

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

AUGUST 25, 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 P. 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
Julie Echterling, Recording Secretary
Mike Knouse, P.E., Township Engineer

President Caron called the August 25, 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. There was a moment of silence followed by the Pledge of Allegiance.

MEETING MINUTES

Commissioner **BROWN** made a motion to approve the July 28, 2025 Board of Commissioners Meeting minutes. Commissioner **SWARTZ** seconded the motion. Motion carried 5-0.

PRESENTATION

Resolution 2025-R-36 Appointing a Police Corporal

Director Holl discussed the background of Officer Shiley including his education, work experience, and awards he has received working as an officer for the Township.

Commissioner **VILLONE** made a motion to adopt **RESOLUTION 2025-R-36**, appointing Torrie M. Shiley as Corporal in the Lower Allen Township Police Department, effective August 25, 2025. Commissioner **SWARTZ** seconded the motion. Motion carried 5-0.

Judge Christopher Delozier administered the oath of office to Corporal Shiley. Corporal Shiley's family was in attendance and his wife pinned on his Corporal stripes.

AUDIENCE PARTICIPATION

President Caron invited members of the audience to comment on any item on the agenda or any business pertinent to the Township. There was no response.

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 no response.

Commissioner **BROWN** made a motion to approve the following items on the Consent Agenda:

- a. Monthly Director Reports for Community & Economic Development, Finance, Public Works, and Public Safety for July 2025.
- b. Tax Collector's Monthly Report for July 2025.
- c. Check Register of August 18, 2025, in the amount of \$317,761.67.
- d. Check Register of August 22, 2025, in the amount of \$109,199.06.
- e. Credit Card Register of August 24, 2025, in the amount of \$15,793.45
- f. **RESOLUTION 2025-R-37**, authorizing the disposition of specific records in accordance with the Pennsylvania Municipal Records Manual.

Commissioner **SWARTZ** seconded the motion. Motion carried 5-0.

PRESIDENT CARON

Resolution 2025-R-38 Honoring Mary Ellen Banks

Commissioner **VILLONE** made a motion to adopt **RESOLUTION 2025-R-38**, recognizing, commending, and honoring Mary Ellen Banks, Recording Secretary, on her retirement. Commissioner **SWARTZ** seconded the motion. Motion carried 5-0.

Mary Ellen Banks joined President Caron as she presented her with certificate and thanked her for her years of service.

Check Register August 21, 2025

Commissioner **VILLONE** made a motion to approve a manual Check Register of August 21, 2025, in the amount of \$125.00 to Eckert, Seamans, Cherin & Mellott for legal services. Vice President **NAGY** seconded the motion. Motion carried 4-0-1. President Caron abstained as she is employed by the law firm.

HUMAN RESOURCES

Pay Adjustment

Director Crone discussed his memo outlining the request for a pay rate adjustment for Connor Thetga, EMT in the EMS Department.

Commissioner **BROWN** made a motion to approve the pay rate adjustment for Conner Thetga effective August 13, 2025. Vice President **NAGY** seconded the motion. Motion carried 5-0.

RESOLUTION 2025-R-39 Full-Time Maintenance Specialist I

Director Crone discussed the request for Andrew Ellenberger to move from a seasonal park employee to a full-time Maintenance Specialist I. This is a budgeted position and a current vacancy.

Vice President **NAGY** made a motion to adopt **RESOLUTION 2025-R-39** approving the moving of Andrew Ellenberger from Seasonal Parks Maintenance Specialist to Full-Time Maintenance Specialist I with pay rate adjustment commensurate to that position. Commissioner **SWARTZ** seconded the motion. Motion carried 5-0.

Crossing Guard Job Description

Director Crone discussed the need for a stand-alone School Crossing Guard job description. The current job description includes duties for the Community Service Officers.

Commissioner **BROWN** made a motion to approve the new School Crossing Guard job description. Commissioner **SWARTZ** seconded the motion. Motion carried 5-0.

PUBLIC SAFETY

ORDINANCE 2025-03 Changes to Parks and Playgrounds

Director Holl discussed his memo on the Board's request to eliminate smoking in the parks. He collaborated with Solicitor Miner on the Ordinance that would ban smoking in the parks, playgrounds, and recreational areas in the Township. He stated the ban would include tobacco and other smoking through inhalation of the products. He spoke about the penalties and expulsion for continued violations of the new policy. Commissioner Swartz asked that the wording in Section I be changed to "any tobacco products." The Board agreed.

Vice President **NAGY** made a motion to authorize staff to advertise **ORDINANCE 2025-03** amending, modifying, and changing the Lower Allen Township Code Chapter 151, Parks and Playgrounds by implementing smoking prohibitions and increased enforcement for violations with the additional wording proposed by Commissioner Swartz. Commissioner **SWARTZ** seconded the motion. Motion carried 5-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning Hearing Board Update

Director Sweeney provided an update on the Zoning Hearing Board. He stated he met with the applicant for 1713 Hummel Avenue, and they are revising their application. They will present their application at the October meeting.

Advertise for ORDINANCE 2025-04

Director Sweeney discussed the proposed changes to Ordinance 2025-04 which would take the Planning Commission from seven members to five members with two alternative members. He stated this would help ensure there are quorums for meetings, and the two alternative members have been selected.

Commissioner **SWARTZ** made a motion to authorize staff to advertise **ORDINANCE 2025-04** amending, modifying, and changing the Lower Allen Township Code Chapter 40, Planning Commission to authorize the appointment of alternate members. Commissioner **VILLONE** seconded the motion. Motion carried 5-0.

SLD #2025-03 – Wawa Store No. 8256 Preliminary-Final Land Development Plan

Mr. Eric Clase, Land Design Services, Gilmore & Associates, presented the plan for the Wawa Store No. 8256 Preliminary-Final Land Development Plan. He discussed the layout for the Wawa Store, being 6,000 square feet, three access points into the store, 50 parking spaces and 16 gas pumps. He stated they have received the Township and County comment letters. He discussed each of the waivers requested and explained the reasoning for each one. He did note that the parking spaces would be larger than the Township's requirements.

Commissioner Villone asked about the waiver for trees. Mr. Clase spoke about the easement and limitations they have for putting trees on Century Drive. He stated they will look at the plan and see if they can put more trees in the back as suggested by Commissioner Villone. Vice President Nagy and Commissioner Brown asked about the stormwater runoff for the property. Mr. Clase explained their plan of having large basin which would slow the release into the Township's system. He showed the Board on the screen their plan and how the water would flow. Township Engineer Knouse spoke about the inspections and the Township's ordinance with their plan and releasing into the system. Commissioner Swartz thanked Mr. Clase for putting in the additional crosswalk for access to the site.

Commissioner **SWARTZ** made a motion to approve the requested waiver from Section 192-35. A.(2) – Submission of a Preliminary Plan. Commissioner **VILLONE** seconded the motion. Motion carried 5-0.

Commissioner **SWARTZ** made a motion to approve the requested waiver from Section 192-58.C.(5)(a) – Street trees along the frontage of Century Drive. Commissioner **VILLONE** seconded the motion. Motion carried 5-0.

Commissioner **SWARTZ** made a motion to approve the requested waiver from Section 192-58.E.(10) – Parking lot planting island be designed to collect stormwater. Commissioner **VILLONE** seconded the motion. Motion carried 5-0.

Commissioner **SWARTZ** made a motion to approve the requested waiver from Section 192-59.C.(2) – Parking spaces adjacent to planting islands be 2' wider. Commissioner **VILLONE** seconded the motion. Motion carried 5-0.

Commissioner **SWARTZ** made a motion to approve the requested waiver from Section 184-14.A.(1) – No increase in post-development total stormwater runoff volume. Commissioner **VILLONE** seconded the motion. Motion carried 5-0.

Commissioner **SWARTZ** made a motion to approve SLD #2025-03 – Wawa Store No. 8256 Preliminary-Final Land Development Plan with the following conditions: satisfy all remaining comments listed on Rettew's letter dated August 20, 2025, and satisfy all remaining comments listed on Cumberland County Planning Department's letter dated May 7, 2025. Commissioner Villone asked Director Holl about the impact this store would have on Public Safety. Director Holl stated they are good and haven't had any significant issues with the other stores. Commissioner Swartz asked about the lighting plan. Mr. Clase spoke about the lighting as it would be pointed downward and spoke about directional position of the sign. Commissioner **VILLONE** seconded the motion. Motion carried 5-0.

FINANCE DEPARTMENT

West Shore Recreation Commission's 2026 Budget and Lower Allen's per capita rate

Director Knoll discussed the West Shore Recreation Commission letter requesting an increase from \$3.20 to \$3.30 per capita. She stated this would equate to an increase of \$1,727.40 for the 2026 budget. The Board spoke of the benefits and excellent work they do for the residents.

Commissioner **SWARTZ** made a motion to approve the West Shore Recreation Commission's 2026 Budget and Lower Allen's per capita rate of \$3.30. Commissioner **BROWN** seconded the motion. Motion carried 5-0.

Draft Resolution 2025-R-XX Fund Balance Policy

Director Knoll discussed her memo on the proposed Fund Balance policy. The Finance Committee has reviewed the 2005 resolution and suggested changes to the current policies. The Board liked the language and policy changes and thanked her for working on this policy. She noted that the policy will be reviewed by the Solicitor and be ready for action at the next Board meeting.

MANAGER

ORDINANCE 2025-05- vacating a portion of a street known as Gettysburg Road

Manager Davis discussed Ordinance 2025-05 which would amend the official map of Lower Allen Township by vacating a portion of a street known as Gettysburg Road. She spoke about the relocation of Gettysburg Road, the road flooding, and stormwater best practices implemented for the road. The Township was approached by the owner of the land and asked about vacating the road as it is a dead end which created

issues for Public Works with snow plowing. She showed the Board the location on the map. Solicitor Miner spoke about the first-class Township code and the procedure for the process of vacating, hearing, easement and ensuring access for the Township. Commissioner Swartz asked if the owners would be developing the land. Director Sweeney stated they like the trees and separation from the road and currently have no plans to develop the property.

Commissioner **VILLONE** made a motion to authorize staff to advertise a public hearing for September 22, 2025, at 5:30 p.m., to consider the enactment of **ORDINANCE 2025-05**, amending the official map of Lower Allen Township by vacating a portion of a street known as Gettysburg Road. Commissioner **SWARTZ** seconded the motion. Motion carried 5-0.

Township Newsletter with Hometown Press

Manager Davis spoke about the opportunity to send the Township Newsletter to every resident of the Township. She spoke of Hometown Press who would ensure the Newsletter would get to the residents with their updated list and would obtain advertising so the publication would be printed at no cost for the Township. She stated several other local municipalities use them and are happy with the results. Vice President Nagy couldn't recommend this enough and being able to keep residents up to date on Township happenings. Commissioner Swartz asked about the advertising. Manager Davis stated they would have drafts of the newsletter prior to being sent out and has final say on the advertising in the newsletter. The Board thanked her for working on this initiative.

Vice President **NAGY** made a motion authorizing staff to engage with Hometown Press for the publication and printing of the Township Newsletter at no cost, with the Township incurring the cost of postage for newsletters to be mailed to homes and businesses. Commissioner **BROWN** seconded the motion. Motion carried 5-0.

Budget Meetings

Manager Davis stated that the Township has advertised Budget Meeting dates of October 6 and 20, and November 3, 2025. She noted that Director Knoll will be out of town for the October 6th meeting and would like to cancel that meeting as it is important that she is in attendance. The goal is to present the budget on October 20th with the backup date of November 3rd.

Trick-or-Treat Night

Manager Davis stated that they have set the Trick-or-Treat Night in Lower Allen Township for Thursday, October 30, 2025, 6-8 PM for the Township.

COMMISSIONERS REPORTS

Commissioner Swartz thanked Director Holl for working on the smoke free policy for the parks and playgrounds for the Township. He attended the Planning Commission where they discussed the Liberty Forge plan. He stated action was tabled as there were waivers and comments that needed to be addressed. There was concern from residents about traffic and the number of houses.

Commissioner Villone thanked the Manager and Directors for answering all his questions in a timely manner. He thanked Director Knoll for her work and stated the engagement is welcomed and encouraged.

Commissioner Brown congratulated Corporal Shiley on his promotion. He reminded everyone that tomorrow is the first day of school and to be careful. He stated there wasn't a Sewer Authority meeting this month due to a lack of a quorum. He thanked Director Knoll for working on the Stormwater and Sewer Authority agreements.

Commissioner Nagy congratulated Corporal Shiley on his promotion and Mary Ellen Banks on her retirement.

Commissioner Caron spoke about the great initiatives brought to the Board this year. She thanked the Manager and Directors for these initiatives. She wished everyone good luck with the new school year. She spoke about the Capital COG annual picnic.

ADJOURN TO EXECUTIVE SESSION

The meeting was adjourned to Executive Session to discuss the following item at 7:19 PM:

- Personnel Matter