

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

October 12, 2026

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

Jennifer Caron, President
Josh Nagy, Vice President (*absent with excuse*)
Charles Brown, Commissioner
Joseph Swartz, Commissioner (*absent with excuse*)
Amanda Mutchler, Commissioner

TOWNSHIP PERSONNEL

Rebecca Davis, Township Manager
Steven 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
Skylar Cohick, Human Resources Director
Anthony Deaven, EMS Captain & Acting DFRS Chief
Douglas Foltz, Police Captain
Nate Sterling, Executive Assistant
Reneé Greenawalt, Recording Secretary

President Caron called the October 12, 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. Vice President Nagy and Commissioner Swartz were excused. 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 of the September 28, 2026, Regular Meeting. Commissioner **BROWN** made the motion, with no corrections, seconded by Commissioner **MUTCHLER**. The motion passed 3-0.

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. 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 October 2, 2026, in the amount of \$745,492.34.
- b. Check Register of October 9, 2026, in the amount of \$101,917.19.
- c. Payment to E.K. Services, Inc. for Payment Application No. 4, relating to work completed on the 2026 Infrastructure and Paving Project, in the amount of \$570,726.39.
- d. Payment to SLC Excavating, LLC for Payment Application No. 5, relating to work completed on the Gateway Park Project, in the amount of \$16,128.90.
- e. Payment of invoice to R&S Fence and Railing Supply for work done at the Beacon Hill Park tennis court fencing, in the amount of \$16,403.38.
- f. Payment to Buce & Merrilees Electric Company for work done on the Carlisle Road Traffic Signal Improvement Project, in the amount of \$95,661.77.

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 3-0.

HUMAN RESOURCES

Revised Job Description – Zoning and Codes Administrator

Director Crone introduced the item for discussion and possible action, to approve the revised Job Description for Zoning and Codes Administrator in the Community and Economic Development Department. He explained the revision is the result of a reorganization of personnel heading into 2027.

Commissioner **MUTCHLER** offered a motion to approve the revised Job Description as presented. The motion was seconded by Commissioner **BROWN** and passed by a vote of 3-0.

Revised Job Description – Division of Fire Rescue Services (DFRS) Chief

Director Crone introduced the item for discussion and possible action, to approve the revised Job Description for the Division of Fire Rescue Services (DFRS) Chief. He noted the adjustments reflect recent personnel changes.

Commissioner **BROWN** offered a motion to approve the revised Job Description for the Division of Fire Rescue Services Chief. The motion was seconded by Commissioner **MUTCHLER** and passed by a vote of 3-0.

Resignation – Police Officer

Director Crone introduced the item for discussion and possible action, to accept the resignation of Donovan Glasser, a Police Officer in the Police Department, effective retroactively to October 4, 2026. Officer Glasser is leaving to pursue a career with the Pennsylvania State Police.

Commissioner **BROWN** offered a motion to accept the resignation of Donovan Glasser, effective October 4, 2026, noting that becoming a State Police officer has been a lifelong goal of Officer Glasser and wishing him the best in his career and his continued safety. The motion was seconded by Commissioner **MUTCHLER** and passed by a vote of 3-0.

Resignation – Paramedic

Director Crone introduced the item for discussion and possible action, to accept the resignation of Kenneth Brittingham, a Paramedic in the Emergency Medical Services Department, effective October 19, 2026. Mr. Brittingham has accepted a position with another agency.

Commissioner **MUTCHLER** offered a motion to accept the resignation of Kenneth Brittingham, effective October 19, 2026. The motion was seconded by Commissioner **BROWN** and passed by a vote of 3-0.

RESOLUTION 2026-R-32

Director Crone introduced the item for discussion and possible action, to adopt **RESOLUTION 2026-R-32**, appointing Chase Steinhart as a Paramedic in the EMS Department, effective October 26, 2026.

Commissioner **BROWN** offered a motion to adopt **RESOLUTION 2026-R-32** as presented. The motion was seconded by Commissioner **MUTCHLER** and passed by a vote of 3-0.

Keystone Municipal Insurance Trust (KMIT) Safety Grant Update

Director Crone reported that the Township applied for KMIT's annual safety grant shortly after the recent storm to address shortfalls in safety items, including work lighting and flood rescue equipment. KMIT awarded the items requested, and they are in the process of being purchased.

Director Crone also introduced Skylar Cohick, the Township's new Director of Human Resources, who joins the Township from the Commonwealth and will be training before assuming the full responsibilities of the position.

PUBLIC SAFETY

EMS DEPARTMENT:

Stryker Equipment Agreement

Captain Deaven introduced the item for discussion and possible action, to authorize staff to enter into an agreement with Stryker for EMS Department equipment, starting in 2027. He reviewed three options: (1) lease only, (2) lease-to-purchase,

and (3) continued purchase by the Township. He recommended Option 2, which provides level payments over five (5) years, results in Township ownership of the equipment, and is the least expensive option over both the five (5) and ten (10)-year terms. Option 3 would be the second most expensive over ten (10) years and would not level payments. He noted that capital requests for this equipment have been submitted each year since 2020 without being funded, and that Option 2 would allow time to develop a strategic plan, which he plans to present in January 2027.

Manager Davis noted that, as discussed at the Finance Committee, equipment that is leased is generally not eligible for grant funding, although some programs permit lease-to-own arrangements. She stated that if the Board continues to provide this service, the Township must plan and budget appropriately for these capital expenditures and establish a replacement cycle.

Commissioner Brown stated that he did not favor Option 1, which would amount to a perpetual lease with no equipment owned at the end, and that Option 2 was a much better option. He stated, however, that this would be one of the most expensive items the Board has approved in recent years and that, out of respect, he did not want to make the decision without Vice President Nagy and Commissioner Swartz present. President Caron agreed, noting she had not had time to review the comparison of the options provided that day, and asked that all three options be presented to the full Board.

Captain Deaven explained that Stryker has already extended its pricing deadline once and that a delay will likely increase the purchase-based pricing by a rough estimate of \$20,000 to \$30,000, possibly more; he anticipates Option 1 pricing could exceed \$300,000. In response to questions, he explained that cardiac monitors are the largest component of the purchase, that competing platforms are similar in cost, that Stryker allows all required equipment to be bundled, and that Stryker's local service is excellent. The Township would move from the LifePak 15 to the LifePak 35 platform, which is in use by other area agencies. Trade-in value for the existing equipment will be limited to approximately \$4,000 for the monitors.

In response to a question from Solicitor Miner, Captain Deaven confirmed that Stryker qualifies through both a cooperative purchasing (Sourcewell) contract and as a sole source. President Caron noted the Sourcewell contract, which expires in 2027, includes bundled package pricing and asked that it be considered in future cost comparisons; Captain Deaven indicated it had been factored into Option 2.

Commissioner **BROWN** offered a motion to table the item to the next meeting, with the understanding that pricing will likely increase. The motion was seconded by Commissioner **MUTCHLER** and passed by a vote of 3-0. Staff will ask Stryker to extend its pricing again.

POLICE DEPARTMENT:

Eligibility List for Police Officer

Captain Foltz introduced the item for discussion and possible action, to approve the Eligibility List for Police Officer submitted by the Civil Service Commission on October 6, 2026. He reported that the Township participated in the Cumberland County police officer test on September 13, 2026; approximately 50 candidates signed up, 25 tested, and 15 passed. Interviews and background investigations were completed on October 5, 2026, and the Civil Service Commission established a list of four candidates on October 6, 2026.

Commissioner **MUTCHLER** offered a motion to approve the Eligibility List as presented. The motion was seconded by Commissioner **BROWN** and passed by a vote of 3-0.

Conditional Hiring – Police Officer

Commissioner **BROWN** offered a motion to approve the conditional hiring of Kelson Bowman as a Police Officer based upon the Civil Service Commission's Eligibility List established on October 6, 2026. The motion was seconded by Commissioner **MUTCHLER** and passed by a vote of 3-0.

Conditional Hiring – Police Officer

Commissioner **BROWN** offered a motion to approve the conditional hiring of Shaun Foley as a Police Officer based upon the Civil Service Commission's Eligibility List established on October 6, 2026. The motion was seconded by Commissioner **MUTCHLER** and passed by a vote of 3-0.

Captain Foltz explained that both candidates must next complete a physical, a psychological examination, and a polygraph. Mr. Bowman is currently in the academy and may be hired soon thereafter; Mr. Foley would attend the next academy, beginning in January of 2027.

COMMUNITY AND ECONOMIC DEVELOPMENT

Zoning Hearing Board Update

Director Sweeney reported that the Zoning Hearing Board will meet on October 15, 2026, to hear a request from the Mt. Olivet Church located at 5000 Simpson Ferry Road for variances for a changeable message sign. The following Zoning Hearing Board meeting is scheduled for November 19, 2026, with an application cutoff of October 20, 2026; no applications have been received to date.

Financial Security Reduction Request No. 4 – SLD #2021-11

Director Sweeney introduced the item for discussion and possible action, to approve Financial Security Reduction Request No. 4 in the amount of \$75,318.62 (from \$75,318.62 to \$0.00) for SLD #2021-11, 145 South Locust Street Revised Final Subdivision and Land Development Plan. This is a full release, as recommended by the Township Engineer.

Commissioner **BROWN** offered a motion to approve Financial Security Reduction Request No. 4 as presented. The motion was seconded by Commissioner **MUTCHLER** and passed by a vote of 3-0.

Financial Security Reduction Request No. 1 – SLD #2025-01

Director Sweeney introduced the item for discussion and possible action, to approve Financial Security Reduction Request No. 1 in the amount of \$100,194.60 (from \$153,649.00 to \$53,454.40) for SLD #2025-01, 702 Nailor Drive Preliminary/Final Land Development Plan, as recommended by the Township Engineer.

Commissioner **BROWN** offered a motion to approve Financial Security Reduction Request No. 1 as presented. The motion was seconded by Commissioner **MUTCHLER** and passed by a vote of 3-0.

Rezoning Application – Rhema Real Estate, LLC

Director Sweeney introduced the item for discussion and possible action, to authorize staff to refer the rezoning application submitted by Rhema Real Estate, LLC to rezone the property located at 3805 Hartzdale Drive (former BJ's site) from C-4 Regional Commercial to I-1 General Industrial to the Cumberland County Planning Commission and Lower Allen Township Planning Commission for formal review and recommendation. He shared staff and Board concerns regarding use permitted in the I-1 District, and that the developer has agreed to submit, prior to the next meeting, a self-executing deed restriction prohibiting a data center on the property in perpetuity. He noted the previously proposed development of the site did not proceed, reportedly for financial reasons.

In response to questions, Solicitor Miner confirmed that the action would only refer the application to the planning agencies for review; a public hearing would be held later, and there is no time clock requiring Board action.

Commissioner **MUTCHLER** offered a motion to table the item. The motion was seconded by Commissioner **BROWN** and passed by a vote of 3-0.

FINANCE

Proposed 2027 Fee Schedule

Director Knoll presented the proposed 2027 Fee Schedule for discussion. She thanked Director Powell and Director Sweeney for converting the schedule to Excel, tabbed by department, with changes from 2026 to 2027 noted in red. The legal fees section, which is out for RFP, will become an appendix to the fee schedule so that it can be updated annually without revising the entire schedule. She asked that any questions or corrections be submitted before the October 26, 2026, meeting, when she hoped the Board will adopt the schedule as part of the budget process.

In response to a question regarding changes to facility rental fees, staff explained that rates were compared to similar facilities and made consistent between resident and non-resident, and half-day and full-day, rentals.

MANAGER

Verkada Security Hosting Platform License Renewal

Manager Davis introduced the item for discussion and possible action, to approve a five (5)-year license renewal for the Verkada security hosting platform system through Gridless, a COSTARS vendor, in the amount of \$42,500.31. Staff obtained three (3) and five (5)-year options; the five (5)-year term provides a total savings of \$10,913.19. She noted the cameras are relied on heavily by the Police, Public Safety and Parks Departments, and that the cost could be funded from this year's workers' compensation refund of just under \$57,000.

Commissioner **BROWN** offered a motion to approve the five (5)-year license renewal as presented, noting appreciation for the savings. The motion was seconded by Commissioner **MUTCHLER** and passed by a vote of 3-0.

COMMISSIONERS REPORTS

Manager Davis thanked Director Sweeney and staff for preparing and mailing the Land Preservation Program property owner survey to 53 properties, at a cost of slightly over \$100. The surveys were to be mailed October 13, 2026, due to the holiday.

Commissioner Mutchler commended staff for their participation in the Pennsylvania Municipal League (PML) Conference the previous week, including Manager Davis's panel discussion. She welcomed Director Cohick and noted Director Crone will be missed.

Commissioner Brown thanked Captain Foltz and Director Powell for their progress on tractor-trailers parking along Slate Hill Road, which creates a safety hazard for residents of Rossmoyne Manor and others using nearby intersections. Director Powell reported that he, Manager Davis and Captain Foltz met to discuss the issue, and that PennDOT will allow the Township to install no parking signs. Public Works is fabricating the signs, which should be ready within two weeks, and an ordinance amendment will be advertised so the restrictions are enforceable once the signs are installed on both sides of the road. Commissioner Brown thanked the Board and staff, noting it is one of the concerns he has heard about most often. Resident and former Commissioner, Mr. Richard Schin, expressed appreciation for the Board and staff for their attention and action on the issue.

President Caron echoed the compliments regarding the Township's participation at the PML conference in Hershey. She noted the new fencing at the Beacon Hill tennis courts is a much-needed improvement and that construction is ongoing at the Beacon Hill Radar Site. She reminded residents that Trick-or-Treat will be held on Thursday, October 29, 2026.

UPCOMING MEETINGS

President Caron announced the following upcoming meetings:

- Budget Workshop, Monday, October 19, 2026, at 6:00 PM
- Regular Meeting, Monday, October 26, 2026, at 6:00 PM
- Budget Workshop, Monday, November 2, 2026, at 6:00 PM (*if needed*)

EXECUTIVE SESSION and ADJOURNMENT

President Caron announced that the Board would adjourn to executive session to discuss 2027 salaries and benefits, with no action to follow.

The meeting was adjourned at 6:52 PM.