

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

September 14, 2026

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

Jennifer Caron, President
Josh Nagy, Vice President
Charles Brown, Commissioner
Amanda Mutchler, Commissioner

Absent w/ Excuse

Joseph Swartz, Commissioner

TOWNSHIP PERSONNEL

Rebecca Davis, Township Manager
Steven Miner, Township Solicitor
Alicia 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 Chief
Doug Foltz, Police Captain
Nate Sterling, Executive Assistant
Reneé Greenawalt, Recording Secretary

President Caron called the August 10, 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 that Commissioner Swartz was absent with excuse. This was followed by a moment of silence and the pledge of allegiance. President Caron recognized the recent 25th anniversary of September 11, 2001, asking all to remember and honor the lives changed that day and the heroes of that day, as well as the heroes in our own community.

APPROVAL OF MEETING MINUTES

President Caron requested a motion to approve the minutes of the August 24, 2026, Regular Meeting. Commissioner **BROWN** made the motion, seconded by Commissioner **MUTCHLER**. The motion passed 4-0.

PRESENTATIONS

Donation to Police Department – Matthew Flinchbaugh

Mr. Matthew Flinchbaugh of Flinchy's Restaurant presented a donation to the Lower Allen Township Police Department. He explained that the restaurant holds an annual fundraiser, "FlinchyPalooza", which includes a chili cook-off, to benefit the Police Department and its youth programs. The event is celebrating its 23rd year. He expressed appreciation for the restaurant's relationship with the Township and for the police and fire personnel and presented a check for \$10,000 to the Police Department.

President Caron thanked Mr. Flinchbaugh for his generosity and continued support of the community. Manager Davis also thanked the Flinchbaughs for providing food for the Township's open house held earlier that day.

Solar Program Update – Seth Berry, Solar Renewable Energy, LLC

Mr. Seth Berry of Solar Renewable Energy, LLC, presented an update on the Township's solar project, which has been operational for approximately three years. The project consists of three arrays: including a ground mount and a parking canopy at the Municipal Service Center (MSC), and a ground mount across the street from the Public Works Facility. Combined, the systems total approximately 1,080 kW and produce approximately 1.3 million kilowatt-hours annually, roughly 95% of the Township's annual electricity usage across its approximately 40 PPL accounts. Production is approximately 93% of original expectations.

Mr. Berry explained that the Township entered into a 28-year Power Service Agreement (PSA) with the first year beginning in October 2023. Because the company, as a for-profit entity, can monetize federal tax credits that the Township cannot, the PSA includes an early buyout option once the five-year tax credit investment horizon has passed. Beginning in October 2028 (the start of Year 6), the Township may purchase the system for \$787,662. If the buyout is not exercised, the Year 6 PSA payment would be \$79,730, escalating 2.5% annually. Additional buyout options are available in Years 10, 15 and 20, with the buyout price declining over time. He suggested the Township provides at least three months' notice of its intent to exercise the buyout, noting the contract contains a notice provision of approximately six months.

Mr. Berry reviewed the annual savings analysis, which compares the Township's net electricity cost with solar against its pre-solar (2022) electricity cost of approximately \$73,000. Net savings were approximately \$25,000 in 2023 (partial year), \$66,000 in 2024, \$79,000 in 2025, and \$68,000 in 2026 through the end of July, for cumulative net savings of approximately \$238,000. Savings over the next twelve months are projected at approximately \$95,000.

Vice President Nagy asked for clarification on how the savings were calculated and how actual results compared to the original projections provided to the Board. Mr. Berry explained that the net cost figures are compared against the pre-solar baseline, and that savings have exceeded original projections primarily due to electricity prices rising faster than anticipated. He noted that power costs have roughly doubled since 2019 and that further increases of up to 25% are anticipated over the next several years, driven largely by data center demand. The financial model conservatively assumes a cost of \$0.10 per kWh with a 2% annual escalator.

Mr. Berry presented a comparison of the two scenarios. Exercising the buyout would yield estimated total savings of approximately \$5.4 million, compared to approximately \$4.6 million if the PSA is continued. The buyout scenario assumes 30-year debt financing at 4.5% interest; a cash purchase would add approximately \$663,000 in savings. Upon buyout, the Township would own the system outright with no continuing obligation to the company, though Mr. Berry recommended a service contract for maintenance and monitoring at an estimated cost of approximately \$10,000 per year.

In response to questions from the Board, Mr. Berry stated that under Township ownership, inverter replacement would be the Township's responsibility and would fall outside a standard service contract; the model assumes inverter replacement in Year 21 when warranties expire, with individual inverters costing approximately \$6,000 to \$8,000. The solar panels carry a 30-year manufacturer warranty and are expected to retain approximately 83% of their original output after 30 years. He noted that approximately 30% to 50% of his clients exercise their buyout option. He explained that the Township's \$500,000 prepayment at the outset of the project reduced its monthly PSA payments and the buyout price and is not held in escrow. He stated that, in his opinion, the buyout would be favorable for the Township given the prepayment already made.

Board members requested that Mr. Berry return with an updated presentation in approximately one year, in advance of the buyout decision.

Sheepford Road Bridge Update – Janice Lynx, West Shore Historical Society

Ms. Janice Lynx, Executive Director of the West Shore Historical Society, provided an update. The Society is the recognized historical society for Lower Allen Township and six other municipalities. She reported that the Sheepford Road Bridge was lifted off the creek in November 2025, disassembled on site, and transported to the contractor's facility where additional cracks were discovered and required engineering solutions, subject to approval by the State Historic Preservation Office, causing delays. The bridge is now expected to be returned

before Thanksgiving, with completion anticipated by the end of the year. The bridge will be reassembled on site before being set in place and will be painted in a two-tone blue and pewter color scheme.

Ms. Lynx also reported that the Society supported the coalition working to transfer ownership of Peace Church to the Friends of Peace Church with the transfer expected by year end. The Society has relocated to 430 North Front Street, Wormleysburg, which offers exhibits, along with lecture, meeting, research, and storage space. A grand opening will be held on October 24, 2026, at 1:00 PM, and all were invited to attend.

The Society assisted with information for the Township's 175th Anniversary and previously provided a letter of support for a Township grant application. She requested that the Board consider a contribution to the Society in the 2027 budget.

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.

Ms. Jessica Miller, Director of Fredricksen Library, provided an impromptu update. The library held 439 programs over the summer with approximately 10,500 attendees. Projects funded by the library's Keystone grant have been completed, including a new flat roof, solar panels, a replacement boiler and updated thermostats. She noted ongoing utility road work in the area near the library. Upcoming events include plant-based cooking programs on Fridays beginning September 25th the Friends of the Library book sale beginning Thursday; a teen murder mystery, "Murder at Nevermore Academy," on October 25th; a Halloween storytelling program, "Things That Go Bump in the Night," on October 30th and 31st featuring the Susquehanna Storytellers Guild; and a hiring event on Tuesday, September 22, 2026, from 10:00 AM to 2:00 PM. President Caron thanked Ms. Miller for the update.

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. Manual Check Register of August 24, 2026, to Safety Vision for EMS vehicle dash cameras, in the amount of \$10,620.80.
- b. Check Register of August 28, 2026, in the amount of \$79,162.93.
- c. Check Register of September 4, 2026, in the amount of \$82,769.31.
- d. Check Register of September 11, 2026, in the amount of \$131,300.10.
- e. Payment to E.K. Services, Inc. for Payment Application No. 2, relating to work completed on the 2026 Infrastructure and Paving Project, in the amount of \$166,880.05.
- f. Payment to E.K. Services, Inc. for Payment Application No. 3, relating to work completed on the 2026 Infrastructure and Paving Project, in the amount of \$220,649.50.
- g. Payment to SLC Excavating, LLC, for work completed on the Gateway Park Project, in the amount of \$33,668.77.
- h. Payment of six (6) invoices to New Enterprise Stone and Lime Company, Inc. for asphalt materials for the 2026 Infrastructure and Paving Project in the amount of \$171,912.03.

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

Manual Check Register – Eckert, Seamans, Cherin & Mellott

President Caron requested a motion to approve a manual Check Register of September 10, 2026, to Eckert Seamans Cherin & Mellott for legal services, in the amount of \$1,768.50.

Vice President **NAGY** offered the motion, seconded by Commissioner **BROWN**. The motion passed 3-0, with President Caron abstaining due to her employment with the law firm.

HUMAN RESOURCES

Amended Job Description – Community Risk Reduction Coordinator

Director Crone introduced the item for discussion and possible action, to approve the amended Job Description for the Community Risk Reduction Coordinator (formerly Codes Compliance Coordinator) in the Public Safety Department. He explained that the change updates the title to reflect the position's responsibilities.

Vice President **NAGY** made the motion to approve the amended job description, seconded by Commissioner **MUTCHLER**. The motion passed 4-0.

Appointment – Full-Time Emergency Medical Technician

Director Crone introduced the item for discussion and possible action, to appoint Amanda Kendall as a Full-Time Emergency Medical Technician (EMT) in the Emergency Medical Services (EMS) Department. This is a status change from part-time and a budgeted position replacing a recent retirement. Her rate of pay will remain the same, and staff requested an effective date of September 14, 2026.

Vice President **NAGY** made the motion to approve the appointment as presented, effective September 14, 2026, seconded by Commissioner **BROWN**. The motion passed 4-0.

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning Hearing Board Update

Director Sweeney reported that one application was received for the October 25, 2026, Zoning Hearing Board meeting, a variance application from the United Methodist Church at 5000 Simpson Ferry Road, for a changeable message sign.

SLD #2023-02 – Financial Security Reduction Request No. 1

Director Sweeney introduced the item for discussion and possible action, to approve Financial Security Reduction Request No. 1 in the amount of \$841,420.91 (from \$2,882,455.99 to \$2,041,035.08) for SLD #2023-02 Cedar Run Business Park Preliminary/Final Subdivision and Land Development Plan. He referenced the Township Engineer's recommendation letter dated August 20, 2026.

Vice President **NAGY** made the motion to approve the reduction as presented, seconded by Commissioner **MUTCHLER**. The motion passed 4-0.

Land Preservation Survey

Director Sweeney introduced the item for discussion and possible action, to authorize staff to develop and distribute a survey to approximately 70 homeowners with parcels of at least five (5) acres to determine their interest in a potential Township funded and operated land preservation program. He referenced his memorandum summarizing land preservation methods and noted that the Township does not have enough acreage to qualify for the County program. Any Township program would be strictly voluntary and would require both landowner participation and community support.

Vice President Nagy thanked Director Sweeney for the comprehensive memorandum and noted that he, Manager Davis and Director Sweeney had previously met with Silver Spring Township to learn about its land preservation program. He described the survey as a practical first step toward preserving the western portion of the Township. In response to questions, Director Sweeney explained that the survey would be mailed with a self-addressed, stamped return envelope, would contain approximately five to ten questions, and would be brought back to the Board for review before distribution. He confirmed that a preservation easement would run with the land for future owners.

Vice President **NAGY** made the motion to authorize staff to develop and distribute the survey as presented, seconded by Commissioner **MUTCHLER**. The motion passed 4-0.

SLD #2026-01 – Arcona Phases 3-6 Developer’s Financial Security Agreement

Director Sweeney presented for discussion the final amended Developer’s Financial Security Agreement for SLD #2026-01 Arcona Phases 3-6 Preliminary/Final Subdivision and Land Development Plan. He summarized the conditions the Board had requested of the developer, and noted the final agreement was reviewed in collaboration with Solicitor Miner and included in the Board’s packet for information. No action was required.

PUBLIC WORKS

Beacon Hill Park Tennis Court Fencing

Director Powell introduced the item for discussion and possible action, to authorize staff to sign an agreement with R&S Fence and Railing Supply, a COSTARS vendor, to replace the tennis court fencing in Beacon Hill Park, in the amount of \$32,806.38, and to approve the down payment of \$16,403.00. This is a budgeted item; while the cost is slightly higher than anticipated, sufficient funds are available in the operating budget.

Commissioner **BROWN** made the motion to approve the agreement and down payment as presented, seconded by Vice President **NAGY**. The motion passed 4-0.

Emergency Stormwater Pipe Repair – Nailor Drive

Director Powell introduced the item for discussion and possible action, to authorize staff to sign an agreement with Command Site Contractors, LLC, to make emergency repairs to the stormwater pipe on Nailor Drive, in the amount of \$26,400.00. The Stormwater Authority authorized payment of the repairs from the Stormwater Fund at its September 3, 2026, meeting. Due to the emergency nature of the repair, bidding requirements do not apply, in accordance with the First Class Township Code.

Vice President **NAGY** made the motion to approve the agreement as presented, seconded by Commissioner **MUTCHLER**. The motion passed 4-0.

FINANCE

Fire Tax Increase and EMS Tax

Director Knoll introduced the item for discussion and possible action, to authorize an increase in the current Fire Tax and the enactment of a new EMS Tax for the 2027 Fiscal Year. She noted the proposal was first introduced in July. Revenue from the EMS tax would be separated from the General Fund into its own fund. The Board would need to determine what benefit residents would receive for the tax, such as a waiver of co-pays for one or more transports; the more that is waived, the lower the billing revenue. Because the ordinance must be drafted and advertised for 30 days, a decision will be needed soon.

Vice President Nagy expressed support for eliminating the EMS membership program, making all taxpaying residents effectively members, and requested projections of the impact on billing revenue for each option. Captain Deaven reported that membership revenue has averaged approximately \$100,000 to \$125,000 annually over the

past five years, while approximately \$24,000 was charged back for member co-pays in 2025. Members currently represent roughly 10% of the population; extending a co-pay waiver to all residents could reduce billing revenue by approximately \$100,000 in the first year, though the actual impact could be higher or lower. He explained that patient refusals are currently billed on a scale of \$125 to \$500 and are rarely covered by insurance. He noted that the co-pay waiver would not cover co-insurance, and that the benefit would apply only to Lower Allen Township residents.

Captain Deaven recommended eliminating the membership program, waiving the co-pay for one transport per resident per year, and waiving one patient refusal charge, with the program revisited after the first year of data. He noted that, based on an average home value of \$250,000, the tax would cost a household approximately \$125 per year, comparable to the current \$100 family membership. Solicitor Miner confirmed that the resident benefits would be set forth in the ordinance, and it was noted that an annual review could be included as a requirement.

President Caron suggested that, with Commissioner Swartz absent, the Board discuss the item and consider action at the next meeting.

Commissioner Brown stated that, while he does not favor tax increases, the EMS tax is necessary to sustain a service that saves lives. Manager Davis offered for staff to reconvene and present written options, projections and recommendations at the next meeting. President Caron agreed. No action was taken.

STAFF REPORTS

Captain Foltz reported on the challenges associated with police hiring trends. The Township participates in a County testing consortium of 17 agencies. In the spring, 61 candidates registered, 40 appeared and 27 passed; the Township's resulting list of two candidates did not yield a hire. At the most recent test, 50 registered, 25 appeared and 15 passed, with all participating agencies competing for those candidates. The Township has scheduled upcoming interviews, with 11 candidates registered. Potential measures for future consideration include signing bonuses, independent testing, targeting Act 120 certified officers, and reducing the marijuana-use disqualification period from two years to one. He noted the Department is currently one officer short and may lose another to another agency.

Director Powell reported that UGI's gas main replacement project in the Highland Park neighborhood, originally scheduled to begin in April, is now expected to begin in November.

COMMISSIONERS REPORTS

Commissioner Mutchler announced the upcoming Yappy Hour event was scheduled for the evening of September 17th at the Lower Allen Community Park (LACP) Dog Park.

Commissioner Brown reflected on the 25th anniversary of September 11th and thanked first responders for their service. He thanked Ms. Lynx for her update and requested to be notified when the Sheepford Road Bridge is returned. He also recognized and thanked Mr. Glasser for his work with the fire company.

Vice President Nagy reported that he, President Caron, Manager Davis and Director Sweeney met with the Capital City Mall manager to build the relationship between the Township and the mall.

President Caron thanked Ms. Miller and Ms. Lynx for their updates, and Flinchy's Restaurant for its donation and for providing food for the open house. She congratulated Manager Davis and all staff involved in the Township's first-ever open house event, held that afternoon beginning at 3:00 PM.

NEXT MEETING

President Caron announced that the next meeting would be held on Monday, September 28, 2026, at 6:00 PM at the Township Building.

EXECUTIVE SESSION

President Caron announced that the Board would adjourn to executive session for discussion of two items: (1) potential litigation matter(s) including Charter Homes/Arcona, and (2) personnel matter(s) including hiring recommendations.

The meeting was recessed at 7:17 PM and reconvened at 8:23 PM.

Commissioner **MUTCHLER** motioned to appoint Skylar Cohick as Human Resources Director, effective October 5, 2026. The motion was seconded by Commissioner **BROWN** and passed 4-0.

Commissioner **BROWN** motioned to authorize the Solicitor and staff to take all appropriate action to require Charter Homes to plant the appropriate and approved street trees in the Arcona subdivision. The motion was seconded by Vice President **NAGY** and passed 4-0.

ADJOURNMENT

President Caron thanked everyone for their participation and announced that the meeting was adjourned at 8:25 PM.