

**UPPER ALLEN TOWNSHIP  
BOARD OF COMMISSIONERS/REORGANIZATION MEETING  
January 2, 2024 - 6:30 P.M.**

**COMMISSIONERS**

Kenneth M. Martin, President  
Richard A. Castranio, Jr., Vice President  
Virginia M. Anderson, Assistant Secretary  
Eric Y. Fairchild, Assistant Secretary  
Phil J. Walsh, Assistant Secretary

**TOWNSHIP OFFICIALS**

Scott Fraser, Township Manager  
Andy Parsons, Chief of Police  
Jennifer Boyer, Comm Dev Director  
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 Reorganization meeting to order at 6:30 p.m.

**REORGANIZATION**

**NOMINATION/ELECTION OF PRESIDENT**

Vice President Castranio made a **MOTION** to approve Ken Martin as President., **SECONDED** by Commissioner Anderson. The motion carried unanimously.

**NOMINATION/ELECTION OF VICE PRESIDENT**

Commissioner Anderson made a **MOTION** to approve Rick Castranio as Vice President, **SECONDED** by Commissioner Walsh. The motion carried unanimously.

**NOMINATION/ELECTION OF ASSISTANT SECRETAIRES**

Vice President Castranio made a **MOTION** to approve Commissioner Anderson, Commissioner Fairchild and Commissioner Walsh as Assistant Secretaries., **SECONDED** by President Martin. The motion carried unanimously.

**APPOINTMENT OF TOWNSHIP OFFICIALS**

President Martin said we will not appoint an Assistant Secretary because the Assistant Township Manager is vacant, but on February 6, 2024, Tim Wendling, will fill that position. After he starts, we can appoint him as Assistant Secretary.

President Martin announced the following appointments:

Township Manager /Secretary - Scott Fraser  
Township Solicitor – J.Stephen Feinour/Nauman Smith Shissler & Hall  
Township Engineer - C.S. Davidson  
Sanitary Engineer – GHD  
Traffic Engineer - TRG

Building Code Official - Frank Grotolla  
Zoning Officer - Jennifer Boyer  
Police Chief - Andy Parson  
Treasurer - Sharon Shipman

Commissioner Anderson made a **MOTION** to appoint all positions listed above., **SECONDED** by Vice President Castranio. The motion carried unanimously.

Commissioner Fairchild asked how long the terms were. President Martin stated that they are for two years. Commissioner Fairchild asked if there were contracts for certain positions. President Martin said there are agreements and that each year we approve the rate structure for various consultants, and they are appointed for a two-year period.

### **APPOINTMENT TO VARIOUS POSITIONS**

President Martin noted the following positions, and Commissioner Anderson made a **MOTION** to appoint individuals as follows, **SECONDED** by Vice President Castranio.

Sewage Enforcement Officer - Gary Morrow  
Assistant Sewage Enforcement Officer - Barry Cupp  
Auditor – Maher-Duessel  
Emergency Director - Val Curd  
Deputy Emergency Director - Scott Fraser  
Recycling Coordinator - Val Curd

The motion carried unanimously.

### **APPOINTMENT TO BOARD COMMITTEES**

President Martin stated that regarding Commissioner Liaisons for the various committees, he was going to hold on that because he did not want to be presumptuous and appoint them before being re-elected President. He said he had talked individually with commissioners and those liaisons will be announced prior to the next Board Meeting as they are appointed by the President. He will Confer with each Board Member before he makes those appointments.

President Martin suggested that Sharon Shipman continue as the Chairman of the Township Vacancy Board.

Vice President Rick Castranio made a **MOTION** that Sharon Shipman be appointed as the Chairman of the Upper Allen Township Vacancy Board., **SECONDED** by Ginnie Anderson. The motion carried unanimously.

President Martin said that he, Rick Castranio, Ginnie Anderson, Eric Fairchild and Phil Walsh would make up the Vacancy Board.

Commissioner Anderson made a **MOTION** to confirm the Vacancy Board as Ken Martin, Rick Castranio, Ginnie Anderson, Eric Fairchild and Phil Walsh., **SECONDED** by Commissioner Walsh. The motion carried unanimously.

## **DESIGNATION OF NEWSPAPERS OF GENERAL CIRCULATION**

President Martin said that the designation of newspapers in general circulation be Harrisburg Patriot, Carlisle Sentinel and The Savings Guide.

Commissioner Anderson made a **MOTION** to confirm designation of newspapers in general circulation be Harrisburg Patriot, Carlisle Sentinel and The Savings Guide., **SECONDED** by Commissioner Walsh. The motion carried unanimously.

President Martin asked if the State Legislature would pass that the circulation could be electronic, are we bound to continue advertising in print media. Mr. Feinour said it would supersede this designation.

## **REGULAR MEETING**

President Martin called the Board of Commissioners regular meeting to order at 6:41 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 welcomed Eric Fairchild and Phil Walsh to the Board. He thanked Jim Cochran and Jeff Walter for their service.

## **CONSIDERATION/APPROVAL OF MINUTES OF BOARD OF COMMISSIONERS MEETINGS – December 6, 2023**

President Martin asked for any comments or corrections to the Minutes of the December 6, 2023, Board of Commissioners Meeting.

Commissioner Fairchild said that at that meeting, Theodore Long, requested a letter of response to his September 20, 2023, letter. Commissioner Fairchild asked if Mr. Long got a letter. Chief Parson said they were going to wait to respond by letter until the ordinance was published online, and that they will get him a letter.

Mr. Feinour made a correction to the spelling of a company. Engie Insight Services was referred to as NG. This will be corrected in the minutes.

Commissioner Cochran made a **MOTION** to approve the Minutes of the December 6, 2023, Board of Commissioners meeting, **SECONDED** by Commissioner Anderson. The motion carried unanimously.

## **CONSENT AGENDA**

Vice President Castranio made a **MOTION** to approve the Consent Agenda as follows, **SECONDED** by Commissioner Walsh.

Approval of Bills in the Amount of \$700,050.26

The motion carried unanimously.

Commissioner Fairchild noted that nearly \$500,000 was for the sewage plant upgrade in Grantham. He said that the cell phone bills are nearly \$10,000 a month and asked if that is annualized correctly. He said he did not know how that played into the staff or the police are getting new Motorola radios, if that would mitigate some of the expense. President Martin said that the radio system is a county-wide system that is going to be used by Public Safety entities and so that is for the direct communication with other Public Safety agencies whereas cell phones are available for business, follow up, investigates and other issues. He said he does not know how frequently they review the carrier, but it is something that could be looked at. He noted that custom nameplates for the commissioners cost \$23.86 and that some may think that is an extravagance. President Martin said that others might think it is a way the public and people attending know who the commissioner is.

### **PUBLIC SAFETY COMMITTEE**

#### **POLICE DEPARTMENT**

Chief Parson shared that on January 8, 2024, the Police Civil Service Commission is meeting.

#### **FIRE DEPARTMENT**

Chief Shumberger said that the new truck is getting outfitted with equipment. He said that all end of year reports will be at the next meeting.

### **PLANNING AND ZONING COMMITTEE**

#### **Variance Request for 581 Smoke House Drive**

Ms. Boyer said that a retaining wall exceeds the height allowed by ordinance and they are requesting a variance.

Vice President Castranio said he is employed by the engineering firm who was asked to show the wall on the exhibit and will not be discussing anything about it.

There is a meeting of the Zoning Hearing Board at 6:00 p.m. on January 11, 2023.

Commissioner Fairchild shared that he, Commissioner Walsh and Paul Rigney attended a zoning seminar. He learned that you should not really comment ahead of time on any pending case. He asked if that applies or not.

Ms. Boyer said that as the governing body, you are an interested party, so you can provide comments that can be relayed to the Zoning Hearing Board just as if a neighbor or other interested party went to the hearing and stated their opposition or something. Information can be relayed during testimony and that traditionally, we have presented this to the Board to provide an opportunity to review in case there is a stance that the Board does want to take, we can present that beforehand. Ms. Boyer said that Commissioner Fairchild is correct in that they are separate boards, so the Zoning Hearing Board is a quasi-judicial Board. They make their decisions separately and

independent of what this governing body does, it is not an advisory board. She said that the Township acts as an interested party. Commissioner Fairchild said he will forward a copy of the information he received in training to her.

### **PUBLIC IMPROVEMENTS COMMITTEE**

There was no report.

### **SANITARY SEWER SYSTEM**

There was no report.

### **ADMINISTRATION COMMITTEE**

#### **Appointment to the Stormwater Authority**

President Martin shared that Commissioner Castranio's term expired at the end of 2023 and he would be eligible for reappointment for a five year term, extending through December 31, 2028.

Commissioner Walsh made a **MOTION** to reappoint Commissioner Castranio to the Stormwater Authority for five years., **SECONDED** by Commissioner Anderson. The motion carried unanimously.

Commissioner Fairchild said he thought all the Board was a member of the Stormwater Authority. President Martin said that they have been, but when we started, we had a staggered term. Commissioner Fairchild said he looked at other Townships and how they do it. He said there is no rhyme or reason. He gave the example of Lower Allen Township where the current commissioners are not on the Board, but one of them is counted as staff for an advisor to that Board. He said they have several retired or former commissioners on their Stormwater Authority. President Martin said that when the Authority was formed, since the commissioners were responsible and there was quite a bit of money being flowed through there, we wanted that control, although currently Jim Cochran continues to be on that even though he is not a Commissioner. He said there is no reason that the Authority Board must be comprised as Commissioners, but it is how it started.

#### **Human Trafficking Education Event**

Ms. Negley shared that there will be an event on Human Trafficking on January 22, 2024. The Upper Allen Township and the Upper Allen Woman's Club are partnering to present a session on Human Trafficking. Representative Thomas Kutz will moderate a panel discussion by local advocates and organizations. A survivor will be sharing her story and there will be time for Q&A. Representative Thomas Kutz will talk about the legislation he is working on. Senator Chris Dush will be in attendance.

### **PARK AND RECREATION COMMITTEE**

There was no report.

### **MISCELLANEOUS**

### **Solicitor Update**

There was no report.

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

There was no report.

### **Capital Region COG Update**

They will be having their annual dinner on January 15, 2024.

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

There was no report.

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

Commissioner Anderson shared that there is a meeting the first weekend in February.

President Martin said that there is no executive session tonight.

Commissioner Fairchild said that Solicitor Feinour suggested a separate meeting to discuss litigation to brief the entire Board on issues. He asked if that counted as an executive session. Mr. Feinour said it is not an executive session because it is just his effort to bring them up to date on the status of current matters. There would not be a quorum of commissioners there in any event so it would not be a public meeting.

### **ADJOURNMENT**

Commissioner Fairchild made a **MOTION** to adjourn the meeting at 7:00 p.m., **SECONDED** by Commissioner Walsh. The motion carried unanimously.