CALL TO ORDER

Vice President Castranio called the February 5, 2020 Board of Commissioners regular meeting to order at 6:30 p.m. A moment of silence was observed, and The Pledge of Allegiance was recited by all. Roll Call was taken by Mr. Fazekas. President Martin was out of town.

PRESIDENT’S ANNOUNCEMENTS

Vice President Castranio noted that the Fire Department banquet on February 1st was well-attended and went well.

CONSIDERATION/APPROVAL OF BOARD OF COMMISSIONERS MEETING MINUTES

Vice President Castranio asked for any comments or corrections to the Minutes of the January 6, 2020 Board of Commissioners/Reorganization meeting. There were none, and Commissioner Anderson made a MOTION to approve the Minutes of the January 6, 2020 Board of Commissioners meeting, SECONDED by Commissioner Walter. The motion carried unanimously.

PRESIDENT’S RECOGNITION OF VISITORS

Don Fry, President of West Shore Home School Sports, 275 Cumberland Parkway, Box 306, Mechanicsburg, noted that he attended the last Park & Recreation Board meeting regarding the new field fees and how it will impact his program. He said his teams have been based at Friendship Park for 11 years and they have had a nice working relationship with Keystone Soccer, but it sounds like it will change to $25 per team, per field, per day. He said they are a small home schooling soccer program open to home school and cyber school families and if things go well this year he hopes to have 56 kids spread over 4 teams. Last year he said he had 36 kids in the fall and 37 in spring, and about the same in 2018. Regarding the new field permit fees, he said he needs about $2,500 extra to utilize the fields this spring for practices and games. He said he pays $600 to Keystone Soccer per season for use of their goals, field lining and mowing. He said he understands the soccer programs but doesn’t quite grasp a little group of kids having to pay that amount of money. He noted that if the new ordinances are passed he will be around $1,300 in arrears and will be bankrupt next season without raising his fees. He said he was asked at the Park & Rec Board meeting how many kids are Township residents. He said he has had 6 from Mechanicsburg and the rest are from Carlisle,
Dauphin County, Perry County, etc. He said this area is centrally located for all the different kids looking to use the fields for practice.

Commissioner Cochran questioned why he needs four fields for that number of children, noting that if he stacks the practices, one hour at a time, he would only need one field. Additionally, he said the littlest kids can play on half a field. Mr. Fry said he requested four fields in anticipation of the expected number of kids for the different age groups. He said they practice Wednesdays from 1 to 3 and Fridays from 5 to 8 when Keystone doesn’t practice. He said the Wednesday afternoon practices don’t conflict with teams that use the fields at night. He said they practice for longer than an hour in order to develop the kids as necessary, so it would be difficult to stack the practices.

Mr. Fry said many of the other sports have enough residents that they won’t have to pay fees. Vice President Castranio pointed out that the fee is already in effect under the current fee schedule that was adopted in December of 2019. The ordinances on tonight’s agenda have nothing to do with those fees. He said there are too many unanswered questions right now and he suggested that Mr. Fry come back and request in writing what he wants to change once he has the registrations. Mr. Fry said depending on what it’s going to cost him, he might have to up the registration fees from $80 to $150 for the kids that do want to play, and in that case he will probably lose kids. He questioned whether there is any chance that they can make a $500 or $600 contribution at least for this season until they figure out how to make up the extra money. Commissioner Cochran suggested that he figure out how many kids he has, figure out how many fields he will need for x number of days for what period of time, and make an offer in advance, and then maybe the Board can accommodate that. Vice President Castranio asked Mr. Fry to talk with Mr. Fraser and/or Mr. Krebs and then perhaps he and Commissioner Cochran, as liaisons to the Park & Rec Board, can meet with him for a solution without him having to wait for another Board of Commissioners meeting.

CONSENT AGENDA

There were no items for consideration.

PUBLIC SAFETY COMMITTEE

CONSIDERATION OF POLICE SECURITY/PRIVACY FENCE

Chief Adams noted that the Board of Commissioners was previously supportive of a security/privacy fence for Police Department security but wanted additional input on colors. He said the Police Department proposed tan and clay but he didn’t have samples as to the difference in the colors. He obtained the samples and brought them to the meeting and noted that the original proposal for a tan, classic style fence is $9,965 and the cost for the clay upgrade is $13,455. For a fancier scalloped-top fence the cost is $23,200. Chief Adams said the Police Department is still fine with the tan.

Commissioner Walter made a MOTION to approve the original proposal for a tan, classic style fence at a cost of $9,965, SECONDED by Commissioner Anderson. The motion carried unanimously.

Vice President Castranio noted that Chief Shumberger left the meeting at 6:30 p.m. to respond to a fire call so there will be no report from him.
PLANNING & ZONING COMMITTEE

ZONING HEARING BOARD (ZHB) CASES FOR FEBRUARY 13

There are no hearings scheduled.

HARB CASES FOR FEBRUARY 18

Mrs. Boyer noted that the property owner at 240 Gettysburg Pike proposes to replace all windows on the property with vinyl with similar look as the existing windows, to install new vinyl windows in the basement where there are currently no windows, and to install composite doors on the existing addition to the building. She said the property owner was here last year for approval of some windows but is coming back, noting that limbs fell and broke some of the existing windows. Both Commissioner Cochran and Vice President Castranio, liaisons to the HARB, commented that the HARB was not in favor of vinyl windows for other than the 3rd floor. Commissioner Cochran said it will probably be a hard fight to get it approved at HARB. Mrs. Boyer acknowledged that but said at this point the property owner just wants to move forward and use the same vinyl.

CONSIDERATION/ADOPTION OF RESOLUTION FOR TRAFFIC IMPROVEMENTS FOR LOT 4, GETTYSBURG PIKE

Mrs. Boyer noted that on November 20, 2019 the Board of Commissioners conditionally approved a final land development plan known as Lot 4, Gettysburg Pike, UAT File #19-09-30. The plan proposed the development of a 3.78-acre tract of land located at the corner of S. Market Street and Gettysburg Pike and included development of two office buildings—a single-story, 10,522-square-foot structure, and a two-story, 24,888-square-foot building. Improvements to the intersection involved the widening of S. Market Street to provide a 225-foot-long right-turn lane with a 100-foot bay taper on the eastbound approach to Gettysburg Pike.

Highway Occupancy Permit applications will be submitted to PennDOT. As part of the permitting process, PennDOT requires a Resolution to authorize the appropriate municipal person to sign and submit the applications on behalf of the Township.

Doug Gosik, P.E., of Williams Site Civil, represented the applicant. He said Mrs. Boyer summed it up well and noted that this is just a standard process to get the signal improvements in front of PennDOT. He thanked the Board of Commissioners and said without their help they wouldn’t be where they are with PennDOT.

Commissioner Anderson made a MOTION to approve Resolution #1019 authorizing the President or Vice President of the Board of Commissioners to submit the application for Traffic Signal Approval at the intersection of S. Market Street and Gettysburg Pike, SECONDED by Commissioner Cochran. The motion carried unanimously.

CONSIDERATION/ACTION ON WINDING HILLS, STAGE 7, PRELIMINARY PRD PLAN, UAT FILE #20-01-02A

The proposed plan is for the development of 16.15 acres within the Winding Hills development of Stage 7. The Stage 7 project locations are off Orchard Boulevard to the north and southwest. The plan is proposing a total of 78 new dwelling units—19 single-family homes and 59 townhomes.
Smoke House Drive (620 LF) and the remaining portion of Brook Shire Court (160 LF) will be dedicated to the Township while Shady Lane (860 LF) will remain a private roadway.

The Planning Commission reviewed this plan and recommended conditional approval during its regular meeting on October 28, 2019, and the applicant came before the Board of Commissioners again to separate out Stage 7 into two phases.

The applicant has requested two modifications, both of which have been approved in the other phases of development. They are:

1. Modification of Section 220-8.A(7) to allow the applicant to show contours at vertical intervals of two (2) feet instead of one (1) foot.
2. Modification of Section 220-10 to allow the final plan on sheet sizes of 24x36 inches instead of 18x24 inches.

The Community Development, Sewer, Police, Fire, and Public Works/MS4 Departments, as well as the Township Engineer and Cumberland County Planning Commission were notified on January 3, 2020 that this plan is available for review, and comments were received from Community Development and the Cumberland County Planning Commission. The Upper Allen Township Planning Commission unanimously voted to recommend approval of the applicant’s requested modifications at its January 27, 2020 meeting. They also unanimously voted to recommend approval of the applicant’s plan with conditions.

Mark Allen, P.E., of Alpha Consulting Engineers, noted that one technical comment regarding traffic signs may be updated to recommend a yield sign, but the rest will be recommended as stop signs.

Commissioner Anderson made a MOTION to approve a modification of Section 220-8.A(7) and allow the applicant to show contours at vertical intervals of two (2) feet instead of one (1) foot. SECONDED by Commissioner Cochran. The motion carried unanimously except for Vice President Castranio, who abstained because he is employed by the applicant’s engineer.

Commissioner Anderson made a MOTION to approve a modification of Section 220-10 to allow the final plan on sheet sizes of 24x36 inches instead of 18x24 inches, SECONDED by Commissioner Walter. The motion carried unanimously except for Vice President Castranio, who abstained because he is employed by the applicant’s engineer.

Commissioner Anderson made a MOTION to approve the preliminary subdivision/land development plan for Stage 7, Winding Hills PRD, UAT File #20-01-02A, with the following conditions:

**GENERAL**

1. The Township does not have a record of a traffic analysis being performed for these roads, including the roads in Stages 4 and 5. The developer shall provide a report indicating what traffic control signs are necessary for these streets. The developer shall consider changing Stop Signs to Yield Signs at the following intersections, unless the traffic study warrants otherwise: Shady Lane/Brook Shire Court, Brook Shire Court/McIntosh Drive, and Smoke House Drive/McIntosh Drive.
2. General Note #7 references sinkhole construction methods shown on Sheet #7. The applicant shall correct the reference number of move the construction methods to Sheet 7.

**ADMINISTRATIVE**

3. The applicant shall obtain any required approvals of the Erosion and Sediment Control Plan from the Cumberland County Conservation District for Stage 7 and furnish to the Township a copy of the required NPDES permit in accordance with the requirements of Sections 220-8.D(6) and 214-15 of the Codified Ordinances of Upper Allen Township.


5. The applicant/owner shall sign the plan and have the signatures notarized in accordance with Section 220-10.L and 220-10.N of the Codified Ordinances of Upper Allen Township.

6. The applicant shall also comply with all fees, taxes, utility rentals, building, police or fire codes, ordinances, resolution, and regulations as may be in effect from time to time concerning the proposed development.

7. The applicant shall pay such fees as are charged from time to time by Upper Allen Township for other further reviews or permits as may be required concerning the proposed development.

8. The applicant shall comply with all other conditions listed in the Revised Tentative Plan approval.

9. Upon approval of the preliminary plan, the applicant shall supply three copies of the signed, sealed, and notarized plan for Township records.

Since there are conditions on the approval of this plan, the plan will be rejected unless the owner/applicant agrees, in writing, within thirty (30) days, to comply with and abide by the specific conditions of approval. **SECONDED** by Commissioner Walter. The motion carried unanimously except for Vice President Castranio, who abstained because he is employed by the applicant’s engineer.

Regarding Stage 8 that they are working on now, Commissioner Cochran commented that they created quite a cliff back there. Mr. Allen said he is not familiar with the work that is presently going on but he said there is probably at least a 30’ drop from what he has seen in walking the terrain a few times in the past. He said there is a 3 to 1 slope requirement. He said he is now curious and will look into it. Commissioner Cochran acknowledged that maybe they are still working on it, and Mr. Fazekas said he has talked to Township Engineer Jason Reichard, and C. S. Davidson will make sure it is in compliance.
CONSIDERATION/ACTION ON WINDING HILLS, STAGE 7, SECTION 1, FINAL PRD PLAN, UAT FILE #20-01-02B

The proposed project is for the development of 6.75 acres within the townhomes section of Winding Hills Stage VII. This section is off Orchard Boulevard to the southwest. This section of the plan is proposing a total of 59 townhome units and finishing the construction of Shady Lane, which will remain a private roadway. The proposed use is consistent with the Upper Allen Township Zoning Ordinance and Comprehensive Plan.

The applicant has two modifications pending approval for the preliminary plan of Stage 7. If approved, then no action is necessary for the final plan. The modifications are:

1. Modification of Section 220-8.A(7) to allow the applicant to show contours at vertical intervals of two (2) feet instead of one (1) foot.
2. Modification of Section 220-10 to allow the final plan on sheet sizes of 24x36 inches instead of 18x24 inches.

The Community Development, Sewer, Police, Fire, and Public Works/MS4 Departments, as well as the Township Engineer, Zoning & Code Officer, and Cumberland County Planning Commission were notified on January 3, 2020 that this plan is available for review. Comments were received from Community Development, the Township Engineer, and Cumberland County Planning Commission. The Upper Allen Township Planning Commission unanimously voted to recommend approval of the applicant’s plan with the conditions listed below.

Commissioner Anderson made a MOTION to approve the final plan for Stage 7, Section 1 of Winding Hills PRD, UAT File #20-01-02B, with the following conditions, SECONDED by Commissioner Walter:

GENERAL

1. On the landscape and lighting plan a tree along McIntosh Drive is depicted along the edge of the storm sewer easement. The tree must be planted outside of the easement area. The applicant should shift the tree to ensure it is planted outside of the easement area.

2. The purpose of the plan shall state it is for the construction of Stage 7, Section 1 of Winding Hills PRD.

ADMINISTRATIVE

3. The applicant must submit a signed and sealed construction cost estimate for all public improvements, including sanitary sewer work, associated with all final plans in Stage 7, in accordance with Section 220-9.H and Section 220-44 of the Codified Ordinances of Upper Allen Township.

4. The applicant must provide financial security in a form acceptable to the Township and in an amount to be estimated by the applicant and approved by the Township Engineer to insure construction of the improvements and/or concrete monuments shown on the plan, and the applicant must enter an agreement with the Township providing for construction and
installation of all improvements shown on the plan according to Section 220-9.H and Section 220-9.I of the Codified Ordinances of Upper Allen Township. The financial security shall contain the provision that the Township shall be informed in writing thirty (30) days before the expiration date of any letter of credit or bond provided as a condition of approval.

5. The applicant must also furnish financial security to the Township in an amount equal to 10% of the total financial security provided to cover the cost of construction inspection, administrative, and other related costs, in accordance with Section 220-44 of the Codified Ordinances of Upper Allen Township.

6. The applicant must enter into a Sewer Extension Agreement with the Township and furnish the required $1,000.00 escrow for plan and legal review costs, provide plats and legal descriptions for sanitary sewers to be located outside of the public rights-of-way, furnish the required escrow amount for inspection and related costs, and provide appropriate installation financial security for the sanitary sewers.

7. The applicant must provide a copy of agreements with other utilities, highways, or railways when crossing and occupying their easements with new sanitary sewer facilities.

8. The plan must be signed and sealed by all applicable professionals, in accordance with Sections 220-8.A(5) and 220-10.M of the Codified Ordinances of Upper Allen Township.

9. The professional responsible for plan and report preparation shall sign and seal the plan and report, in accordance with Section 2I4-22.B.(24) of the Codified Ordinances of Upper Allen Township.

10. The applicant/owner shall sign the plan and have the signatures notarized in accordance with Section 220-10.L and 220-10.N of the Codified Ordinances of Upper Allen Township.

11. The applicant shall also comply with all fees, taxes, utility rentals, building, police or fire codes, ordinances, resolution, and regulations as may be in effect from time to time concerning the proposed development.

12. The applicant shall pay such fees, taxes, utility rentals, building, police or fire codes, ordinances, resolutions and regulations as may be in effect from time to time by Upper Allen Township for other further reviews or permits as may be required concerning the proposed development.

13. The applicant shall comply with all other conditions listed in the Preliminary Plan approval and the Revised Tentative Plan for Winding Hills PRD.

14. Prior to obtaining the county signature for final plan recording, the applicant shall provide a CD that includes a .dwg AutoCAD file that shows all parcel boundaries, lot lines, building footprints, road rights-of-way (to include curbs and sidewalks), edge of pavement, hydrants, and any utility or easements (public and private).

Since there are conditions on the approval of this plan, the plan will be rejected unless the owner/applicant agrees, in writing, within thirty (30) days, to comply with and abide by the specific conditions of approval.
Commissioner Cochran questioned who will be responsible for ongoing maintenance of Shady Lane. Mr. Allen said there are multiple associations. He said there is a master association that takes care of open space, stormwater and community centers. There are different communities within the development that have their own separate HOAs. The individual townhome areas all have individual condo associations or HOAs to maintain the yard areas or private streets. Commissioner Cochran questioned the number of private streets. Mrs. Boyer and Mr. Allen noted the few private streets throughout and said everything else is public. Mrs. Boyer said basically the townhome roads are private, and Mr. Allen said he thinks this is the last private road.

The motion carried unanimously, except for Vice President Castranio, who abstained because he is employed by the applicant’s engineer.

PUBLIC IMPROVEMENTS COMMITTEE

CONSIDERATION/APPROVAL OF STREET CUT PERMIT FOR UGI FOR 54 HELLAM DRIVE

On January 21, 2020, the Township received a letter from David Dean, New Business Coordinator at UGI, requesting permission to cut two 5’x2’ openings at 54 Hellam Drive in the Kimberly Meadows development. This proposal is for the installation of new resident gas services.

Per Section 217.12 of the Streets and Sidewalk Ordinance, any person seeking to open or excavate a street that has been paved within five years must receive approval from the Board of Commissioners. The Township paved Hellam Drive in June 2018. If the request is approved, UGI would like to complete this project by May 12, 2020. A project description and a sketch plan of where the cuts will be located have been provided.

Per Section 217.7, paving restoration of the area will be a minimum of 10 linear feet by the full width of the travel lane by means of milling and bituminous overlay. Since the two proposed openings are less than 100 feet apart and extend beyond the roadway centerline, the surface restoration requirements shall extend the entire width of both travel lanes in which the openings were made and for the entire length of the street between such openings (Section 217-7.B and 217-7.C.).

Township staff will be reviewing the full permit. To date, staff had several conversations and there are no known issues. If approval is granted, staff will continue to work with UGI to ensure the road openings are restored in accordance with Chapter 217.

Mr. Dean was in attendance and requested clarification of the width of the patch UGI will be required to do. He was advised that paving will have to extend 4’ on each side of the 2-foot cut, from curb to curb.

Commissioner Cochran made a MOTION to approve the request by UGI to cut two openings at 54 Hellam Drive. The size of each opening shall be five feet by two feet (5’x2’). Paving restoration of both travel lanes shall be in accordance with Chapter 217. SECONDED by Commissioner Walter. The motion carried unanimously.
SANITARY SEWER SYSTEM

There were no items for discussion.

ADMINISTRATIVE COMMITTEE

There were no items for discussion.

PARK AND RECREATION COMMITTEE

CONSIDERATION/ADOPTION OF ORDINANCE TO AMEND CHAPTER 51, PARK AND RECREATION BOARD

and

CONSIDERATION/ADOPTION OF ORDINANCE TO AMEND CHAPTER 175, PARKS AND RECREATION

Mr. Fraser provided copies of the amended Chapter 51 dealing with the Park and Recreation Board and Chapter 175, which deals with the governance of the Township parks. Both proposed ordinances were properly advertised in the January 28, 2020 edition of the Carlisle Sentinel. Additionally, both proposed ordinances have been reviewed and recommended by the Park and Recreation Board.

Commissioner Cochran made a MOTION to adopt Ordinance #793, an Ordinance of Upper Allen Township, Cumberland County, Commonwealth of Pennsylvania, Amending the Code of Upper Allen Township, Chapter 51 (Park and Recreation Board), SECONDED by Commissioner Anderson. The motion carried unanimously.

Commissioner Cochran made a MOTION to adopt Ordinance #794, an Ordinance of Upper Allen Township, Cumberland County, Commonwealth of Pennsylvania, Amending the Code of Upper Allen Township, Chapter 175 (Parks and Recreation), Article I (Rules and Regulations), SECONDED by Commissioner Anderson. The motion carried unanimously.

AUTHORIZATION TO ADVERTISE FOR PARK STORAGE BUILDING AT WINDING HILL NORTH

The approved 2020 Township budget includes $125,000 in the Capital Fund for the construction of a 60’ x 80’ pole building located at Winding Hill Park North. This facility will be used by employees assigned to park maintenance duties and will be the main storage site for Township-owned park maintenance equipment. The building will increase efficiency as the design will allow for loaded vehicles to drive through, thus reducing load and unload requirements.

Township Public Works employees will be responsible for clearing and preparing the site for construction. If approved, the building is expected to be constructed before the summer season. Once authorized, the project will be advertised and bid electronically online via PennBid.

Mr. Fraser said Parks Maintenance Supervisor Chad Kreb’s intent is to move all park maintenance activities to this building, then to allow the different sports teams to use the existing park buildings at the other parks, eventually eliminating the miscellaneous sheds that have been installed by the teams at the different parks.
Commissioner Cochran made a **MOTION** to authorize the appropriate Township staff to advertise the Winding Hill Park North Maintenance Utility Building Project for bids using the PennBid program, **SECONDED** by Commissioner Walter. The motion carried unanimously.

**MISCELLANEOUS**

**TAX COLLECTION COMMITTEE UPDATE**

There were no items for discussion.

**CAPITAL REGION COG UPDATE**

There were no items for discussion.

**MUNICIPAL ADVISORY BOARD UPDATE**

There were no items for discussion.

**PA STATE ASSOCIATION OF TOWNSHIP COMMISSIONERS (PSATC) UPDATE**

There were no items for discussion.

**SOLICITOR UPDATE**

There were no items for discussion.

**ADJOURNMENT**

Vice President Castranio adjourned the regular meeting at 7:30 p.m.