

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

April 13, 2026

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

Jennifer Caron, President
Johua 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
Leon Crone, Human Resources Director
Mike Knouse, P.E., Township Engineer
Nate Sterling, Executive Assistant
Reneé Greenawalt, Recording Secretary

President Caron called the April 13, 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 from the Regular Meeting of March 9, 2026. The motion was made by Commissioner **BROWN** and seconded by Vice President **NAGY**. The motion passed 5-0.

President Caron requested a motion to approve the minutes from the Regular Meeting of March 23, 2026. The motion was made by Commissioner **BROWN** and seconded by Vice President **NAGY**. The motion passed 5-0.

PRESENTATION – Cedar Cliff High School Student Update

President Caron introduced Christian Hyde, a senior at Cedar Cliff High School, who provided the Board with a student update on behalf of the Class of 2026.

Mr. Hyde shared a broad range of accomplishments spanning academics, athletics, arts, and community service. Highlights included the JROTC Color Guard's participation in the York St. Patrick's Day Parade; the Speech and Debate Team's appearance at the Pennsylvania High School Speech League State Tournament at Bloomsburg University; and the Esports Team's strong start to their season. In academics, students competed in the Academic World Quest competition at Penn State Harrisburg, earning second and third place finishes; participated in a neuroscience program at Penn State Hershey Medical Center; competed in events at Millersville University covering subjects such as chemistry, entomology, and engineering; and took part in the national 1776 Civic Scholarship Competition and National History Day. The agriculture program received a visit from Pennsylvania Secretary of Agriculture Russell Redding, and the school's athletics director was selected to present at the National SHAPE Convention. In the arts, students participated in a district-wide Choral Festival and performed at the Pennsylvania State Capitol in recognition of Music in Our Schools Month. Cedar Cliff will also hold a Spring National Signing Day ceremony honoring seniors who have committed themselves to continuing their academic and athletic careers at the college level. Upcoming events included the prom on Saturday, May 2, 2026, open to junior and senior students who meet attendance and behavior requirements.

President Caron and the Board thanked Mr. Hyde for his presentation.

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 March 27, 2026 in the amount of \$59,569.69.
- b. Check Register of April 3, 2026 in the amount of \$133,001.82.
- c. Check Register of April 10, 2026 in the amount of \$153,219.53.

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

PRESIDENT CARON

RESOLUTION 2026-R-15, proclaiming the week of April 19-25, 2026, as “National Library Week”

President Caron requested a motion to adopt **RESOLUTION 2026-R-15**, proclaiming the week of April 19-25, 2026, as “National Library Week”.

Commissioner Swartz read the resolution aloud for the record:

RESOLUTION 2026-R-15

2026 NATIONAL LIBRARY WEEK PROCLAMATION

WHEREAS, libraries spark creativity, fuel imagination, and inspire lifelong learning, offering a space where individuals of all ages can find joy through exploration and discovery;

WHEREAS, libraries serve as vibrant community hubs, connecting people with knowledge, technology, and resources while fostering civic engagement, critical thinking, and cultural enrichment;

WHEREAS, libraries provide free and equitable access to books, digital tools, and innovative programming, ensuring that all individuals—regardless of background—have the support they need to learn, connect, and thrive;

WHEREAS, libraries partner with schools, businesses, and organizations to maximize resources, increase efficiency, and expand access to essential services, strengthening the entire community;

WHEREAS, libraries empower job seekers, entrepreneurs, and lifelong learners by providing access to resources, training, and opportunities that support career growth and economic success;

WHEREAS, libraries nurture young minds through story times, STEAM programs, and literacy initiatives, fostering curiosity and a love of learning that lasts a lifetime;

WHEREAS, libraries protect the right to read, think, and explore without censorship, standing as champions of intellectual freedom and free expression;

WHEREAS, dedicated librarians and library workers provide welcoming spaces that inspire discovery, collaboration, and creativity for all;

WHEREAS, libraries, librarians, and library workers across the country are joining together to celebrate National Library Week under the theme “*Find Your Joy*”;

NOW, THEREFORE BE IT RESOLVED, that the Lower Allen Township Board of Commissioners hereby proclaim **April 19-25, 2026, as National Library Week in Lower Allen Township**. During this week, we encourage all residents to visit the Cleve J. Fredricksen Library and celebrate the opportunities the library unlocks for us every day.

ADOPTED, into a Resolution this 13th day of April 2026.

Commissioner **SWARTZ** moved to adopt **RESOLUTION 2026-R-15**. Commissioner **BROWN** seconded. The motion passed 5-0, and **RESOLUTION 2026-R-15** was adopted.

President Caron thanked Commissioner Swartz for reading the resolution and for his service as the Township liaison to the library and current president of the Library Board.

HUMAN RESOURCES

RESOLUTION 2026-R-16

Director Crone presented the item for discussion and possible action, to adopt **RESOLUTION 2026-R-16**, updating and establishing rules for take-home use of Township vehicles. He noted the matter had been discussed at prior meetings and the resolution was now prepared for adoption.

Commissioner **BROWN** moved to adopt **Resolution 2026-R-16**. Commissioner **MUTCHLER** seconded. The motion passed 5-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning Hearing Board Update

Director Sweeney reported that the Zoning Hearing Board (ZHB) would consider one docket for the April 16, 2026, meeting: 1933 Hummel Avenue, requesting a variance for an electronic billboard located less than 1,000 feet from another such billboard. He noted no applications had been received for the May 21, 2026, ZHB meeting, as the application deadline was approaching.

SLD#2025-08 – 960 Century Drive Final Minor Subdivision Plan

Director Sweeney presented the item for discussion and possible action. The Planning Commission reviewed the plan and recommended approval at its March 17, 2026, meeting. Adam Davis, P.E., with Hyland Engineering, addressed the Board and summarized the proposal: the site is just under 8 acres at 960 Century Drive with two existing office buildings on the same lot. The applicant proposes to subdivide the lot into two parcels of approximately 4.1 and 3.5 acres. Cross-access easements will be maintained between the parcels with easement agreements to be recorded with the Township. A variance for Lot 2 was obtained from the ZHB.

Director Sweeney noted that the Township Engineer’s review letter dated March 11, 2026, reflects only administrative comments at this stage.

Commissioner **SWARTZ** moved to approve SLD #2025-08 – 960 Century Drive Final Minor Subdivision Plan, subject to the following conditions:

- (a) satisfying all remaining comments listed on Rettew’s letter dated March 11, 2026; and
- (b) satisfying all remaining comments listed on Cumberland County Planning Department’s letter dated October 24, 2025.

Commissioner **MUTCHLER** seconded the motion, which passed 5-0.

SLD #2026-02 – North American Coffee Partnership Final Minor Subdivision Plan

Director Sweeney presented the item for discussion and possible action. The Planning Commission reviewed the plan and recommended approval at its March 17, 2026, meeting. Todd Smeigh of DC Gohn & Associates presented on behalf of the applicant. Mr. Smeigh explained that the subdivision involves conveying land associated with the former Gettysburg corridor right-of-way stormwater improvements and an adjacent parcel owned by North American Coffee Partnership at the corner of Wesley Drive and Century Drive. The purpose is to consolidate these parcels along the easement boundary into a single approximately 12–14-acre parcel. Benefits include bringing the overall parcel into compliance with impervious coverage requirements and consolidating numerous utility and stormwater easement areas under common ownership to simplify management and municipal access.

The Board considered waiver requests:

Commissioner **SWARTZ** motioned to approve a waiver of Section 192-57.B.(2)(h)(2) and Section 192-57.C.(13)(c)(1) – Additional right-of-way and cartway width along the frontage of Audubon Road. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Commissioner **SWARTZ** motioned to defer a waiver of Section 192.57.C.(8) and Section 192.57.C.(9) – Curb and sidewalk improvements along all adjacent streets. The motion was seconded by Commissioner **BROWN** and passed 5-0.

The Board discussed pedestrian safety concerns, particularly in light of the anticipated construction on Century Drive and confirmed that sidewalk requirements would be addressed when all affected lands along adjacent streets record subdivision or land development plans.

Considering action on the plan, Commissioner **SWARTZ** moved to approve SLD #2026-02 – North American Coffee Partnership Final Minor Subdivision Plan, subject to the following conditions:

- (a) satisfying all remaining comments listed on Rettew’s letter dated April 3, 2026; and
- (b) satisfying all remaining comments listed on Cumberland County Planning Department’s letter dated February 24, 2026.

Commissioner **BROWN** seconded. The motion passed 5-0.

Financial Security Reduction Request

Director Sweeney introduced the item for discussion and possible action; to consider approving Financial Security Reduction Request No. 5 in the amount of \$32,210.20 (from \$183,490.78 to \$151,280.58) for SLD #2017-02 Arcona Phase 2.1 and Phase 2.2 Final Subdivision and Land Development Plan.

Board members inquired about the timeline for paving, noting it represents the bulk of the remaining financial security and has been a recurring concern for residents. Director Sweeney confirmed the developer has discussed completing that work this summer and is looking toward offering dedication. He noted some paving was dependent on the impacts of remaining land development in the area, and a portion may not be completed until adjacent development is further along.

Commissioner **BROWN** offered a motion to approve the financial reduction as presented, seconded by Commissioner **SWARTZ**. The motion passed 5-0.

Presentation: Potential impact of future development in Fairview Township

Township Engineer Mike Knouse, P.E. of Rettew Associates, presented an overview of current and proposed development activity in Fairview Township and its potential impact on Lower Allen Township. Mr. Knouse

noted the Township had received notice from the York County Planning Commission regarding developments of regional significance. Mr. Knouse also serves as Fairview Township's engineer and was able to provide context from that perspective.

The following developments were summarized:

- **Beckham Development (Limekiln Road area, along the Township border):** Approximately 110 single-family detached homes, 694 townhomes, and 536 apartments. This proposal is in its infancy and has only completed the scoping phase for a traffic study. A traffic study has not yet been conducted. Mr. Knouse noted that Rettew will review the study when submitted and flagged the intersection of Spangler's Mill Road and Limekiln Road as a key study intersection. A roundabout at that intersection is a projected improvement for which developers are responsible.
- **Weaver Farms / Seneca Heights (Old Forge Road area):** Approximately 78 single-family attached dwellings, 100+ multi-family units (apartments), and 161 single-family detached units. Plans are currently at the preliminary land development stage.
- **Sienna Development (Green Lane Drive / Spangler's Mill Road area):** Approximately 134 single-family detached, 209 townhomes, and 312 apartments. Phase One is under construction; the Township has received a preliminary plan for Phase Two.
- **Ferncrest/Messiah Lifeways (along the creek near Green Lane Drive):** A continuing care retirement community consisting of approximately 650 gaming-style apartments and 150 cottages for independent living. Both sites are actively under construction.
- **Green Lane Meadows:** Approximately 200 single-family residential units. Phases One and Two are nearly filled out; Phase Three's public infrastructure is constructed; Phase Four is currently in the approval process. The developer is responsible for periodic traffic monitoring on Spangler's Mill Road and Green Lane Drive. Fairview Township's Capital Improvement Plan includes a proposed signal at the Route 83 southbound ramp at Rossmoyne Road.
- **The Terraces (Pleasant View area):** A shopping center component, approximately 60 apartment buildings, and 158 townhouses.

Mr. Knouse summarized that the most significant projected traffic impacts to Lower Allen Township relate to the developments along the Limekiln Road corridor, with the bulk of trips expected to route toward Route 83. He cautioned that traffic from some developments could cut through Lower Allen Township's road network as a convenience route. He noted that developers with monitoring obligations will be required to provide updated traffic counts as triggers are met and that data can be shared with the Township.

The Board discussed several concerns and observations:

- Commissioner Brown asked about logistical impacts; Mr. Knouse explained that the primary traffic impacts are directed toward Route 83, though convenience routing through Lower Allen is possible and should be monitored.
- Vice President Nagy raised concerns about traffic cutting through residential streets enroute to destinations outside the Township. Mr. Knouse noted that standard traffic study methodology, based on ITE manual distributions and current counts, may not capture informal routing behavior, but that monitoring data will be useful.

- Commissioner Brown expressed particular concern about the Sienna development’s potential to add traffic on Green Lane Drive near Cedar Cliff High School, which features a one-lane bridge. He suggested exploring whether that stretch could be made one-way if traffic volumes warrant it and asked that staff keep options open.

The Board thanked Mr. Knouse for the comprehensive presentation.

PUBLIC WORKS

RESOLUTION 2026-R-14

In Director Powell’s absence, Manager Davis presented the item for discussion and possible action: to adopt **RESOLUTION 2026-R-14**, entering into a Grant Agreement with the Department of Conservation and Natural Resources (DCNR) for Sheepford Crossing Park Improvements. The grant is for play structure replacement and drainage improvements. The grant requires a 50% match, the project is anticipated to take place in 2027, and the estimated cost is \$350,000.

Vice President **NAGY** motioned to adopt **RESOLUTION 2026-R-14**, seconded by Commissioner **BROWN**. The motion passed 5-0.

New Boiler Purchase

Manager Davis presented the item for discussion and possible action, to authorize the purchase and installation of a new boiler for the Barn at Lower Allen Community Park (LACP) from Ainsworth, Inc., a Costars vendor, for the estimated amount of \$27,973.00. This was an unanticipated repair/non-budgeted expense that will be paid from the Capital Improvement Fund. She explained that the existing 16-year-old boiler developed cracks in its cast iron sections, causing water to mist into the burner. Due to the age of the unit, full replacement was determined to be more economically sound than repair.

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

MANAGER

Pennsylvania House Bill 1291

Manager Davis presented the item for discussion, to authorize staff to draft a letter of opposition to Pennsylvania House Bill 1291 which continues to strictly limit Public Notice advertising to “newspapers of general circulation, without consideration for cost-saving alternatives such as the ability to formerly advertise public notices on the official website, social media, etc. She noted she had attended the PA League of Municipalities regional meeting in Camp Hill where the bill was discussed extensively. She shared a cost summary of the Township’s public notice advertising expenditures since 2020 and included a draft letter from the League in the Board’s packet.

Solicitor Miner commented that the bill effectively reinforces the current, problematic state of the law. Board members expressed their desire for transparency and acknowledged the prohibitive costs associated with advertising and the barrier to reaching readers. They supported a less expensive version of publication.

Manager Davis noted the Township’s improved website and e-notification system already provides broad resident outreach through voluntary enrollment for text alerts and legislative updates, and that the Township’s social media presence has proven effective in reaching constituents.

Commissioner **SWARTZ** motioned to authorize staff to draft a letter of opposition to House Bill 1291. The motion was seconded by Commissioner **BROWN** and passed 5-0.

Pennsylvania American Water

Manager Davis advised the Board that Pennsylvania American Water has partnered with CDM Smith canvassers

who will be going door to door in the Township beginning April 27, 2026, to inspect water service line materials. Canvassers will carry identification and will inspect the shut-off valve on the Pennsylvania American Water side of the line. If galvanized steel or lead is identified, replacement on the utility side will be provided at no cost to the homeowner. If lead or galvanized steel is found on the customer side of the line, the homeowner will be contacted about replacement options at a discounted cost.

Residents may also self-report inside their homes via a QR code on program publications. She confirmed the inspection was external only. The Township has posted information on its website and Facebook page. She agreed to clarify in public-facing communications that canvassers will not be entering homes, to put residents at ease.

Legislative Satellite Office

Manager Davis advised the Board that Senator Dawn Keefer had inquired about using the Municipal Service Center (MSC) as a satellite office one day per month, consistent with her practice in other municipalities. The purpose would be to allow constituents to meet with the Senator or her staff to discuss topics such as rebate applications, PennDOT paperwork assistance, and benefits for senior citizens. Based on scheduling availability, the Township could provide use of Gorgas Hall, Section A on the second Thursday of the month for the remainder of 2026.

Solicitor Miner advised that he did not anticipate a legal concern, noting this is a public official providing a public service in a public building, and distinguished the situation from more controversial uses such as religious or political campaign activities. The Board reached consensus that campaign materials would be prohibited at such sessions.

Commissioner Mutchler expressed support, citing the convenience for residents, particularly seniors, given the distance and traffic involved in traveling to Senator Keefer's Dillsburg office. Commissioner Brown noted that the same accommodation would need to be extended to any other elected official making a similar request. The Board agreed this was appropriate and consistent.

Commissioner **BROWN** moved to allow Senator Dawn Keefer the use of Gorgas Hall, Section A at the MSC one day per month on the second Thursday of the month for the remainder of 2026. Commissioner **SWARTZ** seconded. The motion passed 5-0.

Manager Davis reminded Commissioners of the West Shore School District meeting for elected officials and staff scheduled for April 21, 2026, at the School District's Administration Center for Education on Fishing Creek Road. She thanked Commissioner Brown for initiating the conversation with School District Administrator Todd Stoltz, which resulted in an invitation to all neighboring municipalities that feed the school district to discuss development trends and district planning.

Manager Davis also highlighted the recent Municipal Leaders Breakfast at the Fredrickson Library, which was attended by Commissioner Mutchler, Commissioner Schwartz, and President Caron, and expressed appreciation for the Library's contributions to the community.

COMMISSIONERS REPORTS

Solicitor Miner announced a reminder that April 13, 2026, marked the effective date of the new Township Code (Township Ordinance No. 7 of 2026, adopted February 11, 2026).

Commissioner Swartz expressed appreciation for the recent holiday events and thanked the Board for their support of national library week resolution. He announced a reminder about the Frederickson library book and media sale.

Commissioner Brown thanked Parks & Recreation and Public Works and Public Safety personnel for their work at the Easter egg hunt events held at Lower Allen Community Park and Lisburn. He also thanked Lauren Casselberry for serving as the Easter Bunny.

Vice President Nagy commended the Township's community events and noted that the first sunny (non-snowy, non-rainy) Easter egg hunt in five years was a welcome change, despite the cold temperatures.

President Caron reported attending the Municipal Advisory Meeting earlier in the week with the Cumberland County Commissioners where representatives from the USDA provided insights into available funding mechanisms. She found the session informative.

Commissioner Brown also raised the matter of fire hydrant availability in areas of the Township without public water service, prompted by questions from residents following a recent structure fire. Director Holl explained the Township's tanker task force mutual aid arrangement with surrounding municipalities. Tankers shuttle water from remote sources to portable reservoirs to supply the attack engine. Director Holl noted the task force trains annually through a full-scale operation held each summer, and indicated that following this incident, DFRS is coordinating additional mutual aid training, including a potential 16-hour state-certified class on rural water movement. Commissioner Brown noted the Township has no authority over public water line extensions which are owned and operated by Pennsylvania American Water as a private utility.

Vice President Nagy thanked EMS and DFRS staff for the opportunity to deliver the continuing education lecture on drowning emergencies. He commended the collaborative spirit evident throughout the evening and noted the Tanker Task Force Summer Training Exercise as a worthwhile opportunity for Board observation.

President Caron echoed appreciation for the teamwork and collaboration across Township departments and expressed optimism for continued positive outcomes through the remainder of 2026.

NEXT MEETING

President Caron announced that the next meeting was scheduled for Monday, April 27, 2026, at 6:00 pm.

EXECUTIVE SESSION

President Caron announced that the Board would adjourn to Executive Session to discuss two items: (1) personnel matters and (2) a pension update.

The meeting went into recess for executive session at 7:12 PM and resumed at 8:05 PM.

Commissioner **SWARTZ** offered a motion to accept the resignation of Christopher Bollock, without the opportunity to continue working part-time. The motion was seconded by Commissioner **BROWN** and passed 5-0.

ADJOURNMENT

The meeting was adjourned at 8:05 PM.