

**MINUTES
UPPER ALLEN TOWNSHIP
BOARD OF COMMISSIONERS
6:30 P.M. October 4, 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 (Absent)
Andy Parsons, Chief of Police
Jennifer Boyer, Comm Dev Director
Barry Cupp, Sewer Dept. Manager (Absent)
J. Stephen Feinour, Solicitor
Jason Reichard, Engineer
Tom Shumberger, Fire Chief

CALL TO ORDER

President Martin called the Board of Commissioners regular meeting to order at 6:27 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 prior to this meeting, at 6:00 p.m., we had a public hearing for the change to the Daycare Ordinance and that is listed later in the agenda.

President Martin gave thanks to Township staff for the successful Fall Festival. He said we will do this again in 2024. Attendance was estimated at 2500. Commissioner Cochran shared that the Upper Allen Woman's Club collected 622 pounds of food and non-perishable items and several hundred dollars in gift cards. This was delivered to New Hope Ministries.

PRESIDENT'S RECOGNITION OF VISITORS

Karen Overly-Smith, of 855 Oak Oval

Last week, they had a bi-partisan pickle ball game at Winding Hills Park. Messiah Village Varsity Pickle Ball Team was there. Upper Allen Township parks are being used and it is nice to have the facilities all around.

Eric Fairchild, of 1224 McCormick Road

Mr. Fairchild asked about an August bill payment for Navarro and Wright, in the amount of \$3,500. He asked what they are doing at this stage. President Martin said we would need to get back to him.

**CONSIDERATION/APPROVAL OF MINUTES OF
BOARD OF COMMISSIONERS MEETINGS**

President Martin asked for any comments or corrections to the Minutes of the September 6, 2023,

Board of Commissioners Meeting. There were none, and Commissioner Anderson made a **MOTION** to approve the Minutes of the September 6, 2023, Board of Commissioners Meeting, **SECONDED** by Commissioner Cochran. The motion carried unanimously.

PUBLIC SAFETY COMMITTEE

Police Department Update

Consideration of Secondary Employment for Jory Harlan

Officer Jory Harlan has requested permission to work outside employment with the PA DUI Association.

Commissioner Walter made a **MOTION** to approve Officer Jory Harlan's request to work outside employment with the PA DUI Association, **SECONDED** by Commissioner Anderson. The motion carried unanimously.

President Martin shared that prior to this meeting, Dennis Zerbe, was sworn in as member of the Civil Service Commission.

Fire Department Update

Chief Shumberger shared that their golf outing is this Friday at Rich Valley Golf Course. There are still openings if anyone would like to register.

PLANNING AND ZONING COMMITTEE

Consideration to Adopt Daycare Ordinance

As first discussed in June 2023, the state amended its regulations for daycares in 2020; therefore, it is in the Township's best interest to update its zoning ordinance. The state identifies three standard types of daycare facilities: family childcare home, group childcare home, and childcare centers. The proposed ordinance identifies and defines the different facilities and provides regulations for each facility.

Furthermore, the owner of a property on Old Schoolhouse Lane is interested in developing the site as a commercial daycare center. The property owner has asked for additional amendments to the setback requirements for fencing of outdoor play areas and parking regulations.

A draft ordinance was discussed with this Board and the Planning Commission. The County's Planning Commission also had a chance to review and provide comments. A final draft was provided to and discussed with this Board in August.

The Cumberland County Planning Commission reviewed the initial draft ordinance on July 12, 2023. Several changes were made, and a final draft was reviewed by the county on August 22, 2023. The county agreed all changes were satisfactory and recommended approval of the ordinance.

The Township's Planning Commission reviewed this amendment request at their July 31, 2023 meeting. The Planning Commission made a motion to recommend approval of the Zoning Map Amendment. The motion passed with a 4-1 vote.

A public hearing was held tonight at 6:00 p.m. Under Section 609 of the Pennsylvania MPC, only one public hearing is required unless substantial changes are made to the request.

Commissioner Anderson made a **MOTION** To Adopt Ordinance 828 Of Upper Allen Township, Cumberland County, Commonwealth Of Pennsylvania, Amending The Code Of Upper Allen Township, Chapter 245 (Zoning Ordinance), Article II (Definitions) Section 245-2.1., Word Usage And Definitions; Article IV (Agricultural District), Section 245-4.2., Permitted Uses, Table IV-1; Article V (Residential Districts), Section 245-5.2., Permitted Uses, Table V-1; Article VI (Commercial, Mixed-Use And Institutional Districts), Section 245-6.2., Permitted Uses, Table VL-1; Article VII (Industrial District), Section 245-7.2., Permitted Uses, Table VII-1; Article XIV (Specific Standards For Designated Uses), Section 245- 14.4., Accessory Day Care; Section 245-14.25., Group Day-Care Centers And Older Adult Living Centers; And Article XVII (Off-Street Parking And Loading), Section 245-17.2., Off-Street Parking Requirements, Table XVII-1., **SECONDED** by Commissioner Walter. The motion carried unanimously.

HARB Meeting for 916 McCormick Road

Ms. Boyer shared that there will be a HARB meeting on October 17th, 2023, at 7:00 p.m. It is for an application at 916 McCormick Road. The owners want to do some repairs and renovations to the home including replacing the roof, repair and replacement of shutters, trim and fence. Once a recommendation is made, it will be back before this Board for a Certificate of Appropriateness. President Martin told Ms. Boyer to pass along that the Board thinks it looks like a good improvement.

Announcements

There are no items for Zoning Hearing Board

There is a Planning Commission meeting on the 30th.

Commissioner Cochran asked what was happening at Motel 6 where the fire occurred. Ms. Boyer shared that they are still in the demolition process. She said the Township does not have any official plans for them to move forward on.

PUBLIC IMPROVEMENTS COMMITTEE

Street Opening Application for 1910 McIntosh

The Township has received a request from EG Stoltzfus to move the driveway depression at 1910 McIntosh Drive. The driveway depression would need to move approximately 3'7" down from the current location to align with the proposed driveway.

Vice President Castranio made a **MOTION** to approve the request by EG Stoltzfus Homes, LLC to perform street cuts within the right-of-way along McIntosh Drive, as presented. 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 Commissioner Anderson. The motion carried unanimously.

SANITARY SEWER SYSTEM

There was nothing to report.

ADMINISTRATION COMMITTEE

There was nothing to report.

PARK AND RECREATION COMMITTEE

There is a Joint Operating Committee Meeting for Koser Park. It is between two members of the Borough Council and two members of Upper Allen Township Board of Commissioners to talk about what we do next year with Koser Park. They meet twice a year. President Martin said that we are managing Koser Park in cooperation with the Borough and it is getting continued if not increased use. Vice President Castranio shared that the summer program held at Koser averaged 85 kids and 48% of them were Upper Allen Township residents.

MISCELLANEOUS

Solicitor Update

There was nothing to report.

Tax Collection Committee (TCC) Update

There was nothing to report.

Capital Region COG Update

There is a meeting in two weeks. The annual dinner is Jan 15, 2024.

Municipal Advisory Board (MAB) Update

There was nothing to report.

Pennsylvania State Association of Township Commissioners (PSATC) Update

They had their Summit.

Commissioner Cochran made a **MOTION** to adjourn the meeting at 6:48, **SECONDED** by Commissioner Anderson.