

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

March 23, 2026

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

Jennifer Caron, President
Joshua Nagy, Vice President
Charles Brown, Commissioner
Joseph Swartz, Commissioner (*via telephone*)
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 March 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. The meeting 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 February 23, 2026. The motion was made by Commissioner **BROWN** and seconded by Vice President **NAGY**. The motion passed 5-0.

PRESENTATION – Zoning Ordinance Update

Frank Chlebnikow of Rettew Associates presented an update to the Board on the ongoing Zoning Ordinance revision process. Key points of the presentation included:

- **Tabular Format Revision:** In response to feedback from Marcus Brandt, Zoning & Codes Administrator, the ordinance format was restructured from a district-by-district narrative approach to a tabular format. This improves ease of interpretation, allows the Zoning Officer to more efficiently determine permitted uses, and eliminates duplicated language across districts.
- **Transition from NAICS Codes to Plain-Language Use Identification:** The Township currently references NAICS (North American Industry Classification System) codes to identify permitted uses. The updated ordinance will replace numeric codes with straight-language use descriptions (e.g., “retail sales” rather than a four-digit code), making the document more accessible and easier to administer.
- **Redevelopment Overlay Zones:** Three proposed redevelopment overlay zones have been identified, consistent with the Township’s Comprehensive Plan. Preliminarily designated as Commercial (blue), Industrial (green), and Mixed Use (red/pink), the overlays are intended to encourage reinvestment, compact and pedestrian-oriented development, horizontal mixed use, and high-quality design, while minimizing adverse impacts on adjacent residential areas. Specific overlay areas:
 - **Commercial:** Centered around the mall/shopping center and Rossmoyne Business Center, as well as Wesley Drive.
 - **Industrial:** Following existing industrial activity corridors within the Township.
 - **Mixed Use:** Targeting established areas that could benefit from mixed-use redevelopment.

- **Economic Development Authority Input:** Director Sweeney confirmed that John Eby, Board Member of the Township’s Economic Development Authority has been an active committee participant, providing substantial local knowledge throughout the process.
- **Next Steps:** Finalize permitted uses and bulk area requirements for each district; prepare and finalize overlay zones; develop corresponding definitions; and proceed to specific use criteria and conditions.

Mr. Chlebnikow acknowledged the format pivot introduced some delay but emphasized that accuracy in defining uses is critical before advancing to definitions and specific use standards. Director Sweeney is actively driving the project schedule. The Board thanked Mr. Chlebnikow for the update.

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 February 2026.
- b. Tax Collector’s Monthly Report for February 2026 (2025 Interim).
- c. Check Register of March 13, 2026 in the amount of \$205,143.92.
- d. Check Register of March 20, 2026 in the amount of \$351,841.08.
- e. Credit Card Register for February 2026 in the amount of \$6,845.40.

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 5-0.

PRESIDENT CARON

Manual Check Register – March 14, 2026

President Caron requested a motion to approve a manual Check Register of March 14, 2026, in the amount of \$575.00 payable to Eckert, Seamans, Cherin & Mellott for legal services. Vice President **NAGY** moved the motion. Commissioner **BROWN** seconded. President Caron noted she would abstain from the vote as Eckert Seamans is her place of employment. The motion passed 4-0, with one abstention (Caron).

PUBLIC SAFETY

Resolution 2026-R-12 – Ratification of Sale of 2014 Pierce Velocity Rescue Truck

Director Holl presented the item for discussion and possible action: adopting **RESOLUTION 2026-R-12**, authorizing the sale or trade-in of Township assets valued over \$2,000, to ratify the sale of the 2014 Pierce Velocity Rescue Truck (“Rescue 12”) to Command Fire Apparatus, LLC in the amount of \$332,577.85. Director Holl noted the sale was approved by the Board at the February 9, 2026 Regular Meeting; the resolution is required to formally complete the transaction.

Vice President **NAGY** motioned to adopt **RESOLUTION 2026-R-12**. Commissioner **MUTCHLER** seconded. The motion passed 5-0, and Resolution 2026-R-12 was adopted.

Resolution 2026-R-13 – Cumberland County 2025 Hazard Mitigation Plan

Director Holl presented the item for discussion and possible action: adopting **RESOLUTION 2026-R-13**, accepting the Cumberland County 2025 Hazard Mitigation Plan (HMP). Director Holl explained that municipalities must adopt either the County’s HMP or their own plan to remain eligible for federal disaster funding. The Township participated in the County’s plan development through committee involvement and public questionnaires. The plan is updated on a five-year cycle. The Solicitor confirmed the resolution language was consistent with County requirements.

Vice President **NAGY** motioned to adopt **RESOLUTION 2026-R-13**. Commissioner **MUTCHLER** seconded. The motion passed 5-0, and Resolution 2026-R-13 was adopted.

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning Hearing Board Update

Director Sweeney reported regarding the March 19, 2026, Zoning Hearing Board (ZHB) meeting. One docket was heard: 1401 Arcona Road. The property is zoned “R-2”. The applicant has been operating a landscaping business on the property for approximately 18 months and sought a use variance to continue the non-residential use in connection with an anticipated property purchase from the current owner (Merritts). The Zoning Hearing Board approved the use variance, strictly for that applicant and use.

Director Sweeney noted one application has been received for the April 16, 2026 ZHB meeting: 1933 Hummel Avenue. The applicant is requesting a variance to install a digital billboard. The Township’s ordinance requires a 1,000-foot separation from other digital billboards; a digital billboard on Route 581 exists within that distance. However, the two signs would not be mutually visible. Director Sweeney noted the current ordinance does not account for visibility when calculating separation distance.

Financial Security Reduction Request

Director Sweeney introduced the item for discussion and possible action; to consider approving a Financial Security Reduction Request No. 2 in the amount of \$251,229.33 (from \$316,072.68 to \$64,843.35) for SLD #2022-09 Cloud 10 Carwash Preliminary/Final Land Development Plan.

Vice President Nagy inquired about outstanding compliance items and their impact on the Certificate of Occupancy (CO) process. Director Sweeney clarified that while minor items remain, none are expected to prevent issuance of a CO. The Board acknowledged that financial security compliance and CO issuance operate as separate processes.

Commissioner **BROWN** motioned to approve Financial Security Reduction Request No. 2 in the amount of \$251,229.33 for SLD #2022-09. Commissioner **MUTCHLER** seconded. The motion passed 5-0.

90-Day Extension – Allen Middle School (SLD #2025-07)

Director Sweeney presented the item for discussion and possible action: accepting a 90-day extension for SLD #2025-07, Allen Middle School Preliminary/Final Land Development Plan. The plan was previously reviewed and recommended for approval by the Planning Commission. The applicant continues to advance through the permitting process, including a Highway Occupancy Permit, and wishes to have permits in place prior to formal Board action.

Commissioner Brown inquired about the construction timeline. Director Sweeney indicated the project was previously described as a two-year construction project once begun but did not have specific dates. President Caron suggested the Board seek further information from the West Shore School District.

Commissioner **BROWN** motioned to accept the 90-day extension for SLD #2025-07. Commissioner **MUTCHLER** seconded. The motion passed 5-0.

PUBLIC WORKS

2026 Infrastructure Project – Authorization to Prepare and Advertise Bid Specifications

Director Powell presented the item for discussion and possible action: authorizing staff to prepare and advertise bid specifications for the 2026 Infrastructure Project. The Township's practice alternates stormwater replacement and roadway paving between years. The 2026 project includes paving Rossmoyne Manor and Appleton Street, approximately 8,000 tons of pavement, and stormwater infrastructure replacement in the Cliffs development, Cressman Manor, and Linden Gardens, including approximately 48 curb ramps and 1,000 linear feet of pipe replacement.

Commissioner **BROWN** motioned to authorize staff to prepare and advertise bid specifications for the 2026 Infrastructure Project. Commissioner **MUTCHLER** seconded. The motion passed 5-0.

Westport Basin Retrofit Project – Contract Award

Director Powell presented the item for discussion and possible action: awarding the Westport Basin Retrofit Project to Kinsley Construction, LLC, the lowest responsible bidder, at \$394,555.90.

Vice President **NAGY** motioned to award the contract to Kinsley Construction, LLC at \$394,555.90. Commissioner **MUTCHLER** seconded. The motion passed 5-0.

BMP Maintenance and Landscape Contract – Contract Award

Director Powell presented the item for discussion and possible action: awarding the BMP Maintenance and Landscape Contract to Wetland Studies and Solutions, Inc. (dba LandStudies), the lowest responsible bidder, at \$84,688.00. He confirmed satisfaction with the vendor's performance and no anticipated issues with the new contract.

Vice President **NAGY** motioned to award the contract to Wetland Studies and Solutions, Inc. (dba LandStudies) at \$84,688.00. Commissioner **MUTCHLER** seconded. The motion passed 5-0.

Gateway Park Project – Contract Award

Director Powell presented the item for discussion and possible action: awarding the Gateway Park Project to SLC Excavating, LLC, the lowest responsible bidder, at \$96,755.00. Director Powell credited Directory Sweeny for his leadership in spearheading this park project at 18th and Hummel Avenue.

Commissioner **BROWN** motioned to award the Gateway Park Project to SLC Excavating, LLC at \$96,755.00. Vice President **NAGY** seconded. The motion passed 5-0.

FINANCE

Pre-Audit Preparation Services – Brown Plus

Director Knoll presented the item for discussion and possible action: authorizing staff to engage Brown Plus for pre-audit preparation services for audit years 2023, 2024, and 2025.

Commissioner **MUTCHLER** motioned to authorize staff to engage Brown Plus for pre-audit preparation services for audit years 2023, 2024, and 2025. Commissioner **BROWN** seconded. The motion passed 5-0.

MANAGER

PA Liquor Control Board (PLCB) – Five-Year Term Renewal

Manager Davis reported that the Pennsylvania Liquor Control Board (PLCB) has approved the Township's application to continue enforcing the noise/sound exemption at the local level for an additional five-year term, through 2031. She thanked staff who assisted with the hearing process, including Solicitor Minor, Director Holl, Captain Foltz, and Director Sweeney and his staff. Solicitor Minor added that the approval is significant for local establishments and commended all who contributed.

Health Insurance Plan Document Review

Manager Davis presented the item for discussion and possible action: authorizing staff to engage with Benecon (the Township's health insurance consultant) to review the Township's health insurance plan documents. She noted the review has not been conducted in several years and that the Township is subject to a 60-day notification requirement for any plan changes. She expressed interest in exploring cost-saving opportunities considering recent premium increases. Directors Knoll and Crone would participate alongside Manager Davis. The health insurance plan renews each November 1 / January 1 cycle.

Commissioner **BROWN** motioned to authorize Manager Davis and staff to meet with Benecon to review the Township's health insurance plan documents. Commissioner **MUTCHLER** seconded. The motion passed 5-0.

COMMISSIONERS REPORTS

Manager Davis provided additional informational updates regarding the following:

- Seneca Heights Subdivision (York County): A letter was received from York County regarding a proposed subdivision of approximately 350 units called Seneca Heights. The Township Engineer is expected to present on potential impacts to Lower Allen Township at the April 13, 2026, Board meeting. Commissioners were asked to review the materials and prepare questions.
- Senator Keefer Community Event: Commissioners are invited to an event on March 27, 2026, from 6-8:00PM in Dover Township, to discuss community impacts. Manager Davis indicated she would forward the invitation to all Commissioners.
- Cub Scout Municipality Tour: Manager Davis thanked the Public Safety Departments and Mr. Sterling for their assistance with a Cub Scout tour of the Municipal Services Center (MSC). The children and parents were highly engaged, with the microphones noted as a particular highlight.
- West Shore School District Meeting: Manager Davis reported that the West Shore School District is arranging a meeting with affected municipalities, including Lower Allen Township, Fairview Township, and Goldsboro Borough, to discuss development impacts on the School District. Dates are forthcoming from Todd Stoltz. Commissioners are encouraged to attend informally.

Commissioner Swartz thanked Manager Davis and her team for coordinating the Cub Scout tour. He announced the Municipal Leaders Breakfast at the Fredrickson Library on April 9, 2026, from 8:30–10:00 AM, with President Caron attending as the guest speaker, and the Fredrickson Library Spring Book and Media Sale, April 15–19, 2026.

Commissioner Mutchler recognized the joint continuing education lecture delivered by Vice President Nagy to EMS and DFRS staff on drowning emergencies and water rescue and commended the spirit of cross-departmental collaboration demonstrated throughout the meeting.

Commissioner Brown raised the matter of fire hydrant availability in areas of the Township without public water service, prompted by questions from residents following a recent structure fire. Director Holl explained the Township's tanker task force mutual aid arrangement with surrounding municipalities. Tankers shuttle water from remote sources to portable reservoirs to supply the attack engine. Director Holl noted the task force trains annually through a full-scale operation held each summer, and indicated that following this incident, DFRS is coordinating additional mutual aid training, including a potential 16-hour state-certified class on rural water movement. Commissioner Brown noted the Township has no authority over public water line extensions, which are owned and operated by Pennsylvania American Water as a private utility.

Vice President Nagy thanked EMS and DFRS staff for the opportunity to deliver the continuing education lecture on drowning emergencies. He commended the collaborative spirit evident throughout the evening and noted the Tanker Task Force Summer Training Exercise as a worthwhile opportunity for Board observation.

President Caron echoed appreciation for the teamwork and collaboration across Township departments and expressed optimism for continued positive outcomes through the remainder of 2026.

NEXT MEETING

President Caron announced that the next meeting was scheduled for Monday, April 13, 2026, at 6 PM.

EXECUTIVE SESSION and ADJOURNMENT

President Caron announced that the Board would adjourn to Executive Session to discuss one legal matter regarding Merritts Properties, LLC. Solicitor Minor confirmed no action would be taken.

With no further business, the meeting was adjourned at 6:50 PM.