

## MINUTES

### **BOARD OF COMMISSIONERS**

### **LOWER ALLEN TOWNSHIP**

### **REGULAR MEETING**

**September 22, 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 22, 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 11, 2025, Regular Meeting. Commissioner **VILLONE** made the motion, seconded by Commissioner **SWARTZ**. The motion passed 5-0.

#### **PUBLIC HEARING (Appeal of Michael DeLuca)**

The Regular Meeting of the Board of Commissioners recessed at 6:03 PM for a public hearing of the Appeal by Michael DeLuca regarding his scrap hauler license denial by the Township Manager.

Attorney Michael Pykosh was present to preside over the hearing and represented the Board of Commissioners. Stenographic record was taken by Denise Travis, RPR. Mr. DeLuca presented the case for his appeal. Solicitor Miner examined Mr. DeLuca, along with Township employees including Manager Davis, Police Captain Douglas Foltz, and Barbara Arnold, Environmental Programs Manager.

Following the witness testimony, the Board recessed into Executive session with Attorney Pykosh at 6:47 PM.

The hearing resumed at approximately 6:55 PM where Commissioner **SWARTZ** offered a motion with regret, to affirm the denial of the renewal of the waste hauler permit of Mr. DeLuca for recyclable materials under Chapter 180 of the Lower Allen Township Code pertaining to solid waste. The motion was seconded by Commissioner **VILLONE** also with regret. The motion carried 5-0.

The public hearing was closed, and the Regular Meeting of the Board of Commissioners reconvened at 7:02 PM.

President Caron announced an immediate recess for a second public hearing.

## **PUBLIC HEARING (Verizon Cable Franchise Renewal)**

The Regular Meeting of the Board of Commissioners recessed at 7:03 PM for a public hearing on Verizon Cable Operator Past Performance Review.

Township Manager, Rebecca Davis, made the following opening remarks:

“Good evening. This is a public hearing of the Township Board of Commissioners regarding cable franchise renewal for Lower Allen Township. This public hearing is held pursuant to Section 626 of the Federal Cable Act, which sets forth the process for franchise renewal. The Township’s current franchise with Verizon is within the industry norm renewal window, and the Township is beginning the process of renewing the franchise.

This public hearing is part of the preliminary portion of franchise renewal in which the Township reviews the cable operator’s past performance and identifies the Township’s future cable-related community needs. As such, as part of this public hearing, we invite comments from any citizens who wish to speak regarding either or both of the aforementioned subjects.

Franchise renewal is the best opportunity for municipalities to assert their rights with respect to their cable operator and to obtain important benefits in return for granting the cable operator the right to use their public rights-of-way. These benefits include:

1. A State-of-the-Art Cable System now and in the future;
2. Strong Customer Service Standards;
3. Free Services to Community Facilities;
4. Better Reporting Requirements from the Cable Operators;
5. Maximized Franchise Fees;
6. Public, Educational and Governmental (PEG) Channel(s) (if desired);
7. PEG Capital Support Funding (if desired);
8. Legal Protections of the Rights-of-Way; and
9. Better Mechanisms to Enforce the Franchise Agreement.

These are just some of the potential benefits available through franchise renewal. Citizens may address these items or any other cable-related items that are important to them. We will now open the hearing up to citizen comments. Thank you.”

Members of the audience were invited to offer comments. There were none.

The public hearing was closed, and the Regular Meeting of the Board of Commissioners reconvened at 7:05 PM.

## **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. reiterated concerns that he had expressed at the previous Board of Commissioners meeting regarding ADA compliant crossings being constructed within his neighborhood. Using visual aids, he asserted that the ADA laws were being misinterpreted for the proposed crossings at the T-intersections and that if modified correctly, could be compliant without any additional construction. He expressed concerns related to reduced available parking for residents.

President Caron noted that the ADA law had been thoroughly addressed at the previous meeting. Commissioner Brown echoed this sentiment, stating his clear understanding of the proposed Township’s proposed crossings and

compliance with the ADA law and the impracticality of having people with disabilities having to go 250 feet out of their way to cross the street. Vice President Nagy cited his support for the project because it was the right thing to do.

Solicitor Miner expressed his support of the professional opinion of Township staff, adding that ADA compliance requires the updated crossings, which are also what disability advocates expect.

Commissioner Villone noted that neighborhood residents in that location were not forced to park in the street and that the changes were necessary to ensure people requiring ADA accommodations are provided with the mobility they deserve.

In summary, President Caron stated that presented information did not warrant any change in the plans of the Township.

Next, Mr. Paul Steger, resident of Rossmoyne Manor, expressed his support for the neighborhood improvements. Citing his background in civil engineering, he noted that in accordance with PA Vehicle Code 75, Ch. 33, Sections 33 and 53, parking is prohibited within a “T” intersection, regardless of ADA compliance, therefore the addition of the ADA compliant crossings makes the concern over parking a moot point. He re-stated his support for the additional crossings which would be beneficial for people with disabilities, children and others.

#### **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. Monthly Director Reports for Community & Economic Development, Finance, Public Works, and Public Safety for August 2025.
- b. Tax Collector’s Monthly Report for August 2025.
- c. Check Register of September 12, 2025, in the amount of \$309,561.12.
- d. Check Register of September 19, 2025, in the amount of \$256,072.98.
- e. Credit Card Register of September 21, 2025 in the amount of \$33,850.74
- f. Manual Check Register of September 8, 2025, in the amount of \$118.25 to District Court 09-1-01.
- g. Manual Check Register of September 9, 2025, in the amount of \$118.25 to District Court 09-1-01.
- h. Manual Check Register of September 15, 2025, in the amount of \$532.50 to ABBYY USA Software House, Inc.
- i. Payment of Estimate No. 1 to Kinsley Construction, LLC for labor and materials for the 2025 High Properties Basin Retrofit Project in the amount of \$185,194.98.
- j. Payment of three (3) invoices to Pennsy Supply for materials for the 2025 Infrastructure and Paving Project totaling \$154,311.12.

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

#### **PRESIDENT CARON**

##### **Manual Check Register Approval**

President Caron requested a motion to approve a manual Check Register of September 18, 2025, in the amount of \$525.00 to Eckert, Seamans, Cherin & Mellott for legal services.

Commissioner **VILLONE** offered the motion, seconded by Commissioner **BROWN**. The motion passed 4-0 with 1 abstention by President Caron due to the payment being made to her employer.

**ORDINANCE 2025-03**

President Caron requested a motion to enact **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.

Commissioner **VILLONE** offered the motion to enact **ORDINANCE 2025-03**.

The recording secretary called the roll for a vote:

Vice President <b>NAGY</b>	AYE
Commissioner <b>BROWN</b>	AYE
President <b>CARON</b>	AYE
Commissioner <b>VILLONE</b>	AYE
Commissioner <b>SWARTZ</b>	AYE

The motion passed 5-0.

**ORDINANCE 2025-04**

President Caron requested a motion to enact **ORDINANCE 2025-04**, amending, modifying and changing the Lower Allen Township Code Chapter 40, Planning Commission to authorize the appointment of alternate members.

Commissioner **SWARTZ** offered the motion to enact **ORDINANCE 2025-04**.

The recording secretary called the roll for a vote:

Commissioner <b>SWARTZ</b>	AYE
Commissioner <b>VILLONE</b>	AYE
President <b>CARON</b>	AYE
Commissioner <b>BROWN</b>	AYE
Vice President <b>NAGY</b>	AYE

The motion passed 5-0.

**ORDINANCE 2025-05**

President Caron requested a motion to enact **ORDINANCE 2025-05**, amending the official map of Lower Allen Township by vacating a portion of a street known as Gettysburg Road.

Commissioner **BROWN** offered the motion to enact **ORDINANCE 2025-05**.

The recording secretary called the roll for a vote:

Vice President <b>NAGY</b>	AYE
Commissioner <b>BROWN</b>	AYE
Commissioner <b>VILLONE</b>	AYE
Commissioner <b>SWARTZ</b>	AYE
President <b>CARON</b>	AYE

The motion passed 5-0.

## **HUMAN RESOURCES**

### **RESOLUTION 2025-R-42**

Director Crone introduced the item for discussion and possible action, to consider for adoption, **RESOLUTION 2025-R-42**, appointing Robert A. Kuzniar, as a Hybrid EMS/PSO, in the EMS and Public Safety Departments, effective September 23, 2025. He noted the position falls within the budgeted Department 415 budget and would fill a vacancy left by a resignation.

Vice President **NAGY** motioned to adopt **RESOLUTION 2025-R-42**, seconded by Commissioner **BROWN**. The motion passed 5-0.

## **Resignation**

Director Crone introduced the item for discussion and possible action, to accept the resignation of Wyatt Pierce, Paramedic in the EMS Department, and the move from full-time to part-time status, effective September 27, 2025.

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

## **Hiring a Full-Time Paramedic**

Director Crone introduced the item for discussion and possible action, to authorize staff to advertise to hire a full-time Paramedic in the EMS Department to fill the new vacancy. He noted it was a budgeted position.

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

## **COMMUNITY AND ECONOMIC DEVELOPMENT**

### **Zoning Hearing Board Update**

Director Sweeney reported that no new applications have been received but noted that the 1713 Hummel Avenue issue would be considered at the October 16, 2025 meeting.

### **Extension for SLD #2025-07 Allen Middle School Preliminary/Final Land Development Plan**

Director Sweeney presented the item for discussion and possible action, to consider accepting a 90-day extension.

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

## **PUBLIC WORKS**

### **RESOLUTION 2025-R-43**

Director Powell introduced the item for discussion and possible action, to adopt **RESOLUTION 2025-R-43**, requesting a Category 4 Facilities Local Share Assessment (LSA) grant in the amount of \$123,000 from the Commonwealth Financing Authority to replace the playground structures at Wass Park. He referenced the information provided in meeting materials related to what is envisioned for the replacement of aging playground structures. The Township's financial responsibility will be a 20% match, or \$30,470. Work is expected to begin in late summer of 2026. He confirmed that outlay of funds would be included in the 2026 budget proposal.

Commissioner **SWARTZ** made a motion to adopt **RESOLUTION 2025-R-43**. The motion was second by seconded Commissioner **BROWN** and passed 5-0.

## **FINANCE**

### **RESOLUTION 2025-R-44**

Director Knoll introduced for discussion and possible action, adoption of **RESOLUTION 2025-R-44**, adopting minimum municipal obligations (MMO) payable to the Lower Allen Township Police Pension Plan and the Lower Allen Township Non-Uniformed Pension Plan in fiscal year 2026, and appropriating specific sums known as the pension budget for fiscal year 2026. She referenced the worksheets demonstrating justification for the calculations and noted the plan was budgeted for 2026.

Vice President **NAGY** offered a motion to adopt **RESOLUTION 2025-R-44**. The motion was seconded by Commissioner **VILLONE** and passed 5-0.

## **MANAGER**

Manager Davis announced a reminder about the 175<sup>th</sup> Anniversary event being held on October 4 at the Lisburn Fire Company in conjunction with their Community Day from 10AM to 2PM.

## **COMMISSIONERS REPORTS**

Commissioner Swartz addressed the unfortunate recent events involving Northern York Regional Police Department, offering his condolences and noting gratitude and recognition for the sacrifice among all public safety personnel.

Commissioner Villone expressed appreciation for staff efforts in preparing members for meetings, empowering them to make objective decisions. He also echoed sentiments of sympathy for the five officers and their families, impacted by the York County incident. He reiterated credit and thanks to all public safety personnel for their service and sacrifice to serve the public.

Commissioner Brown echoed the sentiments of thoughts and prayers to the officers and their families. He also gave recognition to Lower Allen Township's promptness and dedication in responding to emergencies.

Vice President Nagy echoed all sentiments shared by his colleagues and remarked on the remarkable teamwork and cooperation consistently demonstrated by all Township public safety disciplines.

In closing, President Caron thanked everyone for their patience during the meeting.

## **EXECUTIVE SESSION and ADJOURNMENT**

President Caron announced that the Board would adjourn to executive session for discussion of two items: 1) Benefits discussion, and 2) a Personnel matter.

The meeting adjourned to Executive Session at 7:46 PM.