

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

October 27, 2025

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

Jennifer Caron, President
Josh Nagy, Vice President
Dean W. Villone (via telephone)
Charles Brown, Commissioner
Joe 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 October 27, 2025 Regular Meeting of the Board of Commissioners to order at 6:01 PM. She announced Proof of Publication for the meeting was available for review and noted that Commissioner Villone was participating via telephone.

President Caron issued a public notice, announcing that following the adjournment of the October 20, 2025 Budget Workshop, the Board of Commissioners entered Executive Session to discuss 2026 salaries and benefits as indicated on the meeting agenda. No action was taken.

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 22, 2025, Regular Meeting. Commissioner **BROWN** made the motion, seconded by Vice President **NAGY**. The motion passed 5-0.

PRESENTATIONS

Trinity High School Update

Students Kate Warner and Quinn Smith, both seniors and school captains, presented an update. They highlighted recent leadership training, partnership with Nour Coffee, Homecoming, PSATS, college visits, field and school spirit days as well as sports teams' updates.

Cedar Cliff High School Update

Kaori Wolfe, a senior, presented an update. She highlighted the recent career day, PSAT and ASVAB testing, stem activities as well as college, military and career exploration events. Some of these included college tours, professional shadowing opportunities, and a college fair. Cedar Cliff recent recognized Unity Day, celebrating kindness, inclusion and community and White Cane Day bringing awareness to blindness and visual impairment. Other features of the update were the West Shore Marching Band participation in the Navy/Marine 250th Anniversary Parade and athletic team updates. Finally, she thanked the Board of Commissioners and the Township for their ongoing support.

Shiremanstown Borough Fire Services

Mr. John Getz, Borough Council President referenced his recent request from Lower Allen Township to authorize support by their fire company to provide primary fire services in Shiremanstown, which has an active fire company which operates as an independent organization, owning their trucks, building and land, but relies upon financial support of the local government. He noted that Lower Allen already provides mutual aid support without any compensation. He discussed the ongoing financial issues involved with the Shiremanstown Fire Department and indicated that the Borough would be unable to continue supporting the Fire Department in its current structure. Their proposal is to pay approximately \$30,000 to the Lower Allen Township Department of Fire and Rescue Services (DFRS). He also discussed issues related to the limited tax base in Shiremanstown, which makes the implementation of a fire tax challenging.

Director Holl expressed sympathy for the issue and noted that while the policy decision was at the discretion of the Board of Commissioners that the DFRS could handle the operational needs involved with the proposal.

Members of the Board expressed a desire to examine the issue further and asked that the solicitor for Shiremanstown share additional information with Solicitor Miner.

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. There was none.

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 September 2025.
- b. Tax Collector's Monthly Report for September 2025.
- c. Check Register of October 20, 2025, in the amount of \$62,613.64.
- d. Check Register of October 24, 2025, in the amount of \$466,579.24.

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

PRESIDENT

President Caron acknowledged a heavy volume of inquiries from residents regarding the Township's plans for the upcoming Trick-or-treat time given the anticipated inclement weather. She requested feedback from fellow Commissioners and to consider moving the Township Trick-or-treat to an alternate date. Commissioner **SWARTZ** motioned to add the discussion of Trick-or-treat dates and times to the meeting agenda. The motion was seconded by Vice President **NAGY** and passed 5-0.

Members discussed the pros and cons of moving the festivities to alternate dates and times. In consideration of Friday, October 31 (Halloween), they opted against it due to safety concerns, particularly around the high schools which would have heavy football game traffic that evening. Members expressed support for moving it to a time that would be convenient for families and with input from Director Holl regarding safety, they selected Saturday afternoon as the alternate.

Commissioner **BROWN** motioned that considering the anticipated weather, to move Trick-or-treat to Saturday, November 1, 2025, from 4-6 PM. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

PUBLIC SAFETY

Internal equity adjustment

Director Holl introduced the item for discussion and possible action, to approve an internal equity adjustment pay raise for Jake Meyer, Paramedic in the EMS Department.

Vice President **NAGY** motioned to authorize the pay raise, seconded by Commissioner **BROWN**. The motion passed 5-0.

Eligibility List for Police Officer

Director Holl introduced the item for discussion and possible action, to approve the Eligibility List of four candidates for Police Officer submitted by the Civil Service Commission on October 22, 2025.

Vice President **NAGY** motioned to approve the eligibility list, seconded by Commissioner **SWARTZ**. The motion passed 5-0.

Conditional Hiring of Police Officers

Director Holl introduced the item for discussion and possible action, to approve the conditional hiring of two police officers (1) Solomon-Michael Alexander, and (2) Derek Reitz based upon the Civil Service Commission's Eligibility List established on October 22, 2025. There was brief discussion about the Act 120 certification requirement.

Commissioner **SWARTZ** made the motion to approve the conditional hiring of Solomon-Michael Alexander, seconded by Commissioner **BROWN**. The motion passed 5-0.

Commissioner **SWARTZ** made the motion to approve the conditional hiring of Derek Reitz, seconded by Commissioner **BROWN**. The motion passed 5-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning Hearing Board Update

Director Sweeney reported that there would be two applications considered at the upcoming Zoning Hearing Board meeting on November 20, 2025. 1713 Hummel Avenue involves a building setback variance and special exception for a reduction in parking. The other, 4195 Gettysburg Road, is to provide a canopy over existing gas pumps and a special exception for reduction in parking.

90-Day Extension for SLD #2025-04

Director Sweeney introduced the item for discussion, for the Board to consider accepting a 90-day extension for SLD #2025-04 Liberty Forge Preliminary Subdivision and Land Development Plan. The plan was submitted and then reviewed and tabled by the Planning Commission in August. It is tentatively planned for consideration again in November.

Commissioner **SWARTZ** made the motion to approve 90-day extension, seconded by Commissioner **BROWN**. The motion passed 5-0.

Release of Financial Security for SLD #2023-03

Director Sweeney introduced the item for discussion, for the Board to consider approval of financial security release request #1 in the amount of \$9,910.88 for SLD #2023-03 Interstate Towing Final Land Development Plan. The Township Engineer has confirmed that all work has been completed and inspected.

Commissioner **BROWN** made the motion to approve the release of financial security, seconded by Vice President **NAGY**. The motion passed 5-0.

FINANCE

2026 Budget

Director Knoll introduced the item for discussion and possible action, to consider moving the 2026 Budget forward for consideration. She reviewed the revised budget and the items which were cut from the previously presented budget. She noted the finding of increased revenues, which had resulted in reducing the general fund deficit. She also discussed potential options to address the remaining fund deficit, including a transfer from the general fund, utilizing leftover funds from the 2025 Amended Budget, loan options, postponement of EMS capital replacement, a general tax increase and the implementation of an amusement tax.

Members discussed each of the options. Director Knoll noted her comfort level in a transfer of \$796,000 from the general fund, which has a balance of \$11 million. She also addressed questions about adjustments to the local earned income tax and the local services tax, which is more easily changed and something she recommended increasing.

Members expressed consensus and support for the balance transfer of \$796,254 from the general fund, consideration of a PIB loan and were not in favor of a tax increase at this time. They acknowledged that future years may require the need for incremental tax increases to sustain costs.

President Caron expressed appreciation to Director Knoll and the rest of the staff for their work in addressing the budget planning process.

Commissioner **SWARTZ** motioned to advertise and table the 2026 budget for twenty days as it was presented and which reflects covering the deficit with \$796,254 from the general fund balance. Commissioner **BROWN** seconded and the motion passed 5-0.

MANAGER

Application to RACP

Manager Davis presented the items for discussion and possible action, for the Board to consider signing a letter of support of the West Shore School District's application to the Redevelopment Assistance Capital Program (RACP) which requests \$2M in funding for Phase 2 of the Red Land High School Athletic Fields Project, part of the district's overall Campus Improvement Plan. The new athletic fields/facilities planned at Red Land may help provide relief to Cedar Cliff's field/facility usage and reduce related traffic in the area.

Commissioner Brown said that the project involves a \$2 million grant that will require a \$2 million match in taxpayer dollars and noted that the decision should be made solely by the school board. Vice President Nagy expressed agreement. Commissioner Swartz also expressed concern about the significant expenditure for a football stadium and noted the district did not yet have full day kindergarten. Commissioner Villone said he was not in favor of providing support, citing the likely need for future tax increases to fund health care expenses. In conclusion, the Board declined signing the letter of support.

2026 Fee Schedule

Manager Davis presented the items for discussion, referring to the redlined fee schedule provided in the meeting packets. President Caron noted appreciation for the information and suggested the board members take some time to review the changes. Manager Davis confirmed that the item could be put on the agenda for the next meeting for approval.

175th Anniversary Event Recap

Manager Davis provided an update from the event which was held in celebration of Lower Allen Township's 175th anniversary. To commemorate the event, a plaque was presented to the commissioners, along with PA House Citations sponsored by Representatives Kutz and Delozier. President Caron complimented Manager Davis on her opening remarks given on the day of the event as well as to all staff for their efforts in coordinating the celebration.

COMMISSIONERS REPORTS

Commissioner Swartz wished everyone a Happy Halloween. He thanked students from Trinity and Cedar Cliff High School for providing updates, noting the importance of resident engagement with local government. He reiterated the praise for the efforts related to the 175th anniversary ceremony and celebration. He reported on the success of the recent Frederickson Night at the Library fundraiser and noted appreciation to President Caron for attending with him. Lastly, he issued a reminder to vote on November 4.

Commissioner Brown echoed appreciation to the high school student presenters and thanked all the Department Directors and Manager Davis for their work involved with the budget preparation, complementing the progress. He reminded everyone to be careful driving during the upcoming Trick-or-treat event.

Vice President Nagy apologized for his recent absence and announced the birth of his son, Wyatt Nagy. He expressed appreciation to everyone who had shared wishes with the family. He expressed gratitude to staff for their work on the budget and for their understanding where budget requests went unfulfilled. He also reported that the Parks and Recreation Board had submitted their letter of recommendation regarding park improvements for the upcoming year.

Commissioner Villone thanked Mr. Sterling for accommodating his recent participation by phone and noted appreciation to the high school students for their civic engagement. He reported on the successful Lisburn Fire Company Bingo and thanked Director Knoll for her leadership and guidance through the budget process.

President Caron thanked the high school students as well as their parents and the school administration for supporting their participation. She noted appreciation for the Lower Allen Community Park (LACP) and its recent use in supporting the Dillsburg Soccer Tournament and mentioned presence of the AED unit recently installed at the park. She noted gratitude to the Parks and Recreation Board for their commitment to ensuring recreational spaces and activities for residents. She thanked Commissioner Swartz for this diligent service as liaison to the Frederickson Library Board, wished everyone a Happy Halloween, a safe, fun Trick-or-treat and good luck to the Cedar Cliff Football team in their upcoming game.

EXECUTIVE SESSION and ADJOURNMENT

President Caron announced that the Board would adjourn to executive session for discussion of 2026 salaries and that no action would be taken.

The meeting was adjourned to executive session at 7:28 PM.