

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

February 9, 2026

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

Jennifer Caron, President
Joshua Nagy, Vice President (via phone)
Charles Brown, 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
Nate Sterling, Executive Assistant
Reneé Greenawalt, Recording Secretary

President Caron called the February 9, 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 and noted that Commissioner Swartz was absent with excuse. This was followed by a moment of silence and the pledge of allegiance.

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 January 30, 2026, in the amount of \$124,631.65.
- b. Check Register of February 6, 2026, in the amount of \$126,528.64.
- c. Manual Check Register for January 24, 2026, in the amount of \$280.00 to Transunion for background checks.

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 4-0.

PRESIDENT CARON

Check Register Payment

President Caron requested a motion to approve a manual Check Register of January 31, 2026, in the amount of \$200.00 to Eckert, Seamans, Cherin & Mellott for legal services.

Commissioner **BROWN** moved to approve the payment. Commissioner **MUTCHLER** seconded. With no further discussion, the consent agenda was approved by a vote of 3-0 with one abstention by President Caron.

ORDINANCE 2026-01

President Caron requested a motion to enact **ORDINANCE 2026-01** amending the Codified Ordinances of Lower Allen Township, 2023, as amended, Chapter 146, Article 1 Attorney Fees for Delinquent Municipal Claims, appointing the Township Solicitor and allowing for the appointment of a Collection Agency and fees by Resolution.

Commissioner **BROWN** offered a motion to enact **ORDINANCE 2026-01**. The Secretary called the roll.

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

The motion passed 4-0.

ORDINANCE 2026-02

President Caron requested a motion to enact **ORDINANCE 2026-02**, amending the Codified Ordinances of Lower Allen Township, 2023, as amended, Chapter 38, Section 2 Pension Committee Membership, to remove the “Nonunion employee at large” member; to add the Human Resources Director as a permanent member; and to add the following appointments for a two (2) year term: one (1) employee under the Non-Uniformed Defined Benefit Pension Plan, and one (1) employee under the Non-Uniformed Defined Contribution Pension Plan.

Commissioner **BROWN** offered a motion to enact **ORDINANCE 2026-02**. The Secretary called the roll.

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

The motion passed 4-0.

LOWER ALLEN TOWNSHIP PENSION COMMITTEE APPOINTMENTS:

The Board made several appointments to the Lower Allen Township Pension Committee.

Commissioner **BROWN** moved to appoint Jennifer M. Caron as the “Commissioner” member serving on the Lower Allen Township Pension Committee. The motion was seconded by Commissioner **MUTCHLER**. The motion passed 4-0.

Commissioner **MUTCHLER** moved to appoint Leon G. Crone, Jr., Director of Human Resources, to the Lower Allen Township Pension Committee. The motion was seconded by Commissioner **BROWN**. The motion passed 4-0.

Commissioner **MUTCHLER** moved to appoint Benjamin Peters, Project Manager, in the Public Works Department, as the “Employee under the Non-Uniformed Defined Benefit Pension Plan” member serving on to the Lower Allen Township Pension Committee for the remainder of the two (2) year term, ending on December 31, 2027. The motion was seconded by Commissioner **BROWN**. The motion passed 4-0.

Commissioner **MUTCHLER** moved to appoint Julie Echterling, Accounting Specialist, in the Finance Department, as the “Employee under the Non-Uniformed Defined Contribution Pension Plan” member serving

on to the Lower Allen Township Pension Committee for the remainder of the two (2) year term, ending on December 31, 2027. The motion was seconded by Commissioner **BROWN**. The motion passed 4-0.

PUBLIC SAFETY

Approval of Purchase License Plate Reader (LPR)

Director Holl introduced the item for discussion and possible action, to authorize the purchase of an additional License Plate Reader (LPR) from NDI Technologies in the amount of \$43,226.66. This is a 2026 budgeted item being purchased from the sole source vendor.

Commissioner **BROWN** moved to authorize the purchase. Commissioner **MUTCHLER** seconded. The motion passed 4-0.

Sale of 2014 Pierce Velocity Rescue Truck “Rescue 12”

Director Holl introduced the item for discussion and possible action, to authorize the sale of the 2014 Pierce Velocity Rescue Truck “Rescue 12” to Command Fire Apparatus, LLC in the amount of \$332,577.85 in accordance with the purchase proposal and agreement and the Fire Apparatus Study. He noted that proceeds from the sale will be returned to the capital for future fire apparatus purchases, with 5% of the sale (\$16,628.89) reimbursed to the Lower Allen Fire Relief Association for equipment contributions.

Commissioner **BROWN** moved to authorize the sale. Commissioner **MUTCHLER** seconded. The motion passed 4-0.

Stryker stair chair unit purchase

Director Holl introduced the item for discussion and possible action, to authorize the purchase of a Stryker stair chair unit in the amount of \$7,483.61. This would be to replace equipment damaged in an ambulance accident. The cost is anticipated to be reimbursed through insurance.

Commissioner **BROWN** offered a motion to authorize the purchase, noting the anticipated reimbursement by insurance. Commissioner **MUTCHLER** seconded. The motion passed 4-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning Hearing Board Update

Director Sweeney provided a Planning Commission update, noting that 960 Century Drive was the only application scheduled for the February 19 meeting and that no applications had yet been received for the March deadline.

2026 Gateway Sign Project

Director Sweeney presented the item for discussion and possible action, to authorize staff to prepare bid advertisements for the 2026 Gateway Sign Project, a budgeted item intended to enhance the Township’s identity and entrance features.

Commissioner **BROWN** offered a motion to authorize the staff to move ahead as presented. Commissioner **MUTCHLER** seconded. The motion passed 4-0.

PUBLIC WORKS

Station #2 Roof Replacement Project

Director Powell introduced the item for discussion and possible action, to authorize staff to proceed with Rupp Ave Station #2 Roof Replacement Project, through Houck, a COSTARS vendor, in the amount of \$44,250. This is a budgeted item. Although slightly above the originally budgeted estimate of approximately \$43,500, Director Knoll indicated no overall budget concerns.

Commissioner **BROWN** offered a motion to authorize the staff to proceed as presented. Commissioner **MUTCHLER** seconded. The motion passed 4-0.

FINANCE

RESOLUTION 2026-R-07

Director Knoll introduced the item for discussion and possible action, to adopt **RESOLUTION 2026-R-07**, entering into a Lease Agreement with Leasing 2 Inc. for a 2023 International CV Life Line Highliner Ambulance. She noted it was a budgeted item, and that the lease option was a more predictable budgeting approach for high-cost capital apparatus.

Vice President **NAGY** offered a motion to adopt **RESOLUTION 2026-R-07**. Commissioner **MUTCHLER** seconded. The motion passed 4-0.

MANAGER

Extending the Penn Waste Contract

Manager Davis led a discussion regarding the current residential waste contract with Penn Waste, which expires at the end of the calendar year. The Board discussed the option to renew versus rebid the contract, including considerations such as anticipated annual increases of approximately 5%, billing complexities, operational complaints, route balancing, potential adjustments to large family toter options, and possible improvements to special collection events. No formal action was taken, but the Board indicated a desire to revisit the matter at the next meeting due to time constraints associated with the 180-day notice requirement for renewal or the need to form a committee if rebidding.

COMMISSIONERS REPORTS

President Caron thanked participants and noted the next Board meeting would be held on February 23, 2026, at 6:00 PM.

ADJOURNMENT

With no further business, the meeting was adjourned at 6:32 PM.