

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

October 13, 2025

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

Jennifer Caron, 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
Isaac Sweeney, P.E., CED Director
Benjamin Powell, P.E., Public Works Director
Leon Crone, Human Resources Director
Julie Etcherling, Accounting Specialist
Nate Sterling, Administrative Secretary
Reneé Greenawalt, Recording Secretary

President Caron called the October 13, 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, and that noted that Vice President Nagy was absent with excuse. 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 September 8, 2025, Regular Meeting. Commissioner **VILLONE** made the motion, seconded by Commissioner **BROWN**. The motion passed 4-0.

PRESENTATIONS

Mechanicsburg Area Meals on Wheels (MAMOW)

Mr. David Shiner, President of MAMOW, gave a brief presentation on the non-profit program which serves the residents of Lower Allen Township. MAMOW is staffed by volunteers and a food director to provide meals for residents. The organization receives no funding from the state or federal government and relies only on donations from businesses, churches, clubs, individuals, and local municipalities. He expressed gratitude for the past support of the Township and advocated for ongoing financial support.

Sheepford Road Bridge Fund

Janice Lynx, Executive Director of the West Shore Historical Society (WSHS), shared some background on the history of the project to preserve the Sheepford Road Bridge. As owners of the bridge, the WSHS is tasked with funding ongoing maintenance and insurance for the structure. She also discussed the fundraising efforts of the organization to plan for future expenses and various awards that have been attributed to the preservation initiative. She asked the Board to consider a donation for 2026.

Commissioner Villone expressed appreciation for the presentation and asked about the role for the bridge in providing connectivity with Fairview Township. Ms. Lynx noted the intent to keep the bridge open to the public and to possibly coordinate with Fairview Township in the development of a small park.

Employee Recognitions

On behalf of the Board of Commissioners, President Caron presented the following employees with commendation letters to recognize their years of service to the Township:

- Robert Hamsher – 15 years of service
- Eric Bowmaster – 2,500 Hours of Service
- Laura Tamanosky – 10 Years of Service
- Torrie Shiley – 10 Years of Service

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 (5) minutes per person.

Mr. Jeff Denuzio, resident of Walnut Street in Camp Hill, expressed his appreciation for the Sheepford Road Bridge project and that area of the Township.

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 September 26, 2025, in the amount of \$240,778.36.
- b. Check Register of October 3, 2025, in the amount of \$37,131.50.
- c. Check Register of October 9, 2025, in the amount of \$112,269.75.

Commissioner **BROWN** moved to approve the items on the Consent Agenda. Vice President **SWARTZ** seconded. With no further discussion, the consent agenda was approved by a vote of 4-0.

HUMAN RESOURCES

RESOLUTION 2025-R-45

Director Crone introduced the item for discussion and possible action, to consider for adoption, **RESOLUTION 2025-R-45**, appointing Kenneth Brittingham as a Paramedic, in the EMS Department, effective October 14, 2025. He noted the position is budgeted and would fill a vacancy left by a resignation.

Commissioner **VILLONE** motioned to adopt **RESOLUTION 2025-R-45**, seconded by Commissioner **BROWN**. The motion passed 4-0.

PUBLIC SAFETY

Authorizing the sale of “Rescue 12”

Director Holl introduced the item for discussion and possible action, to authorize the sale of “Rescue 12” in accordance with recommendations made in the 2023 Fire Apparatus Needs Assessment study. He noted the recommendation to replace the truck to meet requirements and that the proceeds from the sale could be assigned to another capital project. He also addressed the need to allocate 5% of the sale amount to the Relief Association who contributed funds when the apparatus was purchased.

Commissioner **BROWN** motioned to authorize the sale of “Rescue 12”. The motion was seconded by Commissioner **VILLONE** and passed 4-0.

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.

Conditional Acceptance for SLD #2021-11 - 145 S. Locust St. for William Grace revised Subdivision Plan
Director Sweeney presented the item for discussion and possible action, to consider conditional acceptance of Stephenson Road and Locust Road as part of the Birch Grove Development (SLD 2021-11 145 South Locust Street for William Grace revised Subdivision Plan) contingent upon the following the conditions:

1. Provide the required 18-month maintenance bond in the amount of \$58,663.65 and maintenance agreement.
2. Provide a revised and executed deed of dedication with revised plans and legal description.
3. Provide a revised as-built plan.
4. Provide payment equivalent to the liquid fuels funds in the amount of \$2,025.00.

Director Sweeney reviewed the conditions for acceptance of the Dedication of streets. He expressed support for the plan, contingent on the conditions.

Commissioner **SWARTZ** made a motion to approve the revised plan as presented. The motion was seconded by Commissioner **VILLONE** and passed 4-0.

Reduction of Financial Security for SLD #2021-11

Director Sweeney presented the item for discussion and possible action, to consider approving financial security reduction request #3 in the amount of \$208,192.25 (from \$283,510.87 to \$75,318.62) for SLD #2021-11 145 South Locust Street Final Subdivision Plan.

Commissioner **VILLONE** made a motion to approve the revised plan as presented. The motion was seconded by Commissioner **SWARTZ** and passed 4-0.

PUBLIC WORKS

Financial Security Reduction for UGI Sheepford Crossing

Director Powell introduced the item for discussion and possible action, to authorize the release of financial security for the UGI Sheepford Crossing Gas project in the amount of \$695,000. The project was finished in 2024 and confirmed that all issues had been resolved.

Commissioner **BROWN** made a motion to authorize the financial security reduction as presented. The motion was seconded by Commissioner **VILLONE** and passed 4-0.

MANAGER

Manager Davis expressed appreciation to all those who contributed efforts and participated in the 175th Anniversary event held on October 4, 2025 at the Lisburn Fire Company in conjunction with their annual Community Day from 10:00 AM to 2:00 PM.

COMMISSIONERS REPORTS

Commissioner Swartz noted Indigenous People's Day. He also thanked all those who worked on the 175th Anniversary Celebration including the event committee, staff, volunteers, vendors, and Lisburn Community Fire Company. He also noted Banned Books Week and advocated for access to literature targeted for various reasons and encouraged people to learn about those efforts and take steps to engage. In closing, he announced that tickets for the Night at the Library event were on sale through October 14, 2025.

Commissioner Villone thanked staff for meeting preparation effort. He expressed appreciation to Mr. Shiner and Ms. Lynx for their presentations and echoed sentiments regarding the 175th Anniversary event. He complimented Director Davis for her leadership at the event. He announced his attendance at the PA State Association of Township Commissioners Annual Conference in conjunction with the PA Municipal League and the PA Career

Fire Chief Association, which offered the opportunity for training, information sharing and networking. He also thanked Ms. Etcherling and Director Knoll for their efforts in preparing for upcoming budget discussions.

Commissioner Brown echoed the sentiments of appreciation for budget preparations. He also thanked Mr. Shiner for the services provided through Meals on Wheels and Ms. Lynx for her work and passion on the bridge project.

In closing, President Caron echoed sentiments of her fellow commissioners and thanked everyone for their participation. She noted that the next meeting would be on October 20, 2025 at 6:00 PM.

EXECUTIVE SESSION and ADJOURNMENT

President Caron announced that the Board would adjourn to executive session for discussion of two items: 1) 2026 salaries and benefits, and 2) an update on two legal matters.

The meeting adjourned to Executive Session at 6:56 PM.