

**UPPER ALLEN TOWNSHIP
BOARD OF COMMISSIONERS MEETING 2 – 6:30 P.M.
September 21, 2022**

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 Manger
Kelly Palmer, Assistant Township Manager
Andrew Parsons, Police Chief
Jen Boyer, Community Dev. Dir.
J. Stephen Feinour, Solicitor
Barry Cupp, Sewer Dept. Director (Absent)
Jason Reichard, Township Engineer
Tom Shumberger, Fire Chief

CALL TO ORDER

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

PRESIDENT'S ANNOUNCEMENTS

No announcements.

CONSIDERATION/APPROVAL OF MEETING MINUTES

President Martin asked for any comments or corrections to the Minutes of the August 17, 2022, Board of Commissioners meetings. There were none and Commissioner Cochran made a **MOTION** to approve the Minutes of the August 17, 2022, Board of Commissioners Meeting, **SECONDED** by Commissioner Anderson. The motion carried unanimously.

PRESIDENT'S RECOGNITION OF VISITORS

**CONSIDERATION OF A RESOLUTION TO HONOR UPPER ALLEN FIRE
COMPANY PRESIDENT RONALD D. DEAN FOR OVER 57 YEARS OF SERVICE**

President Martin said that it is a very special evening to recognize people who are the backbone and provide public services and necessary services to make this a first-class Township. It is an honor to be here tonight. He thanked both police and fire members for coming out. President Martin said that tonight, we honor one of us, Mr. Ronald "Pap" Dean. He has been part of the community for a long time. He has been active in the fire company for over 57 years.

President Martin said he would like to present Resolution No. 1072. He read the resolution in its entirety. He also stated that by unanimous decision of the Board of Commissioners, the Township is going to dedicate the Fire House in Ronald Dean's honor. There will be a plaque in the lobby of the fire house with a description and a picture of Ronald Dean, recognizing his service.

Commissioner Walter made a **MOTION** to adopt resolution NO. 1072, a resolution of the Upper Allen Township, Cumberland County, Pennsylvania, to honor Upper Allen Fire Company President

Ronald D. Dean for over 57 years of service, **SECONDED** by Commissioner Anderson. The motion passed unanimously.

Dave Shiner, of 1001 High Field Court, Mechanicsburg, President of Mechanicsburg Meals on Wheels came to address the Board. Commissioner Cochran and his wife serve on the Board of Meals on Wheels. Mr. Shiner wanted to thank the Township for their support of Mechanicsburg Meals on Wheels. It was founded in 1969 by a group who wanted to help homebound people. It is not affiliated with the national Meals on Wheels. The funds they get stay in our area. He said they rely heavily on fundraising and donations. Mr. Shiner asked for the Township's continued support.

Jennifer CruverKibi, of Maher Duessel, presented the 2021 Audit. She shared that the Township engaged Maher Dussel to conduct its 2021 audit and that the Township has completed and issued the annual comprehensive financial report. It is a financial statement, but it is also additional information submitted to the Government Financial Offices Association. Ms. CurverKibi said the Township has received the certificate of achievement for excellence for 2020 and Township expects to receive that same certificate. The independent auditors report that they give is what is called an unmodified opinion so it is the best opinion that the Township can receive. In that opinion, they stated that the Township's financial statements are materially correct in accordance to the accounting principles generally accepted in the United States of America. A managements discussion analysis gives a comprehensive and brief overview of the financial statements. It tells what is included and what the significant changes are. The Stormwater Authority audit rolls up into the Township's financial statement. Our total net position of our entity overall (full accrual basis of accounting including debt, capital assets) is \$77 million and that is an increase of \$7 million. Out of that total net position, 16% is unrestricted. As of the end of the year, the Township had \$17.1 million dollars in outstanding bonds. In 2021 there was a refinancing of some older bonds. On the governmental fund side, the general fund is your primary operating fund. It houses all of the daily activities. The general fund balance, which is your general fund equity is \$3.2 million and that is an increase from the previous year of approximately \$452,000. Recovery of the pandemic is the reason for the increase of funds in earned income tax revenue, it was higher than previous years. Out of the total general fund balance, 91% is what is called unassigned. At comparison from the actual revenue and expenditures to your general fund budget, the Township's actual revenue did exceed what was budgeted mainly because of the EIT and LST revenue. Expenditures were under budget, a main reason was a vacant position in the police department.

If we come across anything that would arise to a deficiency or significant deficiency, we are required to include that and in the letter to management we have come across no deficiencies. Their responsibility is to express an opinion on the financial statements, but the financial statements themselves do rely on the responsibility of management and the board. There were no new accounting policies that they had to adopt during the year. All significant transactions were properly recorded within the 2021 financial report. There are some sensitive estimates as to develop accounting and financial statement amounts similar to other municipalities and those are disclosing the capital asset lives, certain receivables, allowances, actuarial assumptions that are driving your pension and liabilities. These are all similar to previous years. There are no sensitive disclosures that we have to bring to your attention. There were no material adjustments that they had to propose as part of the audit. There were no difficulties in working with management. They finalized and submitted the DCD report. They received an unmodified opinion in accordance with a regulatory basis of accounting, so the best that the Township can receive.

Eric Fairchild, of 1224 McCormick Road, asked when you buy real estate, he was always taught you allocate between land and building, you know the purchase price. He said he knows that the Township paid \$1.1 million for the farm, yet the total assessed value was \$1,661,300. The land value was \$883,700. The building value was \$777,600. Of the building value, he called the Assessors Office and the farm house itself was assessed at \$396,067. This was as of May 4, 2020, that was the date the deed went through. The land value it worked out shows the 60.93 acres, that divided into \$883,700, works out to a value of \$14,504. So, his question to Ms. CruverKibi is how would you allocate something like that in theory, when you have a difference between assessed value and what was paid. Ms. CruverKibi responded that in accordance with the government accounting standards, governments record that acquisition value. She said that would have been information that management provided to us, because it would have been recorded in the financial statements and then they say how did you record that value and management at that time provided us information. She does not have the details, but we did not have to propose any material adjustments to the financial statements so based upon that, we should not have had any issues that was provided.

Mr. Fairchild there was the difference, if it was like 60/40 on assessed value, would it be 60/40 between land and buildings between what shows up on the financial. Mr. Fraser said that assessed value has nothing to do with property value. President Martin said that it did not. Mr. Fairchild said it has to go \$1.2 million. Mr. Fraser said the last time the property was assessed was in 2010 when the county was reassessed. Mr. Fairchild asked how the \$1.1 million apportioned. President Martin said that if Mr. Fairchild is asking the assessment or the assessed value, that is a question for the county because we as a Board have nothing to do with that. As you well know, the assessment is from the County. Mr. Fairchild said that is not his question. He said he is referencing the assessment, the difference between the assessed value and what the Township paid, his question is how was the \$1.1 million allocated, not specifically, but in theory, how would it be allocated. Ms. CruverKibi said she cannot answer that question. She said the value estimate would have been recorded at acquisition. She does not have it in front of her to tell him how it was allocated across the buildings. President Martin asked if that was Mr. Fairchild's question. Mr. Fairchild said it is not in the footnotes or how does a taxpaying citizen find that out. President Martin asked if he could clarify the question, is what you are asking is of the purchase price when the Township took title, what did we perceive to be the value of the improvements vs the land. Mr. Fairchild said yes, how you apportioned the \$1.1 million. President Martin said he does not know if they have done that or are required to do that.

President Martin called for a brief executive meeting with the auditor which is their custom.

Commissioner Cochran made a **MOTION** to accept the audit report, **SECONDED** by Commissioner Anderson. The motion passed unanimously.

Matt Taylor of 900 McCormick Road proposed the sale of approximately five acres on the south side of McCormick Road, directly across from 1215 McCormick Road for the purpose of allowing a single-family home to be built there at some point in the future. President Martin asked from Mr. Taylor's perspective, that was a better lot perhaps for a private proprietor rather than Township, so you are just making that as a suggestion for future consideration that the Township consider disposing of it and selling it to someone else. Mr. Taylor said yes. President Martin asked if Mr. Taylor had any kind of urgency or if he was suggesting it is something for future thinking, is it a high priority that we should do it in the next 15 days. Mr. Taylor said he would encourage it to be a higher priority to preserve the 1855 farmhouse as a possibility of moving it across the street and

returning it back to private ownership. Commissioner Anderson asked the Township Solicitor if that would need to be done through bidding. Mr. Feinour said yes. Mr. Taylor said he was aware that it could not just be sold and that it would have to be done through bidding and he wanted to open up discussion about how a bidding process might be for that property if you were of mind to possibly want to sell it for the purpose of allowing a single-family home to be or moved to that location. Mr. Fraser said that the Township only owns 2.4 acres. President Martin said that it has been suggested before, we chose at this point, that we put up the residence for sale, but it is certainly something we can discuss and consider.

CONSENT AGENDA

- a. Consideration/Approval of Staff Reports:
 - (1) Manager's Consolidated Staff Report
 - (2) Fire Department Report
 - (3) Police Department
 - (4) EMS Report
 - (5) Solicitor
 - (6) Recreation Department
 - (7) Engineer's Report

- b. Consideration/Approval of Bills in the Amount of \$2,920,990.81

Commissioner Cochran asked Chief Parsons about his monthly crime report. The public safety officers had told Commissioner Cochran that when they have multiple incidents, such as the car break-ins at Stonehedge Lane, there were two or three cars, and they were each listed as a separate incident because if someone wanted a report for insurance purposes they would only want the one vehicle and not the other two. Chief Parsons said that was correct. Commissioner Cochran asked about page three and retail theft, and it seems to be at the same place, he asked if there were two actual thefts from two different stores or people? He is wondering why that statistic is listed twice on August 29 of 2022. Chief Parsons said they are likely two separate incidents. Commissioner Cochran asked Chief Parsons if he could confirm that and get back to him.

Commissioner Cochran made a **MOTION** to approve the consent agenda, **SECONDED** by Commissioner Anderson. The motion passed unanimously.

PUBLIC SAFETY COMMITTEE

POLICE DEPARTMENT UPDATE

OFFICER CALEB PULEO MOVING FROM PROBATION TO PERMANENT

Officer Caleb Puleo has successfully completed his Field Training. This training was one year in length while he was a probationary officer. Officer Puleo impressed the Department with his positive attitude, ability to learn quickly, and performing in a manner consistent with the Department's mission in the Community.

Commissioner Walter made a **MOTION** to grant Officer Puleo permanent status as an Officer with

the Upper Allen Township Police Department, **SECONDED** by Commissioner Anderson. The motion passed unanimously.

FIRE DEPARTMENT UPDATE

Chief Shumberger said there were 68 alarms last month, a new high. He said there are seven people per incident and year-to-date is around 422. Commissioner Walter said it seems like medical assists keep growing and accounted for 19% of the calls in August. Chief Shumberger said it is because EMS is asking for help from fire companies because they are having trouble finding employees. He said this is a county-wide challenge. Commissioner Walter said that the Board is proud of volunteerism and the fact that you are getting that many people out per call is amazing. Commissioner Cochran asked why total incidents were different than total departmental activity report? Chief Shumberger said a call will be put in for an alarm and then they get a call saying it was a false alarm. He said a Chief responds to those calls, so we do not write up an incident report for those. President Martin said thank you for all of the support and the Township is proud of the volunteer department.

PLANNING AND ZONING COMMITTEE

CONSIDERATION OF NAVARRO & WRIGHT'S REASSESSMENT OF THE TOWNSHIP'S FOUR MUNICIPAL HISTORIC DISTRICTS

In March 2021, we began discussing the Township's existing historic districts. We discussed a two-phased approach to address questions as to (1) how and why our existing historic districts were created, and (2) should the Township consider creating a comprehensive list of historic properties.

In May 2022, Navarro & Wright Consulting Engineer's Inc. (N&W) was hired to review the Township's existing four historic districts and determine if they meet the criteria set forth by the National Service.

N&W provided recommendations for each respective district based on the National Park Service's *How to Apply the National Register Criteria*. To summarize.

1. Rosegarden Historic District. When the district was created, it consisted of three buildings. The mill, which no longer exists, was the focal point of the district. The district lacks unity and the variety or resources required for a district. This district should be dissolved, because it does not "convey a visual sense of overall historic environment or be an arrangement of historically or functionally related properties."
2. Trout Run Historic District. No information exists as to why this district was created. It is assumed the homes and agricultural pasts were considered. There is a lack of continuity among the properties, and the area has lost its association with agricultural pasts. The district should be dissolved, because the lack of historical context is unclear as to why it was created.
3. Yellow Breeches Historic District. When the district was created nearly 50 years ago, the agricultural feeling and settling was a defining characteristic of the district. The district included several buildings from the eighteenth and nineteenth centuries; therefore, any buildings constructed after 1900 were considered modern intrusions. The millennial

mansions do not contribute to the district, and the majority of the twentieth century dwellings are not nor have never been associated with agriculture or milling. The district should be dissolved, because based on the 1970's historic preservation group's reasons for creating the district, the district lacks a context and significance for the area.

4. Shepherdstown Historic District. Gettysburg Pike was the main route between Harrisburg and Gettysburg, and the main thoroughfare through Upper Allen Township. Shepherdstown then became the largest settlement in in the Township. This district should remain with modifications.

This district should remain, but with modifications to the boundaries. The original period of significance was approximately 1825-1868. The cut off was the year in which the preservation group set as a cut-off date for their booklet, but Gettysburg Pike served as the primary transportation route into the early twentieth century. The period of significance for this area should be 1825-1920. The 1920s is when the development of U.S. Route 15 occurred, which routed traffic away from residential areas and the village was no longer an important stopping point.

Much of the district retains its historic integrity. It meets the criteria for an historic district based on the transportation that arose from Gettysburg Pike. It also meets criteria for architecture, as there is a feeling of unity along Gettysburg Pike with an identifiable entity as a district. N&W recommends a slight boundary change, to which Township staff agree.

Note: The original report sent to the Board of Commissioners had the dog park within the historic district boundaries. After discussion with the consultant, we felt it best to remove the land from the district.

Next Steps/Staff Recommendations

The Board should consider accepting the Assessment Report and move forward with N&W's recommendations to dissolve the Rosegarden, Trout Run, and Yellow Breeches Historic Districts, and amend the boundary of the Shepherdstown Historic District.

Staff suggests the following next steps:

1. If the Board desires, the Historical Architectural Review Board (HARB) can review N&W's proposal and provide their recommendation to the Board of Commissioners prior to any action. If the Report is accepted, then HARB can review the proposed amendments to Chapter 155 prior to any adoption of an ordinance.
2. Contact the property owners within the districts and inform them of the proposed district changes.
3. Chapter 155. The ordinance must be amended. First, a new map must be created and adopted, since the last map was adopted in 1975. Second, the district boundary description(s) must be amended to better reflect the current landscaping and any proposed district changes.

4. Staff is requesting authorization to have N&W assist with the rewriting of the ordinance. N&W listed an optional service in their contract to assist with any rewriting of the ordinance for a lump sum fee of \$3,500. The service would include reviewing our existing Chapter 155 and providing recommended revisions for the districts and any individual properties within the Township. The process may include how to determine whether a property is historic, and recommendations for the treatment of such properties. This optional service by N&W is still below the budgeted amount for this project, so there are funds available.

Recommendations

1. Move to accept the Reassessment Report by Navarro & Wright Consulting Engineers. The appropriate township staff are hereby authorized to move forward with the appropriate next steps to amend Chapter 155, which will be discussed at a separate meeting.
2. Move to authorize Navarro & Wright to proceed with the ordinance assistance to amend Chapter 155.

Kristen Janowski of Navarro & Wright Consulting Engineers was in attendance and Ms. Boyer shared slides of their presentation that assessed the four districts and showed maps of the areas. She shared that parts of the mill from the Rosegarden district are on display at the State Museum. She said Navarro & Wright recommended Rosegarden be disbanded. Commissioner Cochran asked if a building could remain a historic building even if it was not in an historic district and Ms. Boyer said yes.

Ms. Boyer said that Trout Run had no information as to the criteria used to establish the district, but it may have been past agriculture. They used the National Park Service criteria to determine the future of this district. It was recommended to be resolved. There were some buildings that looked old, but were built in the 1980's. She gave the example of a cabin that was built in 1980.

Ms. Boyer shared that modern homes interrupt the flow of the Yellow Breeches area. She said there were 10 properties from 1780 to 1841 and that anything built after 1900 did not contribute to the district. There was no information as to why the district was created. The properties were mostly 20th century buildings and there was no cohesiveness. They were not part of any agricultural or milling uses. It was recommended that the district be resolved.

Ms. Boyer showed maps of the Shepherdstown area. It is at the top of the hill where York Street and the Union Hotel are located. It was a large settlement area. Gettysburg Pike was a major thoroughfare. Ms. Boyer said that as you go down the street today, many structures still exist with original material and a high multitude of integrity has been retained with minor infill. Navarro and Wright mentioned that the cut off date that was used in the early architecture book was 1868. It was just a date they picked with no rhyme or reason. A recommendation was made to change the time period from 1825 to 1920 since it was a main thoroughfare until Route 15 was established. To do so requires an amendment to the boundary area. Ms. Boyer showed a map of what the new boundaries would be and how it compared to the current boundaries.

Ms. Boyer said that what was discussed tonight was an introduction and we need to have additional discussions. She recommended accepting the report. She said that before anything changed, the Township would have to amend the ordinance. We have been wanting to amend the map for more clarity. She has a new set of bylaws for the HARB Board so that if any changes were to affect that

with the ordinance, we would meet with HARB for the bylaws and do that concurrently. She recommended that HARB be able to review the report. Any ordinance or map changes the Township would make, we would put through HARB for recommendation to then come back to the Board. Commissioner Cochran asked how many properties would be included in the new Shepherdstown district that were not in before. Ms. Janowski said about five or six.

Discussion occurred about letting property owners know about changes and it was determined they would need to be informed and suggested the Township would want them to come in and talk about it. Commissioner Cochran asked if the residents would need to consent. Ms. Boyer was not aware of anything that would require that. Commissioner Cochran said that some of the HARB restrictions are much more stringent and was trying to think about what friction points would pop up. The Commissioners express how impressed they were with the report and that they learned a lot from it.

A motion would be made to accept the report rather than approve the report because there is a whole process with the advisory board and residents. Ms. Boyer said that as part of the proposal that was prepared by Navarro & Wright, they did have an optional section to help with any ordinance re-writes. She would like to employ Ms. Janowski and her team and continue with that portion as we are still well within budget. It would be a great addition to have the extra expertise on hand to help re-write any of the language. She believes having a better written ordinance would be helpful to HARB and the residents. Commissioner Cochran said he would like to figure out how do we do this change and also recognize individual properties that might not be in the same district. Ms. Boyer said that those are going to be two separate ordinances, so they are going to be separate from one another. Ms. Boyer said we may be dealing with property owners who have never been on any type of list and that is going to warrant a separate discussion for them. President Martin recommended we deal with these items as two separate motions, but on the second proposed motion, do you have from your perspective a time certain with your contract? He said he could see it working in fits and starts. If we would authorize that, is it for a time certain period or to get the job done. Jen asked Ms. Janowski if she would allow us time to talk to HARB and the residents before we would start any ordinance writing and she said yes. President Martin asked if Ms. Janowski would be available to meet with HARB. Ms. Boyer said it is in the contract. President Martin told Ms. Janowski that the Board is impressed with the work she has done.

Eric Fairchild of 1224 McCormick Road stated that he attends a lot of meetings and he thought the original issue had to deal with the boundary lines of the historic districts. It came up during the Mills of Shepherdstown proposal and the demolition of one building up there so he thought the scope of work was basically to revisit the boundary lines of the district and he does not ever recall of getting into the area of recommendations to dissolve districts and all that kind of activity.

President Martin said that in all fairness, that is what precipitated our re-looking at it, you are correct, and we know that the districts change, but he did not think you can, when we hire a professional consultant and they come back with a comprehensive report of the rationale, he is not sure why you would criticize us for considering those recommendations. President Martin said that again, I repeat, if the motion follows what he anticipates it will be, we are accepting the report as bona fide information, a foundation by which we can continue to involve property owners, our HARB Board and others as we process this. I am not sure of your question.

Mr. Fairchild said he did not criticize the recommendation. He said he questioned the scope of work. He said that maybe his memory is questionable, but he does not recall the scope of work hiring Navarro and Wright to make recommendations about keeping or dissolving historic districts.

President Martin said that was fine, they did. Mr. Fairchild the Board Secretary, the minutes, we will have to go back and look.

President Martin said that there is nothing from us hiring a consultant to look at an issue and getting information and if that scope leads into recommendations.

Mr. Fairchild asked if he did not see a recommendation to dissolve certain districts? Three out of Four? President Martin said yes, but because that was not in the original scope it does not say that the information is not valid and/or of credibility that it should be considered in the future.

Mr. Fairchild said that he does not see it that way. President Martin said that was okay. Mr. Fairchild has another concern looking at the slides was while he heard Ms. Boyer reference what national park something or other criteria and shouldn't that be further identified or attached to the report, that that was the criteria that was used? Commissioner Cochran said it was in the report. Ms. Boyer said she just provided an overview. She said it is a 60-page document. Mr. Fairchild said that maybe there will be a website link to that too or something so other people can access it.

President Martin said the way he interprets it, we are all busy and we cannot be an expert on everything, we have hired an expert and he is relying on that information, and he is sure if asked, she can back up the source of her information.

Mr. Fairchild's third question was that you have hired an expert, it is Navarro and Wright Engineering Firm? Ms. Janowski said it is Navarro and Wright Consulting and Engineering Firm. Mr. Fairchild said it is not consulting, historians, you are an engineering firm. Vice President Castranio said they are a consulting firm, it is not a consulting engineering firm. Mr. Fairchild said that if the company is getting into the area of history, they should have some credentials in the area of history. He asked if he could ask what those are.

President Martin asked Ms. Janowski to tell Mr. Fairchild who she is and what she is. Ms. Janowski said she has been working as an architectural historian for over 20 years and I made the secretary of the interior standards as an architectural historian and a historian. You can find those online and that is a certain set of degrees and or expertise. With her 20 years in probably 20 different states that she has been doing this in, that is her qualification. Many engineering firms have a cultural resources department, same with natural resources. She works with a team of archeologists as well. They might design bridges, but almost every single job she has held has been at an engineering firm.

Vice President Castranio said that every PennDOT job, no matter what is being designed requires historic paperwork, documentation and such. Mr. Fairchild said his point was not to degrade Kristen's credentials or anything, it is to say that the credentials were not attached to the report that he saw on the screen that the Board was about ready to accept.

President Martin said that if we are going to get to the point that you do not have any confidence in this Board, that everything we do, we have document to your standard, the meetings are going to get pretty long. He said he wished Mr. Fairchild would grant us some courtesy that when we hire a professional and you just heard, that she is a professional, that you would leave it at that and move on. I mean, I do not want to be disingenuous Mr. Fairchild, but you know, it feels like there is just this constant, no matter what the topic comes up, there is this constant badgering of we as decision makers and I am sorry, but I need to say that. Which you have demonstrated again tonight.

Mr. Fairchild said sure, well thank you. President Martin responded thank you.

Commissioner Walter made a **MOTION** to accept the Navarro & Wright's reassessment report of the Township's four municipal historic districts, **SECONDED** by Commissioner Anderson. The motion passed unanimously.

President Martin said for the record, we are accepting the report, we are not approving the report, there is a difference.

Commissioner Walter made a **MOTION** to authorize Navarro & Wright to proceed with the ordinance assistance to amend Chapter 155, **SECONDED** by Commissioner Cochran. The motion passed unanimously.

President Martin said that again, that is not predicated on what the answer is going to be or what that amendment is going to be. It means that we are engaging our consultant to help us along the process.

Ms. Boyer shared that the September 26, 2022 meeting has been canceled and that anything still tables at the August meeting would move to October. She also shared that the Grantham Sidewalk meeting will take place on September 27, 2022 at 6:00 p.m.

PUBLIC IMPROVEMENTS COMMITTEE

No items for discussion.

SANITARY SEWER SYSTEM

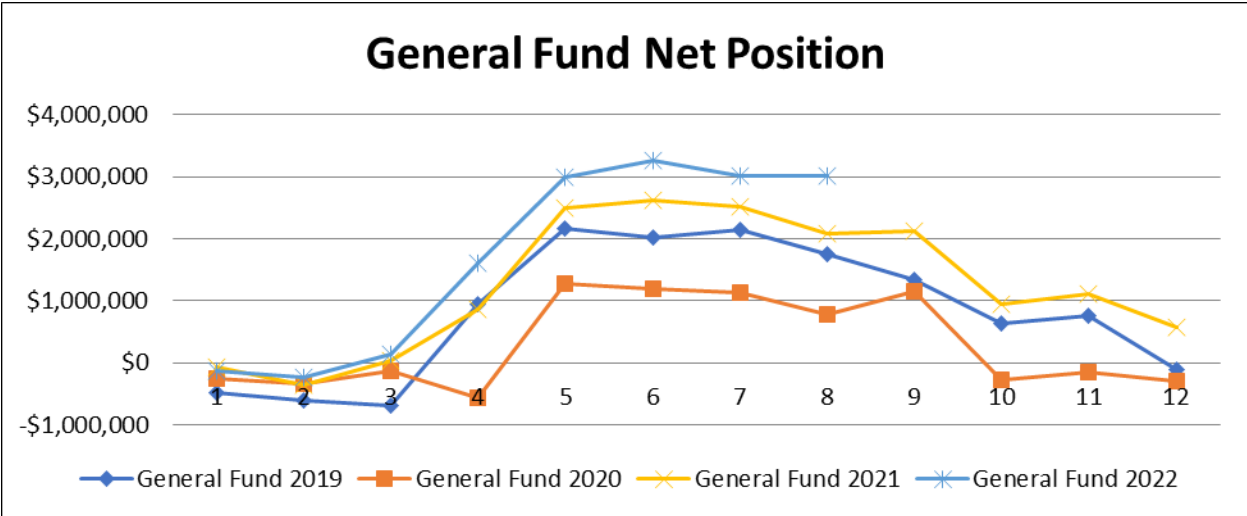
No items for discussion.

ADMINISTRATION COMMITTEE

BUDGET UPDATE

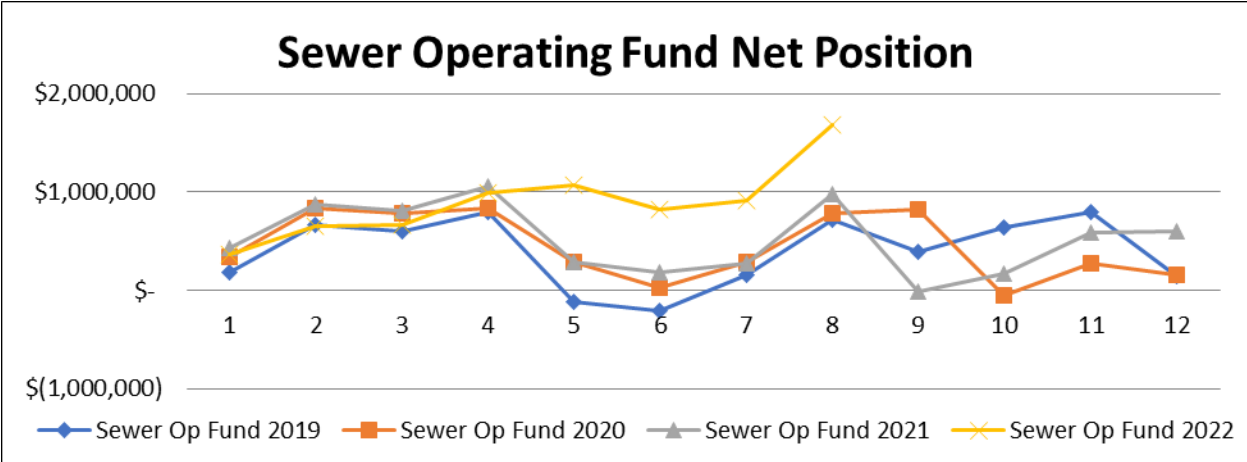
Presented by Kelly Palmer, Assistant Township Manager.

The information presented in this report is based on historical numbers generated in 2019, 2020, 2021 and year to date 2022. In this report I will focus on the two main operating funds (General and Sewer Operating).



At the end of August, General Fund Expenditures (all expenditures plus transfers) of \$642K exceeded General Fund Revenues of \$639K by \$3K. This looks a bit different when compared to prior years trends, with 2022 exceeding net position for 3 out of the last 3 years. As usual, revenues in August were mostly made up of Real Estate Taxes and Earned Income Tax. The township did receive a \$62K Recycling Grant from the County and a large Cable TV Franchise payment. Most expenses were personnel and insurance related.

Overall revenue and expenditure positions in August 2022 are \$8,255,680 (an increase of 9% compared to 2021) and \$5,246,157 (a decrease of 3% compared to 2021) respectively. Most of the difference is attributed revenue in Earned Income Tax and Real Estate Taxes. A slight dip in net position is expected for September as large debt service payments are scheduled.



The Sewer Operating Fund had an increase in position in August, with total position continuing its net surplus in the amount of \$1.6m. The trend is consistent with previous years trends. Most of the revenues collected were sewer rentals.

Most of the August expenditures were personnel and insurance related. We can expect a dip in net position for the month of September as large debt service payments are scheduled.

At this point in 2022, 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.

As required by Pennsylvania Act 205, the Administration must submit the next year's Minimum Municipal Obligation (MMO) to the Board of Commissioners prior to the end of September. The Township is responsible for a total MMO of \$864,616 in FY 2023.

The 2023 MMO for the Uniform Pension Plan is \$496,667, which is an increase of \$23,633 from 2022. Based on the most recent Uniform Pension Plan valuation (1/1/2021), the Township has actuarial accrued liability of \$13,690,171 and a current market value of \$11,974,256 (6/30/22). Based on the liability and the current market value of the Township's Uniform Pension Plan is underfunded by \$1,595,930, placing the plan at 87.47% funded. Act 205 outlines that municipalities whose percentages of liabilities that are funded between 70% and 89% are "minimally distressed".

The 2023 MMO for the Non-Uniformed Pension Plan is \$217,864 which represents a decrease of \$49,629 from 2022. Based on the most recent Non-Uniform Pension Plan valuation (1/1/2021), the Township has actuarial accrued liability of \$8,743,467 and a current market value of \$7,888,836 (6/30/22). Based on the liability and the current market value, the Township's non-uniformed Pension Plan is 90.2% funded. Funding levels above 90%, are considered "Not Distressed" by the PA Auditor General.

The 2023 MMO for the Non-Uniform Employees Retirement Plan is \$149,984 based on projected salaries for members of this plan in 2023. The plan has the Township contributing 10% of each member's salary each year.

Commissioner Cochran asked if when we do the budget, could we get a more up-to-date value on the pension plan funds. Ms. Palmer said yes, we can reach out and get that.

President Martin asked what was the percentage funded a year ago? Mr. Fraser said both were at not distressed. Ms. Parmer said it was 99% last year. Commissioner Cochran said we only have to establish the funding at one point in time, June 30th, but in reality we know it is probably further down now. Mr. Fraser said it is not distressed, we have some tools you could use. He said that the Township in the past has used a smoothing technique to help with some of those expenses. He said in this situation it is not worth it, even if you went into the 80's, it is still pretty well funded, especially with the long term one.

PARK AND RECREATION COMMITTEE

TRUNK OR TREAT

Upper Allen Park Depart and youth sports groups soccer, softball, baseball and lacrosse are going to host a trunk-or-treat at Fisher Park. The fire company will be there, it will be a fun event and the first time doing it. Thank you to our youth sport groups who are helping to sponsor. It is the night that we would normally have trick or treat. If it rain, it is rained out and we are not doing a rain date for it. It is Thursday, October 27th from 6 to 8 p.m. This will be advertised in the Newsletter.

Ms. Palmer said we have a Park and Recreation meeting next Wednesday. The joint rec meeting

was bumped to October 6.

MISCELLANEOUS

SOLICITOR UPDATE

There was no report.

TAX COLLECTION COMMITTEE (TCC) UPDATE

There was no report.

CAPITAL REGION COG UPDATE

We all enjoyed the picnic, and it was a good turnout. They still played golf in the rain.

MUNICIPAL ADVISORY BOARD (MAB) UPDATE

There was no report.

**PENNSYLVANIA STATE ASSOCIATION OF TOWNSHIP COMMISSIONERS
(PSATC) UPDATE**

Commissioner Anderson said the end of month is the summit. She will be back in touch if she is even going for one day. If anyone is free to go, you are all invited to Hampden Township on the 25th at 12 p.m. and there will be a light lunch. It is to keep everyone up to date.

Commissioner Cochran made a **MOTION** to adjourn the meeting, **SECONDED** by Commissioner Anderson. The motion passed unanimously.

PUBLIC COMMENT
EXECUTIVE SESSION
NEXT ORDINANCE: 819
NEXT RESOLUTION: 1072