

## MINUTES

### **BOARD OF COMMISSIONERS**

### **LOWER ALLEN TOWNSHIP**

### **REGULAR MEETING**

**May 11, 2026**

### **The following were in ATTENDANCE:**

#### **BOARD OF COMMISSIONERS**

Joshua Nagy, Vice President (Presiding)  
Charles Brown, Commissioner  
Amanda Mutchler, Commissioner  
Joseph Swartz, Commissioner  
Jennifer Caron, President - Absent (Excused)

#### **TOWNSHIP PERSONNEL**

Rebecca Davis, Township Manager  
Steven Miner, Township Solicitor  
David Holl, Public Safety Director  
Isaac Sweeney, P.E., CED Director  
Benjamin Powell, P.E., Public Works Director  
Mike Knouse, P.E., Township Engineer  
Nathaniel Sterling, Executive Secretary  
Reneé Greenawalt, Recording Secretary

Vice President Nagy called the May 11, 2026, Regular Meeting of the Board of Commissioners to order at 6:00 PM. He announced Proof of Publication for the meeting was available for review and noted that he would be presiding over the meeting in place of President Caron, who was absent due to an unplanned, excused absence. The meeting was followed by a moment of silence and the Pledge of Allegiance.

#### **APPROVAL OF MEETING MINUTES**

Vice President Nagy requested a motion to approve the minutes from the Regular Meeting of April 13, 2026. The motion was made by Commissioner **BROWN** and seconded by Commissioner **SWARTZ**. The motion passed 4-0.

Vice President Nagy requested a motion to approve the minutes from the Regular Meeting of April 27, 2026. The motion was made by Commissioner **BROWN** and seconded by Commissioner **SWARTZ** to approve the minutes as corrected. The motion passed 4-0.

#### **AUDIENCE PARTICIPATION:** Any item on the agenda.

Vice President Nagy 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. He noted that discussion would be limited to five minutes per person. There was none.

#### **CONSENT AGENDA:**

Vice President Nagy 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 May 1, 2026, in the amount of \$159,751.48.
- b. Check Register of May 8, 2026, in the amount of \$51,166.17.
- c. Payment of Estimate No. 1 to Kinsley Construction, LLC for labor and materials for the Westport Basin Retrofit Project in the amount of \$7,499.70.
- d. Entering into the Subcontract for Park, Trails & Greenway Developments under the Cumberland County Land Partnership Grant Program for the 18<sup>th</sup> Street and Hummel Avenue Gateway Park:

Landscaping, Seating, Pathway, and Gateway Signage Project.

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.

**VICE PRESIDENT NAGY**  
**RESOLUTION 2026-R-20**

Vice President Nagy requested a motion to adopt **RESOLUTION 2026-R-20**, proclaiming the week of May 11–16, 2026, as National Police Week in Lower Allen Township. Commissioner Brown read the resolution into the record.

**RESOLUTION 2026-R-20**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LOWER ALLEN TOWNSHIP,  
CUMBERLAND COUNTY, PENNSYLVANIA, RECOGNIZING THE PROCLAMATION OF THE  
WEEK CONTAINING MAY 11-16, 2026, AS  
NATIONAL POLICE WEEK**

To recognize National Police Week 2026 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

**WHEREAS**, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Lower Allen Township Police Department;

**WHEREAS**, since the first recorded death in 1786, there are currently more than 24,500 law enforcement officers in the United States who have made the ultimate sacrifice and been killed in the line of duty, including 13 members of Cumberland County Law Enforcement agencies;

**WHEREAS**, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, DC, and memorialized at the Cumberland County Law Enforcement Memorial;

**WHEREAS**, new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including officers killed in 2025 and officers killed in previous years;

**WHEREAS**, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 38<sup>th</sup> Candlelight Vigil, on the evening of May 15, 2025;

**WHEREAS**, the Candlelight Vigil is part of National Police Week, which will be *observed* this year, May 11-16;

**WHEREAS**, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families, and U.S. flags should be flown at half-staff;

**THEREFORE, BE IT RESOLVED** that Lower Allen Township, Cumberland County, Pennsylvania, will observe May 11-16, 2026, as National Police Week in Lower Allen Township, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

**ADOPTED** into a **RESOLUTION** this 11<sup>th</sup> day of May 2026.

Commissioner **BROWN** moved to adopt **RESOLUTION 2026-R-20**. Commissioner **MUTCHLER** seconded. The motion passed 4-0.

**RESOLUTION 2026-R-21**

Vice President Nagy requested a motion to adopt **RESOLUTION 2026-R-21**, proclaiming the week of May 17–23, 2026, as “Emergency Medical Services Week” in Lower Allen Township, with the theme “Improving Outcomes, Together.”, which Vice President Nagy read into the record:

**RESOLUTION 2026-R-21**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LOWER ALLEN TOWNSHIP, CUMBERLAND COUNTY, PENNSYLVANIA, PROCLAIMING THE WEEK OF MAY 17-23, 2026, AS EMERGENCY MEDICAL SERVICES WEEK WITH THE THEME “IMPROVING OUTCOMES, TOGETHER.”**

**WHEREAS**, emergency medical services is a vital public service;

**WHEREAS**, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week;

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury;

**WHEREAS**, emergency medical services fills healthcare gaps by providing important, out-of-hospital care, including preventative medicine, follow-up care, and access to telemedicine;

**WHEREAS**, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers;

**WHEREAS**, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills;

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating the Emergency Medical Services Week; and

**THEREFORE, BE IT RESOLVED**, that Lower Allen Township, Cumberland County, Pennsylvania, in recognition of this event, do hereby proclaim the week of May 17-23, 2026, as Emergency Medical Services Week; and

**FURTHERMORE**, that the 52<sup>nd</sup> Anniversary of EMS Week theme is “Improving Outcomes. Together.” and we encourage the community to observe this week with appropriate programs, ceremonies, and activities in honor of the EMS profession and the essential service it provides.

**ADOPTED** into a **RESOLUTION** this 11<sup>th</sup> day of May 2026.

Commissioner **SWARTZ** moved to adopt **RESOLUTION 2026-R-21**. Commissioner **MUTCHLER** seconded. With no further discussion, the motion passed 4-0.

Vice President Nagy extended thanks on behalf of the Board to the respective EMS and Public Safety Department leadership and asked that appreciation be conveyed to their departments.

**COMMUNITY AND ECONOMIC DEVELOPMENT**  
**Zoning Hearing Board Update**

Director Sweeney reported that one docket is scheduled to be heard at the May 21, 2026, Zoning Hearing Board meeting: 3805 Hartzdale Drive, described as a BJ's site. The proposed use is a family sports complex. The applicant is seeking a special exception. Director Sweeney noted that the site currently has approximately 550 parking spaces; under the Township's parking ordinance, the proposed use would require an additional approximately 170 parking spaces, bringing the required total to approximately 1,070 spaces. A parking study has been submitted and is currently under review. Director Sweeney indicated he would provide the traffic engineering review to the Board as soon as it is received.

**SLD #2026-03 – Arcona Neighborhood 7 Preliminary Subdivision and Land Development Plan**

Director Sweeney presented the item for discussion and possible action on SLD #2026-03, the Arcona Neighborhood 7 Preliminary Subdivision and Land Development Plan. The project is being proposed at the northwest corner of Rossmoyne Road and Lisburn Road. The plan proposes commercial, non-residential buildings totaling approximately 60,000 square feet, including a proposed convenience store use.

Laura Curran from Charter Homes presented details of the plan and summarized updates from the applicant's last appearance before the Board, including meetings held with Arcona neighbors to address questions raised at prior meetings. Adjustments were made to the plan in response to resident feedback, including the addition of notes to the plan set clarifying that this is a preliminary plan only and that final design details including noise levels, sound measurement, and hours of operation will be addressed with the final plan submission. She also noted that the layout of the convenience store use was adjusted, including repositioning fueling stalls to the rear of the building, in response to comments received during community meetings. She confirmed that any updates or deviations from the preliminary plan would require return to the Board with a final plan submission.

Director Sweeney noted that the commercial component is a required element of the Traditional Neighborhood Development (TND), as it is necessary to meet the density ratios permitted in the residential zones, along with an open space component.

Commissioner Brown commented on the distinction between trails and sidewalks in the development design and requested that the applicant further address bicycle accommodations, walkability, and pedestrian connectivity. Ms. Curran explained that crosswalks are proposed at all four corners of the roundabout in accordance with PennDOT standards. She also demonstrated how pedestrians will be able to access commercial areas from the residential portions of the development. Commissioner Brown acknowledged the effectiveness of roundabouts for managing traffic flow but expressed concern about pedestrian safety. He suggested considering a pedestrian bridge to improve crossings.

Mr. Craig Mellott of TPD stated that the proposed design is similar to the Rossmoyne Road roundabout and is subject to PennDOT requirements. He noted that the splitter island design includes gaps that allow pedestrians to cross one lane of traffic at a time. Additional attention will be given to pavement markings and signage to the extent permitted by PennDOT. He added that roundabouts are the preferred form of intersection control for the Arcona development.

Vice President Nagy asked what would trigger installation of the roundabout. Mr. Mike Knouse explained that traffic analyses identify the trip thresholds that necessitate construction. He stated that development of Phases 5 or 6 along Strong Road is expected to generate sufficient traffic to trigger roundabout construction.

Ms. Curran noted that the current development sequence anticipates construction of Phases 3 and 4 first, followed by Phases 5 or 6, placing roundabout construction approximately five years in the future.

Commissioner Swartz expressed appreciation for the additional crosswalks incorporated into the plan and for the clarity of the project drawings. He encouraged Charter to continue prioritizing accessibility throughout the development. He also requested a summary of items addressed since the Planning Commission meeting. Ms. Curran responded that many of the revisions involved clarifications and stormwater-related matters.

Commissioner Swartz inquired about the open space located on the western side of the property and whether any future uses were planned. Ms. Curran stated that the area contains stormwater facilities and lies within a PPL easement, limiting development opportunities.

Ms. Curran addressed the modifications requested and reported receipt of the updated comment letters from both the Township and County. It was noted that the remaining comments are standard administrative items.

Vice President Nagy asked about the requested sidewalk waivers along Lisburn Road and Rossmoyne Road. Ms. Curran explained that the proposal substitutes for an asphalt trail in place of traditional sidewalks.

Director Sweeney summarized the residents' concerns raised during the review process and reported that walkability concerns were discussed during the Planning Commission meeting. Additional concerns included traffic impacts and homeowner association maintenance responsibilities, particularly regarding parking areas.

Ms. Curran explained that the master neighborhood association would establish sub-associations as needed. Commercial property users would pay assessments and be responsible for maintaining parking lots and related facilities.

Vice President Nagy asked how commercial tenants would be recruited to occupy the proposed commercial spaces. Ms. Curran responded that Charter maintains a dedicated team responsible for tenant recruitment and leasing. She noted that they also retain ownership of the commercial buildings.

Mr. Knouse stated that the Planning Commission provided favorable recommendations regarding both the requested waivers and the land development plan. He reiterated that the remaining review comments are administrative in nature.

The Board considered the following waiver requests:

Commissioner **SWARTZ** moved 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 Rossmoyne Road and Lisburn Road. Commissioner **BROWN** seconded. The motion passed 4-0.

Commissioner **SWARTZ** moved to approve a waiver of Section 192.57.C.(8) – Curbing along Rossmoyne Road and Lisburn Road. Commissioner **MUTCHLER** seconded. The motion passed 4-0.

Commissioner **SWARTZ** moved to approve a deferment of Section 192.57.C.(9) – Sidewalk installation along Rossmoyne Road and Lisburn Road. Commissioner **MUTCHLER** seconded. The motion passed 4-0.

Commissioner **SWARTZ** moved to approve a waiver of Section 192-58.E.(10) – Planting islands to provide drainage. Commissioner **MUTCHLER** seconded. The motion passed 4-0.

Considering action on the plan, Commissioner **SWARTZ** moved to approve SLD #2026-03 – Arcona Neighborhood 7 Preliminary Subdivision and Land Development Plan, including the above-referenced waivers, subject to the following conditions:

- (a) satisfying all remaining comments listed on Rettew’s letter dated May 7, 2026; and
- (b) satisfying all remaining comments listed on Cumberland County Planning’s letter dated April 7, 2026.

Commissioner **MUTCHLER** seconded. The motion passed 4-0.

**PUBLIC WORKS**

**2026 Infrastructure and Paving Project**

Director Powell presented the item for discussion and possible action: to award the 2026 Infrastructure and Paving Project to E.K. Services, Inc., the lowest responsible bidder, at \$1,217,175.00.

Commissioner **BROWN** moved to award the 2026 Infrastructure and Paving Project to E.K. Services, Inc. in the amount of \$1,217,175.00. Commissioner **MUTCHLER** seconded. The motion passed 4-0.

**Dump Bed Purchase – Stephenson Equipment Inc.**

Director Powell presented the item for discussion and possible action: to authorize payment to Stephenson Equipment Inc., a Costars vendor, in the amount of \$69,710.83 for the purchase of a dump bed for a new dump truck for the Public Works Department. This is a budgeted item.

Commissioner **BROWN** moved to authorize payment to Stephenson Equipment Inc. in the amount of \$69,710.83. Commissioner **MUTCHLER** seconded. The motion passed 4-0.

**Snowplow Purchase – AJ’s Truck and Trailer Center Inc.**

Director Powell presented the item for discussion and possible action: to authorize payment to AJ’s Truck and Trailer Center Inc. in the amount of \$8,643.00 for the purchase of a snowplow for a new dump truck for the Public Works Department. This is a budgeted item.

Commissioner **BROWN** moved to authorize payment to AJ’s Truck and Trailer Center Inc. in the amount of \$8,643.00. Commissioner **MUTCHLER** seconded. The motion passed 4-0.

**Beacon Hill Radar Site Project – Bid Advertisement**

Director Powell presented the item for discussion and possible action: to authorize staff to prepare and advertise bid specifications for the Beacon Hill Radar Site Project.

Commissioner **BROWN** moved to authorize staff to prepare and advertise bid specifications for the Beacon Hill Radar Site Project. Commissioner **MUTCHLER** seconded. The motion passed 4-0.

**MANAGER**

**Penn Waste Collection, Transportation and Disposal of Municipal Waste and Recyclables – Extension Agreement/Pricing**

Manager Davis presented the item for discussion and possible action, the acceptance of the Penn Waste Collection, Transportation and Disposal of Municipal Waste and Recyclables – Extension Agreement/Pricing.

The Board discussed the proposed extension agreement. Referenced materials outlined pricing options for both a 3-year extension and a 6-year extension including services such as curbside collection, bulk item pickup, recycling, and pricing for additional totes. Manager Davis said the staff recommendation was to approve a 3-year extension, based on immediate cost reduction and predictable annual increases of 5%. Staff also noted that

a 6-year extension was considered too lengthy, as a 3-year term would provide an opportunity to reassess market conditions in the future.

During the discussion, Vice President Nagy asked when a decision would be required. Manager Davis responded that a decision would need to be made by the next meeting at the latest, either to approve an extension or to proceed with rebidding the contract. Commissioner Brown acknowledged the time constraints but expressed a desire for President Caron to have an opportunity to provide input on the matter before a decision is made. As a result, the Board agreed to defer further discussion until the next meeting. Members were encouraged to direct questions to the Manager in the interim.

### **Legislative Satellite Office Notice**

Manager Davis provided notice that Senator Dawn Keefer's staff will be hosting a satellite office at Gorgas Hall on Thursday, May 14, 2026, from 9:00 AM to 4:00 PM, to assist constituents with a variety of services including rent rebate applications, PennDOT issues, unclaimed property searches, birth certificate requests, veteran assistance, and other state programs and services. The satellite office will be open on the second Thursday of each month for the remainder of the year.

### **COMMISSIONERS REPORTS**

Commissioner Swartz expressed well wishes for a Happy Mother's Day and his appreciation to staff for their efforts in support of operating local government in a transparent and efficient way.

### **NEXT MEETING**

Vice President Nagy announced that the next meeting would be taking place on Tuesday, May 26, 2026, at 6:00 PM, due to the Memorial Day holiday.

### **EXECUTIVE SESSION**

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

The meeting went into recess for executive session at 5:51 PM and reconvened at 7:38 PM.

Commissioner **SWARTZ** offered a motion to direct Director Holl to write to the West Shore School District expressing support for the current School Resource Officer (SRO) program and to caution regarding the potential costs and obstacles presented, if the district were to attempt to create its own Police Department.

Commissioner **BROWN** seconded the motion and commented that eliminating the SRO program would be irresponsible and would not consider what is best for students and the community. He noted that the program works well and that eliminating it would result in disaster.

Solicitor Miner also noted that the proposal to eliminate the program would also negatively impact a Township Police Officer. Vice President Nagy emphasized his support for the SRO program, which has been successful.

With no further discussion the motion passed 4-0.

### **ADJOURNMENT**

The meeting was adjourned at 7:40 PM.