President Martin called the Board of Commissioners regular meeting to order at 6:35 p.m. following a Stormwater Authority meeting. A moment of silence was observed, and The Pledge of Allegiance was recited by all. Roll Call was taken by Mr. Fraser.

CONSIDERATION/APPROVAL OF MEETING MINUTES

President Martin asked for any comments or corrections to the Minutes of the December 18, 2019 Board of Commissioners meeting. There were none, and Commissioner Anderson made a MOTION to approve the Minutes of the December 18, 2019 Board of Commissioners meeting, SECONDED by Commissioner Walter. The motion carried unanimously.

PRESIDENT'S ANNOUNCEMENTS

President Martin noted that Mr. Fazekas and Chief Shumberger are both ill.

PRESIDENT'S RECOGNITION OF VISITORS

There were no visitors signed in to speak.

CONSENT AGENDA

Commissioner Cochran made a MOTION to approve the Consent Agenda as follows, SECONDED by Commissioner Anderson:

Consideration/Approval of Staff Reports. Commissioner Cochran noted that the financial reports were not included in the Fire Department report. Regarding the Police Department report, he said in looking at the statistics for 2019, they had a really good year. He said it is good to see the traffic safety officers out doing a good job. Chief Adams said he would love to have them out there not citing anyone, but he knows that won’t happen. He noted that the criminal cases investigated have gone up and sadly, the child abuse investigations have significantly increased. Commissioner Cochran called attention to the Park & Recreation report, which lists two items that the Park & Recreation Department Director doesn’t have responsibility for. He commented that the Township shouldn’t be reimbursing for those things, and it is something to
keep in mind when renegotiating a new agreement. He also noted that the Township Engineer’s report is missing something at the end of the update on the Roadway Management Plan. He asked staff to get clarification.

Consideration/Approval of Bills in the Amount of $530,812.09

Confirmation of Fire Police for 2020: Kevin Woolverton (Captain), Dave Shafer (Lieutenant), Milt Black, Stephen Reitnour, and Jeffrey Stefanowicz (Officers). Staff was asked to communicate to the Fire Department that the Board confirmed the Fire Police.

The motion carried unanimously.

PUBLIC SAFETY COMMITTEE

CONSIDERATION/APPROVAL OF COLLEGE COURSE WORK FOR DETECTIVE TRENTON MELLOTT

Detective Trenton Mellott has requested approval of college course work to attend CJ-650, Public Safety Administration, in pursuit of his Master of Science Degree in Criminal Justice with a concentration in Public Safety Administration thru Southern New Hampshire University. The class is required for the program.

Commissioner Castranio made a MOTION to approve the class at a cost of $1,881, SECONDED by Commissioner Walter. The motion carried unanimously.

Commissioner Cochran noted that several Woman’s Club members complimented Brett Snyder on his recent presentation on domestic violence.

CONSIDERATION OF POLICE SECURITY/PRIVACY FENCE

Chief Adams submitted a proposal for the installation of a security/privacy fence to reduce the ease of a sniper attack on a Police officer or anyone else in the Police Department parking lots. The 2020 budget included $15,000 for this purpose, and the Board of Commissioners requested final approval of the style and color of the proposed fence. A proposal was received from R & S Fence Company in the amount of $9,965 and the Police Department recommended the tan, Classic style fence, 6 feet high, with non-descript posts. After some discussion, consensus of the Board was that the Police Department should request pricing on the color options for custom color fencing, and bring their preference back to the Board at the February 5 meeting along with any difference in price.

PLANNING & ZONING COMMITTEE

There were no items for discussion.
PUBLIC IMPROVEMENTS COMMITTEE

There were no items for discussion.

SANITARY SEWER COMMITTEE

CONSIDERATION/APPROVAL OF GHD PROPOSAL FOR BID PHASE AND CONSTRUCTION PHASE SERVICES IN CONNECTION WITH ALLENDALE INTERCEPTOR SEWER PROJECT

Mr. Cupp indicated that Exhibit A-25 to the Agreement between the Board of Commissioners and GHD for engineering services in connection with Bid, Award and Construction Phase Services for the Allendale Interceptor Extension and Replacement Project, dated January 22, 2020, was submitted for Board consideration/approval. Total estimated fees for these services is $25,500. Completion of the Allendale Interceptor Extension and Replacement project has been included as a capital expenditure in the approved Sewer Budget for 2020. The total estimated cost for this project is $1,164,000.

Mr. Cupp noted that the remaining portion of the Allendale Interceptor project will consist of approximately 5,100 lineal feet of 18” sanitary sewer and 20 new manholes. He noted that the Sewer Department will be performing all inspection and shop drawing reviews for the project. A total of $15,000 has been estimated for Construction Administration. Mr. Cupp said he expects this to be substantially less as staff will be handling most of it.

Commissioner Cochran questioned whether we will be able to abandon the pumping station once this project is done, noting that we won’t want to keep maintaining it any longer than we have to. Mr. Cupp said he is correct, and noted that that process will be a separate contract.

Vice President Castranio made a MOTION to approve Exhibit A-25 to the Agreement between GHD and Upper Allen Township for bid, award and construction phase engineering services in connection with the Allendale Interceptor Extension and Replacement Project at a total estimated fee of $25,500--$6,000 for Bid and Award Phase, $15,000 for Construction administration, RFIs, AFP review, job meetings, and contractor coordination, and $4,500 for Project Closeout and Record Drawings. The fees for these services shall not be exceeded without prior authorization from the Board of Commissioners. SECONDED by Commissioner Walter. The motion carried unanimously.

AUTHORIZATION TO ADVERTISE FOR BIDS FOR ALLENDALE INTERCEPTOR SEWER PROJECT

In conjunction with the above-referenced project, Mr. Cupp requested authorization to advertise the project for bid. Vice President Castranio made a MOTION to authorize the appropriate Township officials to advertise the Allendale Interceptor Extension and Replacement Project for bids using the PennBid program. SECONDED by Commissioner Walter. The motion carried unanimously.

ADMINISTRATIVE COMMITTEE
BUDGET UPDATE

Mr. Fraser reviewed his December Fiscal Report as follows.

At the end of the fiscal year, the General Fund’s overall net position is $(170,000). Overall cash revenue and expenditure positions for 2019 are $10,722,960 (an increase of 11.4% when compared to 2018) and $10,830,152 (an increase of 15.2% when compared to 2018), respectively. Most of the difference in revenue is from the repayment to the General Fund from the Stormwater Authority and building permit fees. Expenditure increases are mostly related to the initial loan to the Stormwater Authority and the end of year transfer of an additional $1 million to the Capital Fund.

For the month of December, General Fund expenditures (all expenditures plus transfers) of $1,588,000 exceeded General Fund revenues (revenues minus Fund Balance) of $728,000 by $860,000. The drop in net position follows prior year trends as the Township usually makes year end interfund transfers based on overall budgetary performance. Much of the revenue in December is from collections in income taxes and interfund transfers, while most of the expenditures are related to a transfer to the Capital Fund.

The Sewer Operating Fund finished the year at $146,000. This decrease in net position was expected as the Township made its year end transfer to the Sewer Reserve Fund. FY 2019 is the first time in three years that the Sewer Operating Fund transferred more than $500,000 to the Sewer Reserve.

At the end of 2019, the Township expenditures were managed within budgetary constraints.

APPOINTMENT OF LIAISONS TO BOARD COMMITTEES, AD HOC COMMITTEES, AND VOLUNTEER BOARD POSITIONS

President Martin made the following appointments:

**BOC Committees**
- Administration & Finance Committee Liaisons: Jim Cochran and Ken Martin
- Planning & Zoning Committee Liaisons: Ginnie Anderson and Ken Martin
- Public Improvements Committee Liaisons: Rick Castranio and Jim Cochran
- Public Safety Committee Liaisons: Ken Martin and Jeff Walter
- Park & Rec Committee Liaisons: Rick Castranio and Jim Cochran
- Sewer Advisory Board Liaisons: Rick Castranio and Jeff Walter
- Historical Architectural Review Board Liaisons: Ginnie Anderson and Jim Cochran

**Ad Hoc Committees**
- Capital Region Council of Governments: Ken Martin (delegate) and Rick Castranio (alternate)
- Cumberland County Tax Bureau: Scott Fraser (delegate) and Laurie Yohe (alternate)
- Geisinger EMS: Jeff Walter (delegate) and Ginnie Anderson (alternate)
- Cumberland County Municipal Advisory Board: Ginnie Anderson (delegate) and Rick Castranio (alternate)
- UAT Vacancy Board: Dennis Zerbe (Chairman), Ken Martin, Rick Castranio, Ginnie Anderson,
Jim Cochran, and Jeff Walter  
Police Pension Fund Committee: Jim Cochran (Chairperson), Ginnie Anderson, Ken Martin, Mike McLaughlin, Andy Parsons, and Township Manager, Acting Manager, or Assistant Manager  
Employee Pension Fund Committee: Jim Cochran (Chairperson), Jeff Walter, Rick Castranio, Julie Roth, and Township Manager, Acting Manager, or Assistant Manager  

Volunteer Boards/Commissions  
Planning Commission – Barbara Roddin, with a term to expire December 31, 2023

President Martin noted that there is a vacancy on the Sewer Advisory Board and asked staff to put a notice of the vacancy on the Township website.

CONSIDERATION/APPROVAL OF MESSAGE PROSE RATES FOR ASSISTANCE WITH TOWNSHIP NEWSLETTER

The Township has been using Message Prose to assist with our stormwater public meeting presentations in 2018 and to help write articles for our newsletter. Jack Sherzer is a former Patriot News reporter and is the owner of Message Prose. The Township Manager indicated that Mr. Sherzer has done an outstanding job and the last time the Board took action to approve the rates for Message Prose was 2018. The rates did not change in 2019 and will stay the same in 2020.

Commissioner Cochran made a MOTION to approve the Message Prose rate of $680 per newsletter and $80 per hour for other work to include press releases, statements, etc. SECONDED by Commissioner Anderson. The motion carried unanimously.

AUTHORIZATION TO PURCHASE 2020 MACK SWAPLOADER TRUCK

The approved 2020 budget includes $360,000 for the purchase of a dual steer Mack Granite Model Chassis, swaploader attachments (leaf vacuum, salt spreader and dumpsters) and plow for the Public Works Department as an upgrade and replacement for an existing single-axle dump truck that is experiencing maintenance and rust issues. Pricing has been received from Legacy Truck Centers of Harrisburg and US Municipal for a piggyback purchase through the State’s COSTARS program. Total price for the Mac Chassis, swaploader attachments, and a 12’ plow would be $381,167.22. The 2005 International with its existing plow is expected to sell for between $15,000 and $30,000, thus bringing the net cost of the vehicle down in 2020.

The purchase of the truck will allow for greater flexibility within the Public Works Department and will allow for single employee leaf collection, drop and go equipment and material deliveries and for longer uninterrupted road treatments due to capacity. Trucks matching these specifications are currently in use by Hampden and Silver Spring Townships. Commissioner Cochran noted that he learned at the Public Improvements Committee meeting that the truck would have come in at the budgeted rate, but the twin steer added $18,000 to the price. He added that this truck will also have our biggest plow on it. He said input from neighboring municipalities using the same equipment has been positive, and he prefers to trade labor costs any time. President Martin said he also thinks it will benefit us as far as workers comp claims.
Commissioner Cochran made a **MOTION** to authorize the purchase of a 2020 Mack Granite Chassis, swaploader attachments, and plow from Legacy Truck Centers and US Municipal under the COSTARS agreement for a cost not to exceed $381,167.22, **SECONDED** by Commissioner Anderson. The motion carried unanimously.

Commissioner Cochran made a **MOTION** to authorize the sale of the existing 2005 International and plow in 2020 via legally approved divestment methods. **SECONDED** by Commissioner Anderson. The motion carried unanimously.

**PARK AND RECREATION COMMITTEE**

**AUTHORIZATION TO ADVERTISE AMENDMENTS TO PARK & RECREATION BOARD AND PARK SYSTEM RULES AND REGULATIONS ORDINANCES**

Mr. Fraser distributed copies of the amended Chapter 51 dealing with the Park and Recreation Board and Chapter 175, which deals with the Township Parks. Chapter 51 was last modified in 2006, with the original text being from 1965. Chapter 175 was last modified in 2011, with the bulk of the text being from 1975. The amended ordinances were reviewed and approved by the Park and Recreation Board in the fall of 2019. Mr. Fraser said the feedback from Board members was mostly grammatical or clarification issues. He said the Solicitor reviewed the drafts and made comments, which he incorporated. Commissioner Anderson thanked Mr. Fraser for all the work he put into it.

Commissioner Anderson made a **MOTION** to authorize the appropriate Township Staff to advertise to amend Chapter 51 and Chapter 175 of the Upper Allen Township Code with action expected on February 5, 2020. **SECONDED** by Commissioner Cochran. The motion carried unanimously.

**MISCELLANEOUS**

There were no items for discussion.

**SOLICITOR UPDATE**

There was no report.

**TAX COLLECTION COMMITTEE UPDATE**

There was no report.

**CAPITAL REGION COG UPDATE**

There was no report.

**MUNICIPAL ADVISORY BOARD (MAB) UPDATE**

There was no report.
PENNSYLVANIA STATE ASSOCIATION OF TOWNSHIP COMMISSIONERS (PSATC) UPDATE

Commissioner Anderson said the annual conference will be different this year as it is under the League of Cities. It will be held the first weekend of October in Pittsburgh. She said going in with the League means we will have a much easier time with the speakers and will have larger exhibitors. She said they do a community project on the first day of the conference, but they are giving the Townships Friday night for our banquet and approval of officers, distribution of awards, etc. She said she is anxious to see what happens and how it will work. She said there is a lot of negativity from some of the Townships with the League bringing the PSATC in.

MISCELLANEOUS

President Martin reminded Board members that they will meet at on January 28th at 6:30 for Mr. Fazekas’s evaluation and at 7:30 for Chief Adams’. He noted that there is a pension meeting Monday, February 10 at 7:30 a.m. and they are moving the Administrative meeting to February 11 at 7:30 a.m.

ADJOURNMENT

President Martin adjourned the regular meeting at 7:17 p.m.