

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

September 8, 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 September 8, 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.

APPROVAL OF MEETING MINUTES

President Caron requested a motion to approve the minutes of August 25, 2025, Regular Meeting. Commissioner **BROWN** made the motion, seconded by Commissioner **SWARTZ**. The motion passed 5-0.

PRESENTATION – West Shore Recreation Commission (WSRec) – John Minito, President

Mr. John Minito addressed the Board of Commissioners to express his appreciation for their loyalty, support and financial commitment to the West Shore Recreation Commission. He described the various programs offered to residents and noted a twenty percent increase in participation from the prior year.

Commissioner Swartz thanked Mr. Minito for providing the update and for the efforts of the WSRec to provide appealing services to Township residents.

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. Michael Nye, resident at 31 Scarsdale Dr. expressed his concerns with the construction of ADA (The Americans with Disabilities Act) compliant ramps at key intersections in the Rossmoyne Manor Drive development. He asserted the Township had engaged in government overreach affecting property owners, claiming that residents were not notified of the ramp construction and that it was unnecessary to be compliant with federal rules and guidelines. He speculated that cost savings would be realized if the Township avoids moving forward with the ADA installation. He also suggested that potential savings be returned to the affected property owners to restore their properties.

Solicitor Miner explained that the ADA ramp construction was being performed under the direction of the Township's Professional Engineer and PennDOT. He also referenced the possibility of lawsuits that might be brought against the Township by disability advocates if the Township does not follow their professional guidance. In stating his legal standpoint, he would not recommend any change in the plans as they stand.

Director Powell added that the ramp construction was occurring at implied crossings which require ADA compliance.

Commissioner Villone expressed his support to proceed with the plan as intended. He also noted the objective to plan for future development and to prioritize connectivity. He acknowledged the impact on property owners and confirmed that incidental consequences such as snow removal had been addressed with Township planning.

Commissioner Brown thanked Mr. Nye for expressing his concern. He noted that significant preparation had gone into planning for the projects and emphasized the need to be more cognizant of those supported by the ADA. The Township has a responsibility to be a good shepherd in providing accessible mobility for all residents.

Vice President Nagy expressed his support for enhancing mobility and making sidewalks more accessible.

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 29 2025, in the amount of \$47,884.26.
- b. Check Register of September 5 2025, in the amount of \$95,127.66.
- c. Payment of Estimate No. 1 to Kinsley Construction, LLC for labor for the 2025 Infrastructure and Paving Project in the amount of \$203,270.13.

Vice President **NAGY** moved to approve the items on the Consent Agenda. Commissioner **BROWN** seconded. With no further discussion, the consent agenda was approved by a vote of 5-0.

HUMAN RESOURCES

No agenda items.

Director Crone confirmed there were no agenda items for discussion or possible action under Human Resources.

PUBLIC SAFETY

Purchase of P25 Compatible Pagers

Director Holl introduced the item for discussion and possible action, to authorize the purchase of P25 compatible pagers for the DFRS/EMS Departments in the amount of \$40,298. He confirmed it would be a COSTARS purchase and included within the 2025 Budget Amendment.

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

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning Hearing Board Update

Director Sweeney reported that no new applications have been received.

Extension for SLD #2024-07 Tru Hotel Preliminary/Final Land Development

Director Sweeney presented the item for discussion and possible action, to consider approval of a recording deadline extension until September 9, 2026, for SLD #2024-07 – Tru Hotel Preliminary/Final Land Development Plan. He explained the justification was due to possible economic issues.

Commissioner **SWARTZ** made a motion to approve the extension as presented. The motion was seconded by Commissioner **VILLONE** and passed 5-0.

PUBLIC WORKS

Creekwood Park Boat Launch Project

Director Powell introduced the item for discussion and possible action, to award the Creekwood Park Boat Launch Project Kinsley Construction, LLC. They were the lowest responsible bidder at a cost of \$332,461.00. He summarized the results from the eleven bidders, which were reviewed by the solicitor. The Township has been awarded a \$150,000 grant from the Department of Conservation and Natural Resources for funding the construction of the boat launch. Director Powell noted the intended goal for completing the project this fall but that the late finish date is projected as April 2026.

Commissioner **BROWN** made a motion to award the Creekwood Park Boat Launch Project to Kinsley Construction LLC as the lowest responsible bidder at a cost of \$332,461.00. The motion was seconded Commissioner **VILLONE** and passed 5-0.

FINANCE

RESOLUTION 2025-R-40

Director Knoll introduced for discussion and possible action, adoption of **RESOLUTION 2025-R-40**, establishing a Fund Balance Policy for Township Governmental Funds. Referring to their previous discussion regarding the Fund Balance policy, Director Knoll noted the proposed update to the policy being presented for approval by the Board.

Commissioner Brown expressed his appreciation for the efforts of the Finance Committee and to Director Knoll for their work on the policy.

Vice President **NAGY** offered a motion to adopt **RESOLUTION 2025-R-40**. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

MANAGER

RESOLUTION 2025-R-41

Manager Davis presented the item for discussion and possible action to adopt **RESOLUTION 2025-R-41**, authorizing the Township to enter the Strategic Management Planning Program for Professional consultant services to assist in the development, adoption and implementation of a Multi-Year Financial Management Plan or related municipal financial and management initiatives and improvements.

She referenced the presentation previously shared at a prior meeting and reported that the Finance Committee recommended moving forward with the proposal. The estimated cost for Phase 1 is \$80,000. A grant application would be submitted, and if granted, the process would begin in 2026.

Commissioner Brown expressed his support for the program which saves tax dollars and highlighted the 50% match in funding from the Department of Community and Economic Development to fund needed projects.

Commissioner **VILLONE** motioned to adopt **RESOLUTION 2025-R-41**. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Governor's Center for Local Government Services Program

Manager Davis presented the item for discussion and possible action to authorize the Township to participate in the Governor's Center for Local Government Services program requesting technical assistance to support the Township's Emergency Medical Services Department. She noted the Finance Committee recommended participation in this DCED program which incurs no cost to the municipality. She presented a draft letter of intent for the program to begin in 2026.

Commissioner **SWARTZ** motioned to authorize participation in the program as presented. The motion was seconded by Vice President **NAGY** and passed 5-0.

COMMISSIONERS REPORTS

Commissioner Swartz drew attention to the Night at the Library invitation contained within the Board packets. The event will be held on October 25, 2025, at the Frederickson Library. He encouraged members to attend. Next, he reported an opportunity to submit feedback to Lemoyne Borough regarding the West Shore Gateway Rail Trail. He noted progress from the Traffic Calming Committee in producing a draft policy. He also mentioned his participation in a monthly meeting to discuss updates to the Township Zoning Ordinance. Finally, he announced an upcoming music program occurring at the Library on September 12, 2025, at 6:30 PM featuring the Villone's band. The program will focus on duets through history.

Commissioner Villone expressed appreciation to all staff for their great work.

Commissioner Brown gave recognition for the efforts made to engage with the strategic management program which will be a tax savings and noted appreciation of staff in their efforts to be responsive to residents. He also wished his daughter a happy birthday.

Vice President Nagy addressed the progress of the Zoning Steering Committee and its goal to make the interpretation of zoning easier to understand for residents and permitting processes simpler. He also noted appreciation of the many grants secured by staff in the pursuit of saving taxpayer dollars.

President Caron reported her attendance at meetings of the PA Municipal Authorities Association, and annual CAPCog Dinner. She also shared a reminder of the upcoming 175th Anniversary event at Lisburn Community Fire Company on 10/4/25.

Chief Rigling noted remembrance of the 24th anniversary of 9/11.

EXECUTIVE SESSION

President Caron announced that the Board would recess to executive session for discussion of two items: 1) Benecon health insurance surplus and employee health insurance contributions, 2) Policies regarding employee benefits and compensation, 3) Update on a Right-to-Know Law (RTKL) Appeal, and 4) Solicitor's fee for 2026.

The meeting recessed to Executive Session at 7:03 PM.

The meeting resumed at 8:37 PM.

Commissioner SWARTZ motioned to authorize the Solicitor to resolve the RTKL appeal. Commissioner BROWN seconded the motion which passed 5-0.

ADJOURNMENT

The meeting was adjourned at 8:37 PM.