amount of \$77,486.54.

Commissioner **SWARTZ** moved to approve the items on the Consent Agenda. Commissioner **VILLONE** seconded.

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

**PRESIDENT**

**Check Register of July 29, 2025**

President Caron requested a motion to approve the manual Check Register of July 29, 2025, to Eckert, Seamans, Cherin & Mellott in the amount of \$400.00, for legal services.

Commissioner **VILLONE** made the motion to approve the manual check register of July 29, 2025. The motion was seconded by Commissioner **BROWN** and passed 4-0 with one abstention by President Caron.

**HUMAN RESOURCES**

**Removal from Probationary Status**

Director Crone introduced the item for discussion and possible action, to consider for approval, moving Sierah Emerson, Administrative Specialist in the CED Department, from probationary to regular full-time status, effective August 11, 2025.

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

**Removal from Probationary Status**

Director Crone introduced the item for discussion and possible action, to consider for approval, moving Leon Crone, Director of Human Resources, from probationary to regular full-time status, effective August 17, 2025.

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

**Reclassification**

Director Crone introduced the item for discussion and possible action, to consider for approval, the reclassification of Sydney Overmiller, AEMT in the EMS Department to EMS/PSO Hybrid in the EMS and Public Safety Departments, effective August 12, 2025, with no change in hourly rate.

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

### **Resignation**

Director Crone introduced the item for discussion and possible action, to consider for approval, accepting the resignation of Michael Quenzer, Paramedic in the EMS Department, effective August 23, 2025.

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

### **Authorization for Advertisement of Full-Time Paramedic**

Director Crone introduced the item for discussion and possible action, to consider authorizing staff to advertise hiring a full-time Paramedic in the EMS Department; this is budgeted position and replacing a vacancy.

Commissioner **VILLONE** offered the motion, seconded by Commissioner **BROWN**, and the motion passed 5-0.

### **Resignation**

Director Crone introduced the item for discussion and possible action, to consider accepting the resignation of Justin Lenker, Public Safety Officer in the Public Safety Department, effective August 19, 2025.

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

### **Authorization for Advertisement of Full-Time PSO/EMS Hybrid**

Director Crone introduced the item for discussion and possible action, to consider authorizing staff to advertise hiring a full-time PSO/EMS Hybrid in the Department of Fire and Rescue Services (Public Safety Department); this is budgeted position (419 budget line) and replacing a vacancy.

Commissioner **VILLONE** offered the motion, seconded by Commissioner **BROWN**, and the motion passed 5-0.

## **PUBLIC SAFETY**

### **Eligibility List for Police Corporal**

Director Holl introduced the item for discussion and possible action, to approve the eligibility list for Police Corporal submitted by the Civil Service Commission on July 28, 2025.

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

### **Promotion to Police Corporal**

Director Holl introduced the item for discussion and possible action, to approve the promotion of a Patrol Officer (Tori Shiley) to Police Corporal from the list submitted by the Civil Service Commission on July 28, 2025.

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

### **Disposition of Ambulance on Order Approved in 2024**

Director Holl introduced the item for discussion and possible action, amending the original order for the replacement of Ambulance 374 approved February 26, 2024 (with an anticipated delivery date in 2026) from a Ford chassis model (\$348,000) to a heavy-duty International chassis model at a revised total cost of \$359,16. He reminded the board members of their decision at the July 14, 2025 meeting to purchase the demo Lifeline ambulance, and to continue with the unit on order. Staff were notified that delivery of the new order could be sooner than anticipated, therefore a decision to continue or cancel the order is necessary. No payment is owed until late in 2026. A cancellation of the current order would delay replacement of current units.

Commissioner Brown addressed the need for an established cycle for ambulance replacement and expressed support for the leasing option to facilitate anticipated levels of spending versus a large, one-time outlay of funds. Director Holl noted that the units have a 5-to-7-year lifespan and require a 3-year advance plan for budgeting purposes.

Mr. Charlie Reynolds, Fleet Manager reported that the International brand was a better chassis, transmission and build, noting that current units have experienced significant amounts of downtime.

Director Knoll confirmed that leasing allows for better, more efficient budget planning, and evening out the debt for capital assets.

With no further discussion, Commissioner **VILLONE** motioned to amend the original order for the replacement of Ambulance 374 approved February 26, 2024 (with an anticipated delivery date in 2026) from a Ford chassis model (\$348,000) to a heavy-duty International chassis model at a revised total cost of \$359,16. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

### **Bus Patrol Intergovernmental Agreement with West Shore School District**

Director Holl introduced the item for discussion and possible action, to approve entering an Intermunicipal Agreement with the West Shore School District and implementing the “BusPatrol System” and “BusPatrol Agreement” to promote school bus safety through automated enforcement of school bus passing violations.

West Shore School District is requesting all police agencies within the district to enter the agreement to participate in this program which will equip its buses with camera systems to capture school bus passing violations. Violations will be recorded, and the video will be automatically uploaded for weekly review by Township law enforcement to verify violations and process the notice of violation, with enforcement of a civil fine with citation of the registered owner of the vehicle. The goal of the program is to promote bus safety through automated surveillance of bus arm activations. The program will also achieve a savings of staff time in responding to complaints without sufficient evidence or information.

Commissioner Swartz asked if participation in the program limits the option for officers to pursue action if there are other criminal violations occurring. Director Holl confirmed that other violations would incur additional processes to enforce other violations and would not supplant officers’ duty or rights to enforce law.

Commissioner **SWARTZ** offered a motion to enter the agreement with West Shore School District, seconded by Commissioner **BROWN**, and the motion passed by a vote of 5-0.

## **COMMUNITY AND ECONOMIC DEVELOPMENT**

### **Zoning Hearing Board Update**

Director Sweeney provided an update on the matter of Docket No. 2025-04, regarding the property located at 1713 Hummel Avenue, recent complaints which resulted in the discovery of non-permitted residential units and issuance of a stop work order. He noted the existence of code violations in need of mitigation. The matter is tentatively scheduled to be considered at the September 18, 2025, Zoning Hearing Board meeting.

### **SLD #2025-05 3240 Lisburn Road Preliminary/Final Subdivision Plan**

Director Sweeney presented the item for discussion and possible action, to consider SLD #2025-05 - 3240 Lisburn Road Preliminary/Final Subdivision Plan. The applicant proposes to subdivide the existing, 4.45-acre lot into four single family residential lots.

Mr. Rick Castranio with Alpha Consulting Engineers presented additional information about the plan, noting the intent to extend public sewer, but to maintain private wells.

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 **VILLONE** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-57.B.(2)(h)[2] and Section 192-57.C.(13)(c)[1] - To provide additional cartway and right-of-way along the frontage of Lisburn Road. 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) - To provide concrete curbing along the frontage of Lisburn Road. 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) – Defer To provide concrete sidewalk along the frontage of Lisburn Road. The motion was seconded by Commissioner **VILLONE** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 184-12 – Submission of a Stormwater Management Plan (a stormwater management plan will be submitted at the time of building permits). The motion was seconded by Commissioner **VILLONE** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 184-12.J. – Dewatering time greater than 72 hours. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 184-22.E.(11)(t) - Minimum 20' easements for stormwater management facilities The motion was seconded by Commissioner **BROWN** and passed 5-0.

With no further discussion, Commissioner **SWARTZ** motioned to approve SLD #2025-05 – 3240 Lisburn Road Preliminary/Final Subdivision Plan contingent on satisfactory completion of all remaining Township and County comments. The motion was seconded by Commissioner **VILLONE** and passed 5-0.

#### **SLD #2025-06 - 1201 Saint Johns Road Final Land Development Plan**

Director Sweeney presented the item for discussion and possible action, to consider SLD #2025-06 - 1201 Saint Johns Road Final Land Development Plan. The applicant proposes building a 2,220 SF building in addition to the existing 7,200 SF commercial building.

Mr. Chris Hoover from Hoover Engineering Services noted the plan was for a minor addition to the existing building. He reviewed the waiver requests which he indicated were necessary to develop the property and are not in conflict with the intent and goals of the Township Ordinance.

The Board considered approval of the waivers.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-57.C.(1) – To provide improvements along the frontage of St. 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.C.(8) – To provide concrete curbing along the frontage of St. 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.C.(9) – Defer To provide concrete sidewalks along the frontage of St. Johns Road. The motion was seconded by Commissioner **VILLONE** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-58.C - To provide street trees along the frontage of St. Johns Road. The motion was seconded by Commissioner **VILLONE** and passed 5-0.

Commissioner **SWARTZ** made a motion to approve waiver of Section 192-58.E.(6) - To provide a parking lot island at the end of the parking spaces. The motion was seconded by Commissioner **VILLONE** and passed 5-0.

With no further discussion, Commissioner **SWARTZ** motioned to approve SLD #2025-06 – 1201 Saint Johns Road Final Land Development Plan contingent on satisfactory completion of all remaining Township and County comments. The motion was seconded by Commissioner **VILLONE** and passed 5-0.

#### **SLD #2024-08 – 1413 Arcona Road, Merritts Properties, LLC Final Land Development Plan**

Director Sweeney presented the item for discussion and possible action, to consider the withdrawal of SLD #2024-08 – 1413 Arcona Road, Merritts Properties, LLC Final Land Development Plan.

Commissioner **SWARTZ** made a motion to accept the withdrawal SLD #2024-08. The motion was seconded by Commissioner **BROWN** and passed 5-0.

#### **PUBLIC WORKS**

##### **Update on the Young Lungs at Play signage for the parks.**

Director Powell shared examples of the signs that were designed to promote the Young Lungs at Play program and noted the signs specifically included language prohibiting vaping. He reported that signs have been posted at all parks and were provided by the American Lung Association.

Director Powell reminded members that the updated signs had been provided in response to issues at Highland Park, along with other park improvements including the upgraded tennis courts and camera installation.

#### **COMMISSIONERS REPORTS**

Director Holl expressed appreciation for all participants of National Night Out.

Commissioner Swartz noted thanks to all volunteers for National Night Out and the Lisburn Festival.

Commissioner Villone also highlighted the positive turnout for National Night Out. He reported on the successful Lisburn Festival event, noting appreciation for the support, volunteer participation and excellent weather. He also reported his recent attendance at a PSAC event, where he received important educational information related to cybersecurity threats to municipalities and the need for state and federal assistance to be prepared. He finished his comments by thanking staff for responding to his questions regarding the ambulance purchase.

Commissioner Brown echoed his colleagues' sentiments about National Night Out, noting the event's appeal to adults and children. He also celebrated the success of the Lisburn Festival and issued a reminder about the Fall Festival to be held at LACP on October 18, 2025, from 10 AM to 2 PM.

Vice President Nagy echoed the warm sentiments related to the recent public events. He noted appreciation to Manager Davis on the securing of grant funding through the PA Department of Community and Economic Development.

President Caron shared in all the congratulatory sentiments shared by fellow commissioners and thanked all the volunteers for their contributions. She noted the upcoming 175<sup>th</sup> Anniversary Celebration on October 4 and the first day of school for both West Shore School District (8/26) and Trinity (8/25) and issued a reminder of increased awareness for traffic and bus safety.

#### **EXECUTIVE SESSION and ADJOURNMENT**

President Caron announced that the Board would adjourn to executive session for discussion of two items: 1) Update on a Right-to-Know Request Appeal and 2) Personnel Matter. She noted no action would be taken.

The meeting was adjourned at 7:29 PM.