President Martin called the Board of Commissioners regular meeting to order at 6:30 p.m. He noted that the meeting is being held remotely. He called for a moment of silence, both for those affected physically by COVID-19 and for the businesses that are struggling, and gave special recognition to fire, police, and emergency services who are unselfishly putting themselves at risk helping others. The Pledge of Allegiance was recited by all. Roll Call was taken by Mr. Fazekas.

CONSIDERATION/APPROVAL OF MEETING MINUTES

President Martin asked for any comments or corrections to the Minutes of the March 4 and March 18, 2020 Board of Commissioners meetings. There were none, and Commissioner Anderson made a MOTION to approve the Minutes of the March 4 and March 18, 2020 Board of Commissioners meetings, SECONDED by Commissioner Cochran. The motion carried unanimously.

PRESIDENT'S ANNOUNCEMENTS

President Martin said he will give the public a chance to speak on agenda items as well as at the conclusion of the meeting. He said his hat is off to people involved in health care and associated businesses and professions, and people who are institutionalized because of various illnesses as well as those in senior care. He said there are a lot of people out there caring for others and he is in awe of their selflessness. As he does limited travel to the store he said it feels like people are going at a slower pace and being polite, which is a good thing.

PRESIDENT'S RECOGNITION OF VISITORS

President Martin said public comment will be held until later in the meeting.

CONSENT AGENDA

Commissioner Cochran made a MOTION to approve the Consent Agenda as follows, SECONDED by Commissioner Anderson:
Consideration/Approval of Staff Reports.
Consideration/Approval of Bills in the Amount of $434,509.10

The motion carried unanimously.

Vice President Castranio asked Chief Adams to elaborate on a letter from the Thurmont, MD Police Department that was included in his monthly report. Chief Adams said Thurmont had an armed robbery of a Verizon store, and in fact they were having a rash of them. Right after our last in-house Township Board of Commissioners meeting, he said Thurmont put out information on another armed robbery and indicated that the perpetrators were seen getting onto Route 15 north. He said a couple of other agencies picked up on the car but it was a Chrysler product that will do 130 to 140 mph. He said his officers were able to get in on the chase and forced them off of Route 15 onto Winding Hill Road, where they jumped out and fled. He said his officers, along with a few good citizens, gave good information on the direction they ran, and our police officers found them and recovered a gun in the car they were driving. Once Thurmont officers arrived, Upper Allen Police Department assisted them on the scene. Because of legal issues, he said they couldn’t immediately transport them across state lines. Upper Allen then locked them up here until Thurmont could get the formal charges filed and get them extradited. He said we impounded the car at the station and wrote the search warrant, so we were actively involved in assisting, and put four bad guys from New York City in jail back in Maryland. He said he was very proud of the officers, and it was great to see his guys come together as a team and do an awesome job. President Martin asked Chief Adams to pass along the Board’s appreciation for their excellent work.

Regarding Mrs. Boyer’s plan status spreadsheet that is included in the Township Manager’s monthly report, Vice President Castranio said the spreadsheet has better detail than in the past, which is a big help. He said it shows the beginning, from plan submission, to when it is recorded and up to as-builts and other information. Mrs. Boyer said she is trying to keep it detailed, but not with too much information so as to be overwhelming.

PUBLIC SAFETY COMMITTEE

CONSIDERATION/APPROVAL OF COLLEGE COURSE WORK FOR SERGEANT THOMAS CUCKOVIC

Chief Adams noted that Sergeant Thomas Cuckovic has requested approval for CRM720, Research Methods of Criminology. This is a required class in the Master of Arts in Applied Criminology course he is enrolled in through California University of Pennsylvania. Chief Adams asked the Board of Commissioners to review and approve the request. He noted that Sergeant Cuckovic had previously made him aware of his intent to take this course, so the funds were already budgeted.

Commissioner Walter made a MOTION to approve CRM720, Research Methods of Criminology for Sergeant Thomas Cuckovic in the amount of $1525.80, SECONDED by Commissioner Anderson. The motion carried unanimously.
UPDATE ON EMERGENCY RESPONDER OPERATIONS DURING COVID-19

Chief Adams said he briefed the Public Safety Committee Commissioner liaisons extensively at last week’s Public Safety Committee meeting regarding plans implemented to keep the Police Department healthy and up and running and continuing to provide the level of services that the Township expects and deserves. He said he is implementing a lot of changes and a lot of the officers’ family lives have been impacted because of scheduling changes, but they have been receptive to it. He said he can brief Board members offline if they want more detail, but he noted that they have tried to keep ahead of things as far as what they can do to keep everyone safe and provide services.

President Martin noted that they divided the Department into two groups so they will have a fresh group every week, with less chance of cross contamination should someone become ill. Chief Adams clarified that there are now 14-day rotations, and half the department is in self-quarantine while the other half is working straight through with no days off. He said there had to be concessions with the Collective Bargaining Agreement (CBA). They met in a morning and that afternoon they came back with a draft, and by next day had a unanimous vote to authorize deviation from the CBA so it doesn’t cost the Township any overtime. He said it does make quite a few concessions on the part of the police officers, and he was pleasantly surprised with the process and the outcome.

Chief Adams continued that in between the two crews, they have a sanitizing procedure when the “dirty” officers leave and before the “fresh” ones arrive. Chief Adams said without bringing anybody in from the clean group we can still have up to four officers on sick leave from the dirty pool if needed. He said we’ve never been faced with anything like this and it came about from a lot of input from various sources. So far, he said the entire department is healthy and no one has called in sick. President Martin applauded the effort.

Commissioner Cochran said he sees the officers patrolling more often than before. Chief Adams said only one officer is allowed on station at a time and they are keeping more officers out, so unless there’s a true need to be in the station they are to be out in their cars. He added that we also have enough cars in the fleet to assign just one officer to a car for each 14-day period, to help minimize cross contamination.

Fire Chief Tom Shumberger commented that the situation actually benefits the Fire Department a bit because a lot of the volunteers are off work and because of that, his manpower has picked up quite a bit. He said they are doing everything they can to keep the station clean, and noted that the public is not allowed in. Vice President Castranio commented that average turnout for calls went up 2-3 guys. Chief Shumberger said there are also a couple guys that spend much more time actually at the station now, and they are trying to maintain social distance. President Martin expressed his appreciation for their efforts.

President Martin noted that there was a brief EMS report in the materials provided. He said EMS is integrating systems and Kevin Dalpiaz has indicated that they will have a full report next month. President Martin said they are undertaking a fairly stringent protocol related to using protective
equipment and reacting to scenes. They are prohibited from doing any work other than the work assigned with EMS, and they are also taking many precautions, as can be imagined.

**PLANNING & ZONING COMMITTEE**

Mrs. Boyer made note that they plan to hold a Planning Commission meeting on April 27th. She said she is working with Planning Commission members to set them up on Zoom, and will hold the meeting virtually. She said there will be three plans on the agenda and they will do a test run beforehand. She said she wanted to see how tonight’s virtual meeting goes so she can work out any issues. The three plans on that agenda are Winding Hills, Stage 5, which was discussed on March 18, Willows at Ashcombe, and West Winding. Commissioner Cochran questioned whether Mrs. Boyer will be broadcasting the plans for people to view and she indicated that we do have them online on the Development Plans page of our website, and when she does the public announcement she will have a link to that page. She said she also hopes to at least try to go through the plan sheets virtually as the meeting is taking place in case people haven’t looked online previously. She said the Planning Commission itself will have their regular packets.

**PUBLIC IMPROVEMENTS COMMITTEE**

Mr. Fazekas said since Kinsley has the Stormwater contract, we are waiting to give Notice to Proceed once the stay-at-home restrictions are lifted. He said we think we have time. He said they got the Notice of Award and we hope to issue the Notice to Proceed in the next few weeks. Mr. Reichard said the contracts were sent out last week and we are waiting for them to be returned.

**SANITARY SEWER COMMITTEE**

Regarding the contract for the next phase of the Cedar Run sewer project, Mr. Fazekas said the contractor was notified of award this week and we are awaiting return of the signed contract documents. He said hopefully they will start in the next few weeks.

**ADMINISTRATIVE COMMITTEE**

**BUDGET UPDATE**

Mr. Fraser’s reviewed his March Fiscal Report as follows. At the end of the 1st quarter, overall General Fund expenditures exceeded General Fund revenues by $134,000, which fits in the middle of prior year trends. Township revenues are not yet seeing significant impact from the current global event. 1st quarter 2020 General Fund Revenue is up $282,000 when compared to 1st quarter 2019 General Fund Revenue. Most of the difference in revenue is from an earlier turnover of real estate tax, which accounts for $272,000 of the difference. 1st quarter 2020 expenditures are up $229,000 when compared to the same period in FY 2019 and correcting for the loan given to the Authority by the General Fund. A majority of the increase is related to timing of expenditures in the Building Maintenance, Police, Community Development and Parks Maintenance cost centers and are within budgetary restraints.
For the month of March, General Fund revenues (revenues minus fund balance) of $717,000 exceeded General Fund expenditures (all expenditures plus transfers) of $506,000 by $211,000. The majority of the expenses in March are related to payroll and insurance payments. Most of the revenue collected in March is related to prior year income tax and current year real estate taxes. April usually sees an increase in net position which moves the General Fund into the black for the year. Based on current month to date numbers, a move to a positive position is still expected.

The Sewer Operating Fund is currently in a net surplus position at this early part of the year in the amount of $784,000. This is expected to fluctuate throughout the year during lulls in sewer rental collections and large debt service payment periods. There should be a jump in net position in April with a decline expected when debt service payments are made.

At this point in 2020, the 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.

Mr. Fraser said we probably won’t see major effects of the current global situation until the late 3rd or early 4th quarter of the year. He said we will see it in building permits sooner but not until later for earned income. Commissioner Cochran said he saw something about an Act that may be passed to waive penalties through the end of year on real estate tax payments. Mr. Fraser responded that if anything, we hope it is related to the base rate versus the discount rate. He said most Upper Allen Township property owners pay during the discount rate anyway, so if that continues or if they give an extension on the base rate, it won’t affect us too much. He added that we receive most of our real estate taxes by the end of May so it shouldn’t be too bad. He said the tax collector is able to transfer the same amount of about $1.5 million as last year, in April. But even if he isn’t able to do that for some reason, Mr. Fraser said we should still be ok. He said we have no issues from an operating standpoint as of now.

CONSIDERATION/ADOPTION OF GENERAL FUND CHANGE ORDINANCE

Mr. Fraser noted that the change proposed in this ordinance would create a line item in General Fund expenditures for land acquisition and fund it at $1,000,000.00. The money would come from the General Fund’s fund balance. For FY 2020, the starting fund balance was $3,091,659. If expenditures and revenues both meet budgetary projections, which is unlikely, the ending fund balance with the proposed change would be $1,803,940. The proposed ordinance was properly advertised in The Sentinel newspaper. Commissioner Cochran commented that we should expect, given past history, that the ending fund balance will be somewhere between $1.5 million and $2 million. Mr. Fraser agreed and also said if we delay transfers, we could be looking at more. He said we have some flexibility related to those kinds of transfers to the Capital Fund.

Commissioner Cochran made a MOTION to adopt Ordinance No. 795, an Ordinance of the Township of Upper Allen, Cumberland County, Pennsylvania, Amending Specific Sums Estimated to be Required for the Specific Purposes of the Municipal Government hereinafter set forth during
the Calendar Year 2020. **SECONDED** by Vice President Castranio. The motion carried unanimously.
CONSIDERATION OF LAND PURCHASE

Mr. Fazekas noted that the Board authorized staff to make an offer to purchase 60.93 acres of farmland located at 1215 McCormick Road in late summer 2019. An offer was made in October 2019 to purchase the land at a cost of $1.1 million, contingent upon a 90-day due diligence period to conduct an environmental assessment that ended on February 20, 2020.

BL Companies was contracted in November 2019 to conduct the Phase I Environmental Assessment of the property. The report was completed on January 13, 2020, and concluded that there were no major environmental issues identified. On January 16, 2020, the owner was notified that the Township was ready to move ahead with closing on the property around April 30, 2020. The purchase will fill a shortfall of 227 acres of parkland identified in the Comprehensive Open Space and Recreation Plan adopted by the Board in 2015. The funds to pay for the property will come out of the 2020 starting General Fund balance, leaving a balance of $1.8 million. At the end of 2019, the Board transferred an additional $1 million ($2 million total) to Capital Reserve.

Mr. Fazekas prepared a Resolution to exempt the Township from paying the 1% real estate taxes on the land purchase. This is contingent upon acceptance by the seller. Solicitor Feinour noted that it was determined that there are no rollback taxes accruing by this transaction, which frequently is the case with a property that’s been in Clean and Green or Ag Preservation and then comes out.

President Martin said the Special Warranty deed is a streamlined way to not have the liability of a transfer tax. He said the other alternative would be condemnation. Solicitor Feinour said that doesn’t have anything to do with a Special Warranty deed. He said it has been years and years since parties used General Warranty deeds. By accepting it, he said it saves the party the 1% state and 1% local realty transfer tax. Commissioner Cochran commented that it is the same process the school district used when purchasing the land on Gettysburg Pike.

Vice President Castranio questioned how long it will be until closing if this gets approved, and Mr. Fazekas said he will have to get back to him on the specifics. He said we are looking at doing a wire transfer for payment on April 30. He said when the Board moved forward with the purchase in January, after the environmental phase testing was done, the seller had tenants in the one building and it was agreed to give them 60 days to move out, which takes it to middle or late April. He said he asked realtor Bill Gladstone to keep it to April 30 and he expects to get more detail closer to the time. Solicitor Feinour said we are on schedule to close by April 30 and fortunately, with some adjustments to the policies of the Recorder of Deeds, he thinks we can get everything done and the documents acknowledged within that time frame.

Bill Gladstone was recognized as attending the meeting virtually. He commented that it was a very good meeting and this is the first time he had participated in a Zoom meeting. He said everything is on track for the 30th. He said there will be a walk-through in the morning and settlement later in the day.
Commissioner Cochran made a MOTION to authorize the land purchase located at 1215 McCormick Road at a total cost of $1.1 million, plus closing costs, SECONDED by Commissioner Walter. The motion carried unanimously.

Commissioner Cochran made a MOTION to adopt Resolution #1021, a Resolution of the Board of Commissioners of Upper Allen Township, Cumberland County, PA, accepting a special Warranty Deed in Lieu of Condemnation for the Property Located at 1215 McCormick Road, Mechanicsburg, Pennsylvania. SECONDED by Commissioner Anderson. The motion carried unanimously.

Commissioner Cochran made a MOTION to authorize the appropriate Township officials to execute the final sales documents related to the purchase, SECONDED by Commissioner Anderson. The motion carried unanimously.

President Martin said Mr. Fazekas, Solicitor Feinour, and Mr. Gladstone will move forward for closing on April 30. He questioned whether we have any particular press release we are putting out for the website. Mr. Fazekas said he spoke with Jack Sherzer of Message Prose about it and will talk with him again tomorrow to get a press release prepared.

Commissioner Cochran questioned how we move forward to establish use for the parcel, noting that he knows not all of it will be used for parks. Mr. Fazekas said we talked about doing a concept plan for the overall property. He said we will want to verify the boundaries once we take ownership and once we conclude the closing and do a walk-through of the property we can get a proposal from C. S. Davidson, or someone else if the Board wishes, to put together a plan. Commissioner Cochran questioned whether we have to survey the property first or whether we already have that in hand. Mr. Fazekas said a land development plan was previously submitted for this property and there was already a survey done, so we may be able to piggyback off of that survey. Vice President Castranio commented that there is enough information for C. S. Davidson to start.

Commissioner Cochran asked Mr. Reichard if he’ll give a proposal on what his initial thoughts might cost. He said he thinks it would be very beneficial to know the long term plan; i.e., recreation and maybe a composting site. He said we need to get a team together and discuss it so we have a direction on which way we want to go. He said he would like to keep it moving somehow and he doesn’t really want to wait a whole month if we only have one meeting a month. He suggested himself, Vice President Castranio, Mr. Fraser, Mr. Reichard, Park & Rec Board representatives, even Public Works could discuss it during the day some time. President Martin said they can get things started but he thinks it would be helpful to get other Board members’ ideas too. He questioned whether it would be ill-advised for all Board members to walk 15 feet apart and walk the property. He said he wants to walk it and maybe we could set up a tour concurrent with Mr. Reichard’s initial thoughts because maybe seeing the property might help initiate some ideas as we all think about it. Commissioner Anderson agreed and said she would like some kind of a tour. Commissioner Walter also agreed and Commissioner Cochran and Vice President Castranio said they were fine with that. President Martin said Commissioner Cochran and Vice President Castranio can start in the meantime. He questioned whether we have to advertise to do a walk-through, but Mr. Fazekas said as long as Board members aren’t making any formal decisions during the walk-through it doesn’t have to be advertised. He said any formal action would be taken at a public meeting along with
discussions on what the Board wants Mr. Reichard to do. Solicitor Feinour said for just a viewing of the property and no discussion or deliberation or actions taken, it is ok not to advertise. Commissioner Cochran said he sees it as an exercise to throw ideas out and Mr. Reichard could make note of them, and then the liaisons, Mr. Reichard, Mr. Fraser, and Mr. Fazekas could discuss it, possibly via Zoom. A conceptual plan could then be brought back to the full Board in a public meeting for discussion. President Martin said he is in agreement to entertain a proposal from C. S. Davidson, and depending on what we want to develop, whether recreation use or Public Works use or something else, there may be other professionals we might want to bring in that have more experience in those specific uses. But he said he is very comfortable with what Commissioner Cochran is proposing. He said he would like to try to do the walk-through sometime in early May. Mr. Fazekas suggested May 1 at 1 p.m., the day after closing. He said we want to try to board things up as quickly as possible so we could meet that day if it works for all parties. That date and time was agreeable by all Commissioners.

Chief Adams said one of the things he doesn’t want to get overlooked is what will happen to the existing buildings and whether they will potentially be converted for Township use or be demolished. He said it provides opportunities for the Fire Department and Police Department to do some realistic training. Commissioner Cochran said he thinks that point was raised previously but said it’s a good reminder. Mr. Fazekas said staff discussed it yesterday about both departments doing training there, but said we do want to board the buildings up as quickly as possible.

President Martin commented that he and his wife were doing an errand and drove McCormick Road. He said there were fisherman there and he was amazed at how spread out they were. He noted that they weren’t following the model of Boiling Springs Lake, which was crowded on the first day of trout fishing season.

**PARK AND RECREATION COMMITTEE**

Mr. Fraser said there is a meeting scheduled for next week but there isn’t a lot to report. He questioned whether the liaisons want to have the meeting. He recommended drafting a memo with an update on what projects have been completed at the parks. He said there are no rec leagues moving forward at this point. He said baseball and softball are a wash for the spring but they are hoping to maybe get summer games in. Soccer is postponed pretty significantly. He said he will be surprised if anything is played on our fields before May. He noted that we added irrigation to the North and South fields at Fisher and the Baseball Association paid for new sod at the North and South infields. He said staff has been communicating with Soccer so they know what is going on. He noted that PPL was going to run through Winding Hill Park South and originally we negotiated with them not to work on Saturdays, but since sports are not happening now we are allowing them to work on Saturdays. Commissioner Cochran suggested maybe having a Zoom Park & Rec meeting just to keep the group together.

President Martin noted for the Board’s information that there is a meeting with Mechanicsburg School District representatives on April 16 to further discuss the Joint Recreation Agreement. If anything should develop, he said Mr. Fraser can give an update to the Park & Rec Board. Commissioner Cochran said it looks like Shiremanstown won’t be represented.
Commissioner Cochran said the conversation today on TV was that big sports will probably play without fans through the remainder of the year, if they play, and high school and college sports may be for family members only. He said the minor league sports will get crushed without TV contracts but the college and major leagues should be fine.

**MISCELLANEOUS**

President Martin asked if any citizens who are participating remotely wanted to comment. Mr. Fraser called on Mr. Dallmeyer, Mr. Brenneman, and Mr. Brath, and none of the three individuals indicated an interest in speaking. President Martin said he was thankful of their participation in the virtual meeting.

**SOLICITOR UPDATE**

There were no items for discussion.

**TAX COLLECTION COMMITTEE UPDATE**

Mr. Fazekas noted that the Cumberland County Tax Bureau has been closed the last two weeks and they will come back in the next day or so. Distribution of earned income tax of about $3.8 million as well as the local services tax will take place within the next few days. He said it will be a partial distribution for the 2-week period they were closed, and we should see it within the next week.

**CAPITAL REGION COG UPDATE**

President Martin said the April meeting was cancelled. He questioned whether staff has heard anything further about the wireless tower legislation and whether Mr. Cohen has gotten back to us. Mr. Fazekas said he hasn’t heard anything and doesn’t think there’s any movement on it.

**MUNICIPAL ADVISORY BOARD (MAB) UPDATE**

There were no meetings according to President Martin.

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

Commissioner Anderson said there will be an Executive Board meeting held in May via Zoom. She doesn’t yet have an agenda but will inform the Board if there’s anything of note that they should know prior to the meeting.

**MISCELLANEOUS**

Fire Chief Shumberger referred to the SAFER (Staffing for Adequate Fire and Emergency Response) grant. He said he attended a Webinar on the grant and is working on the questionnaire now. He said
it is pretty extensive. President Martin explained that mid-state Fire Departments are going after the SAFER grant. He said if the grant comes about and you signed up early on, you are eligible for funding. If you don’t participate from day one, you aren’t eligible.

**ADJOURNMENT**

President Martin adjourned the regular meeting at 7:29 p.m.