

MINUTES

BOARD OF COMMISSIONERS

REORGANIZATION MEETING

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

Joshua Nagy, Vice President
Charles Brown, Commissioner
Joe Swartz, Commissioner
Amanda Mutchler, Commissioner

LOWER ALLEN TOWNSHIP

January 5, 2026

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

The Recording Secretary called the January 5, 2026 Reorganization Meeting of the Board of Commissioners to order at 6:03 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.

SWEARING IN OF NEWLY ELECTED OFFICIALS

The Honorable District Magistrate Christopher Delozier administered the Oath of Office for newly elected officials who were present, including the following:

- Joshua M. Nagy, Township Commissioner
- Amanda M. Mutchler, Township Commissioner
- Andrew Ritter, Vacancy Board Member
- Richard F. Schin, Lower Allen Township Authority and Stormwater Authority Member

Nomination and Election of President of the Board of Commissioners

The Recording Secretary requested nominations for President. Commissioner **NAGY** motioned to nominate Jennifer Caron for President. Commissioner **BROWN** seconded the motion. Hearing no other nominations, Commissioner **NAGY** motioned to close nominations, seconded by Commissioner **SWARTZ**. Commissioners voted 4-0 to elect Jennifer Caron as President of the Board of Commissioners.

The Recording Secretary requested nominations for Vice President. Commissioner **BROWN** motioned to nominate Joshua Nagy for Vice President. Commissioner **SWARTZ** seconded the motion. Hearing no other nominations, Commissioner **SWARTZ** motioned to close nominations, seconded by Commissioner **BROWN**. Commissioners voted 4-0 to elect Joshua Nagy as Vice President of the Board of Commissioners.

Vice President Nagy welcomed everyone to the meeting and introduced fellow commissioners. He announced that President Caron was absent with excuse.

BOARD APPOINTMENTS/REAPPOINTMENTS

Vice President Nagy explained that most of these boards were independent entities that make their own decisions on their respective subjects. Membership appointment of those boards falls under the authority of the Board of Commissioners.

Vice President Nagy requested a motion to appoint Terry L. Lenker to the Lower Allen Township Civil Service Commission for a six (6) year term, beginning January 1, 2026. The motion was made by Commissioner SWARTZ and seconded by Commissioner BROWN. The motion passed 4-0.

Vice President Nagy requested a motion to reappoint Salvatore F. Marone to the Lower Allen Township Development Authority for a five (5) year term, beginning January 1, 2026. The motion was made by Commissioner SWARTZ and seconded by Commissioner BROWN. The motion passed 4-0.

Vice President Nagy requested a motion to reappoint Jay A. Blackwell to the Lower Allen Township Planning Commission for a four (4) year term, beginning January 1, 2026. The motion was made by Commissioner SWARTZ and seconded by Commissioner BROWN. The motion passed 4-0.

Vice President Nagy requested a motion to reappoint Richard F. Schin to the Lower Allen Township [Sewer] Authority for a five (5) year term, beginning January 1, 2026. The motion was made by Commissioner SWARTZ and seconded by Commissioner BROWN. The motion passed 4-0.

Vice President Nagy requested a motion to reappoint Richard F. Schin to the Lower Allen Township Stormwater Authority for a five (5) year term, beginning January 1, 2026. The motion was made by Commissioner SWARTZ and seconded by Commissioner BROWN. The motion passed 4-0.

Vice President Nagy requested a motion to reappoint Andrew J. Ritter, Jr. to the Lower Allen Township Vacancy Board for a two (2) year term, effective January 1, 2026. The motion was made by Commissioner SWARTZ and seconded by Commissioner BROWN. The motion passed 4-0.

Vice President Nagy requested a motion to reappoint Ronald A. Massott to the Lower Allen Township Zoning Hearing Board for a three (3) year term, beginning January 1, 2026. The motion was made by Commissioner SWARTZ and seconded by Commissioner BROWN. The motion passed 4-0.

TOWNSHIP OFFICER APPOINTMENTS/REAPPOINTMENTS

Vice President Nagy explained that most of the following appointments were for staff employed by the Township but also require specific designations by state law.

RESOLUTION 2026-R-01

Vice President Nagy requested a motion to adopt **RESOLUTION 2026-R-01**, reappointing Rebecca L. Davis and Nathaniel C. Sterling as Township Secretary and Assistant Township Secretary respectively for a two (2) year term and establishing compensation. The motion was made by Commissioner BROWN and seconded by Commissioner SWARTZ. The motion passed 4-0.

RESOLUTION 2026-R-02

Vice President Nagy requested a motion to adopt **RESOLUTION 2026-R-02**, reappointing Rebecca L. Davis as Township Manager for a two (2) year term. The motion was made by Commissioner BROWN and seconded by Commissioner SWARTZ. The motion passed 4-0.

RESOLUTION 2026-R-03

Vice President Nagy requested a motion to adopt **RESOLUTION 2026-R-03**, reappointing the firm of Brown Schultz Sheridan & Fritz as the Township Auditors for a two (2) year term. The motion was made by Commissioner BROWN and seconded by Commissioner SWARTZ. The motion passed 4-0.

Vice President Nagy requested a motion reappointing the firm of Caldwell & Kearns, P.C., in the persons of Steven P. Miner and Robert W. Diehl as Township Solicitor and Alternate Township Solicitor respectively, effective January 1, 2026. The motion was made by Commissioner SWARTZ and seconded by Commissioner BROWN. The motion passed 4-0.

Vice President Nagy requested a motion reappointing the firm of Caldwell & Kearns, P.C., in the persons of Steven P. Miner and Robert W. Diehl as Township Solicitor and Alternate Township Solicitor respectively, effective January 1, 2026. The motion was made by Commissioner SWARTZ and seconded by Commissioner BROWN. The motion passed 4-0.

Vice President Nagy requested a motion reappointing the firm of Rettew as Township Engineer, effective January 1, 2026. The motion was made by Commissioner SWARTZ and seconded by Commissioner BROWN. The motion passed 4-0.

Vice President Nagy requested a motion reappointing the firm of Timothy Wargo and Christopher Hoover of Hoover Engineering as Township Sewage Enforcement Officer and Alternate Sewage Enforcement Officer respectively, effective January 1, 2026. The motion was made by Commissioner SWARTZ and seconded by Commissioner BROWN. The motion passed 4-0.

Vice President Nagy requested a motion reappointing Alycia J. Knoll and Rebecca L. Davis as Treasurer and Assistant Treasurer respectively, effective January 1, 2026. The motion was made by Commissioner SWARTZ and seconded by Commissioner BROWN. The motion passed 4-0.

Vice President Nagy requested a motion reappointing the Cumberland County Assessment Office as the Delinquent Street Light Assessment Collector, effective January 1, 2026. The motion was made by Commissioner SWARTZ and seconded by Commissioner BROWN. The motion passed 4-0.

APPROVAL OF MEETING MINUTES

Vice President Nagy noted a legal clarification affirming that members who are absent from a meeting are permitted to vote to certify minutes for accuracy.

Vice President Nagy requested a motion to approve the minutes from the Budget Meeting of October 20, 2025. The motion was made by Commissioner BROWN and seconded by Commissioner SWARTZ. The motion passed 4-0.

Vice President Nagy requested a motion to approve the minutes from the Regular Meeting of October 27, 2025. The motion was made by Commissioner BROWN and seconded by Commissioner SWARTZ. The motion passed 4-0.

Vice President Nagy requested a motion to approve the minutes from the Regular Meeting of December 8, 2025. The motion was made by Commissioner BROWN and seconded by Commissioner SWARTZ. The motion passed 4-0.

AUDIENCE PARTICIPATION: Any item on the agenda.

Vice President Nagy 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. He noted that discussion would be limited to five (5) minutes per person. There was none.

CONSENT AGENDA:

Vice President Nagy 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 December 13, 2025 in the amount of \$428,544.75.
- b. Check Register of December 19, 2025 in the amount of \$325,591.53.
- c. Check Register of December 26, 2025 in the amount of \$107,649.00.
- d. Check Register of December 31, 2025 in the amount of \$59,265.10.
- e. Payment to Pennsy Supply, Inc in the amount of \$51,963.12, for materials for 2025 Infrastructure and Paving Project.

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 4-0.

VICE PRESIDENT

Vice President Nagy requested a motion to approve a manual Check Register of December 29, 2025 in the amount of \$1,475.00 to Eckert, Seamans, Cherin & Mellott for legal services. The motion was made by Commissioner **SWARTZ** and seconded by Commissioner **BROWN**. The motion passed 4-0.

PUBLIC WORKS

Cleveland Brothers Equipment Company, Inc.

Director Powell introduced the item for discussion and possible action, to approve payment to Cleveland Brothers Equipment Company Inc, in the amount of \$344,133.71 for the purchase of a leaf turner. He noted it was a 2025 budgeted item and was offset by the Local Share Grant through the Department of Community and Economic Development in the amount of \$270,000. The Township responsibility is 20% of the cost at \$74,133.71.

Commissioner **BROWN** motioned to approve the payment as presented, seconded by Commissioner **SWARTZ**. The motion passed 4-0.

Payment to L.B. Smith Ford Lincoln, Inc.

Director Powell introduced the item for discussion and possible action, to approve payment to L.B. Smith Ford Lincoln, Inc, in the amount of \$64,680 for the purchase of a work truck for the Stormwater Department. He noted it was a 2026 budgeted item, being purchased from the Stormwater Fund. He also confirmed that the vehicle was in hand with no delay in receiving the vehicle.

Commissioner **BROWN** motioned to approve the payment as presented, seconded by Commissioner **SWARTZ**. The motion passed 4-0.

MANAGER

RESOLUTION 2026-R-04

Manager Davis presented the item for discussion and possible action, to adopt **RESOLUTION 2026-R-04**, petitioning the Pennsylvania Liquor Control Board (PLCB) to continue local noise enforcement of liquor licensed establishments in Lower Allen Township. She reminded the Board of their discussion on the topic at a prior meeting.

Commissioner **SWARTZ** motioned to allow staff and the solicitor to move forward in petitioning the PLCB. The motion was seconded by Commissioner **MUTCHLER** and passed 4-0.

CANCELLATION OF 1/12/26 MEETING

Manager Davis presented the item for discussion and possible action, to cancel the January 12, 2026, Board of Commissioners Meeting. She noted that there would be no agenda items and therefore no need to meet.

Commissioner **BROWN** motioned to approve canceling the meeting as presented. The motion was seconded by Commissioner **MUTCHLER** and passed 4-0.

COMMISSIONERS REPORTS

Commissioner Brown expressed appreciation to those sworn in, appointed or reappointed, for their time and contributions to the Township. He noted the good fortune for Lower Allen Township residents to have reasonable sewer and stormwater rates, especially as compared to neighboring municipalities. He thanked staff for ongoing efforts to secure grant funding resulting in savings to taxpayers. Lastly, he noted the passing of Steve Sheetz and the legacy of service and philanthropy left behind.

Commissioner Swartz wished everyone a Happy New Year. He congratulated Commissioners Nagy and Mutchler on their elections, and Commissioners Caron and Nagy on winning the nominations for the office of Board President and Vice President respectively, and noted enthusiasm in working together. He announced the upcoming public form on data centers and suggested the topic would be important to considerations given to ordinance changes. He expressed appreciation to Director Powell for providing information about leaf issues in Township neighborhoods.

Commissioner Mutchler congratulated Vice President Nagy and President Caron on winning their nominations and noted appreciation for the warm welcome she had received.

Vice President Nagy noted appreciation for Chief Black's leadership of the Lisburn Fire Company. He congratulated President Caron and expressed gratitude for her board leadership. He said it had been an honor to serve residents during his first term and envisioned growing opportunities during the next term, particularly as they relate to the goals outlined through strategic planning with a long-term vision for the Township. He noted appreciation for fellow board members and welcomed Commissioner Mutchler. He also expressed gratitude for his family and their ongoing support.

UPCOMING MEETINGS

Vice President Nagy announced the next meetings would be held on Monday, January 26, 2026, at 6:00 PM followed by Monday, February 9, 2026, at 6:00 PM.

ADJOURNMENT

The meeting was adjourned at 6:45 PM.