MINUTES

BOARD OF COMMISSIONERS **LOWER ALLEN TOWNSHIP**

REGULAR MEETING **JULY 27, 2025**

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS
Jennifer Caron, President *(via telephone)*
Joshua Nagy, Vice President
Charles Brown, Commissioner
Joseph Swartz, Commissioner
Amanda Mutchler, Commissioner

TOWNSHIP PERSONNEL
Rebecca Davis, Township Manager
Steve 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, P.E., Township Engineer
Nate Sterling, Executive Assistant
Reneé Greenawalt, Recording Secretary

CALL TO ORDER

Vice President Nagy called the July 27, 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. This was followed by a moment of silence and the pledge of allegiance.

EXECUTIVE SESSION

Vice President Nagy announced that the Board had met in executive session at 5:00 p.m. prior to the regular meeting to discuss several personnel matters.

Commissioner **SWARTZ** motioned to approve the termination of Andrew Ellenberger, full-time Maintenance Specialist I in the Public Works Department, effective July 27, 2026. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

APPROVAL OF MEETING MINUTES

Vice President Nagy requested a motion to approve the minutes of the June 22, 2026, Regular Meeting. Commissioner **BROWN** made the motion, seconded by Commissioner **MUTCHLER**. The motion passed 5-0.

PRESENTATION

Township Business Directory Update – CED Department

Director Sweeney provided background information on the project, noting that staff had identified the need for an updated business listing to be featured on the Township's new website. He noted the directory will help the public safety department and will also target advertisers for the Township newsletter through Hometown Press.

The Board received a demonstration of the directory, which has been in development for approximately six months. The directory organizes businesses by category, and each listing will include the business name, address, and phone number. Storefront photographs are being taken for each business. The project is roughly halfway complete, with an anticipated completion date of late January 2027; the directory is not yet available to the public.

Commissioner Swartz asked what would prompt a listing to be added or updated, and staff indicated that the primary trigger is a permit application or certificate of occupancy, supplemented by field observations from CED staff and, eventually, a dedicated email address for businesses to self-report.

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 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 June 2026.
b. Tax Collector's Monthly Report for June 2026.
c. Check Register of July 17, 2026, in the amount of $593,287.35.
d. Check Register of July 24, 2026, in the amount of $1,278,869.57.
e. Credit Card Register for June 18, 2026, in the amount of $8,522.06.
f. Payment to SLC Excavating, LLC, for work completed on the Gateway Park Project, in the amount of $3,742.20.
g. Payment to Kinsley Construction, LLC, for work completed on the Westport Basin Project, in the amount of $39,455.59.
h. Payment to E.K. Services, Inc., for work completed on the 2026 Infrastructure and Paving Project, in the amount of $97,582.95.

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 5-0.

VICE PRESIDENT NAGY
Vice President Nagy requested a motion to approve a manual Check Register of July 23, 2026, to Eckert, Seamans, Cherin & Mellott for legal services, in the amount of $450.00.

Commissioner **SWARTZ** offered the motion to approve, seconded by Commissioner **BROWN**. The motion passed 4-0 with one abstention by President Caron due to it being her employer.

HUMAN RESOURCES
Job Description: Planning Technician
Director Crone introduced the item for discussion and possible action, to consider approving the Job Description for the Planning Technician in the Community and Economic Development (CED) Department. He explained that this item addressed an internal housekeeping matter of an existing position for which no formal job description had previously been adopted. The CED Director drafted the job description in consultation with staff.

Commissioner **BROWN** offered a motion to approve the job description as presented. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

Release from Probationary Status
Director Crone introduced the item for discussion and possible action, to consider approving the change from probationary to regular full-time status for Matthew Schmidt, EMS/PSO Hybrid in the EMS and Public Safety Departments, effective October 7, 2025, retroactively. This was characterized as another housekeeping issue.

Commissioner **BROWN** offered a motion to approve the change as presented. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

Reclassification
Director Crone introduced the item for discussion and possible action, to consider approving the reclassification of Anthony Hentz from AEMT in the EMS Department to EMS/PSO Hybrid in the Division of Fire Rescue Services, effective July 27, 2026. He noted the reclassification is at the same rate of pay and reflects that Mr. Hentz has met all applicable benchmarks.

Commissioner **BROWN** offered a motion to approve the reclassification as presented. The motion was seconded by Commissioner **SWARTZ** and passed 5-0.

Resignation
Director Crone introduced the item for discussion and possible action, to accept the resignation of Cody Johnston, Maintenance Specialist in the Public Works Department, effective July 28, 2026.

Commissioner **BROWN** offered a motion to approve the resignation as presented. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

Advertisement for Maintenance Specialist
Director Crone introduced the item for discussion and possible action, to authorize staff to advertise for a Maintenance Specialist in the Public Works Department to fill the vacancy from the previous resignation.

Commissioner **BROWN** offered a motion to approve the advertisement as presented. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

COMMUNITY AND ECONOMIC DEVELOPMENT
Zoning Hearing Board Update
Director Sweeney reported that no new applications were received and the meeting for August would be canceled.

Financial Security Reduction for SLD #2023-06
Director Sweeney presented the item for discussion and possible action, to approve the Financial Security Reduction Request No. 2 in the amount of $417,612.64 (from $498,978.24 to $81,365.60) for SLD #2023-06 Ford Truck Center Preliminary/Final Subdivision and Land Development Plan. He referenced the Township Engineer's recommendation letter, which identifies the items for which financial security is being retained.

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

Financial Security Reduction for SLD #2024-11
Director Sweeney presented the item for discussion and possible action, to approve the Financial Security Reduction Request No.1 in the amount of $938,044.55 (from $956,195.00 to $18,150.45) for SLD #2024-11 Sheetz Hartzdale Drive Preliminary/Final Subdivision and Land Development Plan. He referenced the Township engineer's recommendation letter in packet, which includes the outstanding traffic study to be done within 6 months to a year following completion.

Commissioner **SWARTZ** offered a motion to approve the financial security reduction as presented. The motion was seconded by Commissioner **MUTCHLER** and passed 5-0.

FINANCE

Proposal on Fire Tax and EMS Tax

Director Knoll presented a memorandum, included in the meeting packet, regarding a potential dedicated EMS Tax as the Board enters budget season. She explained that the maximum EMS Tax permitted is 0.5 mill, which is projected to generate approximately $966,984. If implemented, the EMS Fund would be separated from the General Fund and would have its own revenues and expenditures. Third-party billing claims generated by EMS last year totaled approximately $1,724,640, compared with approximately $1.6 million in expenditure, not including the new ambulance lease, which has a first payment of $79,600. This resulted in a surplus of approximately $42,000, which is insufficient to establish capital reserves or absorb increasing personnel and supply costs.

The Finance Committee also discussed a potential 0.5 mill increase to the existing Fire Tax to support apparatus purchases and personal protective equipment (PPE) for career staff. This increase is also projected to generate approximately $966,984. Combined, the two proposed increases would raise the Township's total real estate tax rate from 4 mills to 5 mills, consisting of 2.64 mills for general purposes, 0.41 mill for debt service, an increase in the Fire Tax from 0.95 to 1.45 mills, and a new 0.5 mill EMS Tax. The proposed increase does not include school district or county taxes. Based on the Township's median assessed home value of approximately $175,000, the combined increase would result in approximately $175 per year, or about $15 per month, in additional Township real estate taxes. Should the Board elect to proceed, the County would need to be notified before the end of the year so the new tax could be included in tax billing.

Commissioners discussed the proposal, including whether a broader General Fund real estate tax increase should also be considered. Commissioners noted that moving EMS expenditures out of the General Fund may create additional capacity within the General Fund. The consensus was to monitor General Fund performance and revisit the possibility of a General Fund tax increase as part of the 2028 budget process. Commissioners also asked whether the Fire Tax's existing 75% operating and 25% capital allocation could be adjusted. Director Knoll advised that the allocation is established by the original Fire Tax ordinance and would require formal Board action through an ordinance amendment to change. No formal action was taken on the matter, and the proposal will continue to be developed as part of the budget process.

TOWNSHIP MANAGER

Director Knoll reported that the Township received a check in the amount of $120,596.31 from PPL for excess solar generation for the period of May 2025 through May 2026, representing revenue from power generated by the Township's solar panels beyond what was used to offset electric costs at the Municipal Services Center, plus associated Solar Renewable Energy Credit (SREC) sales. Manager Davis also noted plans to invite Seth Barry, who was involved in the original solar project, to present to the full Board this fall regarding panel production and lease buyout payment options, for the benefit of Commissioners who joined the Board after the project was completed.

COMMISSIONERS REPORTS

There were none.

NEXT MEETING

Vice President Nagy announced that the next meeting was scheduled for Monday, August 10, 2026, at 6 PM.

EXECUTIVE SESSION

Vice President Nagy announced the Board would adjourn to in executive session following adjournment to discuss (a) a personnel matter regarding departmental structure/organization, and (b) a real estate matter.

ADJOURN

The meeting was adjourned to executive session at 6:31 PM.