

**UPPER ALLEN TOWNSHIP
BOARD OF COMMISSIONERS II MEETING
April 16th, 2025 - 6:30 P.M.**

COMMISSIONERS

Kenneth M. Martin, President
Richard A. Castranio, Jr., Vice President
James G. Cochran, Assistant Secretary
Eric Y. Fairchild, Assistant Secretary
Phil J. Walsh, Assistant Secretary

TOWNSHIP OFFICIALS

Scott Fraser, Township Manager
Andrew Parsons, Police Chief
Tom Shumberger, Chief, UAT Fire
Stephen Feinour, Solicitor
Timothy Wendling, Asst. Twp. Manager
Jason Reichard, Engineer
Alexis Minana, Recording Secretary

CALL TO ORDER

President Martin called the meeting to order at 6:30 p.m. A moment of silence was observed followed by the pledge of allegiance to the flag. Mr. Fraser performed roll call, and all Commissioners were present.

PRESIDENT'S ANNOUNCEMENTS

President Martin announced that this meeting would be livestreamed on Zoom and a recording would be made available after the fact on the Township website. President Martin also noted that the Board of Commissioners convened an Executive Session at 5:00 p.m. to seek legal advice from the solicitor on matters covered by attorney-client privilege.

MINUTES

The Board considered the Minutes from the March 19th, 2025 meeting. Several amendments were suggested by Mr. Fairchild and Mr. Walsh. Mr. Walsh made a **MOTION** to accept the minutes with amendments, which was **SECONDED** by Vice President Castranio. The motion passed 5-0.

CONSENT AGENDA

The consent agenda consisted of: bills totaling \$471,253.07; staff reports; and a Financial Security Release Request in the amount of \$21,762 for the Willows at Ashcombe Mansion.

Vice President Castranio asked that the third item, regarding Ashcombe, be considered separately. He will abstain from voting on that item as he is employed by the firm who is the design engineer for the Willows at Ashcombe Mansion.

Commissioner Fairchild inquired about a Parks Department invoice for Grantham pipeline brush in the amount of \$17,392. Mr. Reichard explained that as part of their permitting efforts in the pond dredging to take place at Grantham, they discovered that there was present an endangered species of bat. There is a time restriction on clearing trees associated with the species of bat. The bill was for brush and tree clearing to meet the timing requirements. Mr. Fraser said he would follow up with the Parks Department to get full details on the bill.

Commissioner Walsh made a **MOTION** to approve consent agenda items (A) the warrant list, and (B) the staff reports. Commissioner Cochran **SECONDED** the motion, which passed 5-0.

Regarding the Willows at Ashcombe Mansion, \$21,762.00 Sanitary Sewer Installation Financial Security Release, Commissioner Walsh made a **MOTION** to approve the release. Commissioner Cochran **SECONDED** the motion, which passed 4-0, with one abstention (Mr. Castranio).

PUBLIC SAFETY

Police

Police Chief Parsons reported that the department has concluded initial interviews with candidates for employment and is currently in a second round of interviews with 3 qualified candidates.

Chief Parsons attended the Cumberland County Chiefs of Police meeting on April 16th and received an update about the coming P-25 mobile radio system project, which he said is on track to be in testing phases in early September.

The police department is retiring two vehicles and selling them on Municibid.

Chief Parsons noted that an arrest had been made in the wrong-way driver case which occurred in January. Details of the story are up on the UATPD website.

Fire

Chief Shumberger reported that the UATFD ran 65 calls last month with an average manpower of 7.35 people per call. The UATFD attended baseball opening day and will be at softball opening day as well. On April 26th, they will participate in a private event for children in coordination with Allies for Autism. Mr. Krebs of the Parks Department is organizing the event. Mr. Shumberger expressed the hope that the UATFD would become an accredited autism center (as are all Township parks).

The UATFD's first chicken barbecue fundraiser of the season will take place on the morning of May 3rd.

President Martin addressed resident Mr. Ryan Anderson, 1784 Autumnwood Drive, who was in the audience. Mr. Anderson attended the April 2nd meeting to express his concerns about the driveway at Chik-fil-A where it connects to Gettysburg Pike. President Martin said the topic was

discussed on April 15th at the Public Improvements Meeting. The traffic engineer has been consulted and work is in progress to address Mr. Anderson's concerns.

PUBLIC IMPROVEMENTS

The BOC considered awarding the bid for the 2025 Roadway Improvements Project. Per Mr. Reichard, the bid opening took place on Monday, April 14th. The project proposes improvements to existing roads in Webercroft and Whitebrier developments along with the replacement of 10 ADA accessible ramps. It also includes a sanitary sewer replacement project in the Webercroft development. This all ties in the approved 2025 stormwater improvements to take place at those same two developments. There is also a project for recreational trails into Winding Hill Park North.

Five bids were received with Pennsy Supply as the low bidder in the amount of \$3,327,247.60. C.S. Davidson has reviewed the bid results and deemed them acceptable. Mr. Reichard stated that "we got excellent pricing on this bid."

Commissioner Fairchild asked about the process of cold-in-place recycling, which Mr. Reichard described as a pulverization process whereby the existing pavement is grinded up, an oil is added, and the emulsion brings new life to the old material, which is then compacted as if it were brand new. It is finished with a fresh topcoat. Mr. Reichard characterized it as an "economical process." The emulsion is a petroleum-based product and so its prices fluctuate with the price of oil.

Commissioner Fairchild expressed surprise that roads like Dewberry and Wineberry needed work to the extent they do. Mr. Reichard explained that pavement starts to deteriorate within ten years. In these two cases, the road structure is completely worn out. These areas will require FDR—full depth reclamation. This involves getting deep into the pavement to restore it which will result in much higher durability.

Commissioner Fairchild questioned the bids for the sewer portion of the contract; would there be a way to separate out that part of the contract to award part of the bid to the lowest bidder (solely that part). Mr. Reichard explained that this was a whole contract that could not be separated out based on individual projects within it. There was some discussion about how staging, mobilization, and other costs may negate the difference anyway. Mr. Reichard pointed out the advantage of having one contractor handle the total timeline. Commissioner Cochran commented that, in his experience, separating out portions of the contract would likely result in a higher overall bid price. Mr. Reichard agreed.

Vice President Castranio made a **MOTION** to approve the 2025 Roadway Improvements Project with the alternate projects one, two, three, four, and six in the amount of \$2,455,108.85, which is the total bid minus the stormwater improvements portion of the project. Commissioner Cochran **SECONDED** the motion. In a unanimous vote, the contract was awarded to Pennsy Supply.

The total contract is for \$3,352,304.60. President Martin thanked staff and C.S. Davidson for their thoughtful foresight in planning for needed roadway improvements.

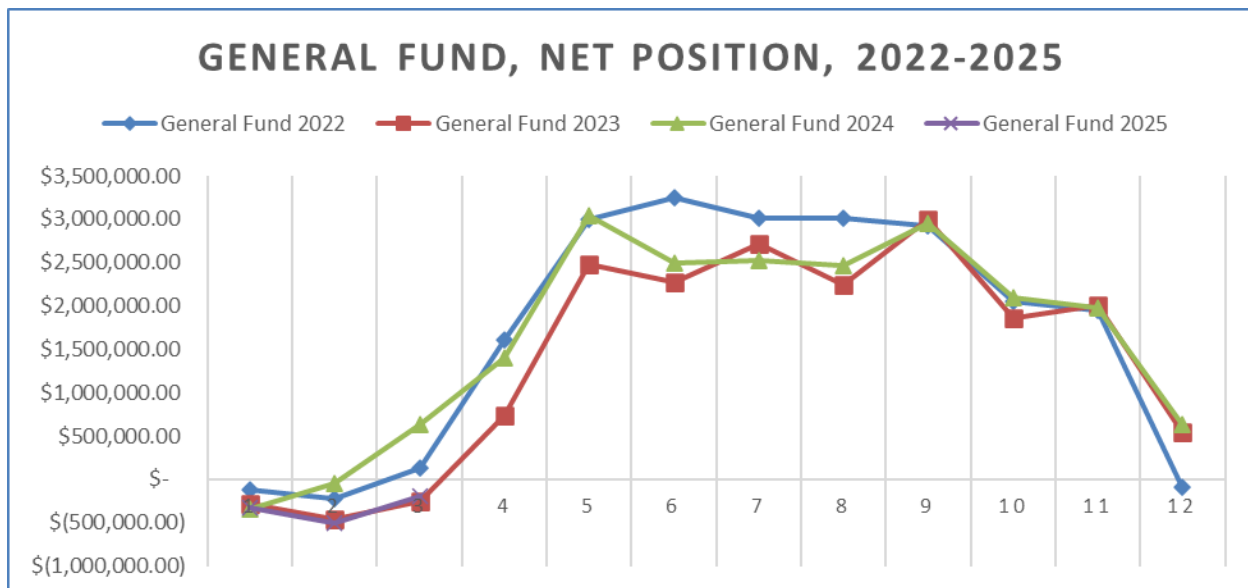
Mr. Fraser reported that the Fire House has an issue with air quality in its building extension. There is must and mildew. The Fire House roof is being redesigned and replaced. Additionally, a new air conditioning mini-split system is requested to be installed. Heim Construction provided a COSTARS price of \$12,855 to install a two-ton LG wall-mounted mini-split system. Heim estimates the work will take about a week. Mr. Fraser said that this project fits comfortably within the current fire operating fund. Vice President Castranio made a **MOTION** to approve the mini-split system installation at the Fire Department Building for \$12,855. Commissioner Cochran **SECONDED** that motion.

ADMINISTRATION

Budget Update

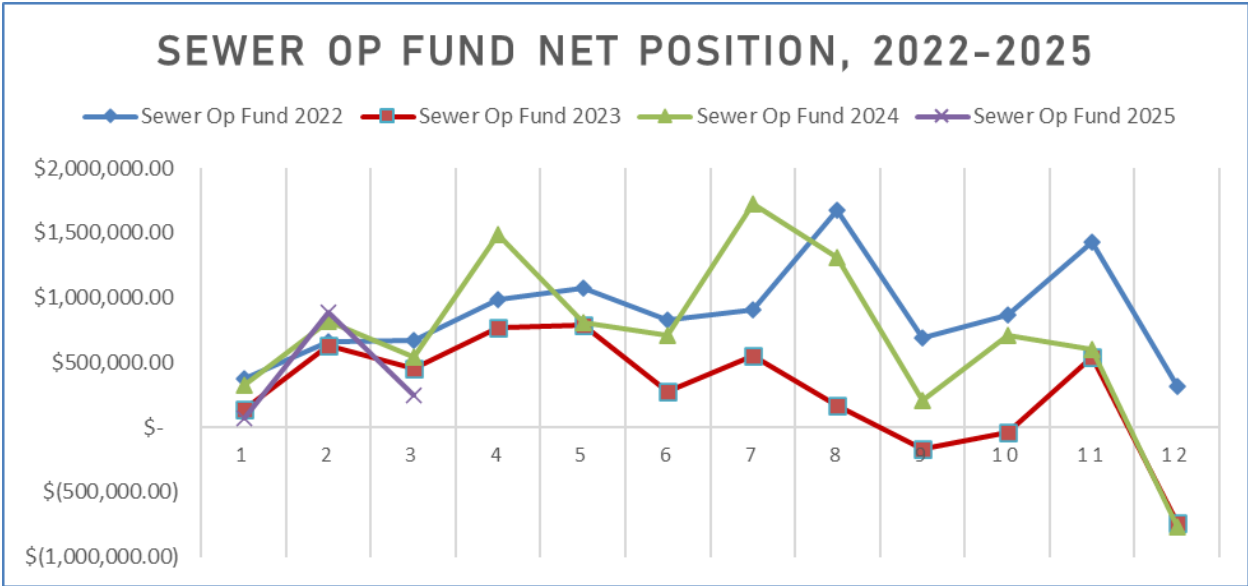
In a memo to the Board, Mr. Fraser provided the following information:

The information presented in this report is based on historical numbers generated in 2022, 2023, 2024 and year to date 2025. In this report I will focus on the two main operating funds (General and Sewer Operating).



For March, General Fund Revenues (Revenues minus Fund Balance) of \$1,008K exceeded General Fund Expenditures (all expenditures plus transfers) of \$699K by \$309K. The majority the expenses in March are related to payroll and other personnel expenses. The Township began receiving real estate tax revenue from the Tax Collector in March. Real Estate Tax revenue coupled with earned income tax collections were the largest contributors to revenue in March. Current YTD net position for the General Fund is \$(192K) which matches trending lines and places FY 2025 similar to FY 2023. Net position is expected to move upwards in April as more real estate tax collections are

transferred.



The Sewer Operating Fund is currently in a net surplus position at this point of the year in the amount of \$250K. This position is lower than prior graphed years and is due to an increase in payments to LATA in the first quarter. This position is expected to see a increase in April due collections in sewer rental funds. Current Fund performance matches prior year trending in movements.

After the first quarter in FY 2025, the Township expenditures are being managed within budgetary constraints. None of Upper Allen Township’s Funds are currently in risk of operating in a deficit; all funds’ revenues (Revenue plus Fund Balance) exceed expenditures.

With no further questions or comments from the Commissioners or public, Commissioner Walsh made a **MOTION** to adjourn the meeting at 7:00 p.m. and was **SECONDED** by Commissioner Cochran. The motion passed unanimously, and the meeting adjourned.