

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

July 13, 2026

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

Jennifer Caron, President
Joshua Nagy, Vice President
Charles Brown, Commissioner
Joseph Swartz, Commissioner
Amanda Mutchler, Commissioner

TOWNSHIP PERSONNEL

Rebecca Davis, Township Manager
Steve 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
Mike Knouse, P.E., Township Engineer
Nate Sterling, Executive Assistant
Reneé Greenawalt, Recording Secretary

President Caron called the July 13, 2026, Regular Meeting of the Board of Commissioners to order at 6:04 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.

APPROVAL OF MEETING MINUTES

President Caron requested a motion to approve the minutes from the Regular Meeting of June 8, 2026. Commissioner **BROWN** moved to approve the minutes. Commissioner **SWARTZ** seconded. With no questions or discussion, the motion passed 5-0.

EXECUTIVE SESSION

At 6:06 PM, President Caron announced the Board would recess to Executive Session to discuss personnel matters, including staffing, departmental structure/organization, and a benefit claim. Following Executive Session, the Board reconvened at 7:05 PM and took the following action items arising from Executive Session:

Commissioner **SWARTZ** motioned to accept the resignation of the Human Resources Director, Leon Crone, effective December 18, 2026, and to authorize staff to advertise for a replacement for the position. Vice President **NAGY** seconded the motion with regret. The motion passed 5-0. The Board expressed appreciation to Director Crone for his service.

Commissioner **MUTCHLER** motioned to appoint a hearing officer for employee benefits. The motion was seconded by Commissioner **BROWN** and passed 5-0.

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. Check Register of June 26, 2026, in the amount of \$72,443.66.
- b. Check Register of July 3, 2026, in the amount of \$346,685.40.
- c. Check Register of July 10, 2026, in the amount of \$100,993.76.
- d. Payment to Houck Services, Inc. in the amount of \$51,990.00 for the roof replacement at the Municipal Services Center.
- e. Payment to Kinsley Construction, LLC in the amount of \$233,390.61 for the Westport Basin Retrofit Project.
- f. Adopting RESOLUTION 2026-R-26, appointing the firm of Maher Duessel as Township Auditor, effective June 22, 2026.

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
ORDINANCE 2026-04

President Caron noted that a public hearing regarding this ordinance was held at 5:00 PM immediately prior to the Regular Meeting. She requested a motion to enact **ORDINANCE 2026-04**, amending Chapter 220 Zoning, providing regulations for data centers.

Director Sweeney responded to a question regarding a proposed change addressing groundwater and wells located within the zone of influence of a pumping well, confirming that the County had been consulted and did not consider the change substantive, and that no additional County review would be required as a result.

With no further discussion, Commissioner **BROWN** motioned to enact **ORDINANCE 2026-04**, amending Chapter 220 Zoning, providing regulations for data centers.

The Recording Secretary called the roll:

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

President Caron thanked the Township Engineer and staff for their work developing the ordinance, and thanked residents who attended the public hearing.

HUMAN RESOURCES

Resignation – Division of Fire Rescue Services (DFRS) Chief

Director Crone presented the item for discussion and possible action, to consider accepting the resignation of the Division of Fire Rescue Services (DFRS) Chief in the Public Safety Department, effective July 12, 2026.

Commissioner **BROWN** motioned to accept the resignation as presented, seconded by Commissioner **MUTCHLER**. The motion passed 5-0.

PUBLIC SAFETY

Appointment of Interim Fire Rescue Chief

Director Holl presented the item for discussion and possible action, to consider assigning Anthony Deaven, Emergency Medical Services (EMS) Captain, in the EMS Department, to act in the capacity of the Division of Fire Rescue Services Chief, on an interim basis, effective July 13, 2026.

Vice President **NAGY** motioned to assign Captain Deaven to act in the capacity on an interim basis, as presented. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

Advertisement - Division of Fire Rescue Services Chief in the Public Safety Department

Director Holl presented the item for discussion and possible action, authorizing staff to advertise for a Division of Fire Rescue Services Chief in the Public Safety Department to fill the vacancy.

Commissioner **SWARTZ** offered the motion to authorize the advertisement as presented. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

RESOLUTION 2026-R-27

Director Holl presented the item for discussion and possible action, the adoption of **RESOLUTION 2026-R-27**, ratifying entering into an agreement with the federal State Plan of Operations (SPO) between the Commonwealth of Pennsylvania and the Lower Allen Township Police Department, allowing Law Enforcement Agencies to purchase and obtain excess personal property from the Department of Defense (DoD), originally executed September 29, 2025.

Commissioner **BROWN** offered the motion to authorize the advertisement as presented. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

Agreement with Locality Media, LLC dba First Due

Director Holl presented the item for discussion and possible action, authorizing staff to enter into an agreement with Locality Media, LLC dba First Due, a Sourcewell vendor, for a subscription to the First Due public safety software throughout the remainder of 2026 in the amount of \$7,560.00.

Director Holl explained that First Due will replace the Township's existing public safety software and services, which had been approved within the 2026 budget. The current system, in place since approximately 2018–2020, had become problematic, and that several vendor demonstrations were conducted before selecting First Due, which is already used successfully by a number of other departments. He reported that Division Chiefs who were consulted responded very positively to the change.

Commissioner **MUTCHLER** offered the motion to authorize the agreement as presented. The motion was seconded by Vice President **NAGY** and passed 5-0.

Byrne Justice Assistance Grant (JAG)

Director Holl presented the item for discussion and possible action, authorizing staff to apply for the Byrne Justice Assistance Grant (JAG) under the Pennsylvania Commission on Crime and Delinquency (PCCD) to replace the Police Department's use-of-force (UOF) simulator though a purchase from Ti Training, a Sourcewell vendor, in the amount of \$201,451.00. This is a full reimbursement grant; all costs are inclusive with the initial purchase, and there are no maintenance costs impacting future budgets.

Director Holl described the current simulator as outdated and unable to be updated, with a single screen, whereas the replacement will support up to three screens and will include filming of scenarios around the Township to enhance the training environment. He highlighted the simulator's value for de-escalation and conflict-response training, noting that an instructor can increase or decrease the level of conflict in a scenario in real time based on an officer's statements and reactions.

Commissioner **BROWN** offered the motion to authorize staff to apply for the grant as presented. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning Hearing Board Update

Director Sweeney reported zero applications received this past month. No action was required.

PUBLIC WORKS

Beacon Hill Radar Site Project

Director Powell presented the item for discussion and possible action, to award the Beacon Hill Radar Site Project to Mason Dixon Contractors, LLC, the lowest responsible bid, based on desired alternates, \$705,016.00 (\$748,872.00 Base Bid minus \$26,530.00 Deduct Alternate No. 3 and minus \$17,326.00 Deduct Alternate No. 4). A memo in the meeting packet explained the basis for the recommended alternates.

Commissioner **SWARTZ** offered the motion to award the bid as recommended. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

The Board thanked the Township Engineer and staff for their work on the project.

MANAGER

Request for Proposal for Township Solicitor

Manager Davis provided an item for discussion and possible action, to authorize staff to prepare a Request for Proposal (RFP) for a Township Solicitor with the tentative appointment date of January 1, 2027, in anticipation of the retirement of the current Solicitor.

Manager Davis noted that the Stormwater Authority and the Development Authority have requested to be included in the RFP process, and that the intent is to gather proposals, interview candidates with participation from Commissioners, directors, and representatives of the Stormwater and Development Authorities.

Commissioner **SWARTZ** offered the motion to authorize preparation of the RFP. The motion was seconded by Commissioner **BROWN** and passed 5-0.

July 4th Storm Update

Manager Davis provided an update on the Township's response to the July 4th storm, thanking Public Works Director Powell and staff for clearing trees from roadways over the holiday weekend, as well as Public Safety staff, volunteers, and both fire companies for their assistance. She also thanked Codes/CED staff for expediting permits for restoration of electric service for residents whose service had been disconnected, and administrative staff for fielding a high volume of resident inquiries regarding yard waste and storm debris.

Manager Davis reported that an after-action debrief meeting with staff was planned for the following week to review what went well and identify opportunities for improvement, with a report to follow to the Board.

Regarding the Township's yard waste facility, staff reported extended hours during the storm response (Tuesday and Thursday until 7:00 PM, and Saturday during normal hours), with continued strong usage; staff were evaluating additional extended hours depending on staff availability. Penn Waste has been accepting yard waste and additional perishable-food refuse curbside; the Township has also been publicizing on Facebook and its website that residents may set out additional refuse related to spoiled food due to power outages.

Director Knoll clarified that Penn Waste generally attempts to complete yard waste collection within a 48-hour rolling window, prioritizing refuse and recycling collection first. Bundled yard waste meeting specifications will also be accepted. Construction debris is handled as a separate disposal category by Penn Waste and may involve

additional cost and a special pickup or container; residents with this type of debris should contact Penn Waste directly.

Director Holl noted that Cumberland County has issued information on storm damage reporting through an online portal, which the Township has posted to its website, to help gather data supporting potential state or federal disaster declarations and possible Small Business Administration (SBA) disaster loan eligibility for residents and businesses with uninsured losses.

Board members thanked Township staff, both fire companies, and volunteers for their efforts throughout the storm response, and Commissioner Brown expressed concern regarding the limited visible presence of PEMA (Pennsylvania Emergency Management Agency) support during the recovery.

2026 Trick or Treat

Manager Davis presented an item for discussion and possible action to establish the Township's 2026 Trick-or-Treat date, needed in advance of the upcoming Township Newsletter deadline. Staff proposed, based on past practice, Thursday, October 29, 2026, from 6–8 PM, with a rain date of Saturday, October 31, 2026, from 3–5 PM.

The Board discussed alternatives, including holding Trick-or-Treat on Halloween (October 31st) regardless of day of week, consistent with practice in some neighboring municipalities, weighed against long-standing local custom of a Thursday date and safety considerations regarding a later, darker time slot on a weekend evening. After discussion, the Board reached consensus to proceed with the traditional format.

Commissioner **MUTCHLER** offered the motion to set the Township's 2026 Trick-or-Treat date as Thursday, October 29, 2026, from 6–8 PM, with a rain date of Saturday, October 31, 2026, from 3–5 PM. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

COMMISSIONERS REPORTS

Commissioners thanked the Public Works and Public Safety Department staff for all their efforts during and after the storm. Vice President Nagy also noted the efforts made to preserve refrigerated and frozen food for an upcoming Lisburn fire company festival.

Commissioner Swartz shared that Jim Grandon, a longtime Hampton Township resident and Trustee of the Fredricksen Library, passed away on July 10, 2026. He was recognized for his community contributions, including his role in establishing West Shore Advanced Life Support, his involvement with the UPMC Pinnacle Foundation, and his family's support of the maternity nursery at the hospital. Mr. Grandon will be greatly missed.

President Caron and others again thanked Director Sweeney and staff for their work on the Data Center Ordinance.

Vice President Nagy noted a recent meeting with representatives of Silver Spring Township's land preservation program, including a Township supervisor and a land preservation board member, to learn about how that program was established and structured. He indicated the Township is exploring options for a similar program and will bring further information to the full Board.

NEXT MEETING

President Caron announced that the next meeting was scheduled for Monday, July 27, 2026, at 6 PM.

ADJOURNMENT

The meeting was adjourned at 7:51 PM.