

**UPPER ALLEN TOWNSHIP  
BOARD OF COMMISSIONERS MEETING – 6:30 P.M.  
May 17, 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  
Stephen Feinour, Solicitor  
Jason Reichard, Engineer  
Tom Shumberger, Fire Chief

**CALL TO ORDER**

President Martin called the Board of Commissioners meeting to order at 6:32 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 Ronald “Pap” Dean’s services were held May 12, 2023.

**CONSIDERATION/APPROVAL OF MEETING MINUTES**

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

**PRESIDENT’S RECOGNITION OF VISITORS**

Barbara Harvey, of 19 Hemlock Drive, Mechanicsburg

Ms. Harvey shared that the streets in Webbercroft Development need repaved and wanted to know why they have not been done and when they are going to be repaired. Mr. Fraser shared that the plan has been moved up and the plan is now to redo stormwater in 2024 and then the whole development will be repaved in 2025. President Martin said that storm conveyance goes through private property, and we need right of ways for that. It will be up to the property owners to grant access. Mr. Fraser said the Township has met with residents in that area and that when hot plants open for the spring, there will be hot patching done to repair holes. Hemlock is on the list. Commissioner Cochran explained that sometimes the right thing to do is allow a road to fail so they can rebuild it from the bottom up.

Ray White, of 21 Hemlock Drive

Mr. White commended the group that came out and removed a tree that fell on their street. He

asked why the entire development was pushed back four years for repair. Commissioner Cochran said that on an annual basis, we have our engineer come through and work with public works and say based on what we have to spend, which roads have the most traffic and need the most in repairs. We have four different things we can do to a road: we can completely rebuild it which is the most expensive, we can top it, we can micro resurface or tar and chip. We use different methods depending on the age of the road, condition of the road and how much traffic it is going to get. When things move, it is at the recommendation of public works and the engineer as to what makes the most sense with how much money we have to spend. He said that the Township gets some money from the state from liquid fuel taxes and then the Township has a capital improvement fund that we fund with dedicated money every year. We have a limited amount, and we have to figure out how much we can get out of that. Mr. White said he read that in the August 2021 report, that the Township had a surplus. He knows the Township bought a fire truck for 1.5 million, but there was also some excess. Commissioner Cochran said that is capital reserve, not the fund that we use for the highways. We have a dedicated fund just for the highway. Mr. White wanted to know why 90-95% of their development got pushed back in the road study. Mr. White also shared that whoever did the surfacing of the tarring on their road, do not have them do it again. He said the tar is up, there are flaps. President Martin asked if that was on Hemlock and when it was done. Mr. White said two summers ago, and that Cedar was done in 2021. President Martin said we can look back and see. Mr. White said that now buses run up and down their streets and they never did before.

### **CONSENT AGENDA**

Commissioner Anderson 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 \$1,165,662.97

### **PUBLIC SAFETY COMMITTEE**

Chief Shumberger had nothing to report.

Chief Parsons said they did a traffic study on Round Ridge Road and determined a speed issue was not present. They are also doing Mill Road in the Bumble Bee Hollow area. He will have that report available to the Commissioners. President Martin said it was pointed out that the study was done after Messiah University's Commencement was over and the counts would be lower than normal. They advised to do the study when the University is in session.

### **PLANNING AND ZONING COMMITTEE**

#### **Consideration/Action to Reapprove the Final Phase II Plan for Autumn Chase PRD**

The Phase II plan was conditionally approved September 7, 2022. Phase II of Autumn chase proposed the development of 32 townhomes and 24 duplex units, along with a 3.59-acre open space lot. Phase II will include the construction of new roadways for South Fall Harvest Drive, South Autumn Chase Drive and Brittany Drive.

Per condition #32, the Applicant had 180 days to satisfy all conditions and record the plan. The end date was March 6, 2023. The Applicant has been working through the conditions of approval but has been unable to meet the 180-day deadline. The Applicant is therefore asking the Phase II plan to be reapproved.

The Applicant and his engineer have been working with staff to finalize the plans for Phase II. No changes have been made to the plan that would affect the PRD or any ordinance requirements. As of May 3<sup>rd</sup>, the following items were still outstanding:

1. Condition #20. Two copies of the signed Sewer Extension Agreement
2. Condition #21. Sewer escrow review fee of \$1,000.00
3. Condition #27-28. Financial security in the amount of \$356,597.78, totaling 100% of the remaining construction costs. Inspection escrow fees in the amount of \$15,660.00 (rounded)
4. Condition #20. Pay tapping fees in the amount of \$103,040.00 (\$1,840.00 x 56 EDUs).
5. Condition #22. Signed/executed and recorded Stormwater BMP Agreement.
6. Condition #26-28. A construction cost estimate must be submitted and reviewed/approved by the Township engineer, and appropriate financial security and inspection fees must be provided.
7. Condition #32. The plan was to be recorded no later than March 7, 2023. The Board of Commissioners will need to reapprove the plan.
8. Condition #33. PDF of final plan to be recorded, and appropriate .dwg file of improvements for Phase II.
9. Final paper sets of the signed/sealed/notarized plan, which shall include recording information for Phase III; final addressing updates; and final water design from Veolia.

Commissioner Anderson made a **MOTION** to approve a 180-day time extension for the conditional approval of the final Phase II plan for Autumn Chase PRD, UAT File #22-07-01. Condition #32 is hereby amended to require the Applicant to satisfy all conditions for approval of the plan and record the plan within 180 days from this approval or else the plan will be considered disapproved. All other conditions of approval shall remain, **SECONDED** by Commissioner Walter. The motion passed unanimously.

### **Consideration/Authorization to Advertise Ordinance for Private Fire Hydrant and Outdoor Wood-Fired Boilers**

Ms. Boyer shared that she is working with the Fire Marshal, Valerian Curd, coordinating amendments to Chapter 138 to add language for the following:

1. Requirements for privately-owned/existing fire hydrants to include a Storz hydrant adapter.
2. Requirements for outdoor wood-fired boilers (OWBs)

The regulations regarding private fire hydrants and installation of a Storz adapter were discussed with the Public Safety and Public Improvement Committees. The outdoor wood-fired boiler regulations were discussed with the Public Improvement Committee.

The draft ordinance was discussed with the Board of Commissioners on May 3, 2023. There was

a suggestion to prohibit storage of material in the front yard, and that language has been included with this draft. Authorization to advertise the ordinance was given; however, after the meeting there was some concern about the prohibition of use during certain months of the year.

Additional discussion is warranted before the ordinance should be advertised for adoption. The limitation of use during certain months of the year is an optional regulation. The board could choose to remove Section 1345.L entirely. Staff will make appropriate changes to the ordinance, as directed. Staff then asked the Commissioners to authorize the advertising of the ordinance for adoption at the June 7<sup>th</sup> Commissioners' meeting.

Ms. Boyer said there were a couple of changes regarding enforcement and violation. If we did find that someone is in violation, there is language in there now, to write a letter and say what the violation is, and they have so many days to correct the violation. At the advisement of council, that was added in. Ms. Boyer said there have been some revisions to that and the appeals language.

President Martin said that the Township will not take action tonight to pass the ordinance, the proposed action is to advertise it to put it out so the public can comment on it. He said the ordinance and/or amendment deals with two issues; installing a universal connector on fire hydrants on private property and outdoor wood-fired boilers. He said that we will discuss fire hydrants first.

Ms. Boyer said that the ordinance proposes that within a year, owners of private hydrants must comply and install a connector on fire hydrants.

Chief Shumberger said that most of the Township hydrants have or will have the couplings added to the hydrants.

Gary Yorlets, of 705 W. Winding Hill Road

He asked if this applies to large buildings that are on public water that already have these hydrants in place. Vice President Castranio said the hydrants have to be in place already and we are not retroactively asking buildings to install fire hydrants, this is just for the connecting piece on existing hydrants.

President Martin said we will discuss outdoor wood-fired boilers (OWBs). Commissioner Cochran said we have thought about grandfathering any existing OWBs under the current regulation which is virtually none. He said it would only be new installations that would have to follow this. He said we also talked about differentiating between OWBs for heat and OWBs for hot water because heat is not necessary in the summer months, but hot water is used all year.

Paul Brenneman, of 2020 Stumpstown Road

Mr. Brenneman has Brandy Lane Kennels, two residences and an in-law suite that he uses these for. He said that on March 28, 2008, he contacted Mr. Welt at the Township and was told there were no regulations, but he should run it past Bill Coulson, Fire Marshal. On April 10, 2008, Mr. Coulson told him it needed to be 10 feet from any structure, combustibles and the property line. His system was installed and running by June 25, 2008. It has been running continuously since then. His unit is 38ft from his office door and in the proposed ordinance, the Township wanted a stack of 15 feet above grade. Their stack is 22 feet. He said he had been proactive when Creekstone went in. He contacted neighbors and told them to call if they have problems with the

dogs barking or smoke. He said he has never gotten a complaint or heard from the Township. He wanted to be proactive, he runs it at a low-high temperature of 195 to 200. The manufacturer is usually 165 to 170. He does that because there are more frequent firings, less idle time and not as much smoke. He burns dry wood. His unit is made of stainless steel. He said he has no real issues with the Township putting on restrictions or requirements on new ones, but he did everything right. They spent \$25-30,000 to do what they did. He said the last thing in the proposal is a solid waste contract. He said his ashes go in their fields. In the wintertime he gets a 5-gallon bucket of ashes a month. In the summer, twice that. He said if he has to get a contract, he will get it, but he is not going to use it.

President Martin thanked him for his comments and said he thinks he is the model OWB owner because he communicates with his neighbors and burns dry wood. President Martin said this was generated to guard against future development of someone that has a small property within a densely zoned area. He thinks the idea of grandfathering people in makes a lot of sense from his perspective.

Gary Yorlets, of 705 W. Winding Hill Road

Mr. Yorlets said they have had an outdoor furnace for 15 years with a 2 ft chimney and that is how it came from the factory. His neighbor is 3-400 yards away. He does not think the height of the draft will make any difference. He uses hardwood, putting the ashes in their garden. He uses it for both heat and water.

Ms. Boyer said some of the requirements are in the ordinance because they are under EPA guidelines for phase two type boilers so stack heights, there are minimum requirements. You can go above and beyond them. There is a 10-foot height requirement, and the township did fifteen. There are certain things we cannot take out and other things that we can. The months of operation are something we could remove altogether because of how people are using them. The solid waste disposal, that is an item we have seen in other ordinances throughout the country, but it is not something that is required. Commissioner Cochran said we could just say "in a Township approved method of disposal and if they have 15 acres to spread the ashes over, that is fine." We just do not want someone creating an ash pile in their backyard that they are never going to get rid of. Ms. Boyer said she thinks that the intent was not to use municipal trash services to have an additional trash service or method to dispose of the debris. It was something optional that was added in, but that could also be removed or made optional depending on the situation.

President Martin asked if stack height be for new installation after the ordinance is passed or existing OWB be grandfathered in. Ms. Boyer said they have phase two and non-phase two, any that are in existence from the date of this ordinance can remain provided that they are registered with us. If they already have a building permit with us, we will count that. We put in within 60 days of the effect of the ordinance, we could change that time if we want to allow more time for people to register. She said they would essentially be grandfathered in and any new ones coming would need to meet the requirements of this ordinance. President Martin wanted to clarify that Mr. Yortlets is existing. Ms. Boyer said we would not make him change it unless he was getting a whole new apparatus on his property, then it would need to meet current codes.

Kirby Clark, of 821 E. Lisburn Road

Mr. Clark said he has one, approved through the building. He was concerned about the waste removal. He said regarding the 15 feet, if the air gets heavy, it will push it down into the

neighborhood.

President Martin said that existing OWBs are grandfathered in. If we would approve or amend this ordinance, it would not apply to them. He summarized the concerns as the months of operations and then disposal. Commissioner Cochran said that if we are saying that these regulations do not pertain to existing at the time of the ordinance, then none of them pertain, including the months of operation so you are getting grandfathered in everything. The question is if you have to rebuild it, then you have to come up to standard and figure out what to do. Commissioner Walter said that because of that, he would have a concern about keeping the months in instead of having them removed. He thinks now is our time not to put it in. Vice President Castranio said to take out the months altogether. If you are building new, it is going to meet all of the regulations, you might as well let them operate it. He also suggested for disposal method, we simplify it saying it must meet EPA regulations, that way we are not making it stricter than what the government says to do and then we are also abiding by their regulations. Ms. Boyer asked Mr. Feinour if disposal was an EPA regulation. Mr. Feinour said no. Commissioner Walter said he thinks it is considered a solid waste and EPA sometimes stays away from that. Ms. Boyer said EPA banned these for many years due to the clean air act. Recently, they have been brought back to the forefront again after court decisions about how it affected EPA's overreach of the clean air act.

President Martin said he has heard suggestions that we remove the months of operation and that it is understood that existing OWBs need not follow this. We include new installation compliance with EPA standards and that we remove the disposal criteria.

Ms. Boyer will make these changes and bring them back to the Board of Commissioners at the next meeting.

Gary Yorlets

Mr. Yorlets asked if he were to have a problem with his stove and needed to replace it, he would have to go to phase two system, does that still require 15 feet. Vice President Castranio said it is from the ground, not the top of the boiler. Ms. Boyer said EPA is 10. Mr. Yorlets said he was not sure how you would secure that against wind. Commissioner Walter asked Ms. Boyer if she said the EPA regulates the height of the stack, could we reduce that to the 10 feet EPA minimum. He suggested keeping it to the minimum.

Ms. Boyer will have the solicitor take a look at it and she will post an update online.

There is a Planning Commission meeting at 7pm. It is a week early because of Memorial Day week.

## **PUBLIC IMPROVEMENTS COMMITTEE**

### **Consideration/Action of a Street Opening Permit for Work on Old Grove Road**

On May 5, 2023, the Township received a street opening permit from Veolia to install 606 feet of an eight inch (8') new watermain line along Old Grove Road, including the relocation of three existing services. The reasons for this work are listed in a letter from Veolia.



The Township completed base repair and double chip road seal on Old Grove Road in August 2021. Per Section 217-12 of the Streets and Sidewalks Ordinance, approval to open/excavate a street within five (5) years after completion of paving requires approval from the Board of Commissioners. While the extent of the work is significant, and the road was recently paved, Veolia will be required to pave the entire width of the street for the entire length of the opening because the street is less than 16 feet wide (§217-7.F.).

Veolia is also requesting permission to close the road for approximately one month. Staff has asked Veolia to provide more detailed information, including an expected start date. Additionally, at least one week prior to the closure of the road, if approved, notifications shall be sent to the appropriate staff, agencies, and residents and detour signs installed, in accordance with Section 181-1.F. of the Peace and Good Order Ordinance.

Brendon West, 640 Geneva Drive  
Veolia Senior Project Engineer

Mr. West shared that this project is correcting the mistakes of the past. We have a one-inch service line going through someone else's private property that is serving two other customers. We were not acutely aware of the situation until that line broke. It was difficult for operations staff to fix it. They put a clamp on it, and it is patched, but the driver of this project is his field staff doing the patchwork. We are proposing to do a full-width mill and overlay for the extent of the work. We do have some work in the state right-of-way. We have obtained a permit for that work. We will probably get started within the next month. Roadway shutdowns will have to occur given the size of the road, there is no way to do single lane rerouting. There will be a small detour. The road will be opened back up at the end of each day. We leave temporary paving on for at least a month before we do a final restoration.

Mr. White asked who is responsible for whenever there is work done near the 7-Eleven, who is responsible to go back through and make sure the contractor completes everything. Mr. West said it would be the owner of the project with a third-party inspector.

Commissioner Cochran made a **MOTION** to approve Veolia's request to apply for a street opening permit for work on Old Grove Road and to close the road for a period of one month, beginning on or about May 18, 2023. The Applicant will be required to pay all applicable fees and perform all required temporary and permanent restoration to the openings, as presented, and in accordance with Chapter 217 of the Township Ordinances, **SECONDED** by Vice President Castranio. The motion carried unanimously.

Mr. West said that related to Hemlock, we do have facilities that are aging and should be on the replacement list. He said that if the Township is looking to do underground work, Veolia may be interested in partnering with that project, keep us in the loop as far as schedule. Commissioner Cochran said that we have a stormwater management plan we have to do for the federal government. We are just completing the 1<sup>st</sup> set of projects. We are getting ready starting in 2024 going to the next set. One of the biggest requests we have had from Webbercroft is to take care of stormwater, so we have been trying for the past 16 years to get Webbercroft moved up, but we had a problem getting water underneath Market Street until Legacy Park took care of that for us. Right now, we are going to put Webbercroft in 2024 for stormwater improvements, but the big if there is that some of these stormwater improvements will go through private property and we will need easements, if the property owner do not want to give them to the Township or wants the Township

to pay them big dollars to improve their stormwater situation, it is not going to happen. We are just going to leave the water where it is, not do the underground work, then repave the streets and be done with it. We do not want to do the streets until that is done.

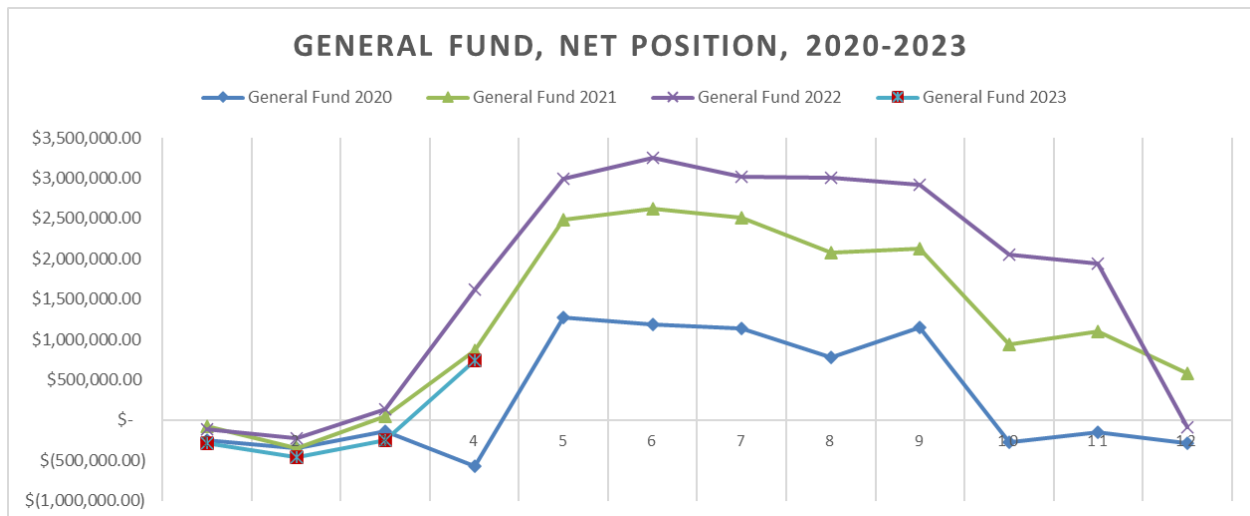
Beyond that, occasionally we have things pop up that we did not plan on like the Mill Road Bridge. That was a million dollars and we come in one day and our engineer says this bridge is failing. So, to buy ourselves some time, we made it one lane because it was the sides that were failing. We still had to come up with \$1 million dollars we had not planned on spending. We do not spend much more than that on a whole years' worth of paving so you start jiggling around paving so that is how sometimes whole neighborhoods get moved back. The other thing we try to do is that you pay for staging to bring this heavy equipment to different locations. If we can do more in one location than we originally planned, we are switching out some of that stuff. So, if maybe we had a couple streets in one neighborhood and a couple in another, but one of the two neighborhoods had some other streets deteriorate to the point we would wipe out the one neighborhood and do all of them in the first neighborhood and then get back to it. That is some of the stuff that goes on behind the scenes and how we try to manage the repaving schedule. In Webbercroft situation, the stormwater came into play too. Mr. West said he thinks there is a good opportunity to get your dollars stretched out even better. Commissioner Cochran said that would be wonderful, we just need to have the cooperation. He said that early in his tenure of the board, we went in and did a very cheap quick fix based on what we had available to us in the way of money to spend and what we could do with the water because it would all dam up on Market Street and would not get under the highway because the pipes were not big enough. We need to go back now and make it right because that is not something you would do with modern engineering.

**SANITARY SEWER SYSTEM**

**ADMINISTRATION COMMITTEE**

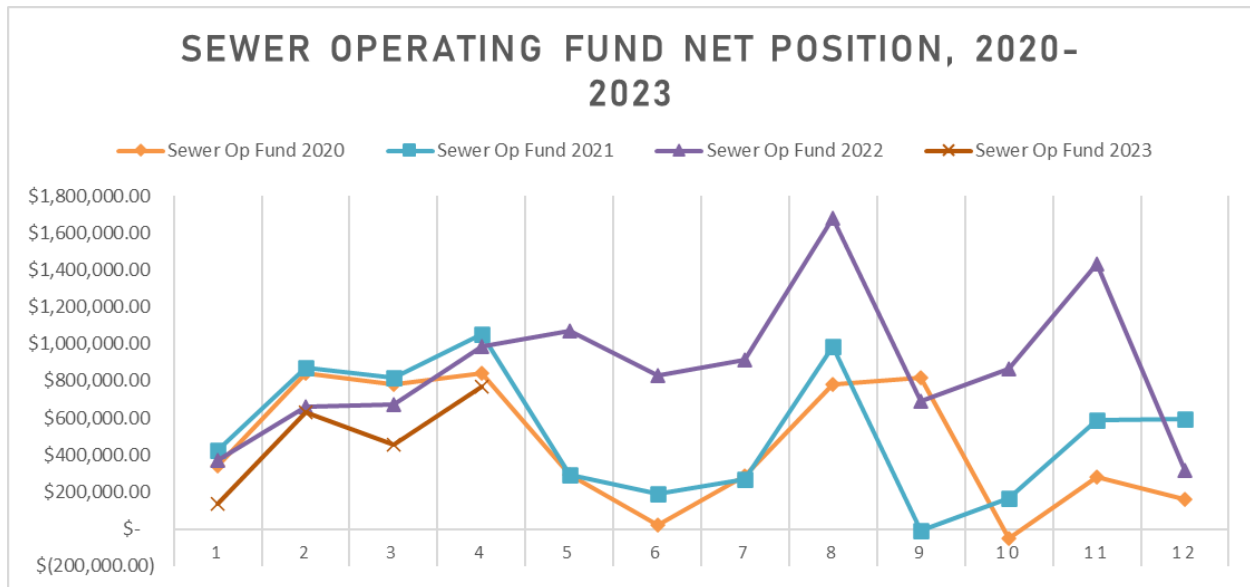
**Budget Update**

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





At the end of April, General Fund Revenues of \$1.6M exceed General Fund Expenditures (all expenditures plus transfers) of \$628K by \$985K, leading the township into a positive net position. Revenues in April were mostly made up of current year Real Estate Taxes and Local Enabling Taxes. Building permits are still on the rise. The majority of expenses in April are related to payroll and insurance payments.



The Sewer Operating Fund is currently in a net surplus position at this early part of the year in the amount of \$767K. The increase in April was expected as sewer rental collections made up most of the revenue. 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 April, 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.

### **Consideration of Entering Agreement on Joint Compost Facility with Mechanicsburg Borough and Silver Spring Township**

At the request of the Board of Commissioners, Mr. Fraser forwarded the Townships requested changes to the Borough of Mechanicsburg and Silver Spring Township. The proposed changes were as follows:

- Change limit of passes from 100 passes to 250 passes
- Have cost share for major repairs be proportional to the number of users

Mechanicsburg Borough is expected to act on this request sometime during the week of May 15<sup>th</sup>, while Silver Spring will not be able to address this request until the week of May 23<sup>rd</sup>.

Mr. Fraser will not hear back regarding the requests until the next meeting and suggested to table the decision.

Commissioner Cochran made a **MOTION** to table the discussion/decision, **SECONDED** by Commissioner Anderson. The motion carried unanimously.

### **Modernization of the Township's Utility Billing/Collection System**

Ms. Palmer shared that the township is currently in queue with BS & A to update its ERP system. In conjunction with the ERP Upgrade Project, there is a need to modernize our utility Invoicing & Collection Platform. Currently we use Xpress Bill Pay.

Over the last several months, staff has worked with BS & A to explore vendors which will be compatible with the ERP system. After meeting with several vendors and analyzing options, staff is recommending approval of contracting utility billing services with [Invoice Cloud](#). We believe this will significantly improve end-user experience and administrative staff experience.

Once approved, staff plans to start communicating this change well in advance regularly and heavily with all residents that the township will be moving to a new utility invoicing system. We will do this regularly through a special mailer, newsletter update, social media, the website, a press release, and Blackboard voice and email notification blasts.

[Invoice Cloud](#) has agreed to do implementation twice at no additional charge. Once in Caselle prior to implementation of the new ERP system and then once in BS&A when that ERP system is up and running. Dual implementation is especially important for this initiative as we don't want to be doubly surprised with a new utility collection system and a new ERP system. This will allow for ease of evaluation for staff.

Police have expressed support in moving forward with this option as well. [Invoice Cloud](#) will be able to replicate their current processes for collecting payments and improve payment collection for their records staff.

Invoice Cloud is experienced in the municipal space and has over 1,000 municipal/county clients.

1. **What will [Invoice Cloud](#) do?** IC provides fast, safe, and industry-leading online payment and e-billing services. Offers a secure online payments process.
  - a. **Maximize operational efficiencies:** IC will increase autopay/paperless billing and online payment adoption to reduce staff workloads, repetitive billing-related calls, manual processes, and accelerate collections
  - b. **Improve the customer experience:** IC will simplify the payment process with a user-friendly interface, guest check-out option, additional payment channels like text-to-pay, Venmo, Google/Apple Pay, Paypal, etc. to offer customers the easiest and most convenient way for them to pay
  - c. **Decrease costs:** IC system drives the industry's highest levels of paperless billing to reduce the costliness of paper bills and postage, and saves staff time by automating outdated and manual processes
  - d. **Always be on the latest technology:** IC SaaS platform never needs upgrading – you'll always be on the latest technology with immediate access to any innovations

2. **How will Invoice Cloud send out residents' bills?** IC has a robust communication engine for smart e-billing. Once a resident makes one payment online, we will begin to send out up to 3 e-bill reminders each billing cycle. These reminders contain smart links to take the resident into their account to pay that bill directly from the reminder, so they don't have to open a new tab, etc. If a resident pays their bill on the first reminder, they will not receive the other 2 until the next billing cycle begins. A resident can also opt for billing via text.
3. **Can we collect payment for other things like park/pavilion rentals through this system?** Yes. IC can collect any number of miscellaneous fees. (See attached example from Town of Dartmouth, MA).
4. **What is the cost to implement the new system?** There are zero up-front implementation fees for Invoice Cloud. Ongoing operations are lower than our current operation with Xpress Bill Pay.
5. **If we get this approved at the 2nd BOC meeting in May, what is the timeline for purchase/implementation? i.e., When will residents have to make the switch to the new system? When will it take effect?** As previously mentioned, Invoice Cloud charges no implementation fees. Once the agreement is signed, our Implementation Team will assign an Implementation Project Manager to this project, and that person will be in contact with you within 2 weeks of signing. From there, a kickoff call is scheduled, and the process begins. Typically, it's 90-120 days for implementation. Since IC is a Preferred Caselle Partner, we handle approximately 85% of the implementation work. During that time, we also work with you to begin to inform your residents that the new system is coming and what to expect, etc. so that upon go-live, your residents will know all about the new system, and it will be publicly available for them to begin using it.

Ms. Palmer said that the next steps are to finalize the contract, share it with the solicitor and bring it to the next meeting for approval. Commissioner Cochran wanted to make sure that Members First was not excluded and Ms. Palmer confirmed that they are not. He also asked how we will inform residents who have their checking accounts automated to pay their sewer bill quarterly. Ms. Palmer said that we will be able to pull a list and then we have materials from the company giving them specific and targeted instructions that we will send them. We will also send a mailer out to everyone in the Township. We will also inform residents via the website, the newsletter and social media channels. Commissioner Walter asked about text messaging. Ms. Palmer said that all of that is customizable if they set up an account. It is up to the resident. Ms. Palmer said the length of the contract is three years and it will be auto renewed after another three years unless we are not satisfied. We have the option to not renew. She will see what our options are if we are not satisfied before that and make sure that we are protected.

Vice President Castranio asked if there is something in there about the fee the user will be paying. Ms. Palmer said that the fee the user will be paying is paying the utility bill and currently the Township pays that fee on the back end. The user just pays their utility bill. The new system is going to be a bit more cost effective than our current solution. It is around \$1,000 less a year, but the Township will still absorb the processing fee. Vice President Castranio said he thought that at one point, our Express Bill did charge the user. Mr. Fraser said that the original online system charged a convenience fee about eight or nine years ago. That was for credit cards and then it

progressed to the current style.

President Martin said that he is proposing that the July 5 and August 2 meetings canceled.

Commissioner Anderson made a **MOTION** to cancel the July 5 and August 2, 2023 Board of Commissioner meetings, **SECONDED** by Commissioner Walter. The motion carried unanimously.

### **PARK AND RECREATION COMMITTEE**

Ms. Palmer shared that there will be a Park and Rec meeting on May 24<sup>th</sup>. The engineer from CSDavidson will share an update on engineering progress at Generations Park. We will get comments from the Park and Rec Board. Mr. Reichard will give everyone an update at the next Board of Commissioners meeting.

On June 8<sup>th</sup> there is a joint Rec Board meeting at 8 am at the Environmental Center. Saturday, June 17<sup>th</sup> from 10am to 2pm, we are hosting the Reading Day Event in partnership with the Joseph T. Simpson Public Library at Winding Hill South. There will be children's authors, musicians, arts & crafts, games and food trucks.

Commissioner Cochran shared that the staff has done a terrific job with taking over maintenance at Koser Park. He asked that be shared with them.

### **MISCELLANEOUS**

#### **Solicitor Update**

There was no report.

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

There was no report.

#### **Capital Region COG Update**

President Martin shared that we had a meeting and are having auction in July. On June 22, there will be a session on Roberts Rules of Order. He suggested that we invite or encourage the chairs of each our advisory groups. He said the Safety Grant is progressing. The golf outing and picnic are on September 18, 2023.

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

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

Commissioner Anderson shared that the first weekend in June is an executive session.

There was an executive session between Stormwater Authority Meeting and Board of Commissioner Meeting to discuss potential litigation. We are also going into executive session after this meeting. The executive session adjourned at 8:40 pm.