

## MINUTES

### DEVELOPMENT AUTHORITY

### LOWER ALLEN TOWNSHIP

### REGULAR MEETING

APRIL 21, 2025

The following were in ATTENDANCE:

#### AUTHORITY MEMBERS

Max Stoner, Chairman  
H. Edward Black, Vice Chairman  
John Eby, Secretary  
Salvatore Marone, Treasurer  
Mark O'Shea

#### TOWNSHIP PERSONNEL

Isaac Sweeney, Director of Community &  
Economic Development  
Steven Miner, Solicitor  
Alycia Knoll, Finance Director

Max Stoner, Chairman, called the meeting of the Lower Allen Township Development Authority to order at 6:00pm. Proof of publication is available.

#### APPROVAL OF MINUTES OF FEBRUARY 19, 2025

Mr. EBY made a motion to approve the minutes of February 19, 2025. Mr. O'SHEA seconded the motion. Motion carried, 5-0.

#### SOLICITOR'S REPORT

Solicitor Miner stated he will have his report during 4.d., Director Sweeney's portion.

#### FINANCE DIRECTOR ALYCIA KNOLL

Director Knoll presented the quarterly Finance Report for the Development Authority stating the following:

- The report is actually simplistic and the only expense that is noted is the recording secretary time.
- Another thing we have set up at the Township is the Finance Committee. This Committee has started to review different policies and processes; we have a management agreement with the Sewer Authority which is twenty-three years old so we started looking at all of the management agreements. We currently do not have a management agreement with the Development Authority; however, we will probably be putting one in place. Isaac will be involved with that process and she will be then bringing it to your Board for review. High level at this point, it is going to include Isaac's time so they will charge a portion of his salary; as time goes on it could involve other items if there are things that the Township pays for that the Authority would be a part of, you would reimburse such as software and items like that. These would all be instituted in 2026 once we have the agreements in place after fine-tuning them and signing them.
- Questions from the Board:
  - Mr. Eby questioned if the Solicitor's time would also potentially be an item to be charged directly to the Authority.
    - Director Knoll explained those are automatically charged/dedicated because Solicitor Miner breaks his bills out.
  - Mr. Eby also asked what the December and January credit card payment was about.
    - Director Knoll explained those would be any type of purchases that relate to the Development Authority that were done on Isaac's card. She also explained all the Comcast bills for Slate Hill were coming through; however, we approved all of the Slate Hill items over into the General Fund so you will no longer see that

coming out. These should minimize as we go through unless there is some large item that needs to be purchased.

- Isaac explained he would not use his card for anything for the Development Authority unless it was authorized and to this date, he has not charged anything on behalf of the Development Authority.
- Director Knoll will check the credit card charges and let Isaac know what they were for and he can inform the Board.
- Solicitor Miner questioned about an agreement in 2009 when the Board was set up and the Township was paying all of these expenses and there was a settlement done. When the last remnants of Lower Allen Commons were sold there was a reconciliation of expenses. The Township provided some seed money to the Authority because there was no seed money from 1993 Hummel until this Board was in existence for about five years. He understands what Director Knoll is trying to do is items for direct cost; he knows there was some documentation because Mrs. Trone at the time was keeping track of whatever the Township was making available of certain resources. Then, when the Board became more active, and received financing, they had their own money.
- At this point, discussion ensued.
- Director Knoll and Solicitor Miner will both research this more fully. Director Knoll explained most of the Management Agreements will be standardized. Mr. Eby stated when they get into another new project there may be quite a large number of pass-through charges and Director Knoll agreed with him.
- The Board thanked Director Knoll for coming to the meeting.

#### **DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT REPORT**

- Status of development projects in the Township
  - Director Sweeney referred to the Development Status Report in the Board's packet and reviewed the following:
    - Allen Middle School is going to submit something this year; however, he does not know specifically when; however, it is moving forward.
    - Brief discussion on the Merritts Properties per Director Sweeney. He will be meeting with Solicitor Miner shortly for this property located at 1413 Arcona Road. Their appeal date is May 2<sup>nd</sup>.
    - Wawa and Liberty Forge were both submitted today so they will be moving down into the review process after today.
      - Mr. Eby informed the Board members the history on the project at Liberty Forge concerning the golf course and Creekside zoning. Director Sweeney did state that they have had conversations with the owner, the engineer and the developer. Discussion ensued.
      - Director Sweeney explained they will be going before the Zoning Hearing Board in May and he will keep the Board updated.
- Lower Allen Commons NPDES Permit update:
  - Director Sweeney explained that there is no update. It has been at a standstill. He plans on contacting the State and Mountz Jewelers once again.
- Gateway Park and signage at 18<sup>th</sup> Street and Hummel Avenue.
  - Director Sweeney explained directly across from where the old Hempt Bros. sign was, the township is working on a crosswalk project. He described what they plan on doing for the homeowner on this project and for us doing these items, he has granted us an easement for the gateway sign for Lower Allen Township; he has signed off on this last week; we will get this recorded and get this project going; however, New Enterprise across the street has agreed to lease

us this land for a long-term lease for \$10/year for the next ten years and we can do what we want with this corner. Director Sweeney has shared the renderings of this for the Board. The BOC asked if the Development Authority would be willing to pay for a portion of this sign; in addition, New Enterprise has given a verbal commitment that they will also contribute for the sign as well. The Board agreed that with more information, they would be willing to entertain providing a reasonable contribution.

- In addition, RPM provided information to the BOC concerning a digital sign possibly at Lower Allen Commons area with whatever is going to work with our ordinances and Penn Dot set-backs, etc. This sign would be at no cost to the Township; advertising will be paying for everything. Hopefully, once the sign is paid for there would be some kind of sharing for this income. It will have to work within the Township's ordinances.

#### **PUBLIC COMMENT – THERE WAS NONE**

#### **NEXT MEETING OF THE DEVELOPMENT AUTHORITY**

The next meeting of the Development Authority is scheduled for Monday, May 19, 2025 at 6:00pm unless no discussion needed.

#### **ADJOURNMENT**

Mr. **EBY** made a motion to adjourn. Mr. **MARONE** seconded the motion. Motion carried, 5-0. Meeting adjourned.