

**MINUTES
UPPER ALLEN TOWNSHIP
BOARD OF COMMISSIONER MEETING
6:30 P.M. August 16, 2023**

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, Comm Dev Dir. (absent)
Barry Cupp, Sewer Dept. Manager
J. Stephen Feinour, Solicitor
Jason Reichard, Engineer
Tom Shumberger, Fire Chief
Chad Krebs, Park Director

CALL TO ORDER

President Martin called the Board of Commissioners 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

President Martin shared there was an executive meeting prior to this meeting to discuss an item of potential litigation, no action taken.

**CONSIDERATION/APPROVAL OF MINUTES OF BOARD OF COMMISSIONERS
MEETINGS – July 19, 2023**

President Martin asked for any comments or corrections to the Minutes of the July 19, 2023, Board of Commissioner meetings. There was none and Commissioner Cochran made a **MOTION** to approve the Minutes of the July 19, 2023, Board of Commissioner meetings, **SECONDED** by Commissioner Anderson. The motion carried unanimously.

PRESIDENT'S RECOGNITION OF VISITORS

Eric Fairchild, of 1224 McCormick Road

He said a mountain of gravel has appeared on the horizon, so he believes they are now paving probably a parking lot or something behind/near the barn. He said he was curious as to what is going on, that is for the road as much as trails. Mr. Reichard said we have a roadway management contract that is currently active. One of the contractors is temporarily stockpiling materials there that are being utilized throughout the Township for roadway improvements. Once that project is completed, those materials will be removed from the park and site.

Mr. Fairchild said he noticed the bills to be paid tonight were \$3 Million dollars higher than

normal. He asked if that was for the paving contract. Mr. Fraser said it was for paving and for debt service.

CONSENT AGENDA

Commissioner Cochran made a **MOTION** to approve the Consent Agenda, **SECONDED** by Commissioner Anderson. The motion carried unanimously.

Commissioner Castranio noted that new residential permits are less than half what they were at the same time last year. He asked if it is a correct statement to say that development has slowed. Mr. Fraser said the budget lines are still coming in and we are seeing higher ticket homes.

Commissioner Cochran inquired about a negative entry for fundraising revenue in the fire department budget. Chief Shumberger said that he believes it is a correction to equalize the bank statement. He said he will double-check and get a definite answer.

President Martin said he liked the new reporting from the Fire Department in terms of incident reports and mutual aid, he likes the graphic presentation. Chief Shumberger said that with the new program it can be custom tailored.

Commissioner Cochran asked Mr. Cupp how close we are to schedule at the wastewater treatment plant and if there are any issues. Mr. Cupp said that the schedule is an issue. They are having a lot of difficulty getting delivery dates on various equipment. They have been trying to put together a change order for an extension of time, both WYE Electric Inc and PSI Pumping Solutions inc. There will be a change order request at the September meeting. They have not been on site for about two weeks, and it will be another week or two until they return. Substantial completion was supposed to be August 1, 2023 and final September 15, 2023. Mr. Cupp projects those dates to move to October and November 2023. We are hoping to get it done before winter. Commissioner Cochran said he heard that the items that we are replacing are really on their last leg and there are no parts available for them. There is a backup, but if one of them goes down, we are just going to have to run without a backup. We are that close to failure rate on some of the items that are being replaced. Mr. Cupp said the screw press should be here in mid-October 2023.

Vice President Castranio said he will be abstaining from voting on 1C, 1D and 1E as he is employed by the Developer's Engineer on those projects.

Commissioner Cochran made a **MOTION** to approve items 1A through 1M, minus C, D and E, **SECONDED** by Commissioner Walter. The motion carried unanimously.

Commissioner Cochran made a **MOTION** to accept agenda items 1C, 1D and 1E, **SECONDED** by Commissioner Walter. Commissioner Castranio abstained from this vote. The motion carried 4 yeses, one abstention.

PUBLIC SAFETY COMMITTEE

POLICE DEPARTMENT

Chief Parsons said that Norfolk Southern had a training seminar about railroad safety. They offer an app called AskRail. They have downloaded it onto our smartphones. It gives hazardous materials advice and guidance in case of a derailment. He said he is looking into getting smart phones for vehicles. They currently have flip-phones, but we have come into some circumstances where it would be ideal to have a smart phone to be able to take pictures and send to investigators at other locations.

Chief Parsons met with Principal Yohn at the middle school. School starts on August 28, 2023. Enrollment at the middle school is 1200. They discussed the schedule and the set up they have for buses. Last night Chief Parsons attended a dinner that the district hosted for the school police.

President Martin said that the school district is providing an office at the middle school. It will be staffed part time. The officer will be available to visit schools in the Township.

Vice President Castranio asked if there is a school police officer at the middle school. Chief Parsons said they have school police that provide security at large events. You see them at football games, concerts. They are not there all the time. They handle minor infractions within a school such as nicotine violations.

Ratification of Motorola P25 Radio Purchase

On August 14, 2023, I gave the approval to purchase P25 radios and accessories to the Police and Fire Chief. The orders and the County support are as follows:

	UAFD		CC Baseline		Difference	
	#	Cost	#	Grant Award	#	
Mobile	1	\$ 5,400.00	5	\$ 17,490.00	-4	\$ (12,090.00)
Portable	40	\$ 216,000.00	15	\$ 54,450.00	25	\$ 161,550.00
Accessories		\$ 47,840.00		\$ -		\$ 47,840.00
Total	41	\$ 269,240.00	20	\$ 71,940.00	21	\$ 197,300.00

	UAPD		CC Baseline		Difference	
	#	Cost	#	Grant Award	#	
Mobile	13	\$ 80,600.00	14	\$ 40,240.00	-1	\$ 40,360.00
Portable	26	\$ 145,600.00	25	\$ 68,145.00	1	\$ 77,455.00
Accessories		\$ 21,900.00		\$ -		\$ 21,900.00
Total	39	\$ 248,100.00	39	\$ 108,385.00	0	\$ 139,715.00

	EMC		CC Baseline		Difference	
	#	Cost	#	Grant Award	#	
Mobile	0	\$ -	1	\$ 4,092.00	-1	\$ (4,092.00)
Portable	1	\$ 5,600.00	1	\$ 3,894.00	0	\$ 1,706.00
Accessories		\$ 500.00		\$ -		\$ 500.00
Total	1	\$ 6,100.00	2	\$ 7,986.00	-1	\$ (1,886.00)

TOTAL	81	\$ 523,440.00	61	\$ 188,311.00	20	\$ 335,129.00
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As per County requirements, orders were to be placed with the Motorola Representative prior to August 15, 2023, with payment to the County required by September 2024.

After the County's grant, the total cost of the radios to the Township is \$335,129. Of that total, \$260,000 has already been reserved and an additional \$75,129 will be needed.

RECOMMENDATION: It is recommended that the Board ratify the Township manager's decision to proceed with the purchase of P25 radios for Public Safety Departments.

Commissioner Cochran met with the Assistant Fire Chief, and he is more comfortable with the purchase. He wants to make sure that the \$75,000 is coming out of fire company funds. He said it comes out of the fire tax money that we put aside. President Martin said we can deal with that during budget.

Commissioner Walter made a **MOTION** to ratify the Township Manager's decision to proceed with the purchase of P25 radios for the Public Safety Departments, **SECONDED** by Commissioner Cochran. The motion carried unanimously.

Commissioner Cochran asked if Chief Shumberger would have been happy with Harris. Chief Shumberger said it would have worked, but it is a safety concern that we are able to identify one portable to another when the alias comes up. If we have people trapped in a house, we can tell who it is and as far as the location, we will have a much better idea of their location with Motorola. Also, when county pushes out an update, they would have to physically come out and boot up the Harris portables to get them online. Would we be able to go for a day or two without a radio? He thinks the better choice is Motorola. Commissioner Walter asked if it came out that there was a water intrusion problem with Harris vs Motorola. Chief Shumberger said the Harris portables were more of a general use portable and not a fire fighter friendly portable. You would have to wear them underneath your coat so they would not get wet.

FIRE COMPANY

Chief Shumberger said that a lot of work went into the new reports. He said they transferred 20 years of information into the new system. The new report has a lot of benefits. It automatically sends reports to the state every month. It saves man hours. It can be set up to do reports for the township the same way.

He shared that a department from Minnesota was here looking at their truck on Monday. They found a few things wrong with it. The air conditioner was not working, one of the jack sensors is not working and they would like the ladder tested before they take it. It is due in September 2023. If we get that done, then it looks favorable that they would take the ladder truck to Minnesota. They would take possession after wired money. We want a month to tear out some equipment to transfer to the new truck. The new truck is online. There are pictures on the website. It should be here the 1st or 2nd week of October 2023.

Commissioner Cochran asked what the offer was. Chief Shumberger said \$350,000. He shared that they originally listed it at \$400,000. They were told by the dealer that it was worth

\$300,000. They put it up for \$400,000 given the market. They did not have many bites, so we dropped it down to \$350,000 and we had a few bites and they flew in to look at it.

PLANNING AND ZONING COMMITTEE

There were no items for discussion.

PUBLIC IMPROVEMENT COMMITTEE

Traffic Signal Maintenance Vendor – ATS Contract Renewal

On August 9, 2023, the Board of Commissioners approved a one-year contract with ATS for traffic signal maintenance. Over the year, ATS has been a reliable vendor that has completed several repairs and inspections for the Township. Both the Administration and the Police Department have found it very easy to work with ATS and view the quality of their work to be exceptional. ATS has also been working well with the Township's traffic engineer and is in a position to help with the 2023 modernization project.

The annual cost of the renewal will be the same as the one-year cost.

It is recommended that the Board move to authorize the appropriate Township Staff to sign a 3-year contract renewal with ATS Inc. for traffic signal maintenance services.

Commissioner Castranio made a **MOTION** to authorize the appropriate Township Staff to sign a 3-year contract renewal with ATS Inc. for traffic signal maintenance services, **SECONDED** by Commissioner Anderson. The motion carried unanimously.

SANITARY SEWER SYSTEM

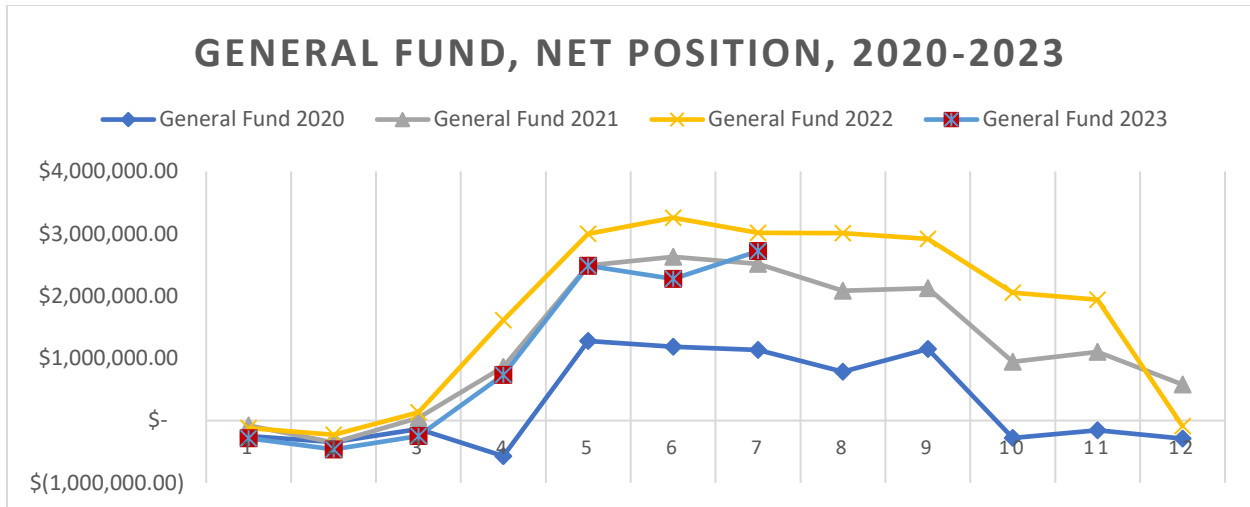
Mr. Cupp shared that on July 31, 2023, the Sewer Advisory Board Selection Committee interviewed Mr. Mitchell Webb for a voluntary position on the Sewer Advisory Board. Those present included SAB Chairperson Karen Overly-Smith, Commissioner Cochran, Commissioner Walters, Kodi Hockenberry and Mr. Cupp. Mr. Webb appears to be well qualified for the position and has worked in the water and wastewater industry for over 20 years. Based on the experience and background of the applicant and a favorable interview, we are recommending on behalf of the Sewer Advisory Board the appointment of Mr. Mitchell Webb to fill the current vacancy on the Board. Commissioner Cochran said he sat in on the interview and he was impressed with the candidate's technical knowledge.

Commissioner Walter made a **MOTION** to approve the appointment of Mr. Mitchell Webb to fill the current vacancy on the Sewer Advisory Board, to complete a term that will run through August 16, 2027, **SECONDED** by Vice President Castranio. The motion carried unanimously.

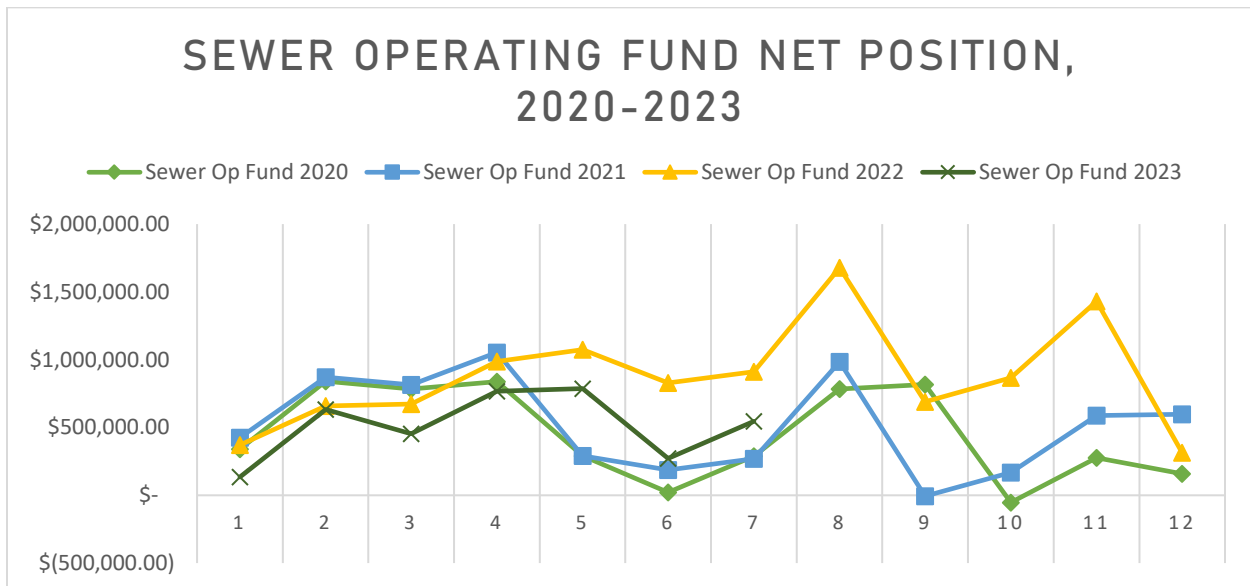
ADMINISTRATION COMMITTEE

Budget Update

The information presented in this report is based on historical numbers generated in 2020, 2021, 2022 and year to date 2023. In this report I will focus on the two main operating funds (General and Sewer Operating).



At the end of July, General Fund Revenues of \$1.04MM exceeded General Fund Expenditures (all expenditures plus transfers) of \$599K by \$445K, increasing the township’s positive net position. Revenues in July were mostly made up of current year Real Estate Taxes, Local Enabling Taxes, and a large PILOT from Messiah Village. Building permits are still coming in steadily. The majority of expenses in July are related to payroll and insurance payments.



The Sewer Operating Fund is currently in a net surplus position at this mid-point of the year in the amount of \$545K. July increased in position as expected as sewer rental collections made up most

of the revenue and were collected this month. This matches the prior year trendlines and was expected. This will fluctuate throughout the year during lulls in sewer rental collections and large debt service payment periods. Most of the expenses were insurance and personnel related.

At the end of July, 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.

President Martin asked if the Messiah Village pilot was voluntary, mandated or required. Ms. Palmer said she thought it was voluntary. Mr. Fraser said it was part of the agreement. President Martin said he asked because he says kudos to Messiah Village because we have some non-profits in the Township that are not as generous and as community minded as Messiah Village. Ms. Palmer said that Messiah Village makes a large contribution.

Discussion on Application to DCED's STMP Program

DCED sponsors a STMP (Strategic Management Planning Program) which provides matching grant funds to help municipalities develop comprehensive multi-year financial, operational, and strategic plans and establish short and long-term objectives.

Grants can be up to \$200,000 and municipalities are responsible for only 50% of total project costs. The final product is a clear plan for the development and implementation of a multi-year financial management program and strategies.

The real benefit of this program for our purposes is through the subsequent phasing. Municipalities can then apply for subsequent STMP grant funding to support the implementation of recommendations made in the initial multi-year plan. For example, if recommendations are made to upgrade technology/data/financial systems, make investments in staff training, etc. these will be funded at 50%.

Additionally, plugging into the STMP Program opens the Township up into unique DCED funding opportunity buckets that aren't necessarily open to all public agencies.

While researching this program, Ms. Palmer spoke with Silver Spring Township & Lower Paxton Township for references on their experience with the program/consultants.

Proposed Next Steps

1. Put out RFP (attached in supporting documents to this memo) to approved vendors to get quotes on pricing and proposals.
 - a. RFP to go out Week of August 21, 2023
 - b. Proposals to come back Week of September 21, 2023
2. Evaluate proposals.
3. Make a decision with BOC on whether or not we want to move forward on this project.
 - a. If we want to move forward, I will need a resolution from the Board, which will require the Board to take action at a future meeting.

4. Submit application to DCED in October

Recommended Actions

This is being brought up for discussion purposes currently. No recommended action to be taken at this time.

Ms. Palmer said she is looking for feedback from the Board of Commissioners. She said she thinks it is a good program to be involved in and provide us with an opportunity to be plugged into other grant opportunities. She said that some are modernizations that we are already talking about making. When it comes to things like external planning, if we are going to be required to do them anyway, there is value in doing them at a 50% discount.

Vice President Castranio asked about what input Ms. Palmer got from Silver Spring and Lower Paxton Townships. Ms. Palmer said that the Silver Spring Township assistant manager raved about it. They have used it for software upgrades, IT upgrades and external planning. They are moving towards a new software system. They are doing an internal review of SOPs and combination of shared services between departments. Silver Spring Township felt they were plugged into a lot of modernization they were already going to make, and they got a 50% discount on it. They feel it benefited them because they got close to a \$1 million grant for Paul Walters Park. They felt like being plugged into that program helped them be prioritized in receiving some of the funding. Lower Paxton Township is early in the process. The assistant to the township manager said that they just had their assessment done and now they are looking at implementing the recommendations. They are looking at moving forward on Phase 2, but they have had a good experience and recommended the consultant who came in and did the assessment. They had a good experience with the DCD rep and the consultant.

President Martin supported the program. Ms. Palmer said she will put the RFP out. She noted that if we do not feel comfortable with the proposals or pricing, we can drop this.

Website Rebuild Project Status

Ms. Palmer shared that we are in the process of making final changes to site design. The design will not look much different to what was presented here at the Board of Commissioners Meeting a couple of weeks ago. The goal with site mapping is to get everything down to three clicks or less. Ms. Palmer said she has a call with the vendor next Friday to walk through all the recommendations that the internal staff workgroup has made. The next phase is content migration. This is where we will move all the content that is on our current website onto the new website. That should take two to three weeks. The final phase is beta testing. The Board of Commissioners and nine people from our volunteer advisory boards will help with the testing. We hope to have our staff trained and to go live. The estimated date for beta testing will be mid-September. Commissioner Cochran said the roll out will depend on what comes up in beta testing.

PARKS AND RECREATION

Certified Autism Center Accreditation

Mr. Krebs shared that the Upper Allen Township Parks have been internationally accredited as a Certified Autism Center through the IBCCS which is the International Board of Credentialing and Continuing Education Standards. What it means as far as community impact goes is that it will identify our parks as a place where people with autistic family members feel safe and welcome. The parks will also be featured on Autism Travel which is a website dedicated to providing leisure and travel for the autistic community as accessible to over 5.6 million parents and families worldwide. The prevalence of autism and people with sensory needs is increasing. Autism is diagnosed in 1 in every 36 children and 1 in 6 people have sensory needs. It is important for us to look at inclusivity with high priority in our parks. To acquire the certification, the entire park staff has been trained, tested and certified on three different levels of autism awareness. This is an exciting achievement that differentiates us from other park systems. We are the first publicly owned and managed park system in Pennsylvania and the fifth park system in the country to become a Certified Autism Center. There are 14 other Certified Autism centers consisting of public and private entities in Pennsylvania like Koebel's and Sesame Place. On an inclusivity and accessibility related note, the certification is a testament to all the hard work involved by the Board of Commissioners, Park and Rec and Township staff. Ms. Palmer and I worked in cooperation with the IBCCS staff to draft a joint press release which will be broadcast across national media platforms tomorrow. A certification certificate will be displayed in the Township building.

Mr. Williams, the Chairman of Park and Rec said he was thrilled to hear that, and he would also like to share that this has been included in our Parks design early on. He said that Commissioner Fraser should get credit for that. Mr. Williams said he remembered Mr. Fraser asking him if he knew someone that had sensory mazes and he had no experience in that. He said Mr. Fraser found it. He shared that all the design aspects of Friendship Park and Winding Hill were very sensitive to kids on the spectrum. Mr. Williams thanked Mr. Fraser and the Board of Commissioners for their support and said it is one of the things that makes the difference from very good to excellent. He said he is proud to be affiliated with it.

Information about the certification will be placed on the website.

Library on the Run for Reading

Ms. Palmer Shared that Upper Allen Township partnered with the Library on the Run for Reading at Winding Hill Park South, that was hosted last weekend on August 20th. It was successful and the library raised \$9,000. We confirmed we are hosting on August 9, 2023 with the library.

Free Educational Clinical at Grantham Pond

The Township is partnering with BreakLine Charters for an event on August 20, 2023 to provide children with disabilities with a free educational clinical at Grantham Pond. This clinic will be focused on learning how to fish.

Fall Fest

Fall Fest is coming up on September 29th from 4-9PM at Winding Hill Park North. Everyone mark

your calendars and get ready!

Movie Night at Friendship Park

Movie Night at Friendship Park is on Friday at 7PM. We are playing Toy Story & will have food trucks. The movie starts at dusk.

Rain Deck

The Rain Deck at Fisher Park is opening tomorrow. There will be misters and sprayers!

MISCELLANEOUS

Solicitor Update

There was no report.

Tax Collection Committee (TCC) Update

There was no report.

Capital Region COG Update

President Martin shared there will be a golf tournament and picnic in September.

Municipal Advisory Board (MAB) Update

Vice President Castranio shared that P25 was discussed. Fire fighters need to get their tax info in. They discussed the county comprehensive plan.

Pennsylvania State Association of Township Commissioners (PSATC) Update

Commissioner Anderson said they will be sending out info about the conference in Bethlehem and that they had a zoom meeting.

President Martin shared that the Board of Commissioners will be going into an Executive session to talk about labor negotiations. Commissioner Cochran made a **MOTION** to adjourn the meeting at 7:55 p.m., **SECONDED** by Commissioner Walters. The motion carried unanimously.