

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

November 10, 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
Tony Deaven, EMS Captain
Nate Sterling, Administrative Secretary
Sabrina Albright, CED Administrative Professional
(Acting Recording Secretary)

President Caron called the November 10, 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 October 13, 2025, Regular Meeting. Commissioner **BROWN** made the motion, seconded by Commissioner **VILLONE**. The motion passed 5-0.

PRESENTATION

EMS Department Awards

EMS Captain Deaven presented a Prehospital Delivery Commendation from the Emergency Health Services Federation to two EMS personnel for their care in a successful delivery of a baby.

EMS Captain Deaven also presented a Clinical Save Commendation from the Emergency Health Services Federation to several EMS personnel, a 911 dispatcher, and Vice President Nagy for a critical cardiac arrest save. A physician assistant also received a special recognition certificate from Lower Allen Township for the same cardiac arrest save.

President Caron expressed appreciation and congratulations to all award recipients. Commissioner Brown also expressed appreciation and shared a message of gratitude from the patient saved in the cardiac arrest.

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.

Ms. Jessica Ferguson of the Cleve J. Fredricksen Library provided an update about the Library's busy summer and the programs they offer.

Mr. Sean Connolly, 1602 Kent Road, shared his gratitude for Police and Fire personnel and Director Powell, who assisted in removing a fallen tree on Kent Road during the windstorm. Commissioner Swartz also shared his gratitude, as some of the tree fell onto his mother-in-law's property.

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 November 01, 2025, in the amount of \$234,165.02.
- b. Check Register of November 07, 2025, in the amount of \$51,292.10.
- c. Payment of Estimate No. 2 to Kinsley Construction, LLC for labor for the 2025 Infrastructure and Paving Project in the amount of \$714,732.20.

Commissioner **VILLONE** 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 November 06, 2025, in the amount of \$75.00 to Eckert, Seamans, Cherin & Mellott for legal services.

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

HUMAN RESOURCES

RESOLUTION 2025-R-46

Director Crone introduced the item for discussion and possible action, to consider for adoption, **RESOLUTION 2025-R-46**, amending Chapter 5 of the Personnel Manual, Tuition Reimbursement. This would allow non-uniform employees to receive the same amount of tuition reimbursement as uniform employees receive.

Commissioner **SWARTZ** motioned to adopt **RESOLUTION 2025-R-46**, seconded by Commissioner **BROWN**. The motion passed 5-0.

Removal from Probationary Status

Director Crone introduced the item for discussion and possible action, to consider for approval, moving Douglas Foltz, Police Captain, from probationary to regular full-time status, effective retroactive to October 28, 2025.

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

PUBLIC SAFETY

RESOLUTION 2025-R-47

Director Holl introduced the item for discussion and possible action, to consider for adoption, **RESOLUTION 2025-R-47**, requesting a Statewide Local Share Assessment (LSA) grant in the amount of \$287,328.80 from the Commonwealth Financing Authority to be used for the purchase of a New Build 2023 International CV 4x2 Diesel Engine/Lifeline Customer Highliner Type I Ambulance.

Commissioner **BROWN** motioned to adopt **RESOLUTION 2025-R-47**, seconded by Vice President **NAGY**. The motion passed 5-0.

RESOLUTION 2025-R-48

Director Holl introduced the item for discussion and possible action, to consider for adoption, **RESOLUTION 2025-R-48**, requesting a Statewide Local Share Assessment (LSA) grant in the amount of \$117,362.62 from the Commonwealth Financing Authority to be used for the purchase of Static License Plate Readers.

Vice President **NAGY** motioned to adopt **RESOLUTION 2025-R-48**, seconded by Commissioner **VILLONE**. The motion passed 5-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning Hearing Board Update

Director Sweeney reported that the Zoning Hearing Board will be considering two dockets, 1713 Hummel Avenue and 4195 Gettysburg Road, at the November 20, 2025 meeting.

Financial Security Reductions

Director Sweeney presented the item for discussion and possible action, to approve Financial Security Reduction Request #2 in the amount of \$173,975.04 (from \$825,346.81 to \$651,371.77) for SLD #2022-04 Arcona Phase 8.2 Preliminary/Final Subdivision and Land Development Plan.

There was brief discussion on this item along with the Finance Security Reduction Request for Arcona Phase 8.3 also on the agenda. Vice President Nagy was concerned that the Public Safety vehicle access road had not yet been completed. Director Sweeney advised that it had not been overlooked and the developer still intended to construct it. Commissioner Villone inquired about the status of paving the new roads on behalf of residents. Director Sweeney advised it was too late in the year for any new paving construction to occur.

Commissioner **BROWN** made a motion to approve the request. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

Director Sweeney presented the item for discussion and possible action, to approve Financial Security Reduction Request #1 in the amount of \$197,106.32 (from \$513,179.00 to \$316,072.68) for SLD #2022-09 Cloud 10 Carwash Preliminary/Final Land Development Plan.

Vice President **NAGY** made a motion to approve the request. The motion was seconded by Commissioner **VILLONE** and passed 5-0.

Director Sweeney presented the item for discussion and possible action, to approve Financial Security Reduction Request #1 in the amount of \$451,614.26 (from \$950,592.50 to \$498,978.24) for SLD #2023-06 Ford Truck Center Reverse Subdivision and Final Land Development Plan.

Commissioner **SWARTZ** made a motion to approve the request. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Director Sweeney presented the item for discussion and possible action, to approve Financial Security Reduction Request #1 in the amount of \$45,472.50 (from \$62,147.00 to \$16,674.50) for SLD #2024-02 Kindt Properties, LLC Preliminary/Final Subdivision and Land Development Plan.

Commissioner **SWARTZ** made a motion to approve the request. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Director Sweeney presented the item for discussion and possible action, to approve Financial Security Reduction Request #1 in the amount of \$1,997,492.04 (from \$2,761,958.00 to \$764,465.96) for SLD #2024-04 Arcona Phase 8.3 Preliminary/Final Subdivision and Land Development Plan.

Commissioner **SWARTZ** made a motion to approve the request. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Director Sweeney presented the item for discussion and possible action, to approve cash financial security release in the amount of \$153,649.00 (from \$153,649.00 to \$0) for SLD #2025-01 702 Nailor Drive Preliminary/Final Land Development Plan. Mid Penn Bank Letter of Credit No. 1252 in the amount of \$153,649.00 has been provided to replace the cash security.

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

PUBLIC WORKS

Highland Park Tennis Court Construction Payment

Director Powell introduced the item for discussion and possible action, to authorize payment to Miller Flooring Company, a COSTARS vendor, for the reconstruction of the Highland Park Tennis Court in the amount of \$75,950.00.

Commissioner **BROWN** made a motion to approve the payment. The motion was second by Commissioner **SWARTZ** and passed 5-0.

FINANCE

ORDINANCE 2025-07

Director Knoll introduced for discussion and possible action, to authorize staff to advertise proposed **ORDINANCE 2025-07** appropriating specific sums estimated to be required for the specific purposes of the municipal government during the Fiscal Year 2026, known as the “2026 Budget Ordinance”; and with an advertising duration of no less than twenty (20) days prior to consideration of enactment.

Commissioner **VILLONE** offered a motion to adopt **ORDINANCE 2025-07**. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

MANAGER

RESOLUTION 2025-R-49

Manager Davis introduced for discussion and possible action, to authorize the execution of a Cable Franchise Agreement between Lower Allen Township and Verizon Pennsylvania LLC.

Commissioner **VILLONE** motioned to adopt **RESOLUTION 2025-R-49**, seconded by Commissioner **BROWN**. The motion passed 5-0.

ORDINANCE 2025-06

Manager introduced for discussion and possible action, to authorize staff to advertise proposed **ORDINANCE 2025-06** amending the Codified Ordinances of Lower Allen Township, 1997, as amended, Section 32-7, dealing with the Township Manager’s salary. To save advertising costs and time on the annual Manager’s Compensation Ordinance, one final ordinance would be enacted indicating the Manager’s salary

would be included as part of the regular budget. This was the practice among other area First Class Townships.

Commissioner **VILLONE** offered a motion to adopt **ORDINANCE 2025-06**. The motion was seconded by Vice President **NAGY** and passed 5-0.

COMMISSIONERS REPORTS

Commissioner Swartz questioned staff about mail he received for the Cumberland PENNDOT Winter Partnership Meeting and if it is something Commissioners typically attend. Manager Davis informed him that it is typically a staff-attended meeting but said Commissioners can attend if desired. He thanked staff for their work on the 2026 budget. He wished everyone a Happy Halloween and noted the great turnout for the Trick-or-Treat evening. He congratulated Vice President Nagy on his reelection and Amanda Mutchler for her election to the Board of Commissioners.

Commissioner Villone also congratulated Vice President Nagy on his reelection and Amanda Mutchler for her election to the Board of Commissioners. He made sentiments on his upcoming retirement and thanked all the Township staff for their hard work to serve the residents. He addressed Ms. Jessica Ferguson of the Cleve J. Fredricksen Library and expressed sentiments on how wonderful the Library is. He briefly talked about CALEA and offered congratulations in advance to Police Captain Foltz.

Commissioner Brown announced that the Sewer Authority voted to not increase the Sewer rate and the Stormwater Authority voted to not increase the Stormwater rate on the 2026 utility bills at their respective November 6, 2025 meetings. He congratulated and thanked all the EMS award recipients. He congratulated Vice President Nagy on his reelection and Amanda Mutchler for her election to the Board of Commissioners. He also thanked Manager Davis and Mr. Sterling for everything they went through on Election Day. He thanked Mr. Connelly for his audience participation.

Vice President Nagy congratulated Amanda Mutchler for her election to the Board of Commissioners. He made sentiments on the EMS awards and thanked everyone for their efforts at the events.

In closing, President Caron noted that the next meeting would be on November 24, 2025 at 6:00 PM.

EXECUTIVE SESSION and ADJOURNMENT

President Caron announced that the Board would adjourn to executive session for discussion of one item: appointments and reappoints to the Township's authorities, boards, and commissions.

The meeting adjourned to Executive Session at 7:04 PM.