MINUTES

BOARD OF COMMISSIONERS — **LOWER ALLEN TOWNSHIP**

REGULAR MEETING — **AUGUST 24, 2026**

The following were in ATTENDANCE:

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

TOWNSHIP PERSONNEL
Rebecca Davis, Township Manager
Steve Miner, Township Solicitor
Alycia Knoll, Finance Director
Isaac Sweeney, P.E., CED Director
Benjamin Powell, P.E., Public Works Director
Leon Crone, Human Resources Director
Tony Deaven, EMS Captain & Acting DFRS Captain
Mike Knouse, P.E., Township Engineer
Nate Sterling, Executive Assistant

CALL TO ORDER

President Caron called the August 24, 2026, Regular Meeting of the Board of Commissioners to order at 6:02 PM. She announced Proof of Publication for the meeting was available. This was followed by a moment of silence and the Pledge of Allegiance.

APPROVAL OF MEETING MINUTES

Commissioner **BROWN** made a motion to approve the minutes of July 27, 2026. Commissioner **MUTCHLER** seconded the motion. Motion carried, 5-0.

PRESENTATIONS

Employee Recognitions

President Caron presented the following staff with Years of Service Awards for their commitment of 5-20 years of service:

1. Russel Olson, Maintenance Specialist II, 5 years
2. Amy Nye, Emergency Medical Technician, 20 years
3. Charles “Charlie” Reynolds, Fleet Manager, 20 years

President Caron read into the record the award for 30 years of service to Staci Morgan, **RESOLUTION 2026-R-28**, recognizing Staci Morgan for 30 years of service with the Lower Allen Township Community and Economic (CED) Department:

RESOLUTION 2026-R-28

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LOWER ALLEN TOWNSHIP, CUMBERLAND COUNTY, PENNSYLVANIA, RECOGNIZING

Staci L. Morgan

WHEREAS*, The Board of Commissioners of Lower Allen Township desires to express its recognition and gratitude for 30 years of service provided by* ***Staci L. Morgan****; and*

WHEREAS*,* ***Staci L. Morgan*** *first joined Lower Allen Township in 1996 as a Customer Service Representative in the Community and Economic Development Department; and*

*WHEREAS, **Staci L. Morgan** then served as Codes Technical Assistant; and*

*WHEREAS, **Staci L. Morgan** was appointed as Planning Technician; and*

*WHEREAS, **Staci L. Morgan** has served on several committees during her tenure; and*

***WHEREAS Staci L. Morgan** has received many accolades from staff and citizens for a variety of reasons.*

NOW, hereby resolve that

*Sincere gratitude and appreciation be and are hereby extended to **Staci L. Morgan** for her 30 years of dedicated service to the citizens of Lower Allen Township, Cumberland County, and that this recognition be spread upon the minutes and records of Lower Allen Township for perpetuity.*

Vice President **NAGY** made a motion to adopt **RESOLUTION 2025-R-32**, recognizing Staci L. Morgan, Planning Technician in the Community and Economic Department, for 30 years of service. Commissioner **BROWN** seconded. Motion carried, 5-0.

Performance Award
President Caron presented Director Powell with a Performance Award for commendation for going above and beyond during the July 4th storm emergency.

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. Monthly Director Reports for Community & Economic Development, Public Works, Public Safety, and Finance for July 2026.
b. Tax Collector's Monthly Report for July 2026.
c. Check Register of August 14, 2026, in the amount of $378,330.94.
d. Check Register of August 21, 2026, in the amount of $46,769.86.
e. Credit Card Register of August 9, 2026, in the amount of $12,401.15.

Vice President **NAGY** made a motion to approve the items on the Consent Agenda. Commissioner **MUTCHLER** seconded. Motion carried, 5-0.

PRESIDENT CARON
Commissioner **MUTCHLER** made a motion to appoint Alex J. Hayes as the alternate member on the Zoning Hearing Board for the remainder of the term ending December 31, 2027. Commissioner **BROWN** seconded. Motion carried, 5-0.

HUMAN RESOURCES
Release from Probationary Status

Director Crone presented the item for discussion and possible action, to approve the completion of the probationary period and granting regular full-time status to Police Corporal Torrie Shiley, effective August 25, 2026.

Commissioner **BROWN** made a motion to approve the approval as presented. Commissioner **MUTCHLER** seconded. Motion carried, 5-0.

Retirement
Director Crone presented the item for discussion and possible action, to accept the retirement of David L. Holl, Director of Public Safety, effective September 4, 2026.

Commissioner **BROWN** made a motion to accept the retirement as presented. Commissioner **MUTCHLER** seconded. Motion carried, 5-0.

PUBLIC SAFETY
No agenda items.

COMMUNITY AND ECONOMIC DEVELOPMENT
Zoning Hearing Board Update
Director Sweeney reported that there was no meeting for August. Staff have not received any applications to the deadline for the September meeting, therefore there will be no meeting in September.

Approval of Waivers
Director Sweeney presented the item for discussion and possible action, to approve the following waivers associated with the stormwater management system for the proposed parking expansion at 3805 Gettysburg Road, Dairy Farmers of America. He provided a brief overview of the associated plan and the waivers, stating Township staff and Mr. Knouse recommend the approval.

Commissioner **BROWN** made a motion to waive the requirements of Section 184-14 – To require the removal of stormwater volume, and in the alternate permit Pennsylvania Department of Environmental Protection's Managed Release Concept (MRC) methodology. Vice President **NAGY** seconded. Motion carried, 5-0.

Commissioner **BROWN** made a motion to waive the requirements of Section 184-19.G(18) – To require a minimum 12-inch pipe diameter in privately owned stormwater facilities, and in the alternate allow a 6-inch discharge pipe. Commissioner **MUTCHLER** seconded. Motion carried, 5-0.

SLD #2026-04 Liberty Forge Phase 1 Final Subdivision and Land Development Plan
Director Sweeney introduced SLD #2026-04 Liberty Forge Phase 1 Final Subdivision and Land Development Plan. He noted the Preliminary Plan was approved on January 26, 2026, and proposes 193 dwelling units and is age restricted (55+). This Final Phase 1 plan proposes the subdivision of the existing Creekside portion, and Lot 2, the main development portion that proposes 53 dwelling units, community building, stormwater open space, and the water line extension and roadway improvements along Lisburn Road.

Applicant Presentation
Jake Kreiger, RLA of RGS Associates presented the plan on behalf of the applicant, EGStoltzfus. He provided an overview of the plan and presented a rendering of Phase 1. He reiterated that the project includes 53 units and is located at the Liberty Forge Golf Course and will be subdivided into two lots, with the north side of Lisburn Road remaining as the driving range, restaurant, and mini golf and the south side of Lisburn Road being where the development occurs. It is in the R-2 District with a proposed Open Space Overlay. A left turn lane along with pedestrian crossing signal is proposed at the site entrance, with the Highway Occupancy Permit (HOP) in process with PennDOT. Emergency access will also be provided through the existing drive paving with a temporary drive

connection. All proposed waivers are in line with the Preliminary Plan and were all recommended, except for the sidewalk modification along Lisburn Road. The Preliminary Plan conditions related to plan work have all been addressed or will be addressed prior to recording. Remaining comments are administrative in nature, and the conditions from the Planning Commission have been addressed.

Commissioner Comments

President Caron confirmed that the referenced condition from the Planning Commission was lighting at the mailboxes and then asked if there were any others. Mr. Kreiger stated that the other conditions were for tree cleanup along Lisburn Road, which was addressed on the plans previously.

Vice President Nagy asked for clarification that several of the waivers are doing an alternative method that is more preferential and would be better in the long term. Mr. Knouse affirmed that given the site conditions and working with the Planning Commission that the proposed alternates are the preferred methods. The waiver for moving the sidewalk to the other side of Lisburn Road was referenced, as the move would make a safer walkway despite being on the other side of the development. Commissioner Brown commented that it would also provide easier connectivity to the Lower Allen Community Park (LACP).

President Caron asked what safety features will be in effect for the crosswalk. Mr. Kreiger explained that it will be a striped crosswalk with an overhead warning system and permitted through the PennDOT HOP.

Commissioner Swartz asked if the Public Safety comment for making existing buildings available for training purposes was further investigated. Ryan Boll, Land Development Project Manager of EGStoltzfus, said that it is still an open item, but they are willing to work with them to the extent possible. The closing timeline on the project is still a moving target and will need to be coordinated closely. Captain Deaven confirmed they received the reach out from the applicant.

Public Comments

Janey Gunn of 3800 Lisburn Road asked for clarification if the berm on Lisburn Road is going to be increased in a way to make it passable by bicycle and understood that the trail would be for pedestrians. Director Sweeney explained that the widening of the road is strictly for the left-hand turning lane into the development. It was mentioned it may not be safe for bicyclists to use the walking trail but not sure how to prevent them from using it. Commissioner Brown commented that Lisburn Road is not a safe road for bicyclist due to speed and lack of line of sight with the curvature, and is a PennDOT issue they cannot easily overrule.

The Board then took to the following requested waivers and the final plan approval individually.

Vice President **NAGY** made a motion to waive the requirements of Section 192-57.C.(1) – To provide an increase in the pavement width of Lisburn Road along the frontage of the lot, and in the alternate at the entrance provide a left turn lane on Lisburn Road with additional pavement widening. Commissioner **MUTCHLER** seconded. Motion carried, 5-0.

Vice President **NAGY** made a motion to waive the requirements of Section 192-57.C.(8) – To provide curbing along Lisburn Road and Old Forge Road, and eight inch (8”) vertical curbs along the internal development streets, and in the alternate install internal slant curbing for all internal development streets. Commissioner **MUTCHLER** seconded. Motion carried, 5-0.

Vice President **NAGY** made a motion to waive the requirements of Section 192-57.C.(9) – To provide sidewalks along both sides of internal development streets, and frontages along Lisburn Road and Old Forge Road, and in the alternate replace with five foot (5’) wide sidewalks on one side of all internal development streets, a six foot (6’) wide trail in open space areas, a 10’ wide trail along the north side of Lisburn Road, and a deferral of providing sidewalks along Lisburn Road and Old Forge Road. Commissioner **BROWN** seconded. Motion carried, 5-0.

Vice President **NAGY** made a motion to waive the requirements of Section 192-57.C.(9)(c) – To provide level sidewalk areas every 100', and in the alternate replace with sidewalks to match road grade. Commissioner **MUTCHLER** seconded. Motion carried, 5-0.

Vice President **NAGY** made a motion to waive the requirements of Section 192-63.C.(1)(a) – To provide sidewalks no closer than five feet (5') from the curbline, and in the alternate replace with sidewalks at two feet (2') from the curbline. Commissioner **MUTCHLER** seconded. Motion carried, 5-0.

Vice President **NAGY** made a motion to waive the requirements of Section 184-14 – To require the removal of stormwater volume, and in the alternate permit Pennsylvania Department of Environmental Protection's Managed Release Concept (MRC) methodology. Commissioner **MUTCHLER** seconded. Motion carried, 5-0.

Vice President **NAGY** made a motion to waive the requirements 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 in the alternate permit slant top inlets to match the proposed curbing. Commissioner **MUTCHLER** seconded. Motion carried, 5-0.

Vice President **NAGY** made a motion to waive the requirements of Section 192-57.C.(12)(b) & Section 184-19.G.(21) – To provide pavement base drains in all proposed internal development streets, and in the alternate permit the installation of pavement base drains at all low points of the streets. Commissioner **MUTCHLER** seconded. Motion carried, 5-0.

Vice President **NAGY** made a motion to approve #2026-04 Liberty Forge Phase 1 Final Subdivision and Land Development Plan, subject to the following conditions:

a. Satisfy all remaining comments listed on Rettew's letter dated August 14, 2026.
b. Satisfy all remaining comments listed on Cumberland County Planning Department's letter dated July 7, 2026.
c. Provide adequate lighting for the residents at the cluster mailbox location(s).

Commissioner **MUTCHLER** seconded. Motion carried, 5-0.

PUBLIC WORKS

Agreement

Director Powell presented the item for discussion and possible action, to authorize staff to sign an agreement with Mr. Rehab, LLC, a Costars Vendor, for pipe lining work, in the amount of $146,657.78.

Commissioner **BROWN** made a motion to accept the authorization as presented, contingent upon the Stormwater Authority approval. Commissioner **MUTCHLER** seconded. Motion carried, 5-0.

Change Order

Director Powell presented the item for discussion and possible action, to approve a change order from E.K. Services, Inc., changing the unit price for milling from $2.68 per square yard to $3.10 per square yard.

Commissioner **BROWN** made a motion to accept the approval as presented. Vice President **NAGY** seconded. Motion carried, 5-0.

FINANCE

Director Knoll presented the item for discussion and possible action, to accept the West Shore Recreation Commission's (WSRC) proposed fee increase from $3.30 to $3.45 per capita for 2027. This would be a total combined increase of $7,064.40 shared among the five participating municipalities. The WSRC has requested a formal response by September 30, 2026. Commissioner Swartz provided his input as the delegate to the WSRC.

Commissioner **NAGY** made a motion to accept the WSRC's proposed fee increase from $3.30 to $3.45 per capita for 2027; the increase to Lower Township at $2,564.55 with a total payment of $58,984.65. Commissioner **BROWN** seconded. Motion carried, 5-0.

MANAGER

Formal Notice to Cumberland County Adult Probation

Manager Davis presented the item for discussion and possible action, to authorize the Manager to provide formal notice to Cumberland County Adult Probation that the Township will not be offering use of Township facilities, including the Gorgas Hall meeting space, for the County's DUI School, effective January 1, 2027.

Commissioner **MUTCHLER** made a motion to accept the authorization as presented. Commissioner **BROWN** seconded. Motion carried, 5-0.

Policy for Health Insurance

Manager Davis presented the item for discussion and possible action, to approve a policy making the Health Savings Account (HSA) plan mandatory for all new non-uniform employees requiring health insurance, effective August 25, 2026.

Commissioner **BROWN** made a motion to accept the approval as presented. Commissioner **MUTCHLER** seconded. Motion carried, 5-0.

Public Safety Committee

Manager Davis presented the item for discussion and possible action, to authorize the Manager to establish a Public Safety Committee including key staff, volunteer fire company chiefs, and appointed commissioners as primary liaison and alternate/secondary liaison.

Commissioner **NAGY** made a motion to accept the authorization as presented. Commissioner **MUTCHLER** seconded. Motion carried, 5-0.

Commissioner **MUTCHLER** made a motion to appoint Vice President Nagy as the primary liaison and Commissioner Brown as the alternate/secondary liaison to the Public Safety Committee. Commissioner **SWARTZ** seconded. Motion carried, 5-0.

Township Open House Event

Manager Davis briefly reminded the Board that the Lower Allen Township Open House Event is scheduled before the next Board of Commissioners meeting on September 14, 2026.

STAFF/ADDITONAL AUDIENCE PARTICIATION

Before moving onto Board reports, President Caron opened the meeting for anyone to provide comment.

Paul Stager of 32 Scarsdale Drive asked if the curbing will be replaced as part of the paving project occurring in Rossmoyne Manor. Director Powell stated that it is not going to be replaced as the curbing is the responsibility of the property owner. Mr. Stager was hoping that the curbing was also going to be replaced due to their current deterioration and Director Powell explained that cost is a big reason. Solicitor Miner and Mr. Knouse confirmed that First Class Township Code puts the responsibility of the curb to the homeowner.

COMMISSIONERS REPORTS

Commissioner Swartz thanked everyone for accommodating his family emergency.

Commissioner Mutchler shared upcoming events on behalf of the Recreation and Parks Board. The Lower Allen Township Yappy Hour will be Thursday, September 17, 2026, from 4:30 – 7 PM at the LACP. The Fall Fair Festival will be Saturday, October 17, 2026, from 10 AM – 2 PM, also at the LACP.

Commissioner Brown wished well to all the students returning to school the following day. He provided praise for the School Resource Officer program and Officer Michael Lighter, sharing the improvements seen at Cedar Cliff High School. President Caron echoed those positive sentiments shared by the community.

Vice President Nagy provided thanks to all those who received years of service awards and Director Powell for his performance award.

President Caron reminded the Board of the annual CapCOG picnic and golf tournament on September 21, 2026, at the Armitage Golf Club. She gave kudos to Recreation and Parks Board Chair Megan Klenzing and Vice Chair Lauren Casselberry for their participation on the non-elected officials panel at the Cumberland County's Commission for Women event. She also wished well to all the students and their families starting school and to have a wonderful and safe school year.

NEXT MEETING

President Caron announced that the next meeting was scheduled for Monday, September 14, 2026, at 6 PM.

EXECUTIVE SESSION

President Caron announced the Board would adjourn to in executive session following adjournment to discuss (a) appointments for boards and commissions, and (b) a personnel matter.

The meeting went into recess for executive session at 7:17 PM and reconvened at 8:12 PM.

Commissioner **BROWN** made a motion to reassign duties for Keegan Toot from Training and Volunteer Coordinator to PSO at his current salary. Commissioner **MUTCHLER** seconded. Motion carried, 5-0.

Vice President **NAGY** made a motion to engage and accept the Fire Chief recruitment proposal from GMP Consultants. Commissioner **BROWN** seconded. Motion carried, 5-0.

Commissioner **MUTCHLER** made a motion to appoint William Yeagley as the Interim Emergency Management Coordinator. Commissioner **BROWN** seconded. Motion carried, 5-0.

ADJOURN

The meeting was adjourned at 8:14 PM.