



Upper Allen Township

Administrative Committee Meeting

Date: August 10th, 2026

Time: 8:00am (to follow Pension)

Location: Upper Allen Township Municipal Building

Commissioner Liaisons:

- Commissioner Eric Fairchild
- Commissioner Jennifer Clarke

Staff:

- Keldeen Stambaugh, Township Manager
- Allyson Appleby, Assistant Township Manager
- Michelle Mixell, Community Development Director
- Chad Krebs, Parks Director
- Jacqueline Swanson, Human Resources Director
- Zachary Harvey, Finance Director
- Alexis Minana, Executive Assistant

Agenda

1. New Administrative position proposed: in-house IT specialist / Systems Administrator
2. New Community Development position proposed: Permit Technician/Administrative Assistant
3. New Parks position proposed: Parks Program Coordinator
4. Discussion of current Koser Park Maintenance Agreement