

**UPPER ALLEN TOWNSHIP  
MINUTES OF BOARD OF COMMISSIONERS MEETING 2 – 6:30 P.M.  
February 15, 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, Staff Planner  
Barry Cupp, Sewer Dept. Manager  
J. Stephen Feinour, Solicitor  
Jason Reichard, Engineer  
Tom Shumberger, Fire Chief

**CALL TO ORDER**

President Martin called the Board of Commissioners meeting to order at 6:33 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 that on February 14, there was a joint effort between the Township and the Fire Department where Ronald Dean was honored and the building was dedicated to him with a plaque displayed in the lobby of the building.

President Martin shared that Lucas Gohean, of Troop 190 in Grantham, was in attendance.

Chief Parsons shared that Officer Amanda Knaub was receiving an award. Chief Chris Raubenstine, President of the Cumberland County Chief Association, awarded Officer Knaub “Academy Graduate with Honors” for graduating first in her class with a 97% grade average.

**CONSIDERATION/APPROVAL OF MEETING MINUTES**

President Martin asked for any comments or corrections to the Minutes of the January 18, 2023, Board of Commissioners meeting. There were none and Commissioner Cochran made a **MOTION** to approve the Minutes of the January 18, 2023, Board of Commissioners meeting, **SECONDED** by Commissioner Anderson. The motion carried unanimously.

**PRESIDENT’S RECOGNITION OF VISITORS**

Barry Strock, of 815 Williams Grove Road

Mr. Strock said he came as a follow-up to the last meeting wanting to know if there was any consideration of an agricultural exemption for trash services. He said he has not heard from Republic Services. Mr. Fraser said the Township will pass his contact information on to Republic Services.

## **CONSENT AGENDA**

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

Consideration/Approval of Staff Reports  
Consideration/Approval of Bills in the Amount of \$893,190.10  
Acceptance of the 2022 Planning Commission's Annual Report

President Martin shared his appreciation for the volunteers of the Planning Commission.

## **PUBLIC SAFETY COMMITTEE**

Chief Parsons shared that they are doing lots of event. They are going to start a program "Coffee with a Cop" to meet residents. Messiah University Baseball Team is going to have a salute to law enforcement for county law enforcement agencies. The Police Department will be attending that. An officer will throw out the first pitch, the honor guard will be there to present colors and the County Chiefs will have a table there for recruiting. The tentative date is March 31<sup>st</sup> at 3:30 p.m. There are several Messiah University graduates who work for the police department.

## **FIRE DEPARTMENT**

Chief Tom Shumberger gave a recap of the Motel 6 fire. There were 18 fire departments there, 22 members of Upper Allen. They were dispatched at 6:39 p.m. and were on site at 6:41 p.m. They were done at 11:20 p.m. We operated off three fire hydrants and the water company said we maxed them out. The fire started in a trailer behind the motel. There were no reported injuries. The Public Works department came out and put salt down as it was very windy and the temperatures were so low that water created a layer of ice in the parking lot. The Mechanicsburg Area School District sent out two buses to keep people warm. Wendy's and Mission BBQ sent out food.

Chief Shumberger thanked everyone for coming out to the event honoring Ronald Dean.

## **PLANNING AND ZONING COMMITTEE**

### **Consideration to Fill Vacancy on Agricultural Security Area Advisory Committee**

Ms. Alicia Shaffer has applied to serve on the ASAAC Committee. Ms. Shaffer lives at 1090 Greene Lane. Ms. Shaffer's property is not within the existing ASAS, but it is agriculturally zoned.

The Township currently has a vacancy for a resident of the Township to serve on the ASAAC. After speaking with Ms. Shaffer, Ms. Boyer recommend the Board consider appointing her to the Agricultural Security Area advisory Committee.

Ms. Boyer shared that Ms. Shaffer would serve as a resident of the Township. She has a farmette.

Commissioner Anderson made a **MOTION** to appoint Alicia Shaffer to the Agricultural Security Area Advisory Committee, **SECONDED** by Commissioner Walter. The motion carried unanimously.

**PUBLIC IMPROVEMENTS COMMITTEE**

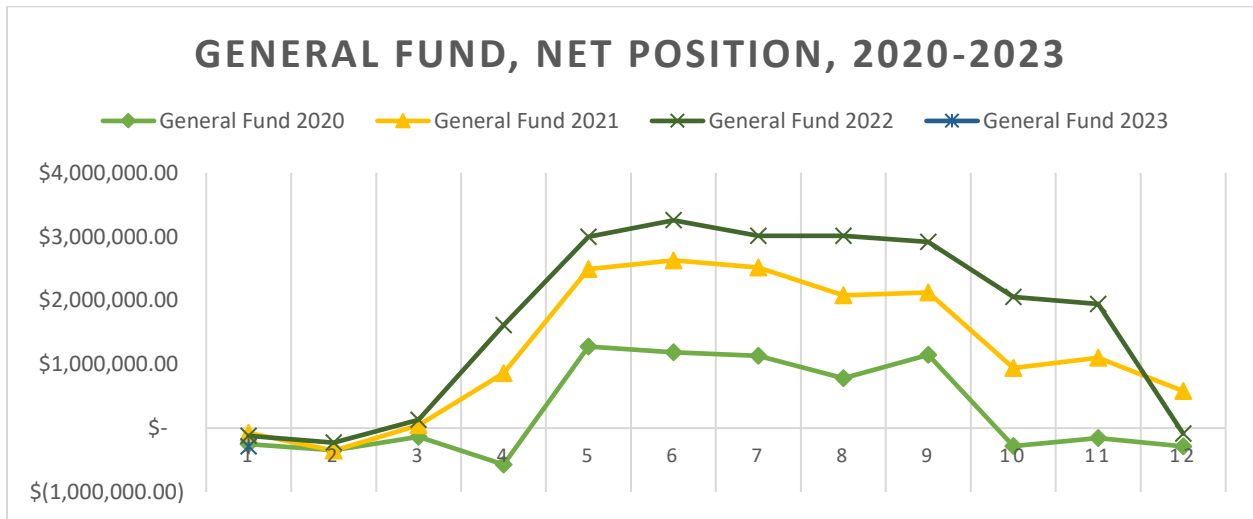
There were no items for discussion.

**SANITARY SEWER SYSTEM**

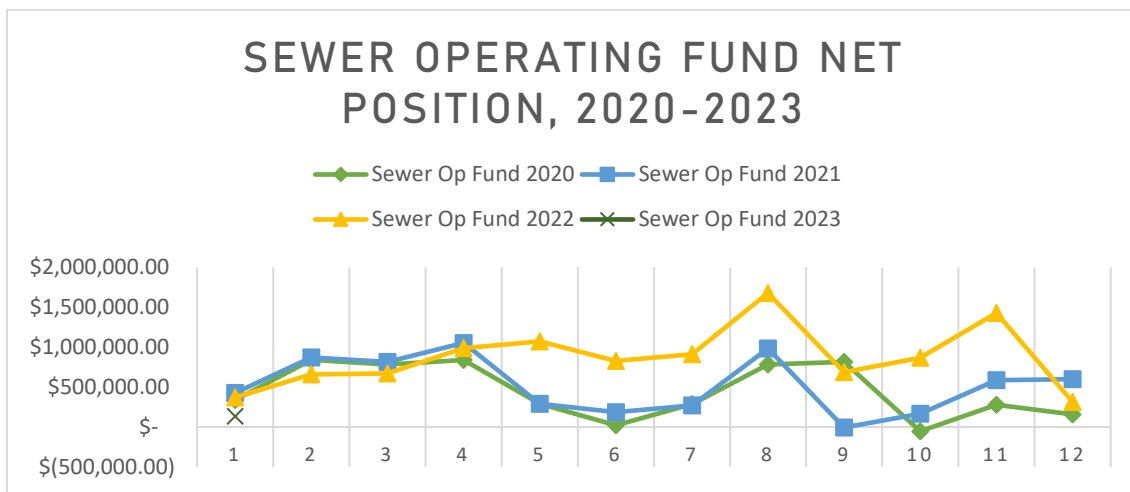
There were no items for discussion.

**ADMINISTRATION COMMITTEE**

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



After one month in 2023, General Fund Expenditures (all expenditures plus transfers) of \$679K exceed General Fund Revenues of \$394K by \$285K. The majority of expenses in January are related to payroll and insurance payments. Most of the revenue collected in January is related to current/prior year income taxes and current year real estate transfer taxes.



The Sewer Operating Fund is currently in a net surplus position at this early part of the year in the amount of \$134K. This will fluctuate throughout the year during lulls in sewer rental collections and large debt service payment periods.

After January 2023, 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.

### PARK AND RECREATION COMMITTEE

#### **Winding Hill Park North Lighting Improvement Project**

The proposed 2023 Budget, line item #30-454-760 includes \$61,000 for the Installation of parking lot lighting for Winding Hill Park North. The lighting will be installed to increase the safety of evening and winter use of Winding Hill Park. Winding Hill Park currently has trail lighting installed around the playground and restroom facilities. The lighting will be in use during dusk and until 10 p.m. when the park closes. The lighting will illuminate the front parking lot along with the eastern basketball court. The entrance will remain illuminated from dusk to dawn for safety security measures. The lights will come on with an eye and off with a timer.

The total cost for the installation will be \$61,750.00 (COSTARS Pricing). Leer Electric will do the installation in March 2023. The estimated project timeline is 3 weeks. The Township was awarded a \$20,000 grant from Cumberland County Land Partnership’s to offset the overall cost of this project.

Vice President Castranio said to make sure the contract has a rock clause to denote charges for hidden rock. The Township should be present to see the rock before we get charged. President Martin told her to ask for a unit cost before they start.

Matt Goheen, of 23 Conway Drive

Mr. Goheen asked why the Township was not putting lights at the back third. Ms. Palmer said we chose the lights for the proximity to the playground, lighting to the basketball court and other lights. All paving will be done at Winding Hill North parking lot this year.

Commissioner Cochran made a **MOTION** to authorize the installation of parking lot lighting at Winding Hill Park North at a cost not to exceed \$61,650, **SECONDED** by Commissioner Anderson. The motion carried unanimously.

There is an administrative meeting next Wednesday.

President Martin said that there was an Executive Session prior to this meeting for legal input and advice.

## **MISCELLANEOUS**

### **Solicitor Update**

There was no report.

### **Tax Collection Committee (TCC) Update**

There was no report.

### **Capital Region COG Update**

There will be a meeting in March.

### **Municipal Advisory Board (MAB) Update**

There was no report.

### **Pennsylvania State Association of Township Commissioners (PSATC) Update**

Commissioner Anderson shared that for police, they do have a senator who is going to put the radar through, we are familiar with them. Greg Rothman will present it. They feel confident that they can get it through the senate. The problem is coming with the smaller areas, and they think we are making money on tickets. Most of the money goes to the state. We want it for safety purposes.

Commissioner Anderson shared that she is active in the Upper Allen Women's club. They started a project for people/groups who had to work during covid through no choice of their own. They are giving a certificate and extra things like food. It is a two-year project saying thank you to the community. Commissioner Cochran shared that Upper Allen's Women's club is the largest in Pennsylvania. There are 400 members in all of Pennsylvania and 120 are in Upper Allen Township.

Karen Overly-Smith, of 855 Oak Oval

Ms. Overly-Smith asked that if people were displaced by the fire at Motel 6, where did they go. President Martin said they went to the Wingate. Chief Shumberger said that 30 families were displaced. Most were staying at the hotel short term. The Red Cross took care of three families that lived there.

Commissioner Cochran made a **MOTION** to adjourn the meeting at 7:06 p.m., **SECONDED** by Commissioner Walter. The motion carried unanimously.