

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

November 24, 2025

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

Jennifer Caron, President
Josh Nagy, Vice President
Dean W. Villone, Commissioner

TOWNSHIP PERSONNEL

Rebecca Davis, Township Manager
Steven Miner, Township Solicitor
David Holl, Public Safety Director
Alicia 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 November 24, 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 noted that Commissioner Brown and Commissioner Swartz were both 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 November 10, 2025, Regular Meeting. Commissioner **VILLONE** made the motion, seconded by Vice President **NAGY**. The motion passed 3-0.

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 October 2025.
- b. Tax Collector's Monthly Report for October 2025.
- c. Check Register of November 15, 2025, in the amount of \$2,527,778.87.
- d. Check Register of November 16, 2025, in the amount of \$165,980.03.
- e. Check Register of November 21, 2025, in the amount of \$57,766.47.
- f. Credit Card Register of October 25, 2025, in the amount of \$8,067.17
- g. Credit Card Register of November 22, 20215 in the amount of \$21,464.08

Vice President **NAGY** moved to approve the items on the Consent Agenda. Commissioner **VILLONE** seconded. With no further discussion, the consent agenda was approved by a vote of 3-0.

PRESIDENT

President Caron requested a motion to approve a manual Check Register of November 20, 2025, in the amount of \$775.00 to Eckert, Seamans, Cherin & Mellott for legal services.

Commissioner **VILLONE** offered the motion, seconded by Vice President **NAGY**. The motion passed 2-0 with abstention by President Caron due to the payment being to her law firm.

HUMAN RESOURCES

Resignation Full-Time EMS/PSO Hybrid

Director Crone introduced the item for discussion and possible action, to accept the resignation of Full-Time EMS/PSO Hybrid Camden Roberts, noting that he will continue employment on a part-time basis.

Commissioner **VILLONE** offered the motion, seconded by Vice President **NAGY**. The motion passed 3-0.

Hiring Full-Time EMS/PSO Hybrid

Director Crone introduced the item for discussion and possible action, to authorize the hiring of a Full-Time EMS/PSO Hybrid position, filling the budgeted vacancy created by the preceding resignation.

Commissioner **VILLONE** offered the motion, seconded by Vice President **NAGY**. The motion passed 3-0.

RESOLUTION 2025-R-51

Director Crone introduced the item for discussion and possible action, to adopt **RESOLUTION 2025-R-51**, appointing Derek Reitz as a Police Officer, effective December 8, 2025, at the P4 rate (following completion of Field Training).

Vice President **NAGY** offered the motion to adopt **RESOLUTION 2025-R-51**, seconded by Commissioner **VILLONE**. The motion passed 3-0.

RESOLUTION 2025-R-52

Director Crone introduced the item for discussion and possible action, to adopt **RESOLUTION 2025-R-52**, appointing Solomon-Michael Alexander as a Police Officer, effective December 15, 2025, at the P0 rate (following completion of Field Training). He noted, however, that the item needed to be tabled and recommended no action be taken.

PUBLIC SAFETY

Approving the sale of "Rescue 12"

Director Holl introduced the item for discussion, which was the sale of a vehicle and accessories to a fire department in Virginia, however he noted that the offer had been withdrawn and was therefore not being presented for action. The sale has been readvertised.

Purchase of Replacement Patrol Rifles

Director Holl introduced the item for discussion and possible action, to approve the purchase of replacement patrol rifles and accessories from IWI US, Inc. (a COSTARS vendor) in the amount of \$15,600.00. He explained that the replacement models operated at a safer decibel level and are more consistently accurate. The expenditure is not budgeted for however funds are available within the police budget. Commissioner Villone inquired as to how this may impact the budget, to which Manager Davis assured that there would be none because the purchase of tasers came in under budget.

Commissioner **VILLONE** offered the motion to approve the purchase, seconded by Vice President **NAGY**. The motion passed 3-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning Hearing Board Update

Director Sweeney reported that the Zoning Hearing Board met on November 20, 2025 to consider two docket items. For the first, regarding 1713 Hummel Avenue, the applicant was not present, and the Board denied the application. The second docket item was approved for a reduction in parking and canopy setback at 4195 Gettysburg Road. He noted the likelihood of an application being submitted for a property at the corner of Hartzdale and Gettysburg Road.

Commercial Recreation Fee

Director Sweeney introduced the item for discussion, for the Board to consider future assessment of non-residential recreation fees on a per acre or per square foot basis to help ensure that the burden of funding recreational improvements and maintenance is shared equitably across all new developments, not just residential. This type of fee would also facilitate the creation of a more sustainable and balanced financial model for the Township into the future. He shared information from the 2018 Comprehensive Plan which indicated that there are a significant number of people employed within the Township but live outside of it, reinforcing the need for a nonresidential recreation fee.

Director Sweeney recommended that the Board consider assessing a one-time fee of either \$1500 per acre or \$.50-\$1.00 per square foot of a new building. The fee would be paid prior to recording the land development plan.

Vice President Nagy asked whether it would be recommended to assess the fee in instances of expansion. Director Sweeney indicated that further evaluation by the solicitor was needed to determine if that would be appropriate.

Commissioner Villone asked for additional information about the amount of revenue such a fee could be expected to generate. Director Sweeney estimated, using 2025 as an example, that over \$100,000 in fees could have been generated.

Board members expressed support for further discussion and consideration of a text amendment to incorporate a nonresidential recreation fee into Township Ordinance.

Text Amendment for Data Centers

Director Sweeney introduced the item for discussion, for the Board to consider a future text amendment to the Township Ordinance to address the future development of data centers. The current ordinance permits data centers in the C2, C3, I1 and I3 districts. He suggested the Board may want to consider limiting their development in the commercial districts, in favor of development in the industrial districts.

Board members discussed the characteristics of differing zoning districts and some reasons for avoiding the commercial districts, such as significant impact to power and water supply and noise levels. The presence of a data center in these districts could have a negative impact on other commercial businesses. Development that could be beneficial to residents could be pushed out by the existence of data centers in commercial districts. Additionally, the I2 district is designated specifically as mineral recovery.

Vice President Nagy noted it was prudent to consider future generations of Township residents and to address potential concerns about intrusive noise pollution.

Board members expressed support for further discussion and future consideration of a text amendment to address the issue.

PUBLIC WORKS

Century Drive

Director Powell introduced the item for discussion, to consider a future resolution for dedicating Century Drive as a Township roadway. He noted that it would be presented for action as part of the consent agenda at a future meeting.

FINANCE

RESOLUTION 2025-R-50

Director Knoll introduced the item for discussion and possible action, to consider adopting **RESOLUTION 2025-R-50**, establishing fees and charges authorized by various ordinances and statutes for administration of Township business in accordance with these ordinances and statutes, known as the “2026 Fee Schedule”.

Commissioner **VILLONE** offered the motion to adopt **RESOLUTION 2025-R-50**, seconded by Vice President **NAGY**. The motion passed 3-0.

Delinquent Refuse and Stormwater Accounts

Director Knoll provided an update on the delinquent refuse and stormwater accounts being collected by the Portnoff law firm, summarizing what is outstanding in collections by Portnoff. As of 11/4/2025, there is an outstanding balance of \$134,339.01.

ORDINANCE 2025-08

Director Knoll introduced the item for discussion and possible action, to consider authorizing staff to advertise proposed **ORDINANCE 2025-08** amending the Codified Ordinances of Lower Allen Township, 1997, as amended, Chapter 146, Article 1 Attorney Fees for Delinquent Municipal Claims, appointing the Township Solicitor and allowing for the appointment of a Collection Agency and fees by Resolution. This would facilitate the appointment of a local collection agency with improved customer service level for residents.

Commissioner **VILLONE** offered the motion to authorize the advertisement of **ORDINANCE 2025-08**, seconded by Vice President **NAGY**. The motion passed 3-0.

Agreement with Commercial Acceptance Company

Director Knoll introduced the item for discussion and possible action, to consider authorizing the Township to enter into an agreement with Commercial Acceptance Company (CAC) for the collection of delinquent refuse and stormwater fees.

Vice President **NAGY** offered the motion to authorize the Township to enter into the agreement for the collection of refuse fees, and the collection of stormwater fees conditioned on approval by the Stormwater Authority, seconded by Commissioner **VILLONE**. The motion passed 3-0.

MANAGER

2025 Fall/Winter Township Newsletter

Manager Davis presented copies of the new Township newsletter which is being published by Hometown Press. It is booklet style and will be mailed to all residential and commercial properties in the Township. She expressed appreciation to staff for their time and effort in contributing to the publication.

Proposed Meeting Schedule for December 2025 and January 2026

Manager Davis presented the proposed, consolidated schedule for the upcoming months, noting the possibility of canceling some meetings if there are no agenda items.

- Monday, December 8, 2025, at 6:00 PM (Recognizing Commissioner Villone) – event for all boards and commissions, volunteers and staff at 5 pm.
- Monday, December 22, 2025, at 6:00 PM (only if needed) – if not needed, will be canceled.
- Monday, January 5, 2026, at 6:00 PM (Reorganization and Regular Business).
- Monday, January 12, 2026, at 6:00 PM (only if needed) – will be canceled if needed.
- Monday, January 26, 2026, at 6:00 PM (Commissioner photos at 5:30PM).

COMMISSIONERS REPORTS

Commissioner Villone thanked staff for always serving residents with grace. He also complimented the staff of Public Works Department for a smooth and efficient leaf collection cycle.

Vice President Nagy expressed appreciation to Captain Deaven for recent EMS classes where he had the honor of teaching some lectures and advanced skills training.

President Caron wished everyone a happy Thanksgiving holiday. She also echoed the sentiments of her fellow commissioners and thanked everyone for their participation. She noted that the next meeting would be on December 8, 2025 at 6 PM.

EXECUTIVE SESSION and ADJOURNMENT

President Caron announced that the Board would recess to executive session for discussion of two items: 1) Lower Allen Township Pension Committee Member Appointments, 2) Tax Appeal.

The meeting was recessed to executive session at 6:48 PM. The meeting was reconvened at 7:14 PM.

Commissioner **VILLONE** presented a motion to authorize the Township Solicitor to intervene in a recent tax appeal by the Outback Steakhouse located in Lower Allen Township, with intervention contingent on the West Shore School District participating in the same tax appeal. The motion was seconded by Vice President **NAGY** and passed 3-0.

The meeting was adjourned at 7:16 PM.