UPPER ALLEN TOWNSHIP
MINUTES OF BOARD OF COMMISSIONERS/REORGANIZATION MEETING
JANUARY 3, 2022 – 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 Fraser, Township Manager
Kelly Palmer, Assistant Manager
Andy Parsons, Chief of Police
Jennifer Boyer, Staff Planner
Barry Cupp, Sewer Dept. Manager
J. Stephen Feinour, Solicitor
Tom Shumberger, Fire Chief
Dennis Zerbe, Treasurer/Tax Collector (absent)

CALL TO ORDER

President Martin called the January 3, 2022 Board of Commissioners regular meeting to order at 6:30 p.m. A moment of silence was observed, and The Pledge of Allegiance was recited by all. Roll Call was taken by Mr. Fraser.

PRESIDENT’S ANNOUNCEMENTS

President Martin wished all in attendance a Happy New Year. He said 2021 is over and he is optimistic that the new year will be better. He said all of us have dealt with COVID, to include supply chain disruptions, price increases, interruptions to the educational process, and perhaps the most horrific event at least in his lifetime—the insurrection at the nation’s capital on January 6. He said we cannot control Federal or State government, but we can control Local government. He said our Board is committed to transparent governance and will invite, not stifle, communication. He said we will be progressive in maintaining and improving the quality of life for all while being mindful stewards of your tax dollars. He said we want to assure a continuing and sustainable system of governance and that is our pledge to you.

President Martin noted that Representative Delozier is having a forum in the Township building on Tuesday, January 11 from 4 to 7 p.m. on Legislative Redistricting. He said she is taking input from people in her district and it is worthwhile for residents to stop by.

President Martin recognized and congratulated Commissioners Castranio and Anderson, noting that they were sworn in for another 4-year term as Commissioners earlier this evening. He also recognized Sharon Shipman, who was officially sworn in as Tax Collector and will be leaving her full-time position with the Township to assume that role.

President Martin noted that four members of the Police Civil Service Commission were sworn in earlier tonight also. He noted that Jerry Koons serves on Civil Service but also served for a long time in other Township roles. He said Police Lieutenant Brian Barnes gave an overview on the responsibility of Civil Service but more importantly, the background and how it has grown in the Township. President Martin said he would like Lieutenant Barnes to give the same presentation before the Board of Commissioners.

REORGANIZATION
ELECTION OF PRESIDENT, VICE PRESIDENT, AND ASSISTANT SECRETARIES

Solicitor Feinour called the reorganization portion of the meeting to order and presided over the nomination and election of Board President, Vice President, and Assistant Secretaries. He noted the current position titles of Board members and asked for a motion to elect officers for 2022. Commissioner Cochran made a MOTION to elect the following officers, keeping them the same as they currently are, SECONDED by Commissioner Anderson:

- President – Kenneth M. Martin
- Vice President – Richard A. Castranio, Jr.
- Assistant Secretary – Ginnie M. Anderson
- Assistant Secretary – James G. Cochran
- Assistant Secretary – Jeffrey M. Walter

The motion carried unanimously.

APPOINTMENT OF TOWNSHIP OFFICIALS

President Martin suggested the following appointments, and Commissioner Cochran made a MOTION to appoint the following, SECONDED by Commissioner Anderson:

- Township Manager/Secretary – Scott Fraser
- Assistant Township Manager/Assistant Secretary – Kelly Palmer
- Township Solicitor – Nauman Smith Shissler & Hall
- Township Engineer – C.S. Davidson
- Sanitary Engineer – GHD
- Traffic Engineer – TRG
- Building Code Official – Frank Grottola
- Zoning Officer – Jennifer Boyer
- Police Chief – Andy Parsons
- Treasurer – Sharon Shipman

The motion carried unanimously.

APPOINTMENTS TO VARIOUS POSITIONS

President Martin suggested the following appointments, and Commissioner Cochran made a MOTION to appoint individuals to the following positions, SECONDED by Commissioner Anderson:

- Sewage Enforcement Officer – Gary Morrow
- Sewer Manager/Assistant Sewage Enforcement Officer – Barry Cupp
- Wastewater Treatment Plant Superintendent/Assistant Sewer Manager – Kodi Hockenberry
- Auditor – Maher-Duessel CPAs
- Emergency Management Director – Katelyn Hooker
- Deputy Emergency Management Director – Scott Fraser
- Recycling Coordinator – Kelly Palmer
The motion carried unanimously.

**APPOINTMENTS TO BOARD COMMITTEES**

President Martin made the following Liaison appointments:

- Administration & Finance Committee – James G. Cochran and Kenneth M. Martin
- Planning & Zoning Committee – Ginnie M. Anderson and Jeffrey M. Walter
- Public Improvements Committee – Richard A. Castranio, Jr. and Kenneth M. Martin
- Public Safety Committee – Jeffrey M. Walter and Kenneth M. Martin
- Park & Recreation Committee – James G. Cochran and Richard A. Castranio, Jr.
- Sewer Advisory Board – Jeffrey M. Walter and James G. Cochran

President Martin made the following appointments to Ad Hoc Committees:

- Historical Architectural Review Board – Ginnie M. Anderson and James G. Cochran
- Cumberland County Tax Bureau – Scott Fraser and Kelly Palmer
- Penn State Life Lion Emergency Medical Services – Jeffrey M. Walter and Ginnie M. Anderson
- Cumberland County Municipal Advisory Board – Ginnie M. Anderson and Richard A. Castranio, Jr.
- Upper Allen Township Vacancy Board – Sharon Shipman (Chairperson), Kenneth M. Martin (President), Richard A. Castranio, Jr. (Vice President), Ginnie M. Anderson (Assistant Secretary), James G. Cochran (Assistant Secretary), and Jeffrey M. Walter (Assistant Secretary)
- Joint Recreation Board – Richard A. Castranio, Jr. and Scott Fraser (recognizing that Commissioner Castranio will be Chairman of this Board during the period July 1, 2022 thru June 30, 2023)
- Pension Advisory Committee (includes Uniform, Non-Uniform, Defined Benefit, and VFSAP) – James G. Cochran (Chairman), Kenneth M. Martin, Ginnie M. Anderson, Richard A. Castranio, Jr., Jeffrey M. Walter, Scott Fraser, Kelly Palmer, Andy Parsons (Police Department), Julie Roth, Mark Sanguinito (Police Department), Aimee Brough, and Matt Witmer (Fire Department) (pending Mr. Witmer’s agreement to serve).

**DESIGNATION OF NEWSPAPERS OF GENERAL CIRCULATION**

Consensus of the Board was to designate The Harrisburg Patriot, Carlisle Sentinel, and The Guide as Newspapers of General Circulation.

The Reorganization portion of the meeting concluded, and the regular Board of Commissioners agenda continued.

**CONSIDERATION/APPROVAL OF BOARD OF COMMISSIONERS MEETING MINUTES**

President Martin asked for any comments or corrections to the Minutes of the December 1, 2021 Board of Commissioners meeting. There were none, and Commissioner Anderson made a
MOTION to approve the Minutes of the December 1, 2021 Board of Commissioners meeting, SECONDED by Commissioner Walter. The motion carried unanimously.

PRESIDENT’S RECOGNITION OF VISITORS

There were no visitors signed in to speak on items not already on the agenda.

CONSENT AGENDA

Commissioner Anderson made a MOTION to approve the Consent Agenda as follows, SECONDED by Commissioner Castranio:

Approval of Bills in the amount of $159,542.51

The motion carried unanimously.

PUBLIC SAFETY COMMITTEE

Police Chief Parsons noted that four members of the Civil Service Commission were sworn in for a term at a meeting at 5:30 this evening. He said Lieutenant Barnes gave a very nice presentation describing the Police Department and what they are all about.

Fire Chief Tom Shumberger said the Fire Department finished out last year with almost 600 calls and no big COVID outbreaks, and he looks forward to another good year in 2022. President Martin questioned whether 600 is a record number of calls, and Chief Shumberger said it is pretty close. He said they might have beat that number when Messiah Village was built, due to the number of false alarms that occurred. He noted that this year is already busy in the first three days. President Martin pointed out that Upper Allen Township operates with an all-volunteer Fire Department in the Township and it is first class and they do a good job.

PLANNING & ZONING COMMITTEE

ZONING HEARING BOARD (ZHB) CASES FOR JANUARY 13

There are no hearings scheduled.

HARB CASES FOR JANUARY 18

There are no cases scheduled.

CONSIDERATION/APPROVAL OF TIME EXTENSION FOR 2520 MILL ROAD, UAT FILE #21-04-29

On July 21, 2021, the Board of Commissioners conditionally approved the preliminary/final land development plan for 2520 Mill Road, UAT File #21-04-29. Condition #18 stated that the plan must be recorded within 180 days or the plan would be considered disapproved. The 180-day period expires on January 23, 2022.

On December 14, 2021, staff received a request to extend the plan recording time for this plan for
another 180 days. The new expiration date would be July 22, 2022. Staff has no issues with this request. Mrs. Boyer said the developer is asking for a time extension so they can begin work prior to recording the plan, but the plan was approved as a preliminary/final, so when they come in as combined plans we typically require all conditions to be met and the plan to be recorded prior to work beginning. She said this request is different than how we normally proceed, so there needs to be discussion on whether they are allowed to begin work prior to recording such plan.

Commissioner Anderson said she doesn’t have a problem with it, noting that it has been advertised as required. President Martin said he respects her view and we have a history of granting time extensions, but this action was originally taken in July and the applicant didn’t record the plan yet. Steve Fleming, of Biltbold, represented the applicant, who was in the audience. He said they were preparing to record the plan and got their financial security estimates in place, which took about half of the 6 months, and due to the amount of security required, it became advantageous to do a number of site improvements before they recorded the plan so they could reduce the financial security they had to post. He said they are happy to meet all other plan conditions.

President Martin said the Board was just apprised of the request to start work to reduce the financial security. He questioned why the applicant had 6 months to record the plan and it took 5.5 months to decide they weren’t ready to record. He said he finds it odd because it’s not a big deal to record the plan. Mr. Fleming agreed that it is not, and said they are ready, but the amount of security is quite large for the size of the project so they were hoping to do some of the work prior to plan recording to reduce that amount to avoid posting financial security for a portion of the project. He said they are happy to have inspections and escrows and follow all other rules and are not trying to get around anything. They are just trying to reduce the financial security for the beginning of the project.

Commissioner Cochran commented that if this was a preliminary plan it would work because you don’t have to record the plan for anything that’s not complete. He asked Mrs. Boyer if she advised the applicant of that, and she said they talked in an email about the option of just doing a preliminary plan, knowing they’d have to come back for final plan approval, so they’d be submitting twice. Commissioner Cochran said he doesn’t remember ever allowing a developer with a preliminary/final plan to do work without having the plan recorded. Mrs. Boyer said we require all conditions to be met but before any earth work begins you have to have preliminary plan approval and with a combined preliminary/final plan, everything has to be completed. She said under the law, as soon as you complete one item, you can request a reduction. Mr. Fleming said he understands that, and said this is partly his mistake and he thought they’d be allowed to start before recording the final plan. He said they were not in a hurry to record because of that, but then they started getting ready to get it together and this issue came up. He said he formally requested an answer about a month ago and with the holidays it took until now to get on an agenda.

Commissioner Anderson said we can approve the time extension at this time and we have another meeting in two weeks when the other issue could be addressed, especially since this request technically was not on the agenda. Commissioner Cochran said he isn’t comfortable allowing a preliminary/final plan to proceed without being recorded, noting that that’s how we’ve always done it. Vice President Castranio said he doesn’t even think anyone on the Board even knew that. He said we are requiring them to bond improvements that aren’t even going to be dedicated to us. He said they are bonding their parking lot. He said we have taken the improvement guarantee too far. Mr. Fleming said the goal is really just to take care of the beginning things such as clearing/grubbing, perimeter control, stormwater management, etc. and when they do the hard physical construction of the parking lot they would place the bond, but those beginning stages of the...
project can be expensive so they were looking at not bonding those. President Martin noted that they wouldn’t have to if it was a preliminary plan, in which case we wouldn’t be having this conversation. For precedent setting, he asked if we want to alter the procedure, and Vice President Castranio said that is his position. He said Mrs. Boyer had to explain it to him several times, and noted that the MPC allows what they are asking to do. Mr. Fleming said it’s a 6-townhouse unit and is such a small project. Vice President Castranio said for them to come in as preliminary plan they would have to file another final plan and go thru 120 days of review time, and it is onerous. President Martin said he isn’t well enough versed on the MPC to know what the answer is, and Vice President Castranio said he has never heard of what we are asking them to do. He said he would have told anybody that once they get their preliminary plan approved they can go ahead with improvements even if it is preliminary/final. He said some townships call what he is doing a final plan and they don’t use the word preliminary. Mr. Fleming said if they had to get an NPDES permit they would legally be allowed to move dirt but they don’t need that for this project because of the size of it.

President Martin asked for guidance from the Solicitor and Township Engineer. He said he would personally feel comfortable in taking action but before he risks setting a precedent he doesn’t want to set, he would rather wait for two weeks. Commissioner Walter agreed and said he is also concerned about precedent. President Martin said maybe we are doing it incorrectly. He asked Solicitor Feinour to provide a recommendation at the next meeting with respect to preliminary/final plans and what can and cannot be done. Vice President Castranio made it clear that Mrs. Boyer didn’t do anything incorrectly. He said we should just change our condition because she is enforcing what is written in the conditions. Commissioner Cochran said if we change it we should announce that we are changing it. The applicant was ok with waiting another two weeks for a decision.

Commissioner Anderson made a MOTION to approve a time extension for the conditional approval of the preliminary/final land development plan for 2520 Mill Road, UAT File #21-04-29. Condition #18 is hereby amended to require the applicant to satisfy all conditions of approval of the plan and record the plan by July 22, 2022 or else the plan will be considered disapproved. All other conditions of approval shall remain in effect. SECONDED by Commissioner Cochran. The motion carried unanimously.

President Martin asked Mr. Fleming to be in communication with staff and if we determine that we are following the MPC without doing what is in the condition, we will decide it at next meeting.

CONSIDERATION/APPROVAL OF AUTUMN CHASE PRD, FINAL PHASE III, UAT FILE #21-11-01

The proposed Phase 3 plan includes the construction of 39 single-family detached dwelling units, preservation of 17.571 acres of private open space for the development community, and the construction of approximately 2,176 linear feet of new roadway to complete North Fall Harvest Drive.

There is a small floodplain area in Open Space Lot OS-2. Nothing will be constructed within this floodplain area. No structures are proposed within any steep slope or wetland areas.

The United States Postal Service (USPS) has new requirements regarding centralized mailbox delivery. New homes will not be served with individual mailboxes, but rather a community cluster...
mailbox. The developer intends to install the cluster mailbox in Open Space Lot #3, between Lots 71 and 72. ADA access will be provided to the cluster mailbox area from the sidewalk.

The applicant received approvals of several waivers and modifications on February 15, 2012. These approvals carry through on all final plans. The approvals are:

1. **Waiver of Section 220-15.B(5)** requiring cul-de-sacs to not exceed 800 feet and not serve more than 20 dwelling units.

2. **Modification of Section 220-18.B** to allow residential block lengths of 1,652 feet instead of the required maximum length of 1,500 feet.

3. **Modification of Section 220-15.B(11)(a)** to provide cartway improvements along adjacent roadways and the requirements of Section 220-15.F(2) to allow the applicant to provide widening along Hertzler Road to 24 feet with a full width of 1½-inch depth overlay pavement along the property frontage with the condition that the applicant also widens to 24 feet and provides full width 1½-inch depth overlay pavement on Hertzler Road from the development west to the property line of the Winding Hills PRD. A note shall be added on the plan that in the opinion of the Township Engineer, should field conditions indicate insufficient structural integrity in areas of existing pavement to receive overlay, those areas shall receive full depth reconstruction (Section 220-15.G(1)).


5. **Modification of Section 220-16.B(4)** to allow the applicant to install sidewalks on one side of the street for “Road J” (now Brittany Circle), adjacent to Lot OS-7, instead of both sides of the street.

6. **Modification of Section 220-16.B(3)** to provide six (6) foot wide walking trail on the south side of Hertzler Road in lieu of sidewalks. The trail shall be shown on the final plans extending from the western property line with the existing Allenview PRD to the Township Greenway property to the east.

7. **Modification of Section 220-16.A(2)** to permit Hertzler Road improvements in lieu of curbs, to include widening and overlay of off-site portions of the road west approximately 650 feet toward the improvements completed by the Winding Hills PRD and east approximately 400 feet toward the intersection of Hertzler Road and Klinedinst Road. Improvements along the property frontage shall consist of widening of the cartway to 24 feet and installing a 1½-inch wearing course overlay. A note shall be added to the plan stating that in the opinion of the Township Engineer, should field conditions indicate insufficient structural integrity in areas of existing pavement to receive overlay, those areas shall receive full depth reconstruction (Section 220-15.G(1)).

The applicant also has a Developer’s Agreement with the Township for improvements such as Hertzler Road reconstruction and inclusion of a greenway trail along the Township’s greenway property (adjacent to the railroad track).

The applicant is also requesting the following waivers, which were approved for the Phase I final plan.
1. Waiver of Section 220-9.C(2)(o) requiring contours to be at one-foot vertical intervals or as authorized by the Township Engineer. Staff has no issues with this request and the Planning Commission recommended approval.

2. Waiver of Section 220-10.B(2)(b) requiring cross section details of rights-of-way, cartways, sidewalks, and utility mains. Staff has no issues with this request and the Planning Commission recommended approval.

The Community Development, Sewer, Police, and Fire Departments, as well as the Township Engineer, Fire Marshal and Cumberland County Planning Commission were notified on November 2nd and December 7th that this plan is available for review, and comments were received from all.

The Upper Allen Township Planning Commission unanimously voted to recommend approval of the applicant’s requested waivers at its December 27, 2021 meeting. They also unanimously voted to recommend approval of the applicant’s plan with conditions.

Laurie McDaniel and Joel McNaughton represented the applicant, Hertzler Road Associates. Ms. McDaniel noted that the walking trail is now completed. She said Phase 3 will create 39 detached dwelling lots and improvements will be made to Hertzler Road. President Martin noted that with the trail completed, residents can now walk from Mt. Allen Drive over to Winding Hills Park.

Commissioner Anderson made a MOTION to approve the waiver request for Section 220-9.C(2)(o) requiring contours to be at one-foot vertical intervals or as authorized by the Township Engineer. Most contours will be at two-foot intervals; and to approve the waiver request for Section 220-10.B(2)(b) requiring cross section details of rights-of-way, cartways, sidewalks, and utility mains. The applicant will be required to provide cross-section details for the Hertzler Road improvements. SECONDED by Vice President Castranio. The motion carried unanimously.

Commissioner Anderson made a MOTION to approve the Final Phase III Plan for Autumn Chase PRD, UAT File #21-11-01, with the following conditions, SECONDED by Vice President Castranio:
SUBDIVISION, LAND DEVELOPMENT & ZONING

1. Section 220-10.B(2)(c) of the Township Ordinances requires pipe sizes and the location of valves to be shown for the proposed water distribution system. The water utility also needs to be shown on the street and utility profiles.

2. A landscaping detail page must be included for Phase 3 identifying the required planting types and the total number of trees/shrubs to be provided for the phase.

STORMWATER

3. The riprap design chart on Page 10 of the Stormwater Management Report needs to be completed for each proposed rock apron. We identified a discrepancy with the riprap apron at EW-L1 where the current design length is less than the required length. A revised PCSM report was not included with the resubmission to verify the design.

4. The swale liner design pages in the Stormwater Management Report must be labeled to indicate which of the three proposed swales is being analyzed. A stable condition must be obtained for lined soil conditions for Swale P4. A revised PCSM report was not included with the resubmission to verify the design.

5. We recommend the extension of the swale liner for Swale P4 to the toe of the slope for Basin No. 1C. We also recommend establishing a rock apron at the terminus of Swale P4 and P5 to ensure the basin floors remain stable from the concentration of stormwater runoff at these discharge points. A revised PCSM report was not included with the resubmission to verify the design.

6. Section 214-11.G restricts stormwater flows from being directed onto adjacent property. The grading plan needs to be revised to provide a stormwater diversion along shared property lines to prevent the conveyance of stormwater runoff onto downstream properties.

GENERAL

7. On Sheet 2, Note #9 should cross-reference General Note #14 on the Cover Sheet so it is clear as to who is responsible for the street lighting throughout the development. The Township does not take over maintenance and responsibility of street lights.

8. A note shall be added to the plan referencing who is responsible for maintaining the open space areas. A conservation easement of the open space areas is recommended, as the areas should reference a permanent protection to remain as open space.

ADMINISTRATIVE

9. The applicant must obtain approval of the Erosion and Sediment Control Plan from the Cumberland County Conservation District and furnish to the Township a copy of the required NPDES permit in accordance with the requirements of Section 220-9.C(4)(h), Section 220-27, and Section 214-19.C of the Codified Ordinances of Upper Allen Township.
10. The applicant must submit a copy of the Erosion and Sediment Pollution Control Plan to the Township in accordance with the requirements of Section 220-27.A(1) of the Codified Ordinances of Upper Allen Township.

11. The applicant shall obtain approval of the planning module for new land development or approval of an exemption from the planning requirements from the Township and PA DEP in accordance with the requirements of Section 220-20.A of the Codified Ordinances of Upper Allen Township and pay all applicable application and tapping fees in accordance with the requirements of Section 200-15.D(8) of the Codified Ordinances of Upper Allen Township.

12. The applicant must provide evidence that the storm drainage and stormwater management facilities for the entire tract has been reviewed and approved by the Township Engineer, in accordance with Section 220-31 and Chapter 214 of the Codified Ordinances of Upper Allen Township and Conditions #12 and #18 of the Tentative Plan approval.

13. The applicant must enter into a Reservation of Capacity (ROC) Agreement with the Township and pay the appropriate ROC fees, or pay tapping fees for the number of approved EDUs in Phase 1 (39 EDUs).

14. The applicant must enter into a Sewer Extension Agreement in accordance with Section 200-15.D(8) of the Codified Ordinances with the Township and furnish the required $1,000.00 escrow for plan and legal review costs, provide plats and legal descriptions for sanitary sewers to be located outside of the public rights-of-way, furnish the required escrow amount for inspection and related costs, and provide appropriate installation financial security for the sanitary sewers.

15. The applicant shall enter into a Stormwater Best Management Practices Maintenance Operation and Maintenance Agreement with the Township and pay all applicable fees, in accordance with Section 214-20.E of the Codified Ordinances of Upper Allen Township.

16. Any modifications, waivers, and/or deferrals granted by the Board of Commissioners shall be listed on the final plan, including the date in which such action was granted, in accordance with Section 220-10.B(3) of the Codified Ordinances of Upper Allen Township.

17. The applicant must sign the plan and have the signatures notarized according to Section 220-9.C(2)(dd) and 220-10.B(1)(a) of the Codified Ordinances of Upper Allen Township.

18. The applicant must have the plan signed and sealed by a licensed surveyor and licensed engineer certifying to the accuracy of the survey and plan in accordance with Section 220-10.B(1)(b) of the Codified Ordinances of Upper Allen Township.

19. All plans, profiles or drawings required under the provisions of this chapter shall include a certification by a Pennsylvania-registered professional engineer attesting that all elements of the plan are in conformity with the Township Code and applicable state regulations, as required by Section 220-15.N(3) of the Codified Ordinances of Upper Allen Township.
20. The applicant must submit a signed and sealed construction cost estimate for all public improvements, including sanitary sewer work, in accordance with Section 220-13 of the Codified Ordinances of Upper Allen Township.

21. The applicant must provide financial security in a form acceptable to the Township and in an amount to be estimated by the applicant and approved by the Township Engineer to insure construction of the improvements and/or concrete monuments shown on the plan, and the applicant must enter into an agreement with the Township providing for construction and installation of all improvements shown on the plan according to Section 220-13 of the Codified Ordinances of Upper Allen Township. The financial security shall contain the provision that the Township shall be informed in writing thirty (30) days before the expiration date of any letter of credit or bond provided as a condition of approval.

22. The applicant must also furnish financial security to the Township in an amount equal to 10% of the total financial security provided to cover the cost of construction inspection, administrative, and other related costs according to Section 220-52.B of the Codified Ordinances of Upper Allen Township.

23. The applicant shall obtain final water main design approval from Suez Water Company and furnish to the Township an updated design plan.

24. The applicant shall also comply with all fees, taxes, utility rentals, building, police or fire codes, ordinances, resolutions, and regulations as may be in effect from time to time concerning the proposed development.

25. The applicant shall pay such fees as are charged from time to time by Upper Allen Township for other further reviews or permits as may be required concerning the proposed development.

26. The applicant must satisfy all conditions on the approval of the plan and the plan must be recorded within 180 days from the date of approval by the Board of Commissioners or the plan will be considered disapproved. Since the final land development plan is approved with outstanding conditions, the signature block for the Upper Allen Township Board of Commissioners shall state the date in which the conditional approval is granted. A second line shall be added to state, “The conditions of approval were satisfied this _____ day of ________, 20__.”

27. Upon approval of the final plan and prior to obtaining the county signature for final plan recording, the applicant shall provide a CD to the county and the Township that includes a .dwg AutoCAD file that includes one drawing of all the lots on the plan. The data shall include all tract and parcel boundaries, lot lines of all lots on the plan, building footprints, street rights-of-way (public and private), curbs, sidewalks, storm sewer infrastructure, sanitary sewer infrastructure, edge of pavement, hydrants, all utility or other easements (public and private), and any other data as required by the Township and the County. The file shall be with a spatial projection of PA State Plan projections, PA South Zone (3702), MAD83 horizontal datum, NAVD88 vertical datum. Units shall be in US survey foot. A digital copy of the final plan in PDF shall also be submitted.

Since there are conditions on the approval of this plan, the plan will be rejected unless the
owner/applicant agrees, in writing, within thirty (30) days, to comply with and abide by the specific conditions of approval. The motion carried unanimously.

**PUBLIC IMPROVEMENTS COMMITTEE**

Mrs. Boyer noted that there will be a Planning Commission meeting on January 31st at 7 p.m.

**SANITARY SEWER SYSTEM**

**CONSIDERATION/APPROVAL OF GHD RATES FOR 2022**

Joel Kostelac, P.E., of GHD, presented GHD’s 2022 rate package and said it is typical of what they provide to the Board each year. He said it breaks down key staff rates and increases, which equate to about a 3.4% increase. He said his personal rate held for the second year in a row, which leaves room for other staff. He said last year’s increase was under 2%. He said it is up more this year but is in keeping with the times and trying to retain staff, which is incredibly challenging. Mr. Kostelac noted that there is not a lot ongoing in the Township—just the Lisburn Road project, which is on hold. Looking into 2022, he said some other projects are improvements at the Wastewater Treatment Plant. The overall rate increase for GHD is about 4%.

Vice President Castranio made a **MOTION** to approve the 2022 rates for GHD for sanitary sewer engineering, **SECONDED** by Commissioner Walter. The motion carried unanimously.

**ADMINISTRATIVE COMMITTEE**

**APPOINTMENT TO SEWER ADVISORY BOARD**

Mr. Cupp noted that Sewer Advisory Board member Michael Gillespie had previously indicated that he would not seek reappointment for another term. However, at a recent meeting with other members of the Board, Mr. Gillespie indicated that he would be willing to seek reappointment until such time that another qualified person expressed an interest in serving on that Board. Mr. Cupp said as a well-qualified Professional Engineer serving as a vendor in the wastewater industry for many years, his expertise is a valuable asset to the Board. Vice President Castranio made a **MOTION** to approve the reappointment of Michael Gillespie to another 5-year term to expire December 31, 2026, **SECONDED** by Commissioner Walter. The motion carried unanimously.

**APPOINTMENT TO PARK & REC BOARD**

Park & Rec Board member John Burch tragically passed away unexpectedly on December 14, leaving a vacancy on that Board. Nick Christie and Amy Cook have previously submitted applications for Park & Rec Board. Commissioner Anderson said she worked with Ms. Cook on the dog park and she put a lot of effort into it. President Martin questioned whether this vacancy was discussed at a Park & Rec Board meeting and she said it was not. Commissioner Cochran noted that he said previously that some volunteer candidates have to wait a long time to get on a board or committee. He noted that Ms. Cook served for a term and a half and left for personal reasons. He said Nick Christie was not selected last time but is back again. He said his personal feeling is that Amy has had her chance and someone else should have a chance. He noted that it’s only for one year anyway. If we move forward with the turf field at Winding Hills Park, Commissioner Anderson questioned whether it would be a conflict of interest to put Nick Christie on Park & Rec
because of his affiliation with Keystone FC.

Vice President Castranio made a MOTION to appoint Nick Christie to finish the term that expires December 31, 2022, SECONDED by President Martin. Vice President Castranio and Commissioners Cochran and Walter voted yes; President Martin and Commissioner Anderson voted no.

CONSIDERATION/APPROVAL TO PURCHASE POLICE VEHICLE

Chief Parsons requested permission to purchase one Ford Explorer, Police Interceptor Model, to replace one vehicle in the marked patrol unit fleet. The vehicle to be replaced is the primary Traffic Safety patrol vehicle and currently has an odometer reading of over 117,000 miles. He noted that funds have been budgeted for this vehicle in the 2022 Police Department budget.

President Martin noted that the Administrative Committee looked at this request previously and concurs that it is a legitimate purchase.

Commissioner Walter made a MOTION to approve purchase of a Ford Explorer, Police Interceptor Model, to replace a vehicle in the marked patrol unit as is budgeted in the 2022 Police Department budget, and to authorize disposal of the patrol vehicle with over 117,000 miles on it. The motion carried unanimously.

RATIFICATION OF DECISION TO PURCHASE 2022 F350 AND PLOW

Mr. Fraser noted that the approved 2022 budget includes $80,000 for the purchase of a Ford F350 with utility body for the Public Works Department as a replacement for the existing 2011 Ford 250, which is experiencing rust issues and has a lower weight capacity. We have received pricing from Whitmoyer Ford and US Municipal for a piggyback purchase through the State’s COSTARS program. Total price for the F350, an aluminum utility body and a 9’ plow would be $80,425. The 2011 F250 with its existing plow is expected to sell for between $15,000 and $20,000, thus bringing the net cost of the vehicle down in 2022. Ford is reporting a current manufacturing wait time of 24-36 weeks, with upfit expected to take 6-8 weeks, so it is possible that the truck may not arrive until late fall. Due to this extended wait time, Mr. Fraser made the decision, in consultation with the Administrative Committee, to place the order prior to the new year. The order was placed on December 23, with payment not to be expected until delivery in 2022.

Commissioner Cochran made a MOTION to ratify the decision to purchase a 2022 Ford F350, 9’ Western Pro Plus Plow, and aluminum utility body from Whitmoyer Ford and US Municipal under the COSTARS agreement for a cost not to exceed $80,425, and to authorize the sale of the existing 2011 Ford F250 and plow in 2021 via legally approved divestment methods. SECONDED by Commissioner Anderson. The motion carried unanimously.

PARK AND RECREATION COMMITTEE

There were no items for discussion.

MISCELLANEOUS
TAX COLLECTION COMMITTEE UPDATE

There were no items for discussion.

CAPITAL REGION COG UPDATE

President Martin reminded Board members of the annual COG dinner to be held on January 17.

MUNICIPAL ADVISORY BOARD UPDATE

President Martin noted that this Board hasn’t met.

PA STATE ASSOCIATION OF TOWNSHIP COMMISSIONERS (PSATC) UPDATE

Commissioner Anderson noted that PSATC is having an Executive Board meeting at the end of January, when they will be going over 2022 items they want to lobby on. There is also a Central Association meeting on Sunday, January 9. She said it is not a big thing; however, they will look at names for a Solicitor to replace their current Solicitor, and she has submitted Steve Feinour’s name because she feels he has good background, and she will speak on his behalf.

SOLICITOR UPDATE

There was nothing to report.

MISCELLANEOUS

President Martin noted that Administrative Committee meetings for 2022 will begin at 8 a.m. instead of 7:30 a.m.

EXECUTIVE SESSION

President Martin recessed the regular meeting at 7:20 p.m. to an Executive Session to discuss proposed legislation.

ADJOURNMENT

President Martin adjourned the regular meeting at 7:45 p.m.