Rough draft – under revision

UPPER ALLEN TOWNSHIP
MINUTES OF BOARD OF COMMISSIONERS MEETING 2
DECEMBER 15, 2021 – 6:30 P.M.

COMMISSIONERS
Kenneth M. Martin, President
Richard A. Castranio, Jr., Vice President
Virginia M. Anderson, Assistant Secretary
James G. Cochran, Assistant Secretary
Jeffrey M. Walter, Assistant Secretary

TOWNSHIP OFFICIALS
Scott W. Fraser, Township Manager
Kelly Palmer, Assistant Township Manager
Andrew Parsons, Police Chief
Jen Boyer, Community Development Dir.
J. Stephen Feinour, Solicitor
Barry Cupp, Sewer Dept. Director (absent)
Jason Reichard, Township Engineer
Tom Shumberger, Fire Chief
Dennis Zerbe, Treasurer (absent)

CALL TO ORDER

President Martin called the Board of Commissioners regular meeting to order at 6:33 p.m. Lost important member of comm john burch park & rec bd instrumental in dog park and only 48 years old. Thoughts with him and his surviving family and children as well as the devastation in surrounding states due to severe tornados. A moment of silence was held, and The Pledge of Allegiance was recited by all. Roll Call was taken by Mr. Fraser.

CONSIDERATION/APPROVAL OF MEETING MINUTES

President Martin asked for any comments or corrections to the Minutes of the November 17, 2021 Board of Commissioners meeting. There were none, and Commissioner ga made a MOTION to approve the Minutes of the November 17, 2021 Board of Commissioners meeting, SECONDED by Commissioner jc. The motion carried unanimously.

PRESIDENT'S ANNOUNCEMENTS

Occursto hom this is our last comm meeting of 2021. Got thru 12 months – good sign. Will see everyone next year. Hopes everyone has a safe and most enjoyable holiday season and takes time to connect with family and frinds.

PRESIDENT'S RECOGNITION OF VISITORS

Jo Bitzer, 607 Keswick Court, thanked pw for covering up what appeared to be a swastika on hertzleer road. did quickly and she appreciates it. also asked boc if they ever consider recording and providing for comm to watch at a later date. 6:30 hard for m any people to get here and thinks boc should consider it. km said as many of you know our website was down thru no fault of our own. Individual has an illness and site went away but we have the data and are in the process of rebuilding it. that very topic came up in that process re live streaming meetings. Not sure if we could have
audience participation and not saying we will do it but nice to hear the suggestion. Jc said we did as administration to look into it as a project for 2022. KM to Scott re status. Scott deferred to Kelly. Live skeleton site up now – unfortunately a lot of the data was lost coz we used info that was digitally archived. A lot is outdated and in need of editing. Staff working on currently. Timeline is probably 2-3 weeks at least til the content is repopulated on the website. It is a phased project and they are on schedule.

**CONSENT AGENDA**

Commissioner jc made a MOTION to approve the Consent Agenda as follows, SECONDED by Commissioner ga:

- Consideration/Approval of Staff Reports.
- Consideration/Approval of Bills in the Amount of $605,683.49
- Consideration/Approval of Request for Reduction in Financial Security for Terraces at Shephedstown

The motion carried unanimously.

**PUBLIC SAFETY COMMITTEE**

**CONSIDERATION/ADOPTION OF RESOLUTION AUTHORIZING APPROPRIATE TOWNSHIP OFFICIAL TO EXECUTE AND SUBMIT ELECTRONIC ACCESS AGREEMENT WITH PENNDOT FOR PENNSYLVANIA CRASH INFORMATION TOOL**

Andy asked for this. The tool gives pd more current data on crashes as opposed as what is accessible to public. Has a mapping feature to look at how many crashes at an intersection or example. Jw/res 1060/jc all yes

**CONSIDERATION/APPROVAL OF REQUESTS FOR COLLEGE COURSE WORK FOR SGT. THOMAS CUCKOVIC AND OFFICER ROBERT POWERS**

Jw said he thinks wen eed to congrat sgt cuckovic – graduates with hismasters in may. Jw/approve/

**APPOINTMENT OF POLICE LIEUTENANT AND SERGEANT**

Km will lmellott be det sgt. Yes km said interviewed 3 candidates – really rewarding and prob any one of them could do the job. Nice to see the depth of talent we have in the pd.

**POLICE DEPARTMENT UPDATE**
FIRE DEPARTMENT UPDATE

Chief Shumberger said santa went out Saturday and Sunday. Neighborhoods happy. Ltos of people out watching and waving. Hopefully they can have their open house this year…. Ken said noticed fire calls continue to increase. Not slowing down at all per tom. Rc said avg turnout is up to 9 up from 6.8 at one point. Jw said that’s with 535 calls to the end of nov which is a very busy year for the fd. Ga said she heard very positive comments from comm about santa. Ken agreed. Jw said had a person drive up to the culdesac in canterbury and asked if there was a fire here – lives in a farm – thought there had to be a fire there. Lol

Ken said PS ems part per jw. Dec 8 was ps meeting. Nov to dec 8 – 3rd highest amt of calls for year for ems. Lifelion ems vaccine deD FROM DEC TO JAN 5. Have about 80% with at least 1 vaccine. 20% seeking religious exemptions. Doesn’t think anyone will leave or be fired coz of mandate. Ems staffing for twp is down 20%. Attested that ERs are overrun in area and sometimes amb and als units are getting tied up at hosp providing care in the halls of er. 1-2 hours when they should have been getting ready for another call coz they had to assume patient care. If you know anyone who wants to be an emt please contact twp or fd for info.

PLANNING & ZONING COMMITTEE

CONSIDERATION OF CERTIFICATE OF APPROPRIATENESS FOR 814 McCORMICK ROAD

Jen reviewed memo. Good discussion on nov 16 about what is being done and plans for it. recommended approval with conditions.

Mr. Theodore Zinn Sr. 1408 marine drive hbg GA/to grant the cert of app for 814 mccormick rd to construct 17 x 12 addfition to rear of home…. See memo/rc all yes.

CONSIDERATION/APPROVAL OF AMENDMENT TO SETTLEMENT AGREEMENT WITH CHARTER HOMES FOR TATTERSALL DEVELOPMENT

Anthony feranda-diedrich was here at nov mtg to talk about future phase sketch plans and getting addtl time to vet commercial uzes for the property. Agreed to come back with revised amendment to settlement agreement. Received latest revised agreement. Language reviewed by steve and deemed acceptable. Long and short – they are asking for another year to dec 31, 2022 in order to have addtl time to submit final future phase sketch plan plus caveats about delaying lots 1-11 and 19-25 construction.

Charter homes & neighborhoods. Had noting to add beyond what jen said. Happy to answer questions. Those lots would not be constructed during extension period. Ga clarified that we are looking at 3b – revised final version on desk and not what was in packet.

Rc abstained – employed by applicants engineer.

NEXT PLANNING COMMISSION MEETING
Mrs. Boyer said dec 22 at 7 p.m. will be a meeting.

PUBLIC IMPROVEMENTS COMMITTEE

CONSIDERATION/APPRAOVAL OF TRAFFIC SIGNAL MAINTENANCE AGREEMENT BETWEEN PENNDOT AND UPPER ALLEN TOWNSHIP, AND CONSIDERATION/ADOPTION OF RESOLUTION AUTHORIZING THE BOARD PRESIDENT TO SUBMIT THE AGREEMENT AND FUTURE MODIFICATIONS

Jc said penndot mandates when we put in traffic signals particularly on their highways then once they are in they turn over maintenance of them to muns so we have no choice. So when you look at market street which is a state highway and there were concerns about addit litgts going in their over last several years they were required by penndot. In many cases the developer that is aking penndot look at requirememt for signal the developer pays for it. allen distribution for example. Legacy park paid for one there and will pay for another one. Legacy park/boro run into each other and there are unique situations there. Traffic lite at shep is actually ut lite and legacy park entrance will be a mech traffic light when it goes in. rather convluted system the state does. Now this will consolidate the agreement and make it easier rather than signing a new one any time something has to be done. Ken – if 2 mun lites are in close prox how is it handled. Penndot permit will be

Kenasked scott to explain para 4. Scott said we are updating them to add the pedestrian countdown signal due to resident in sprin run area with special needs and finds it difficult to cross that intersection to get to work. Ken said when doing this look again when coming northbound on bbh to turn onto market, the green lite in that direction turns so slow – only 3 cars get thru at a time. Scott said it seems to switch at rush hour coz during day more cars can get thru. Designed that way to make sure traffic on primary roads gets dissipated. Jc asked scott to look at amt of time at lights. Headed down into bowmansdale we asked penndot to consider a left turn arrow which they did but it doesn’ seem to work well at nite coz when it coes on it allows left hand turn even if theres no one to make a left hand turn and people on lisurn have to wait

To motion

SANITARY SEWER COMMITTEE

Jw – no sab meeting in December.

ADMINISTRATIVE COMMITTEE

BUDGET UPDATE

Mr. Fraser summarized his November 2021 fiscal report as follows.

CONSIDERATION/APPRAOVAL OF ORDINANCE ADOPTING THE BUDGET FOR THE 2022 CALENDAR YEAR, AUTHORIZING EXPENDITURES AND LEVYING
TAXES

Jc recognized staff and mgt and fellow commissioners for job they’ve beenable to do over last decade in controlling costs in uat. Last issue of newsletter shows local real estatemillage for uat lat moneo hampden and ss and we have 2 higher and 3 lower and he noted that 2 of 3 lower have Carlisle pike and there’s no way we will ever be able to compete with mun that has Carlisle pike running ghru it. all the commercial development there produces more tax revenue than we could ever dream of seeing in a residential comm but managed to keep taxes lower than lat and mech and not a whole lto higher than ss. Beyond that sewer budget sewer rates are marketly lower than Monroe and slightly lower than ss and lat hampden and mech are just a bit lower than us. Have gone 10 years without increase no 12 years without increase despite all the mandates related to chespaedk bay cleanup. Updated vailities, spent $10m over last year on sewer – more than that – without raisng rates. This years budget is 21m and will show a half of a tenth mil increase in the gen fund and .05 going to the fire tax. And at same time will show 5 % reduction in street light and hydrant fund. Thanked emps and management for the outstanding job they do in helping us run a really outstanding twp at a very reasonable cost to taxpayers. Ken said well stated and with cap on sewer we are also replacing filter press. Ga said re sewer – we are paying partial ownership in lat plant and they set the amt we pay to them – we don’t have control of it. jc said we have a small plant near messiah but have a major portion of lat plant belongs to us but they have the controlling votes and controlling interest and they set the rates and we have to go along with whatever they say.

Scott summarized his memo then echoed jc that this budget has lean points but keeps moving twp forward and continues ops within a 15 year orad plan, upgrades to parks, and continues to keep uat one of the premier places to live in cumb ct.

CONSIDERATION/APPROVAL OF ORDINANCE APPROPRIATING SPECIFIC SUMS ESTIMATED TO BE REQUIRED FOR THE SPECIFIC PURPOSES OF THE MUNICIPAL GOVERNMENT HEREINAFTER SET FORTH DURING THE CALENDAR YEAR 2022

Jc/rc ord 814 all yes

CONSIDERATION/APPROVAL OF RESOLUTION SETTING THE DATES FOR MEETINGS OF THE BOARD OF COMMISSIONERS FOR THE CALENDAR YEAR 2022

Jc ord 815/ga all yes

APPOINTMENT OF NEW TERM EXPIRATION DATE FOR STORMWATER AUTHORITY MEMBER KEN MARTIN

CONSIDERATION/APPROVAL OF RESOLUTION ESTABLISHING A REVISED GENERAL TOWNSHIP SCHEDULE OF FEES

Jc res 1063/jw all yes
VOLUNTEER BOARD APPOINTMENTS

Jc said has strong feelings that we have a limited # of positions and are fortunate that we have more people wanting to be on than we have vacancies in most cases. Aware of other orgs within the general area that limit # of terms someone can serve. Issue with P&R where someone was on before and wants back on but we have other people who want to be on. Wondering how we allow new blood to get a chance to be on and suggested that we at this point start limiting terms of service. Ie 2 terms and then you can have a third if no one else wants on but if someone else wants on you have to step aside and give others a chance. Seeing young people starting to have an interest in some of the positions. Hard to not keep good members on but if we set a term limit we might be able to approach it more gingerly. Realizes comms are very diff – ie zhb 3 mtgs a year is a lot but PC normally meets 10-12 times/year. Harb meets one-two a year max but PR and sab meets almost every momnth. Could spend 10 years on zhb and not have the same # of meetings on park & rec or sab. Thinks people give up after a time. Jc said in some of the positions people tend to get off and never get off til they move or die. In other words per km we have not typically removed an incumbent. He said steffan has done a lot of good on pc. Jc suggested that when people are reappknted let them know that we may limiterms going forward. Rc said people aren’t precluded from attending mtgs and getting involved evn if they aren’t appointed. Jc suggesting a policy going forward related to term limits. Lets look in January and figure out what we want to do.

CONSIDERATION/ADOPTION OF GASB-54 FUND TYPE EVALUATION RESOLUTION

Res 1064 jc/ga all yes

AUTHORIZATION TO PURCHASE 2022 FORD F750 WITH ALUMINUM DUMP BODY, PLOW AND TAILGATE SPREADER

Scott reviewed memo.

CONSIDERATION/APPROVAL TO RENEW THE CONTRACT WITH MAHER DUESSEL FOR AUDITING SERVICES FOR THE 2021-2023 ANNUAL AUDITS

Good work but prob should get bids in future but not sure now is good time to change auditors and they have expressed interest in transitioning to new finance manager.

Jc said this includes the single audit we will have to have when we receive $ from the federal govt. separate audit.

Jc said police vehicle that needs to be ordered in 2022. 1st meeting in January should be on agenda since vehicles taking so long

PARK AND RECREATION COMMITTEE

Kelly said December P&R meeting canceled.
SOLICITOR UPDATE

TAX COLLECTION COMMITTEE UPDATE

CAPITAL REGION COG UPDATE
No cog mtg in December. Jan 17 is annual dinner.

MUNICIPAL ADVISORY BOARD (MAB) UPDATE
No meeting in all of 2021.

PENNSYLVANIA STATE ASSOCIATION OF TOWNSHIP COMMISSIONERS (PSATC) UPDATE
Ga exec bd mtg January 16 – any legislation you want her to bring up let her know.

MISCELLANEOUS

PUBLIC COMMENT

COMMISSIONER COMMENT
GA re 1st meeting in January.

Civil service to be sworn in following 5:30 meeting per andy.

EXECUTIVE SESSION
President Martin recessed the meeting to Executive Session at 7:46 p.m. on personnel issue and evaluations and salary adjustments for staff.

ADJOURNMENT
President Martin reconvened and adjourned the meeting at p.m.