

**MINUTES**

**BOARD OF COMMISSIONERS**

**LOWER ALLEN TOWNSHIP**

**REGULAR MEETING**

**February 23, 2026**

**The following were in ATTENDANCE:**

**BOARD OF COMMISSIONERS**

Jennifer Caron, President  
Joshua Nagy, Vice President  
Charles Brown, Commissioner  
Amanda Mutchler, 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, Executive Assistant  
Reneé Greenawalt, Recording Secretary

President Caron called the February 23, 2026, 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 Swartz was 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 from the Regular Meeting of January 26, 2026. The motion was made by Commissioner **BROWN** and seconded by Vice President **NAGY**. The motion passed 4-0.

**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, Public Works, Public Safety, and Finance for January 2026.
- b. Tax Collector's Monthly Report for December and EOY Report for 2025.
- c. Check Register of February 13, 2026 in the amount of \$362,592.07.
- d. Check Register of February 20, 2026 in the amount of \$171,735.22
- e. Credit Card Register for January 2026 in the amount of \$17,541.55.

Commissioner **BROWN** moved to approve the items on the Consent Agenda. Commissioner **MUTCHLER** seconded. With no further discussion, the consent agenda was approved by a vote of 4-0.

**PRESIDENT CARON**

**ORDINANCE 2026-03**

President Caron requested a motion to enact **ORDINANCE 2026-03**, updating Chapter 209 of the Township Code, Vehicles and Traffic, known as the Traffic Control Device Ordinance. Vice President **NAGY** offered a motion to enact **ORDINANCE 2026-03**. The Secretary called the roll.

Commissioner Mutchler	AYE
Commissioner Brown	AYE
President Caron	AYE
Vice President Nagy	AYE

The motion passed 4-0.

**HUMAN RESOURCES**

**Resignation**

Director Crone introduced the item for discussion and possible action, accepting the resignation of Jared Gorman, Maintenance Specialist I, in the Public Works Department, effective February 27, 2026.

Commissioner **BROWN** motioned to accept the resignation. Vice President **NAGY** seconded. The motion passed 4-0.

**Updating Resolution 1991-R-42**

Director Crone introduced the item for discussion, updating Resolution 1991-R-42, establishing rules for (take home) use of Township vehicles. He referenced a memo outlining the history of the Township's take-home vehicle program, noting that several positions listed in the 1991 resolution no longer exist or no longer utilize take-home vehicles. Staff recommended granting the Township Manager discretion to manage take-home vehicle assignments going forward and asked the Board for guidance before drafting a new resolution.

Commissioners expressed support for delegating this authority to the Manager, noting that the variety of situations makes board-level micromanagement impractical. The Board indicated it would like staff to prepare a new resolution rescinding Resolution 1991-R-42 and establishing Manager discretion for the next meeting.

**Power DMS Access for Commissioners**

Director Crone introduced the item for discussion and informed the Board that access to PowerDMS, the Township's document management system for personnel manuals, administrative orders, and directives would be extended to Commissioners. Accounts will be set up so Commissioners can access and search current versions of all Township policies. Commissioners will receive login invitations and can direct questions to staff upon receipt.

**PUBLIC SAFETY**

**Advertising for Civil Service Alternate Member**

Director Holl introduced the item for discussion and possible action, to advertise for an additional alternate member on the Civil Service Commission. He advised the Board that the Civil Service Commission currently has four members (three regular, one alternate). To ensure a quorum can be maintained, staff recommended advertising for a second alternate member. The Board discussed advertising through the Township newsletter, which goes out in the spring.

Vice President **NAGY** moved to authorize the advertising as presented. Commissioner **BROWN** seconded. The motion passed 4-0.

## **COMMUNITY AND ECONOMIC DEVELOPMENT**

### **Zoning Hearing Board Update**

Director Sweeney provided an update from the most recent meeting, noting they had considered and approved a non-confirming lot in a subdivision at 960 Century Drive. For the March meeting, an application was received for 1401 Arcona Road (Merritts Estates). The applicant, who has rented the property for approximately two years for a landscaping business, is seeking a use variance to continue the non-residential use prior to purchasing the property. Staff noted the applicant has been cooperative and this is not considered a controversial matter.

### **Non-Residential Recreation Fee**

Director Sweeney presented the item for discussion and possible action, to authorize staff to prepare a draft text amendment for nonresidential recreation fees to the planning agencies for review. He explained that the current ordinance addresses only residential uses. Staff sought Board authorization to transmit the draft to the Cumberland County Planning Commission and the Township Planning Commission for review and feedback on the appropriateness of the fee and the fee structure (e.g., per acre vs. per square foot of building).

Members discussed the fee schedule baseline and Director Sweeney noted that a per-square-foot approach was generally favored. A possible sliding scale was discussed, with a reduced rate for very large developments such as distribution centers or hotels. The timing of fee collection was clarified: fees would be collected prior to plan recording, consistent with the residential process. Director Sweeney also suggested that fees be set by resolution rather than embedded in the ordinance, to allow future adjustment without a full ordinance amendment.

Vice President **NAGY** offered a motion to authorize the staff to transmit the draft text amendment for nonresidential recreation fees to the planning agencies for review. Commissioner **MUTCHLER** seconded. The motion passed 4-0.

### **Data Centers Zoning Ordinance**

Director Sweeney presented the item for discussion and possible action, to authorize staff to prepare a draft text amendment regarding data centers to the planning agencies for review. He reported that currently, data centers are permitted in C2, C3, I1, and I3 zoning districts. Staff and the Township Engineer recommend consolidating permitted locations to the I1, I2, and I3 industrial districts. The amendment would make data centers a conditional use (not by-right), subject to performance standards that the Planning Commission would review against development plans.

Commissioner **BROWN** offered a motion to authorize the staff to prepare a draft text amendment regarding data centers to the planning agencies for review. Commissioner **MUTCHLER** seconded. The motion passed 4-0.

## **PUBLIC WORKS**

### **RESOLUTION 2026-R-08**

Director Powell introduced the item for discussion and possible action, to adopt **RESOLUTION 2026-R-08**, and the Traffic Calming Policy, effective February 23, 2026. He referenced the information presented at the prior meeting and said that since that time no significant concerns were raised. The Board expressed appreciation for the policy, which responds to long-standing resident requests regarding neighborhood traffic concerns.

Commissioner **BROWN** moved to adopt **RESOLUTION 2026-R-08** as presented. Vice President **NAGY** seconded. The motion passed 4-0.

### **Infield Groomer Machine Purchase**

Director Powell introduced the item for discussion and possible action, to approve payment to Lawn and Golf Supply Company, Inc, a COSTARS vendor, in the amount of \$35,945.00 for the purchase of an infield groomer machine for the Parks Maintenance Department. This is a 2026 budgeted item. He noted that combined with the

next item, total equipment purchases will slightly exceed the \$53,000 line, with the difference covered by another maintenance equipment line.

Commissioner **BROWN** offered a motion to approve the payment as presented. Vice President **NAGY** seconded. The motion passed 4-0.

### **Lawn Mower Purchase**

Director Powell introduced the item for discussion and possible action, to approve payment to Ebling's/RS Hollinger & Sons Lawn Care Equipment, a Sourcewell (like COSTARS) vendor, in the amount of \$17,551.00 for the purchase of a lawn mower for the Parks Maintenance Department. This is a 2026 budgeted item.

Commissioner **BROWN** offered a motion to approve the payment as presented. Commissioner **MUTCHLER** seconded. The motion passed 4-0.

## **FINANCE**

### **RESOLUTION 2026-R-09**

Director Knoll introduced the item for discussion and possible action, to adopt **RESOLUTION 2026-R-09**, appointing Commercial Acceptance Company (CAC) as a collection agency for delinquent utility accounts. She referenced her memo recommending the appointment and noted several key points as justification. CAC is locally based and currently collects for Township EMS delinquent accounts. The agency charges a flat 25% fee and allows the Township to collect accounts in-house and notify the agency of payments made. An 18-month threshold is proposed; accounts not collected within 18 months would be returned to the Township. The Township will continue its internal delinquency notice process before referring accounts to collections. Delinquency thresholds are as follows: 4 quarters for refuse; 8 quarters for stormwater; approximately 60–90 days for accounts receivable items such as fire permits. Also, unlike a prior collection agency arrangement, the Township retains the ability to collect accounts directly and maintain resident relationships.

Vice President Nagy expressed the importance of the Township's ability to maintain local control of accounts and to have flexibility in handling issues with residents. Mr. Miner confirmed he had reviewed the agreement and expressed a favorable opinion of the company.

Commissioner **BROWN** offered a motion to adopt **RESOLUTION 2026-R-09**. Vice President **NAGY** seconded. The motion passed 4-0.

## **MANAGER**

### **Approving Firefighter Tax Credits for tax year 2025**

Manager Davis presented the list of volunteer firefighters qualified for the Firefighter Tax Credit for tax year 2025, as reviewed and approved by the Fire Chief for review and consideration. Ten (10) individuals are on the approved list. The credit program was established by ordinance in 2017 and is authorized under state law (Act 91 of 2020 permits up to 100% real estate tax credit, with an existing EIT component). Vice President Nagy suggested that staff explore adjusting the credit upward for tax year 2026 to better reflect and thank the Township's volunteer firefighters. The Board expressed openness about reviewing this for the 2026 tax year and asked staff to provide more information.

Vice President **NAGY** moved to approve the 2025 Firefighter Tax Credits. Commissioner **MUTCHLER** seconded. The motion passed 4-0.

### **Penn Waste Contract Extension**

Manager Davis presented the item for discussion and possible action, to authorize staff to meet with Penn Waste to discuss a three-year contract extension. She reported that the Township must provide at least 180 days' notice

if they intend to rebid rather than renew. She referred to the memo which outlined items addressable through an extension versus those requiring a full rebid, and highlighted benefits of renewal including cost savings and operational continuity.

Several members acknowledged concerns about the single-bin limitation and its impact on larger and multigenerational households. The Board requested that negotiation with Penn Waste includes a request for a more equitable second-bin rate (e.g., an additional trash-only charge, rather than doubling the entire service bill including recycling and yard waste). They also discussed the need to rebalance the routes, particularly the Friday route as weather related service disruptions impact the Friday route disproportionately.

Overall, the Board expressed support for pursuing renewal over rebidding, given the cost and complexity of a full rebid process.

Commissioner **BROWN** moved to authorize staff to meet with Penn Waste to discuss a three-year contract extension, with the specific requests that trash routes be rebalanced and that the cost structure for an additional trash bin be negotiated. Vice President **NAGY** seconded. The motion passed 4-0.

### **COMMISSIONERS REPORTS**

Mr. Miner noted that Act 7 of 2026 will codify changes to Township code, including moving stormwater provisions from Title 53 to Title 73 of the Pennsylvania statutes. He expressed surprise at the speed of the legislation and indicated he would follow up with further details. He also noted a League of Municipalities meeting scheduled at Camp Hill Borough on March 12, where legislative topics including stormwater, advertising requirements, and other municipal concerns will be discussed.

Director Holl reported that the State Fire Commissioner's Office has notified the Township of grant awards for both Fire Departments and EMS. He also announced that the new radio system had gone live. All units have been issued new radios and were operational. The radios include an LTE component that activates when outside the County's Advanced Land Mobile Radio (ALMR) system footprint, providing seamless coverage. He thanked the Board for their multi-year support in funding the radio system.

Manager Davis thanked the staff of the Public Works Department for their overnight efforts during the recent weather event. She reported that the Township received a grant for the Westport Basin Stormwater PRP project, which is the seventh grant out of ten PRP projects. She credited staff for their dedication in securing grant funding that supplements the stormwater fee revenue for infrastructure improvements.

Commissioner Brown congratulated Corporal Laura Tamanosky, who recently received the Gallantry Star for Excellence Award for her role in the apprehension of a bank robber. He commended Public Works for their snow removal performance throughout the cold winter. He noted that a Polar Plunge benefiting the local Special Olympics chapter is being held at Pinchot Lake, organized by the Friends Forever Club at Cedar Cliff High School, with participation from sports teams including the baseball team.

Vice President Nagy expressed appreciation for the report on the radio system and thanked the many staff involved in the DMRS radio rollout. He also recognized former Commissioner Villone's longtime service as MC and guest speaker at the Lisburn Community Fire Company annual banquet, where he addressed how local government functions within the community.

President Caron noted that Cedar Cliff High School's spring musical opens in mid-March (Thursday through Sunday shows), with tickets on sale.

**NEXT MEETING**

President Caron announced that the next meeting was scheduled for Monday, March 9, 2026, at 6 PM.

**EXECUTIVE SESSION**

President Caron announced that the Board would convene in Executive Session to discuss a pension update and a real estate matter, and that neither item would require action by the Board.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 7:03 PM.