

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

January 26, 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
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, Township Engineer
Tony Deaven, EMS Captain
Nate Sterling, Executive Assistant
Reneé Greenawalt, Recording Secretary

President Caron called the January 26, 2026 Regular Meeting of the Board of Commissioners to order at 6:02 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 January 5, 2026. The motion was made by Commissioner **BROWN** and seconded by Vice President **NAGY**. The motion passed 4-0 with 1 abstention by President Caron who had been absent.

PRESENTATIONS

Presentations Years of Service and Performance Awards

On behalf of the Board of Commissioners and Recognition Committee, President Caron presented the following employees with commendation letters and relevant awards to recognize their service to the Township:

- Scott Emerson – Public Works Department, Facilities Manager – Commendation for going above and beyond.
- Brian Plank - Public Works Department, Facilities Technician – Commendation for going above and beyond.
- Andrew Fullerton - Public Works Department, Parks Maintenance – Commendation for going above and beyond.
- Richard Dillon - Public Works Department, Highway Operations Supervisor – 5 Years of Service.
- Neil Chimel-Freeburn – Police Department, Police Officer – 5 Years of Service.
- Robert Fitzkee – Police Department, Police Officer – 5 Years of Service.
- Rhonda Shenk – Finance Department, Administrative Clerk/Receptionist– 5 Years of Service.
- Katie Justh – Police Department, Police Officer – 20 Years of Service.
- Kimberly Crowell – Human Resources Department, Administrative Assistant – 2,500 Hours of Service.

Police Department Awards

Captain Foltz presented the Police Department awards on behalf of the Selection Committee. These awards recognize actions that are keeping with the highest ideals of the Department and the law enforcement profession. Unit Citations were awarded to Officers Bryan Rennie, Neil Chimel-Freeburn, and Corporal Laura Tamanosky for their efforts in the apprehension of a serial criminal offender following a bank robbery on September 24, 2025. A Meritorious Service Award was presented to Corporal Laura Tamanosky for her quick action and communication related to this save event. Unit Citations were also awarded to Officers Robert Fitzkee, Donovan Glasser and Nicole Storm, and to Sergeant Thomas

Wambold of the New Cumberland Borough Police Department for their efforts related to the apprehension of a dangerous, armed carjacking and assault suspect on November 6, 2025.

Traffic Calming Policy

Public Works Director, Ben Powell, presented a summary of the proposed traffic calming summary. He provided some background information regarding the genesis and formulation of the policy's development. He reviewed the purpose and goals of the policy, the relevant definitions, eligibility and process for considering implementation of traffic calming measures throughout the Township. The implementation of specific traffic calming measures would be based on the PennDOT Publication 13M, Design Manual 2, Chapter 18, which provides a broad list of different traffic calming measures and details related to each measure. The Traffic Calming Advisory Committee would have the right to change or vary from the publication's recommendations or specifications due to site or situational specifics, or changes recommended by the Township Engineer or Township Traffic Engineer.

Next, Director Powell explained a ranking system for prioritizing potential traffic calming projects that meet the criteria established in the policy. The ranking system would help to establish the order in which potential projects may be considered for funding and implementation. He noted that the policy is intended to be fair, reasonable and consistent. The policy is in draft form and will be presented to the Board during a future meeting for action.

Commissioner Swartz expressed appreciation to Director Powell and committee members for their work and for the potential opportunity to improve road conditions for residents. He emphasized that any future decision made by the Board would be guided by the expert advice of the staff and that projects would be driven by resource availability.

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.

Several residents expressed intent to address agenda items 10b – SLD #2024-04 - Liberty Forge Preliminary Subdivision & Land Development Plan, and 10d – SLD#2026-01 Arcona Phases 3-7 – Charter Homes.

Mr. Mark Jones, a resident of Harrisburg, PA, expressed concern about a law enforcement issue impacting members of his family who lived within the Township. Director Holl indicated that staff would follow up after a review of the circumstances.

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, Finance, Public Works, and Public Safety for November and December 2025.
- b. Tax Collector's Monthly report for November 2025.
- c. Check Register of January 10, 2026 in the amount of \$599,830.41.
- d. Check Register of January 19, 2026 in the amount of \$455,603.69.
- e. Check Register of January 23, 2026 in the amount of \$575,418.91.
- f. Credit Card Register for November 2025 in the amount of \$9,188.71.
- g. Credit Card Register for December 2025 in the amount of \$15,212.70.
- h. Payment of Estimate No. 2 to Kinsley Construction, LLC for the Creekwood Boat Launch Project in the amount of \$4,122.00.
- i. Payment of Estimate No. 3 to Kinsley Construction, LLC for the Creekwood Boat Launch Project in the amount of \$34,058.81, releasing final retainage.
- j. Adopting RESOLUTION 2026-R-06, authorizing the sale or trade-in of Township assets valued over \$2,000.

Commissioner **BROWN** moved to approve the items on the Consent Agenda. Commissioner **SWARTZ** seconded. The motion passed 5-0.

PRESIDENT

President Caron requested a motion to ratify the January 24, 2026 Declaration of Snow Emergency to reflect that the was rescinded as of 4pm on January 26, 2026.

Commissioner **SWARTZ** offered the motion, seconded by Vice President **NAGY**. The motion passed 5-0.

BOARD OF COMMISSIONERS COMMITTEE ASSIGNMENTS

President Caron announced the assignment of primary and alternate representatives and/or liaisons to each governing body, effective January 26, 2026.

Township Board Liaisons	Primary	Alternate
Planning Commission	Joe Swartz	Jennifer Caron
Recreation & Parks Board	Amanda Mutchler	Joe Swartz
Sewer & Stormwater Authorities	Chuck Brown	Josh Nagy
DFRS Committee	Josh Nagy	Chuck Brown
Finance Committee	Jennifer Caron	Chuck Brown
Pension Committee	Jennifer Caron	Joe Swartz
Police Department	Josh Nagy	Chuck Brown
Zoning Ordinance Committee	Joe Swartz	Josh Nagy
Delegates/Representatives	Primary	Alternate
Capital Region Council of Governments	Jennifer Caron	Chuck Brown
Cumberland Co. Local Emergency Planning	Josh Nagy	Chuck Brown
Cumberland Co. Tax Collection Committee	Amanda Mutchler	Rebecca Davis, Township Manager
Frederickson Library Board	Joe Swartz	
Municipal Advisory Board	Jennifer Caron	Amanda Mutchler
West Shore Recreation Board	Joe Swartz	Beth Ann McCoy, Resident

HUMAN RESOURCES

Fleet Technician Job Description

Director Crone presented the item for discussion and possible action, to approve the “Fleet Technician” Job Description, expressing the need for a new description for the role.

Commissioner **BROWN** offered the motion to approve the description as presented. Vice President **NAGY** seconded. The motion passed 5-0.

PUBLIC SAFETY

Civil Service Commission

Director Holl presented the item for discussion and possible action, to authorize the activation of the Civil Service Commission to create a new police officer eligibility list and waiving the requirement for Act 120 as a prerequisite to hiring. He explained the authorization provides for the creation of a new list following consortium testing, and noted no vacancies were currently anticipated.

Commissioner **BROWN** offered the motion to authorize the activation as presented. Commissioner **SWARTZ** seconded. The motion passed 5-0.

Lower Allen Special Fire Police Vehicle

Director Holl presented the item for discussion and possible action, to authorize the assignment of a current CSO vehicle as a designated Lower Allen Special Fire Police vehicle, with no effect on the 2026 Budget. The reassignment would repurpose

the vehicle and would entrain the re-stripping of the existing vehicle to respond to calls for both Lisburn and Lower Allen and to assist on the County Task Force.

Vice President **NAGY** motioned to authorize the reassignment of the vehicle as presented. He expressed his support, noting the action helps to support a full emergency services package. The motion was seconded by Commissioner **BROWN** and passed 5-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning Hearing Board Update

Director Sweeney presented an update, noting that on January 15, 2026, the Zoning Hearing Board had considered and approved a special exception for the property located at 3617 Simpson Ferry Road addressing an existing non-conforming use in the C-4 district. The proposed use is for a cabinet fabricator. He also noted that an application had been received for 960 Century Drive and would be on the agenda for the February meeting.

SLD #2025-04 - Liberty Forge Preliminary Subdivision & Land Development Plan.

Director Sweeney introduced the item for discussion and possible action of the proposed SLD#2025-04, at the site of the Liberty Forge Golf Course, along Lisburn Road. He noted that the plan had been considered several times by the Planning Commission, which had approved the plan on November 19, 2025, with several conditions. The plan proposes 193 age restricted units.

Applicant Presentation

The design team shared a rendering of the plan on behalf of the applicant, EG Stoltzfus. They presented an overview of the proposed development of 193 age-restricted (55+) units, including 137 single-family homes and 56 twin units, located in the R-2 District with an Open Space Overlay. Primary access would be from Lisburn Road, with emergency access via the former golf course driveway (gated with removable bollards). All roads will remain private. Parking will be provided via garages, driveways, and limited on-street parking. Portions of the site lie in Upper Allen Township; these areas will remain open space/stormwater areas.

Regarding open space and amenities, the design team noted that the development meets open space ordinance requirements. Features include a central amenity area, a trail network throughout the development with 10-foot trail along Lisburn Road connecting to the Lower Allen Community Park, in lieu of 4-foot sidewalks along arterial roads. They noted that the HOA would be responsible for maintenance, including snow removal and that the existing lease agreement with Yellow Breeches Watershed Association for creek access will be memorialized on the recorded plan.

Regarding utilities and infrastructure, public sewer and water are to be extended to the site; however existing residents will not be required to connect to public water along the Lisburn Road extension. They addressed the changes to the stormwater plan which had been substantially revised to address public and agency comments. Township ordinance requires post-development runoff to be less than existing conditions. The revised plan includes culvert improvements along Lisburn Road, and spillways and inlets designed to prevent discharge onto neighboring properties. The facilities will be subject to the annual MS4 inspections by the Township.

The construction is anticipated in four phases and includes traffic and roadway improvements. As one of the conditions, the developer has agreed to pave the wearing course within 12 months of Certificate of Occupancy issuance. The plan proposes a 75-foot turning lane proposed at main entrance and a signalized pedestrian crossing with overhead flashing beacon, which were reviewed by PennDOT and the Township Traffic Engineer. The Township Traffic Engineer confirmed there were no outstanding traffic concerns.

The applicant addressed each of the waiver requests, including curbing and sidewalk, pavement width, 5-foot-wide sidewalk on one side of private streets instead of both sides, which they justified by suggesting there were lower traffic volumes within the age-restricted community, enhanced open space and reduced impervious area.

Mr. Knouse indicated that Township staff and the Planning Commission were in support of the waivers, with remaining comments being mostly administrative in nature. He did note a suggestion to review overall sidewalk network due to the lack of sidewalk on both sides of the street.

Commissioner Comments

Commissioner Brown affirmed that all internal roads in the development would remain private.

Vice President Nagy addressed the high traffic area on Lisburn Road and the proposed crossing to connect to the trail system, noting that PennDOT had agreed to a raised pedestrian crossing and flashing pedestrian signal. He also asked staff to confirm readiness to receive the trail into the park. Director Powell noted it would connect closely to the existing trail. Vice President Nagy also asked Director Holl to offer guidance on the functionality of the proposed bollards at the emergency access. Director Holl said that a standardized key would be beneficial for use in various locations.

Commissioner Brown requested additional details about the mitigation of the water runoff around Lisburn Road. The applicant explained that water would be directed under the road except for the two crossings. He noted the plan was still proceeding through the PennDOT HOP process, and that one lane access would be required during construction. Commissioner Brown also requested confirmation that residents would not be obligated to connect to public water along Lisburn Road. Mr. Knouse confirmed that the option would be voluntary.

Commissioner Swartz asked if the proposed layout for the development would create an obstacle for the Board of Commissioners to require sidewalk on both sides of the street in the future and if the proposed plan was consistent with the open space overlay district. Mr. Knouse noted that the layout could potentially have an impact on driveways and affirmed alignment with the overlay district. Commissioner Swartz also asked the applicant to address the plan for responding to stormwater discharge onto a neighboring property. The applicant indicated that everything possible was being done to divert stormwater along the property line.

Public Comments

Ms. Gunn, resident of 3800 Lisburn Road, expressed concern about historical flooding issues related to prior golf course development and the emergency spillway directing water toward her property. The applicant and the Township engineer stated that discharge would be piped away and that the spillway includes inlet capture such that no water is designed to flow onto her property.

Mr. Barber, Upper Allen Township resident of 1428 Raven Hill Road, questioned the hardship justification for the sidewalk waiver, raised concerns about open space between municipalities, noted the Township responsibility for pedestrian signal maintenance, and cited ordinance requirements regarding both emergency access surface strength (aerial apparatus) and road width near fire hydrants. Staff responded that plans were reviewed by the Township Engineer, fire officials, and Traffic Engineer and that the Staff and Planning Commission recommend approval with conditions.

With no further discussion, the Board addressed the waiver requests and recommendations on the plan.

Commissioner **SWARTZ** offered a motion to approve waiver of Section 192-57.C.(1) – To widen the pavement width of Lisburn Road. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

Commissioner **SWARTZ** offered a motion to approve waiver of Section 192-57.C.(1) – To provide a minimum center line radius of 260' for Bermuda Lane and Patrons Way and replace with a 150' radius. The motion was seconded by Vice President **NAGY** and passed 5-0.

Commissioner **SWARTZ** offered a motion to approve waiver of Section 192-57.C.(6)(b)[3][a][i] – To provide a 150' minimum offset between the Bermuda Lane/Patrons Way and Clubhouse Court/Patrons Way intersections and replace with a 108' offset. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

Commissioner **SWARTZ** offered a motion to approve waiver of Section 192-57.C.(8) – To provide curbing along Lisburn Road and Old Forge Road, and to provide eight inch (8") vertical curbs along the internal development streets and replace internal curbing with slant curbs. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

Commissioner **SWARTZ** offered a motion to defer the waiver of Section 192-57.C.(9) – To provide sidewalks along the frontages of Lisburn Road and Old Forge Road. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

Commissioner **SWARTZ** offered a motion to approve waiver of Section 192-57.C.(9) – To provide sidewalks along both sides of the internal development streets. The motion was seconded by Commissioner **BROWN** and passed 4-1, with Commissioner Mutchler opposed.

Commissioner **SWARTZ** offered a motion to approve waiver of Section 192-57.C.(9)(c) – To provide level sidewalk areas every 100’ and replace with sidewalks to match road grade. The motion was seconded by Vice President **NAGY** and passed 5-0.

Commissioner **SWARTZ** offered a motion to approve waiver of Section 192-63.C(1)(a) – To provide sidewalks no closer than five feet (5’) from the curblin and permit sidewalks to be two feet (2’) from the curblin. The motion was seconded by Vice President **NAGY** and passed 5-0.

Commissioner **SWARTZ** offered a motion to approve waiver of Section 184-14 – To require stormwater volume and to permit Pennsylvania Department of Environmental Protection’s (DEP) Managed Release Concept (MRC) methodology. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

Commissioner **SWARTZ** offered a motion to approve waiver of Section 192-63.A.(2)(a)[1], Section 184-19.G.(16), & Section 184-19.H.(7) –To provide Type C inlets tops with 10” reveal and to permit slant top inlets with no inlet sump for all inlets within private streets. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

Commissioner **SWARTZ** offered a motion to approve waiver of Section 192-57.C.(12)(b) & Section 184-19.G.(21) – To provide pavement base drains in all proposed private streets. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** offered a motion to approve SLD #2025-04 - Liberty Forge Preliminary Subdivision & Land Development Plan, subject to the following conditions:

- a) Satisfaction of all remaining comments listed on Rettew’s letter dated January 21, 2026 (including recommendations from the Planning Commission which applicant has agreed to);
- b) Satisfaction of all remaining comments listed on Cumberland County Planning Department’s letter dated April 21, 2025;
- c) Agreement with the removal of unsafe trees along Lisburn Road, provision of vegetation maintenance, and of a final wearing pavement course within twelve months of receipt of the certificate of occupancy for each phase of the development.

The motion was seconded by Vice President **NAGY** and passed 5-0.

At 7:58 PM, President Caron announced a brief recess. The meeting was resumed at approximately 8:10 PM.

SLD #2025-08

Director Sweeney introduced the item for discussion and possible action to accept a 90-day extension for SLD#2025-08 960 Century Drive Final Minor Subdivision Plan. He indicated that the plan could not move forward prior to consideration by the Zoning Hearing Board.

Commissioner **SWARTZ** offered a motion to accept the 90-day extension for SLD #2025-08. The motion was seconded by Commissioner **BROWN** and passed 5-0.

PRESENTATION: SLD #2026-01 Arcona Phases 3-7 – Charter Homes

Director Sweeney announced the information was being shared only as a presentation and that the Board was not being asked to consider any action. The plan will be under staff review and will go before the Planning Commission.

Mr. Anthony Feranda Dietrich and Laura Curran gave a brief, informational presentation on Phases 3-7 of the plan on behalf of Charter Homes. No formal action was requested. They explained that the plan is currently under staff review and will proceed through the Planning Commission and ultimately to the Board of Commissioners for consideration. The purpose

of the presentation was to provide an overview of the proposed structure of the submission and to obtain feedback to avoid procedural issues later in the review process.

Phases 3 through 6 are proposed to be submitted as a combined Preliminary/Final Land Development Plan. These phases would include approximately 140 residential units and are described as comparable in intensity and scale to prior Arcona phases that were previously approved under a similar structure. Phases 5 and 6 would also incorporate office buildings and shared parking areas. They stated that these lots were previously subdivided and labeled as Phases 3–6 under the master plan and that reviewing them together allows the Township to understand the broader context of the remaining residential buildout.

Phase 7, which represents the primary commercial component, is proposed as a Preliminary Plan only. Charter Homes estimates approximately 90,000 square feet of commercial space, potentially including retail, office, and convenience store use. The plan would include a note requiring submission of a revised preliminary plan should future development deviate from the approved layout, with the Township determining whether resubmission is necessary. They indicated that prior feedback suggested hesitation with granting final approval for commercial areas without identified end users and therefore were seeking only preliminary approval for Phase 7 at this time. They further explained that obtaining Preliminary/Final approval for Phases 3–6 would assist with financing and scheduling while remaining open to structural adjustments based on Board feedback.

Public comments from three Arcona residents focused largely on concerns about process and phasing. Several residents expressed discomfort with combining multiple phases into one review, citing concerns about what they characterized as a potential “blanket approval” and reduced opportunity to evaluate traffic and infrastructure impacts incrementally. Some commenters noted that the commercial elements within Phases 5 and 6 should receive scrutiny like Phase 7. Additional concerns were raised regarding the size and type of proposed commercial uses, potential light and noise impacts, increased traffic along Rossmoyne Road, safety at the Arcona West entrance, and whether a roundabout or additional traffic control measures may be necessary. Residents also questioned the need for additional commercial space given existing vacancies in the area and expressed concern about impacts on local businesses.

An Arcona HOA representative requested that the process be paused and that a coordinated town hall meeting be held between the developer and residents. Charter Homes agreed to coordinate with the HOA to facilitate such a meeting. Board members emphasized that the Traditional Neighborhood Development ordinance requires a balance of residential and commercial uses and that the Township must enforce the adopted master plan. Township staff confirmed that the proposal, as presented, aligns with the required residential-to-commercial ratios.

During Board discussion, several members suggested that the application could be restructured to separate Phases 3 and 4 as a Preliminary/Final submission, with Phases 5 and 6 reviewed independently due to their office and shared parking components, and Phase 7 remaining Preliminary only. Some noted that Phases 3 and 4 are comparable to earlier residential-only phases, whereas Phases 5 and 6 contain commercial elements that may warrant additional review. Staff indicated that they do not have significant concerns reviewing Phases 3–6 together but acknowledged that smaller groupings would be feasible.

It was clarified that if a Preliminary/Final waiver is denied, the applicant would need to proceed with a standard Preliminary plan approval first. Traffic studies and engineering review will occur as part of the normal land development review process, and the Board will receive full staff reports and expert analysis prior to any formal action. The plan remains under active staff review, with draft comments forthcoming. It is not expected to appear before the Planning Commission in February and will likely be scheduled for March or April, subject to revisions. No action was taken at this meeting, and the project will continue through the standard Township review process. Director Sweeney confirmed that the Board and the Planning Commission would be kept informed with any updates.

Property Lease with New Enterprise – 18th Street and Hummel Avenue

Director Sweeney presented the item for discussion and possible action, to approve a 25-year Property Lease between New Enterprise Stone & Lime Co. and Lower Allen Township for the property located at 18th Street and Hummel Avenue. He reported that the lease has undergone several revisions following discussions with New Enterprise and review by the Township Solicitor. The agreement was initially proposed as a 10-year lease but has since been extended to a 25-year term. Under the terms of the lease, the Township will pay \$10 annually and meet with New Enterprise once per year to maintain open lines of communication. The annual meeting requirement was described as a standard provision intended to foster

continued community engagement. The property is intended to serve as a future gateway park at a primary entrance into the Township, and New Enterprise has expressed enthusiasm about supporting that use.

Director Sweeney clarified that Board action at this time would authorize approval of the lease, but execution would occur later after minor revisions to dates and administrative details are completed and appropriate insurance certificates and endorsements are secured. In response to a question regarding real estate taxes, it was noted that the agreement permits New Enterprise to invoice the Township for property taxes; however, the company has indicated no intent to do so. Current annual property taxes are approximately \$414. Solicitor Miner confirmed that he reviewed the lease and supported the 25-year term, noting that a longer lease is beneficial for grant funding and long-term improvements such as signage. Discussion also included the mutual ability of the parties to terminate the lease under the agreement's terms. Overall, the lease was characterized as favorable to the Township and supportive of the planned gateway improvement project.

With no further discussion, Commissioner **BROWN** offered a motion to approve the lease as presented. The motion was seconded by Vice President **NAGY** and passed 5-0.

RPM Signs and Lighting

Director Sweeney presented the item for discussion and possible action, approval to proceed with permitting and installation of the Lower Allen Township Gateway Sign to be located at 18th Street and Hummel Avenue. He noted that renderings had been presented at prior meetings and that the Board previously expressed preference for the masonry monument-style sign. Feedback was also obtained from the Parks and Recreation Board, which met twice to review the proposal. The Board provided input regarding walking trails and benches, and minor modifications were made accordingly. They also supported the selected design, which features masonry columns and an approximately 15-foot-wide sign. Director Sweeney explained that final wording and logo details may still be refined during permitting, but approval was needed to allow installation of the columns and related site work. Three quotes were obtained, with RPM Signs & Lighting submitting the lowest responsible bid in the amount of \$22,299. The project is a budgeted recreation fee in lieu of expenditure.

With no further discussion, Commissioner **BROWN** offered a motion for approval to proceed with permitting and installation. The motion was seconded by Vice President **NAGY** and passed 5-0.

RESOLUTION 2026-R-05

Director Sweeney presented the item for discussion and possible action, adoption of RESOLUTION 2026-R-05, updating the Uniform Construction Code (UCC) Regulatory Exhibit No. 1 for Chapter 70, Building Construction and Safety Standards, of the Township Code. He explained that Pennsylvania adopted the 2021 UCC, and the Township may now update applicable local amendments by resolution rather than ordinance.

Vice President **NAGY** offered a motion to adopt **RESOLUTION 2026-R-05**, seconded by Commissioner **MUTCHLER**. The motion passed 5-0.

PUBLIC WORKS

Preparedness, Prevention, and Contingency (PPC) Plan

Director Powell presented the item for discussion and possible action, to adopt the Preparedness, Prevention, and Contingency (PPC) Plan for the Public Works Facility. He noted this was an annual housekeeping item and that the plan outlines prevention, reporting and emergency response measures.

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

2026 Stormwater Basin Retrofit Project at Westport Business Center

Director Powell presented the item for discussion and possible action, authorization for staff to prepare and advertise bids for the 2026 Stormwater Basin Retrofit Project at Westport Business Center. The project had been delayed due to a PPL transmission line conflict and is budgeted within the Stormwater Fund. The Township has also applied for grant funding to offset costs and was previously used by the County as a model for reporting requirements under a clean water grant program.

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

ORDINANCE 2026-03

Director Powell presented the item for discussion and possible action, authorization for staff to advertise proposed **ORDINANCE 2026-03**, updating Chapter 209 of the Township Code, Vehicles and Traffic, known as the Traffic Control Device Ordinance. He described it as a housekeeping update to add new signs to the ordinance.

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

Conversion of Township Streetlights to LED

Director Powell presented the item for discussion, providing an update regarding a proposed Township-wide conversion of streetlights to LED fixtures through PPL's conversion program. The program would replace existing fixtures at no upfront cost to the Township, with adjustments reflected in the billing rate. The conversion is expected to improve pedestrian safety, modernize infrastructure, and reduce staff time spent addressing outage reports. Questions were raised regarding long-term billing rates and maintenance responsibilities, including potential issues related to LED fixture discoloration. No action was required at this time.

Revised Compost Agreement

Director Powell presented the item for discussion and possible action, authorizing the Township to enter into agreements with the Boroughs of Camp Hill, Lemoyne, New Cumberland, and Shiremanstown using the revised Compost Agreement. The revised agreements standardize terms and clarify responsibilities for yard waste processing at the Township facility. A 3:1 material reduction ratio remains in place based on processing experience.

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

Bid Advertisement for the BMP and Landscape Maintenance Contract

Director Powell presented the item for discussion and possible action, authorizing staff to prepare and advertise bids for the BMP and Landscape Maintenance Contract, as the current contract expired. He indicated staff were exploring the COSTARS program but requested authorization to bid, if necessary, due to seasonal timing constraints.

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

Roof Replacement Project: Municipal Services Center

Director Powell presented the item for discussion and possible action, authorizing staff to proceed with the Municipal Services Center (MSC) Level 2 roof replacement project, through Houck, a COSTARS vendor in the amount of \$79,800.

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

Manager Davis expressed appreciation to staff, Public Works, Public Safety Department personnel, and first responders for their coordination and dedication during the recent snow emergency, noting the flexibility and teamwork demonstrated across departments.

COMMISSIONER REPORTS

During Commissioner reports, members echoed appreciation for Public Works, Police, Fire, EMS, and administrative staff for their response during the snow event. Commissioners highlighted the Township's strong delivery of services, road maintenance, public safety operations, and professionalism of staff. Updates were provided regarding attendance at regional meetings, committee activities, and upcoming absences.

EXECUTIVE SESSION and ADJOURNMENT

President Caron announced that the Board would adjourn to executive session for discussion of Pension Committee appointments and an update, with no action resulting from executive session. The next meeting will be held on February 9, 2026, at 6:00 p.m.

The meeting was adjourned at 9:30 PM.