

**UPPER ALLEN TOWNSHIP
BOARD OF COMMISSIONERS II MEETING
May 21st, 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
Josh Bonn, Solicitor
Timothy Wendling, Asst. Twp. Manager
Jason Reichard, Engineer
Jen Boyer, Comm. Dev. Director
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 spoke briefly about the primary election that took place on May 20th. He was pleased to report that there were no incidents and the results were accepted by all parties. He congratulated the winners and offered thanks to those who ran. He reminded candidates to take down their signs.

President Martin noted that the Board convened an Executive Session with its solicitor, Josh Bonn, prior to the start of this meeting, to discuss matters protected by attorney-client privilege. No action was taken.

MINUTES

The Board considered the Minutes from the April 16th, 2025 meeting. Mr. Walsh made a **MOTION** to accept the minutes as presented, which was **SECONDED** by Commissioner Cochran. The motion passed 5-0.

CONSENT AGENDA

The Consent Agenda consisted of: staff reports and bills to be paid in the amount of \$595,273.40. Commissioner Fairchild had a question related to the Fire Department's Report. He noted a fire call to Shippensburg Road and wanted to know if that was in relation to the Micheaux State Forest fire. Mr. Shumberger confirmed that Upper Allen Township volunteer firefighters were shuttling water to the site.

Commenting on the Engineer's Report, President Martin noted that the Green Light Go project is not moving as quickly as anticipated and attributed this to problems with the contractor.

Commissioner Fairchild had a question about a bill for \$22,000 for park benches. There are 14 benches total, 2 of which have been purchased as memorial benches. Less those two, it comes to \$17,000 for the benches. They will be installed at Winding Hill Park North and South, Friendship Park, and Fisher Park.

Commissioner Fairchild asked about the train viewing gazebo proposed for Winding Hill Park. Mr. Fraser explained the prefabricated gazebo is a Co-Stars project. The remaining funds from the budgeted \$50,000 will go to benches, a fence, landscaping, a security light, and the installation of a solar-powered train radio.

Commissioner Cochran made a **MOTION** to approve the Consent Agenda, **SECONDED** by Commissioner Walsh. The motion passed 5-0.

PUBLIC SAFETY

Fire Department

Chief Shumberger reported that in April, there were 62 incidents with an average turnout of 7.15 volunteers. He stated that the UATFD is currently 84 calls ahead this year compared to last year at this time. June 7th will be the next chicken barbecue fundraiser.

Chief Shumberger also commented on an incident which occurred on May 12th, when a worker was stuck on the water tank near Hawthorne. The worker fainted about 60 feet up in the air. Emergency crews, including the UATFD, got him down safely. Chief also noted that a lot of the increase in activity has been from actual fire alarms, as opposed to automatic alarms and the like.

Police Department

Police Chief Parsons reported that three officers are currently in crisis intervention training, which is a week-long program that a majority of officers have undergone. Chief noted that, with the warmer weather, the UATPD will be patrolling the parks. He encouraged people to call in immediately to report illegal behavior. In reply to Commissioner Walsh's inquiry about McCormick Park, Chief Parsons reported that officers regularly patrol the parks along the Yellow Breeches.

PLANNING AND ZONING

Ms. Boyer provided a short verbal update on a video presentation she produced and posted online, all about Zoning. The presentation is available on the Township website and its YouTube page. Ms. Boyer explained that Zoning is complicated and that the video is to serve as a broad overview on Zoning, introducing terminology, and giving background information. There is some historical content related to changing Zoning Ordinances.

Commissioner Fairchild took issue with a statement at the end of the video which he took to mean that Zoning has nothing to do with historical preservation. Ms. Boyer clarified that Zoning itself is not counter to historical preservation. What she intended to convey was that when an ordinance is created, it reflects what's in effect at the time, so there is always an emphasis on planning for the future. Future planning can and does include things like historic and farmland preservation.

Commissioner Fairchild commented that some municipalities have historic district overlays, and suggested overlays in Upper Allen Township. According to Ms. Boyer, there is nothing barring this from happening. It comes down to policy.

PUBLIC IMPROVEMENTS

As part of its 2025 Stormwater Improvements Project, the Township needed to secure easements from property owners in the Webercroft development. The Township was preparing to exercise eminent domain to take land for storm water easements on three of these properties. However, earlier in the day, all three holdouts had agreed to sign the easement agreements. Commissioner Fairchild pointed out that the Township did provide monetary compensation for the easements (all homeowners were compensated according to the same formula).

Commissioner Walsh provided a brief update on Bishop Bridge. He stated that Wrought Iron Bridge Works was still awaiting feedback from PennDOT. WIBW says the district bridge engineer at PennDOT has verbally agreed to the one-step process of rehabilitating the bridge for vehicular use. Further information is pending.

SANITARY SEWER

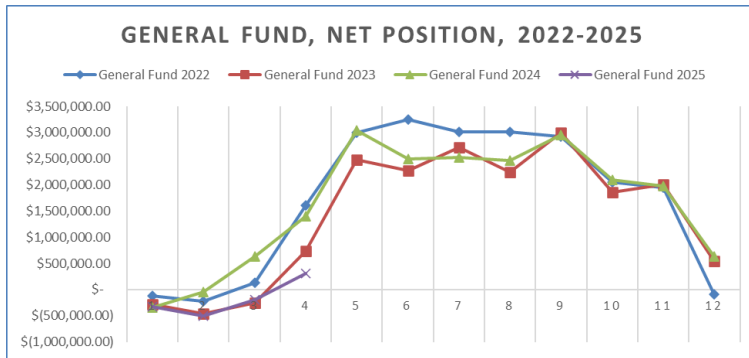
President Martin noted that there are \$58,000 in delinquent sewer payments and wondered what could be done to remedy the situation. Mr. Fraser explained that delinquent accounts do incur late fees. He also noted that \$58,000 is relatively low in contrast to other municipalities. Mr. Fraser also pointed out that \$58,000 represents just 1.4% of payments brought in annually. Mr. Fraser agreed to get more information as to the nature of the delinquencies (which were over 90 days, etc).

President Martin inquired about the joint sewer agreement with Lower Allen Township. Mr. Fraser said he would get more information on the status of the agreement and report to the Board. For now, the current agreement stands.

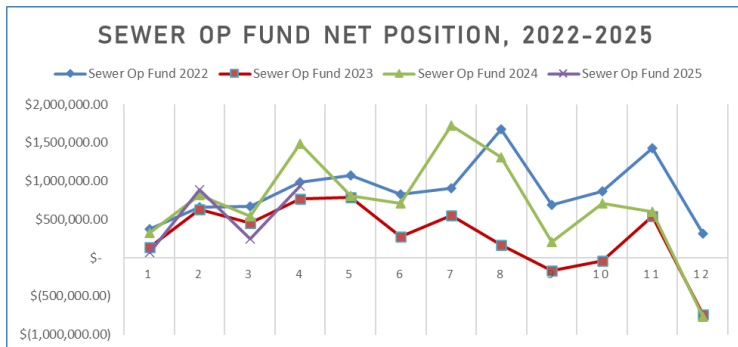
BUDGET UPDATE

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).



At the end of April, General Fund Revenues (Revenues minus Fund Balance) of \$1,186K exceeded General Fund Expenditures (all expenditures plus transfers) of \$668K by \$518K. The majority the expenses in April are related to payroll and other personnel expenses. The Township began receiving real estate tax revenue from the Tax Collector in March and continued to receive transfers in April. Real Estate Tax revenue coupled with earned income tax collections were the largest contributors to revenue in April. Current YTD net position for the General Fund is \$314K which is a little behind prior fiscal years. Net position is expected to move upwards in May and catchup to prior trending lines as real estate taxes paid at the discount deadline are transferred to the Township.



The Sewer Operating Fund is currently in a net surplus position of \$935K YTD. This position places FY 2025 right in the middle of the trending lines and is a result of April sewer rental collections. May is expected to see level operations or a slight increase in net position as sewer rentals continue to be collected and operations remain unchanged.

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 at risk of operating in a deficit; all funds’ revenues (Revenue plus Fund Balance) exceed expenditures.

Mr. Fraser predicted a jump in the general fund next month with real estate taxes becoming due.

PARK AND RECREATION

Upper Allen Mechanicsburg Baseball (UAMB) has requested a fee waiver for their field usage.

UAMB invested \$2,500 in mushroom soil for the fields, an improvement which they say should exempt them from fees. Mr. Wendling reported that both softball and soccer organizations, who have also invested in improvements to the fields, have already paid their fees for the year. Mr. Fraser pointed out that the Township keeps the costs of using the fields low. Mr. Fraser then said next year will likely be a different fee schedule, which would contain at-cost fees for tournaments (for staffing purposes primarily). President Martin spoke in favor of adopting a new schedule of fees. According to Mr. Fraser, the Township does more maintenance on the fields than it will recoup in fees.

Mr. Wendling pointed out to the Board that if this waiver were granted, other organizations would have cause to come back before the Board and ask their own fees to be waived.

Commissioner Cochran made a **MOTION** to grant UAMB's waiver request. Vice President Castranio **SECONDED** the motion, which passed unanimously.

Mr. Wendling reported that things were moving forward with the Grantham pond and park rehabilitation. The work was put out to bid, and the low bidder was Kinsley Construction, who bid \$740,700. The bid related to part 1 of the project, which will focus on the dredging and rehabilitation of the pond. Mr. Wendling reminded the Board that the Township secured a \$250,000 grant which will be used on the gazebo, pier, trails and other improvements. The Board considered whether to authorize Township officials to be able to award the bid to Kinsley Construction for \$740,700. (The next lowest bid came in at over \$1 million).

Commissioner Cochran noted that over a million had been budgeted for this project in 2025; what is not spent in 2025 will be budgeted again for Grantham in 2026.

Vice President Castranio made a **MOTION** to authorize appropriate Township officials to award the bid to Kinsley Construction for \$740,700 for the Grantham Pond and Park improvement project. Commissioner Cochran **SECONDED** the motion. The motion carried 5-0.

Mr. Wendling announced that the next Park and Recreation Board meeting would take place on Wednesday, May 28th at 6:30 p.m. at the Township building.

Mr. Wendling gave an update on the activities of the 175th Anniversary Committee, which has to date hosted three historical speakers with great turnout. The next event will be Yoga in the Park at Fisher Park on Saturday, June 7th at 8:00 a.m. Mr. Wendling noted that the Committee is selling commemorative blankets which feature historical markers in the Township. The blankets are limited in quantity and are available for purchase for \$55 on the website. The 175th Anniversary celebration will culminate with Fall Fest, to take place September 26th from 4-5 p.m. at Winding Hill Park North.

Mr. Wendling made mention of the fundraising drive currently underway. Over half of the \$50,000 in desired funds has been raised.

With no further updates, Mr. Martin entertained a motion to adjourn. Commissioner Walsh made a **MOTION** to adjourn, which was **SECONDED** by Commissioner Cochran. In a unanimous

vote, the Board adjourned its meeting at 7:08 p.m.