MINUTES

BOARD OF COMMISSIONERS **LOWER ALLEN TOWNSHIP**

REGULAR MEETING **October 26, 2026**

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS
Jennifer Caron, President
Joshua Nagy, Vice President
Charles Brown, Commissioner
Joe 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
Skylar Cohick, Human Resources Director
Douglas Foltz, Police Captain
Anthony Deaven, EMS Captain & Acting DFRS Chief
Nate Sterling, Executive Assistant
Reneé Greenawalt, Recording Secretary

President Caron called the October 26, 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 October 12, 2026, Regular Meeting. Commissioner **BROWN** made the motion, seconded by Commissioner **MUTCHLER**. The motion passed 5-0.

PRESENTATIONS

Mechanicsburg Area Meals on Wheels

Mr. Dave Shiner, the organization's president, provided an update. After presenting some historical background, he reported that Mechanicsburg Area Meals On Wheels (MAMOW) expected to prepare and deliver approximately 50,000 meals in 2026. The program is supported by 144 volunteers and two paid employees. Hot and cold meals are delivered to clients three times a week. The cost for clients is based on their ability to pay, with the full cost of $24 per week being about $5 less than the cost of producing the meals. Approximately 170 clients are served, including 20 in Lower Allen Township. Mr. Shiner noted they are self-funded mostly through donations and that 2026 has been a difficult year financially due to rising food costs and an increase in subsidized clients, requiring the use of reserves. He thanked the Board for its past support and requested consideration in the 2027 Budget.

President Caron thanked Mr. Shiner for his ten years of service as President and for the organization's service to Township residents.

Neighborhood Dispute Settlement (NDS)

Mr. Edward Savage, NDS Board Member, introduced Executive Director Nicole Overton and thanked Manager Davis, Director Sweeney, Captain Foltz and Mr. Sterling for meeting with NDS representatives several weeks earlier. He reviewed the organization's history, which began in 1968 and expanded to Cumberland County in 1995 in collaboration with Dickinson School of Law. NDS provides mediation, conflict resolution training, meeting facilitation and youth workshops, and receives referrals from police departments, magisterial district judges, bar associations, community organizations and government agencies.

Ms. Overton explained that NDS mediates neighbor, landlord-tenant, custody/co-parenting, former partner and small business disputes. Mediation is free (donations are accepted), may be held virtually or in person, typically lasting 60 to 90 minutes, and may result in a written, non-binding agreement. NDS does not provide legal advice or testimony, but

documents participation, which can be helpful when a matter has been referred to by a police department. She noted that referring recurring neighbor disputes to NDS can reduce the demand on police resources.

Employee Service Awards
President Caron presented commendation letters for the following employees in recognition of their service to Lower Allen Township:

Part-Time Awards
- Suzanne O'Brien, Community and Economic Development Department – 2,500 hours
- Kevin Kirsch, Police Department – 7,500 hours
- Brian Plank, Facility Maintenance Department – 10,000 hours

Full-Time Awards
- Officer Nicholas Hughes, Police Department – 5 years
- Officer Ethan Kell, Police Department – 5 years
- Officer Tyler Lewis, Police Department– 5 years
- Craig Doll, Community and Economic Development Department – 5 years
- Lieutenant Alex Milletics, Police Department – 10 years
- Laurie Nissel, Police Department – 15 years
- William Yeagley, Division of Fire and Rescue Services – 15 years
- Corporal Michael Scarlato, Police Department – 20 years
- Captain Doug Foltz, Police Department – 25 years

RESOLUTION 2026-R-33 – Captain Douglas L. Foltz, 25 Years of Service
President Caron read **RESOLUTION 2026-R-33**, recognizing Captain Douglas L. Foltz for 25 years of service with the Lower Allen Township Police Department.

RESOLUTION 2026-R-33

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LOWER ALLEN TOWNSHIP, CUMBERLAND COUNTY, PENNSYLVANIA, RECOGNIZING

Douglas L. Foltz

WHEREAS, The Board of Commissioners of Lower Allen Township desires to express its recognition and gratitude for 25 years of service provided by **Douglas L. Foltz;** and

WHEREAS, **Douglas L. Foltz** first joined Lower Allen Township in 2001 as a Patrol Officer in the Police Department; and

WHEREAS, Douglas L. Foltz was appointed as a Field Training Officer in 2007; and

WHEREAS, **Douglas L. Foltz** assumed the duties of Officer-in-Charge in 2007; and

WHEREAS, Douglas L. Foltz was certified as a Bike Officer in 2008; and

WHEREAS, Douglas L. Foltz was promoted to the rank of Corporal of the Police Department in 2010; and

WHEREAS, Douglas L. Foltz was promoted to the rank of Sergeant of the Police Department in 2017; and

WHEREAS, Douglas L. Foltz was promoted to the rank of Lieutenant of the Police Department in 2021; and

WHEREAS, Douglas L. Foltz was promoted to the rank of Captain of the Police Department in 2025; and

WHEREAS, Douglas L. Foltz has received many letters of appreciation from citizens and has been issued numerous agency awards for a variety of reasons.

NOW, hereby resolve that
Sincere gratitude and appreciation be and are hereby extended to **Douglas L. Foltz** for his 25 years of dedicated service to the citizens of Lower Allen Township, Cumberland County, and that this recognition be spread upon the minutes and records of Lower Allen Township for perpetuity.

ADOPTED, into a Resolution this 26th day of October.

Vice President **NAGY** offered a motion to adopt **RESOLUTION 2026-R-33**. The motion was seconded by Commissioner **BROWN** passed 5-0.

The Board and audience recognized all award recipients with a round of applause.

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. Mr. Brett Sanders, Director of Operations for the West Shore School District, stated he was present in support of the district's request regarding the Allen Middle School Project (Agenda item 10.c.) and was available to answer questions. There was no other public comment.

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 September 2026.
b. Tax Collector's Monthly Report for September 2026.
c. Check Register of October 16, 2026, in the amount of $153.938.78.
d. Check Register of October 23, 2026, in the amount of $112,697.47.
e. Credit Card Register for October 10, 2026, in the amount of $10.339.31.
f. Manual Check Register of October 12, 2026, to Duke's Riverside Bar and Grille for an employee engagement event, in the amount of $480.00.
g. Adopting **RESOLUTION 2026-R-34**, authorizing the disposition of specific records in accordance with the Pennsylvania Municipal Records Manual.

Commissioner **BROWN** moved to approve the items on the Consent Agenda. Commissioner **SWARTZ** seconded. With no further discussion, the consent agenda was approved 5-0.

PRESIDENT CARON
Manual Check Register – Eckert Seamans Cherin & Mellott
President Caron requested a motion to approve a manual Check Register of October 19, 2026, to Eckert Seamans Cherin & Mellott for legal services, in the amount of $1,025.00.

Commissioner **SWARTZ** offered a motion to approve the manual Check Register as presented. The motion was seconded by Commissioner **MUTCHLER** and passed by a vote of 4-0, with President Caron abstaining because the payment is to her employer.

HUMAN RESOURCES
Completion of Probationary Period – EMT/PSO

Director Cohick introduced the item for discussion and possible action, to approve the completion of the probationary period and grant regular full-time status to Robert Kuzniar, EMT/PSO in the Public Safety Department, effective retroactively to September 22, 2026. She reported that Mr. Kuzniar has fulfilled all requirements of his probationary period.

Vice President **NAGY** offered a motion to approve the completion of the probationary period for Robert Kuzniar, effective retroactively to September 22, 2026. The motion was seconded by Commissioner **BROWN** and passed 5-0.

RESOLUTION 2026-R-35
Director Cohick introduced the item for discussion and possible action, to adopt **RESOLUTION 2026-R-35**, hiring Kelson Bowman as a Police Officer, effective October 27, 2026, at the academy rate. This is a budgeted position. She noted Mr. Bowman has successfully completed all pre-employment requirements of the conditional offer.

Commissioner **BROWN** offered a motion to adopt **RESOLUTION 2026-R-35** as presented. The motion was seconded by Vice President **NAGY** and passed 5-0.

RESOLUTION 2026-R-36
Director Cohick introduced the item for discussion and possible action, to adopt **RESOLUTION 2026-R-36**, hiring Kaitlin McLaughlin as a full-time Paramedic in the Emergency Medical Services (EMS) Department, effective November 2, 2026. This is a budgeted position.

Commissioner **BROWN** offered a motion to adopt **RESOLUTION 2026-R-36** as presented. The motion was seconded by Vice President **NAGY** and passed 5-0.

Resignation – Highway Operations Supervisor
Director Cohick introduced the item for discussion and possible action, to accept the resignation of Richard Dillon, Highway Operations Supervisor in the Public Works Department, effective November 5, 2026.

Commissioner **BROWN** offered a motion to accept the resignation of Richard Dillon, effective November 5, 2026. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

PUBLIC SAFETY
EMS – Stryker Equipment Agreement
Captain Deaven presented the item for discussion and possible action, to authorize staff to enter into an agreement with Stryker, a COSTARS vendor, for EMS Department equipment based upon the Board's selection of (1) a lease-only option, (2) a lease-to-purchase option, or (3) a direct purchase appropriated from the 2027 EMS capital budget. He confirmed that his recommendation remains Option 2.

Commissioner Brown expressed his preference for Option 2 but also suggested the item be tabled until the 2027 budget is finalized, stating that approving it before the budget would be putting the cart before the horse. Captain Deaven noted that the draft budget was prepared using the worst-case scenario, Option 3 (direct purchase), and that Option 2 would reduce the amount needed in the budget.

In response to questions, Captain Deaven explained that under Option 2, the Township would make level annual payments for five years and take ownership of the equipment at the end of the term. Service contracts would continue to be maintained after year five, and because the equipment would still have two to three years of useful life remaining, the department would use that time to plan for replacement before the equipment reaches end of life, avoiding the situation currently before the Board. The ten-year projections include estimated price increases. He further explained that the stair chairs consist of four manual chairs and one powered chair intended for EMS use, and that the 45 AEDs are located throughout the Township, including in police and fire vehicles, and are tracked and serviced by the department. Ongoing maintenance contract costs after year five were shown separately in the comparison materials provided.

Commissioners discussed reviewing how Option 2 would affect the budget before deciding. Captain Deaven confirmed that Stryker's current pricing is good through the end of the year. The Board thanked Captain Deaven for the thorough memo.

Commissioner **BROWN** offered a motion to table the Stryker agreement for EMS Department equipment until after the 2027 Budget is approved. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning Hearing Board Update

Director Sweeney reported that on October 15, 2026, the Zoning Hearing Board granted variances for sign area and an automatic changeable message sign for the church located at 5000 Simpson Ferry Road. The Township has also received an application for a variance to allow flexible warehousing at 3805 Hartzdale Drive (former BJ's), to be considered at the November 19, 2026, Zoning Hearing Board meeting.

Vice President Nagy reported that he, President Caron, the Township Manger, and CED Director recently met with the General Manager of the Capital City Mall, who expressed optimism about the future of the corridor, and stated that while it is disappointing the property will not be developed as originally planned, the proposed use is a reasonable alternative. In response to questions, Director Sweeney explained that a variance runs with the property rather than the owner, and that the building's industrial-type construction, with multiple loading docks, would allow it to be divided internally for uses such as plumbing or HVAC businesses. The buyer intends to lease the spaces. The proposal would have significantly less impact than rezoning the property to I-1 General Industrial. The adjoining property owner (Yamaha dealership) will receive notice of the hearing; Director Sweeney noted the adjoining owner previously spoke in favor of the building being reoccupied, citing problems with loitering and vehicles in the vacant parking lot.

Commissioners expressed support, noting the building has been vacant for over a year and that a variance under these specific circumstances is preferable to rezoning.

Authorization for Solicitor to Attend Zoning Hearing Board Meeting

Director Sweeney introduced the item for discussion and possible action, to authorize Solicitor Miner to attend the November 19, 2026, Zoning Hearing Board meeting with respect to the proposed variance.

Commissioner **SWARTZ** offered a motion as presented. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

Solicitor Miner requested that the Board's position be stated on the record, noting the applicant must still satisfy the criteria for a variance. Commissioner **SWARTZ** offered a motion to authorize Solicitor Miner to express the Board's support for the proposed variance as outlined in Director Sweeney's memo dated October 23, 2026. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

Financial Security Reduction Request No. 2 – SLD #2022-04

Director Sweeney introduced the item for discussion and possible action, to approve Financial Security Reduction Request No. 2 in the amount of $16,674.50 (from $16,674.50 to $0.00) for SLD #2022-04, Kindt Properties, LLC Preliminary/Final Subdivision and Land Development Plan. He reported that the project is complete.

Commissioner **BROWN** offered a motion to approve Financial Security Reduction Request No. 2 as presented. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

West Shore School District – Allen Middle School Project

Director Sweeney introduced the item for discussion and possible action, to consider the request from the West Shore School District's letter dated October 15, 2026, regarding the Allen Middle School Project. He explained the project began under its NPDES permit, but the PennDOT Highway Occupancy Permit (HOP) has delayed recording of the land development plan, and the district may soon face a work stoppage without a recorded plan.

Mr. Sanders explained that the District has reached the limit of work it can complete under existing permits, and without a recorded land development plan it cannot obtain a building permit. A delay would cost taxpayers money and could jeopardize students moving into the new building as planned in fall 2028. The project engineer stated the District anticipated receiving the HOP in August but received additional comments from PennDOT on September 18, some of which had not been previously issued. The District has resubmitted, beginning a new 30-day review period. Remaining comments relate

to technical items such as ramp slopes rather than access design, and no substantive plan changes are anticipated. Responding to a question, Mr. Sanders stated the likelihood the District would not complete the project is zero, as the District is committed and has issued debt for the project.

In response to a question regarding risk to the Township, Solicitor Miner stated he believes the risk is very low, as the District is a public entity that will complete the project, and that he does not consider the action precedent-setting, as such a request would not be granted to a private developer. Commissioners noted the decision would save taxpayer dollars and benefit students currently displaced to New Cumberland Middle School, which is overcrowded and in poor condition, and that cooperating with other local government units is in the best interest of residents. It was noted the Township could require a revised plan if the HOP were to result in substantial changes. At the Board's request, the District agreed to continue providing frequent updates on the HOP and the project.

Commissioner **BROWN** offered a motion to grant an exception to allow the West Shore School District to record the land development plan for Allen Middle School without the Highway Occupancy Permit being secured. The motion was seconded by Commissioner **MUTCHLER** and passed by a vote of 5-0.

New Cumberland Borough Comprehensive Plan
Director Sweeney reported that the draft New Cumberland Borough Comprehensive Plan, included in the digital packets, is under review by staff and the Township Engineer and will go to the Planning Commission for review, likely in December. Staff focus on references to Lower Allen Township, coordination, and connectivity. He indicated that he would bring the Planning Commission's and staff's comments back to the Board**.**

PUBLIC WORKS
Bandit Chipper – Stephenson Equipment Inc.
Director Powell introduced the item for discussion and possible action, to authorize payment to Stephenson Equipment Inc., a COSTARS vendor, for the purchase of a Bandit Chipper in the amount of $815,996.00. This is a budgeted item, appropriated from the Sanitation Fund. The equipment was ordered over a year ago and has now been received.

Commissioner **BROWN** offered a motion to authorize payment to Stephenson Equipment Inc. as presented. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

Yard Waste Grinder Spare Parts
Director Powell introduced the item for discussion and possible action, to authorize staff to purchase spare parts for routine maintenance of the yard waste grinder in the amount of $5,464.25, appropriated from the Sanitation Fund. The parts, including belts and teeth, were recommended by Stephenson to be kept on hand. While not budgeted, sufficient funds are available because the chipper was budgeted at $850,000.

Vice President **NAGY** offered a motion to authorize the purchase of the spare parts as presented, using surplus budgeted funds from the Sanitation Fund. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

Tire Changer/Balancer Machine – Fleet Maintenance
Director Powell introduced the item for discussion and possible action, to authorize staff to purchase a new tire changer/balancer machine for the Fleet Maintenance Department in the amount of $9,999.00. The existing machine, which was planned for replacement in the 2027 budget, broke the previous week and parts are no longer available. The purchase will be funded from the 2026 budget as outlined in the memo, and the item will be removed from the 2027 budget.

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

Proposed ORDINANCE 2026-05 – Traffic Control Device Ordinance
Director Powell introduced the item for discussion and possible action, to authorize staff to advertise proposed **ORDINANCE 2026-05**, updating Chapter 209 of the Township Code, Vehicles and Traffic, known as the Traffic Control Device Ordinance. The ordinance will allow the Police Department to enforce the no parking signs recently installed along

Slate Hill Road to address tractor-trailer parking. He noted the ordinance is typically updated annually in January, but because no additional signs are planned for 2026, staff would like to proceed now. Truck parking has largely stopped since the signs were installed. Solicitor Miner noted the ordinance will reference the 2023 codified Township Code.

Commissioner Brown stated he has received many calls of thanks from residents of Rossmoyne Manor, who feel the roadways are much safer.

Commissioner **BROWN** offered a motion to authorize staff to advertise proposed **ORDINANCE 2026-05** as presented. The motion was seconded by Vice President **NAGY** and passed 5-0.

FINANCE

2027 Fee Schedule

Director Knoll introduced the item for discussion and possible action, to approve the final draft of the 2027 Fee Schedule and authorize staff to prepare the 2027 Fee Schedule Resolution. She noted that corrections submitted by Commissioner Mutchler have been incorporated. The only future change will be the addition of the solicitor fees as an appendix once a new solicitor is selected, following Solicitor Miner's retirement.

Commissioner **MUTCHLER** offered a motion to approve the final draft of the 2027 Fee Schedule and authorize staff to prepare the 2027 Fee Schedule Resolution. The motion was seconded by Commissioner **BROWN** and passed 5-0.

2027 Budget

Director Knoll presented the 2027 Budget for discussion. She reported that staff balanced all funds other than the General Fund and Capital Fund, and her memo outlined options for balancing both.

General Fund: Director Knoll recommended reallocating the existing debt service millage to the General Fund; the auditors have no concern with this approach. In response to a question, she reported the General Fund balance is approximately $7 million. Under the Fund Balance Policy's 30% reserve, the Township must maintain just under $5 million, so using just under $2 million of fund balance would likely be the last year this could be done.

EMS and Fire Funds: Both funds were brought into balance, each including a 0.5 mill tax, through staffing reductions; the fire positions requested were reduced from five to one and a half.

Capital Fund: After removing projects not of immediate need, the Capital Fund has a deficit of $1,778,750 for grant-funded, fee-in-lieu and necessary 2027 projects. Options presented included using approximately $560,000 from the capital bank account (leaving about $5,000, below the 2% the policy strives to maintain), leaving a shortfall of $1,218,750; a 0.5 mill real estate tax increase generating approximately $968,000; use of fund balance; or a 1 mill increase. The current millage is 4 mills; with 0.5 mill each for EMS, Fire and the General Fund, the total increase would be 1.5 mills, to 5.5 mills. For an average home assessed at $400,000, each 0.5 mill equals approximately $200 per year. If the capital bank account is fully used, Director Knoll suggested an administrative policy to rebuild it.

In response to questions, staff explained that construction of the Rossmoyne Road flashing light project has been moved to 2028 due to PennDOT and school project timing, not for financial reasons; the Public Works garage roof can be patched because the building is planned for a full remodel within two to three years; and the Lisburn request for a new generator can be held off, as backup power currently exists.

Commissioner Brown expressed concern that a 1.5 mill increase while still showing a deficit would be very difficult for residents, many of whom have experienced pay freezes, and asked staff to look for creative solutions. He noted the Township has not raised taxes in seven years and that health insurance costs have more than doubled per employee during his tenure, increasing by an estimated $2.5 million over the past four years. Commissioners requested additional scenarios using smaller millage increases (from one-tenth to one-quarter of a mill), combined with use of fund balance and further review of projects not tied to grants or fee-in-lieu; a plan to replenish the capital account; a five-year projection of incremental annual increases; and a list of capital requests showing how long each has been requested. Manager Davis noted the increase in property, vehicle and health insurance over two years, that revenues are not meeting expenditures, and that

without incremental increases the Board would need to direct which services to cut. She also noted the need for a dedicated funding mechanism for capital.

The Board reached consensus to move the debt service millage to the General Fund and indicated it is time to consider a reasonable and responsible tax increase. Following discussion, the Board agreed the November 2, 2026, Budget Workshop would not be held, and the budget would return to the agenda at the November 9, 2026, Regular Meeting, which still allows time for the required advertisement period. No action was taken.

MANAGER

Manager Davis thanked staff and Director Knoll for their hard work and patience in prioritizing projects during the budget process. She announced it was Director Crone's last meeting and thanked him for his work as Director of Human Resources over the past year and a half, followed by applause. She also invited the Board to view the new Police Department staff display created by Captain Foltz in the lobby area.

COMMISSIONERS REPORT

Commissioner Mutchler gave an update on the Fall Harvest Festival, noting it was well attended, and thanked the Recreation and Parks Board for their planning efforts as well as parks staff for their assistance.

Commissioner Swartz said he was looking forward to trick-or-treating with his son on Thursday and thanked staff for all they do.

Commissioners thanked Director Crone for his positive influence on policy changes during his tenure and congratulated him on his retirement.

UPCOMING MEETINGS

President Caron announced the following upcoming meetings:

- Regular Meeting of Monday, November 9, 2026, at 6:00 PM
- Regular Meeting of Monday, November 23, 2026, at 6:00 PM

EXECUTIVE SESSION

Caron announced that the Board would recess to executive session to discuss (1) personnel matters, including potential appointments and health insurance benefits; (2) public safety matters; and (3) potential litigation, with possible action to follow.

President Caron noted that due to a prior work commitment she would participate in executive session remotely, and appointed Vice President Nagy to chair the remainder of the meeting following executive session. The Board recessed for executive session at 8:04 PM.

The Board reconvened in public session at 8:49 PM, with Vice President Nagy presiding. It was noted for the record that President Caron participated remotely in Executive Session only and did not participate in the remainder of the regular meeting.

Commissioner **BROWN** offered a motion to authorize staff to advertise internally for the position of Highway Operations Supervisor. The motion was seconded by Commissioner **MUTCHLER** and passed by a vote of 4-0.

Commissioner **BROWN** offered a motion to recommend Captain Douglas L. Foltz to the Civil Service Commission for appointment as Chief of Police of Lower Allen Township. The motion was seconded by Commissioner **SWARTZ** and passed by a vote of 4-0.

ADJOURNMENT

With no further business, the meeting was adjourned at 8:50 PM.