

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

September 28, 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
Steven Miner, Township Solicitor
Alycia Knoll, Finance Director
Isaac Sweeney, P.E., CED Director
Benjamin Powell, P.E., Public Works Director
Leon Crone, Human Resources Director
Anthony Deaven, EMS Captain
Douglas Foltz, Police Captain
Nate Sterling, Executive Assistant
Reneé Greenawalt, Recording Secretary

President Caron called the September 28, 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. 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 the August 10, 2026, Regular Meeting. Commissioner **BROWN** made the motion, seconded by Commissioner **NAGY**. The motion passed 5-0.

President Caron requested a motion to approve the minutes of the September 14, 2026, Regular Meeting. Commissioner **BROWN** made the motion, seconded by Vice President **NAGY**. The motion passed 5-0.

PRESENTATION

West Shore Recreation Commission Update

Mr. John Minito of the West Shore Recreation Commission (WSRC) thanked the Board for approving the Commission's 2027 budget, which includes a slight increase, due in part to rising insurance and instructor costs. He noted that the Red Land High School pool will be unavailable, with construction expected to begin next month with estimated completion in November of 2027. The pool closure will reduce program revenue, and the Commission is continuing to look for alternate locations, although most are already booked. He reported that registration has remained steady despite rising prices, that the WSRC has operated for 54 years (34 of which he has been involved), and that it is a staff of four develop programming and trips for all ages. He noted that Lower Allen Township is one of the Commission's main participating municipalities and thanked the Township's representatives for regularly attending Commission meetings and providing updates on the Township.

Board members thanked Mr. Minito and the WSRC staff for their ongoing service to the community.

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 August 2026.
- b. Tax Collector's Monthly Report for August 2026.
- c. Check Register of September 18, 2026, in the amount of \$712,064.26.
- d. Check Register of September 25, 2026, in the amount of \$864,763.95.
- e. Credit Card Register for September 13, 2026, in the amount of \$12,339.05.
- f. Payment of ten (10) invoices to New Enterprise Stone and Lime Company, Inc. for asphalt materials for the 2026 Infrastructure and Paving Project in the amount of \$446,798.20.
- g. Payment to Command Site Contractors, LLC, for stormwater pipe work completed along Nailor Drive, in the amount of \$26,400.00.
- h. Payment to Mason Dixon Contractors, LLC for Payment Application No. 1, relating to work completed on the Beacon Hill Radar Site Project, in the amount of \$16,666.42.
- i. Payment to RPM Signs and Lighting for sign fabrication and installation for the Gateway Park Project, in the amount of \$22,524.00.
- j. Adopting **RESOLUTION 2026-R-29**, appointing Skylar Cohick as Director of Human Resources, effective October 5, 2026.

Commissioner Brown noted that the Consent Agenda included **RESOLUTION 2026-R-29** and welcomed Skylar Cohick as the Township's new Director of Human Resources. President Caron echoed his welcome.

Commissioner **BROWN** moved to approve the items on the Consent Agenda. Vice President **NAGY** seconded. With no further discussion, the consent agenda was approved by a vote of 5-0.

HUMAN RESOURCES

Full-Time Maintenance Specialist I

Director Crone introduced the item for discussion and possible action, to approve extending an offer of employment to Eric Turino for Full-Time Maintenance Specialist I in the Public Works Department. This is an approved, budgeted replacement position.

Vice President **NAGY** offered a motion to extend the offer of employment as presented. The motion was seconded by Commissioner **MUTCHLER** and passed by a vote of 5-0.

Full-Time Maintenance Specialist I

Director Crone introduced the item for discussion and possible action, to approve extending an offer of employment to Barrett Hemelgarn, Jr. for Full-Time Maintenance Specialist I in the Public Works Department. This is an approved, budgeted replacement position.

Vice President **NAGY** offered a motion to extend the offer of employment as presented. The motion was seconded by Commissioner **MUTCHLER** and passed by a vote of 5-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning Hearing Board Update

Director Sweeney reported that the Zoning Hearing Board will meet on October 15, 2026, to hear a request from the Mt. Olivet church located at 5000 Simpson Ferry Road for a variance for a changeable message sign. No other

applications have been received. The following Zoning Hearing Board meeting is scheduled for November 19, 2026, with an application cutoff of October 20, 2026.

Land Preservation Program Property Owner Survey

Director Sweeney presented, for discussion, the draft interest survey to be mailed to the owners of approximately 78 properties with five (5) or more acres, as approved by the Board, regarding a potential Land Preservation Program. He noted that the survey is based on a sample survey used successfully by another land preservation program. Surveys will be mailed to the owner of record with a self-addressed return envelope, and property owners may also respond online using the QR code on the front of the survey.

In response to questions, Director Sweeney explained that if a recipient indicates they do not own property in the Township, staff will review the records to determine why (for example, a recent sale or a tenant) and noted that some owners of record may live outside the area.

Board members offered some minor editing changes to the draft document and suggested considering holding an informational session for interested property owners.

PUBLIC WORKS

Resignation – Recreation and Parks Board

Director Powell introduced the item for discussion and possible action, to accept the resignation of Susan Parry, member of the Recreation and Parks Board, effective September 16, 2026. He noted that Ms. Parry served on the Board for many years and that staff would like to recognize her, together with another member whose term expires at the end of the year, in December.

Vice President **NAGY** offered a motion to accept the resignation of Susan Parry, effective September 16, 2026, thanking her for her years of service and expressing support for the joint recognition. The motion was seconded by Commissioner **BROWN** and passed by a vote of 5-0.

Recreation and Parks Board Vacancy

Director Powell introduced the item for discussion and possible action, to authorize staff to advertise the open seat on the Recreation and Parks Board. He noted that the Board has seven members board, which may be reduced to five members by resolution, but that staff recommends filling the seventh seat at this time.

Vice President **NAGY** offered a motion to authorize staff to advertise the open seat on the Recreation and Parks Board. The motion was seconded by Commissioner **MUTCHLER** and passed by a vote of 5-0.

RESOLUTION 2026-R-30

Director Powell introduced the item for discussion and possible action, to adopt **RESOLUTION 2026-R-30**, requesting a Category 4 Facilities Local Share Assessment (LSA) grant in the amount of \$112,000.00 from the Commonwealth Financing Authority to replace a backhoe for the Public Works Department. He noted the Township has been successful with LSA grants in the past, most recently for the Wass Park playground improvements, and that replacement of the backhoe, which has exceeded its useful life, was deferred five years ago in favor of purchasing the mini excavator.

Commissioner **BROWN** offered a motion to adopt **RESOLUTION 2026-R-30** as presented. The motion was seconded by Commissioner **SWARTZ** and passed by a vote of 5-0.

Beacon Hill Radar Site and Tennis Court Update

Director Powell reported that construction on the Beacon Hill Radar Site Project was underway and will continue through the end of November, including clearing, stormwater management facilities, walking trails, a new pavilion, and a new parking area. Staff will work with the design engineer over the winter on Phase 2, which may include

fitness stations along the walking trails and a playground, for which a grant has already been awarded. He also noted that new fencing will be installed at the nearby tennis courts beginning next week, as a separate project approved at the last meeting.

FINANCE

Fire Tax Increase and New EMS Tax

Director Knoll introduced the item for discussion and possible action, to authorize an increase in the current Fire Tax and the enactment of a new EMS Tax for the 2027 fiscal year. She reviewed the memo included in the Board's packet. She explained that EMS Captain Deaven had found that resident co-pays vary widely, from \$0 to over \$1,000, and that rather than waiving co-pays, staff proposes eliminating the EMS membership program and applying a flat \$75 credit toward a resident's co-pay, limited to one transport per resident per year. Based on approximately 2,383 projected patient contacts this year and assuming every patient was a resident, the credit would total approximately \$178,725 of the estimated \$966,000 the EMS tax would generate. The credit would be established in the Township fee schedule so that it may be reviewed and adjusted annually by resolution.

Director Knoll noted that, as with the Fire Tax, the Board could elect to dedicate 25% of EMS tax revenue to a capital fund, although this is not required. Using the current ambulance lease of \$79,852 and splitting revenue with capital, approximately \$17,213 would remain to build toward capital, with the balance supporting EMS operations and readiness. She explained that residents would be balance-billed for any co-pay over \$75 and would remain responsible for any co-insurance, and that staff anticipates a possible increase in usage during the first year until residents understand how the credit applies.

Director Knoll stated that the proposed EMS tax is 0.5 mill, the maximum permitted, and that a 0.5 mill increase to the Fire Tax is proposed to keep the two in line, for a total increase of one mill. The Fire Tax is not capped at 0.5 mill; the current Fire Tax of 0.95 mill would increase to 1.45 mill. She noted the increase is needed as fire services expand and large capital purchases are anticipated, so that the General Fund would not need to provide support. Solicitor Miner confirmed that a public hearing is not required and that the ordinance would follow the regular advertising process. Staff noted that subsequent steps would be to authorize advertisement of the ordinance and then its enactment, with the taxes taking effect in 2027.

Commissioner Brown stated that, although he does not favor taxes, rising healthcare, medical and equipment costs must be funded one way or another, that area governmental organizations are recommending municipalities establish separate EMS taxes, and that separating the EMS budget will simplify budgeting. Vice President Nagy added that a dedicated tax would make the cost and value of the Township's own EMS service more transparent to taxpayers, and President Caron agreed.

Commissioner **BROWN** offered a motion to authorize staff to prepare an ordinance to create an EMS Tax for 2027 and to increase the current Fire Tax. The motion was seconded by Commissioner **SWARTZ** and passed by a vote of 5-0.

RESOLUTION 2026-R-31

Director Knoll introduced the item for discussion and possible action, to adopt **RESOLUTION 2026-R-31**, adopting minimum municipal obligations (MMO) payable to the Lower Allen Township Police Pension Plan and the Lower Allen Township Non-Uniformed Pension Plan in fiscal year 2027, and appropriating specific sums known as the pension budget for fiscal year 2027. She reported the 2027 obligations, calculated from actuarial data and projected payroll, as follows:

- Police Pension Plan: \$412,883
- Non-Uniformed Defined Benefit Plan (closed): \$138,702
- Non-Uniformed Defined Contribution Plan: \$250,407

Commissioner **BROWN** offered a motion to adopt **RESOLUTION 2026-R-31** as presented. The motion was seconded by Commissioner **MUTCHLER** and passed by a vote of 5-0.

MANAGER

2027 Solicitor RFP

Manager Davis referred to her memorandum regarding the three firms that have submitted responses to the Solicitor RFP to date. She stated that the RFP deadline will be extended two more weeks, to October 9, 2026, and that interviews with the three firms will be scheduled in the meantime, with any additional proposals to be scheduled as received. She noted that members of the Development Authority and Stormwater Authority have expressed interest in serving on the interview panel, and asked Commissioners interested in participating to let her know. President Caron expressed interest in participating, as did Commissioner Swartz. Manager Davis confirmed the RFP will be updated on the Township website.

COMMISSIONERS REPORTS

Commissioner Mutchler announced the Fall Harvest Festival event to be held on October 17, 2026, expressed appreciation to Susan Parry for her service, and noted positive attendance at the Township's recent Yappy Hour event. Director Powell added that the event was better attended than last year, with areas for improvement to be discussed with the Recreation and Parks Board.

Commissioner Swartz noted appreciation for the Board's understanding of his absence at the prior meeting. He also commended the library update provided at the last meeting.

Commissioner Brown thanked the directors for their monthly reports. Referring to Captain Deaven's report, he noted that the mutual aid the Township provides to neighboring municipalities far exceeds the mutual aid it receives, and expressed concern that, as the EMS tax is enacted, Township taxpayers should not bear the burden of providing service to surrounding communities. He asked that options be explored for reaching out to neighboring municipalities to have them contribute more toward the cost. He also commended Charlie Reynolds and his crew for their knowledge and their work maintaining the Township's vehicles and heavy equipment.

President Caron noted that Manager Davis, and Directors Crone, Powell, and Sweeney attended the Capital Region Council of Governments (CAPCOG) golf outing and picnic, where the Township was well represented, and that several Township representatives will attend the upcoming Pennsylvania Municipal League conference in Hershey.

UPCOMING MEETINGS

President Caron announced the following upcoming meetings:

- Budget Workshop, Monday, October 5, 2026, at 6:00 PM – CANCELLED
- Regular Meeting, Monday, October 12, 2026, at 6:00 PM
- Budget Workshop, Monday, October 19, 2026, at 6:00 PM
- Regular Meeting, Monday, October 26, 2026, at 6:00 PM
- Budget Workshop, Monday, November 2, 2026, at 6:00 PM (if needed)

EXECUTIVE SESSION and ADJOURNMENT

President Caron announced that the Board would adjourn to executive session to discuss one personnel matter.

The meeting was adjourned at 6:47 PM.