

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

FEBRUARY 25, 2008

The following were in ATTENDANCE:

BOARD OF COMMISSIONERS

TOWNSHIP PERSONNEL

John T. Titzel
Lloyd W. Bucher
Peddrick M. Young, Sr.
H. Edward Black
Dan Christ

Thomas Vernau, Manager
Jan Faust, Assistant Manager
Daniel Flint, Community Development
Nancy Dietel, Finance Director
John Eby, Planning and Zoning Coordinator
Frank Williamson, Chief of Police/
Public Safety Director
Christopher Yohn, EMS Captain
Rodney Mumma, LAT Fire Chief
Danna Lutes, Township Secretary
Steven P. Miner, Solicitor
Trudy Metzel, Recording Secretary

President TITZEL called the Regular Meeting of the Board of Commissioners of Lower Allen Township to order at 7:30 p.m. followed by an opening prayer and the Pledge of Allegiance. He announced Proof of Publication was available for review.

APPROVAL OF MINUTES FROM NOVEMBER 26, 2007 REGULAR MEETING

Commissioner CHRIST moved approve the Minutes from the November 26, 2007 Regular Meeting of the Board of Commissioners as corrected. Commissioner BLACK seconded the motion. Motion carried 3-0-2, Vice-President BUCHER and Commissioner YOUNG abstaining.

APPROVAL OF MINUTES FROM FEBRUARY 11, 2008 REGULAR MEETING

Commissioner YOUNG moved to approve the Minutes from the February 11, 2008 Regular Meeting of the Board of Commissioners as submitted. Commissioner BLACK seconded the motion. Motion carried 5-0.

AUDIENCE PARTICIPATION: ANY ITEM ON THE AGENDA

President TITZEL asked if anyone in the audience would like to address any item that appears on the Agenda.

There was no response.

PRESENTATION OF CERTIFICATES OF THANKS AND RECOGNITION TO MEMBERS OF LOWER ALLEN FIRE COMPANY #1, LISBURN COMMUNITY FIRE COMPANY, LOWER ALLEN POLICE AND LOWER ALLEN EMS FOR THEIR RESPONSE TO THE ICE STORM OF DECEMBER 16, 2007

Mr. Williamson advised the Board that on December 16, 2007 an ice storm hit the area and knocked-out a good deal of power with a lot of downed trees. The Public Safety providers, particularly the volunteer fire companies in the Township, both Lower Allen and Lisburn, responded to an exceptional number of calls. Considering everything that was happening, and their families themselves being affected, the firefighters and members stayed out and took care of business as they would have under normal circumstances.

Mr. Williamson and President TITZEL presented Certificates of Thanks and Recognition to the following:

Lower Allen Fire Company #1

Chief Rodney Mumma	Firefighter Nancy Kauffman
Deputy Chief David Murdoch	Firefighter Bryan Kisner
2 nd Assistant Chief David Warren	Firefighter Jeff Kisner
Captain Timothy Sheely	Firefighter Ben Lauer
Captain Timothy Knepp	Firefighter Jason Lyons
Lieutenant Mark Urich	Firefighter Steve Mabus
Lieutenant Justin Hoyer	Firefighter Jeff Peters
Firefighter Tammy Bieler	Firefighter Patrick Plummer
Firefighter Tom Cook	Firefighter Cyle Sheaffer
Firefighter Gary Frazer	Firefighter John Tkac
Firefighter Oren "BJ" Kauffman IV	

Lisburn Community Fire Company

Chief Jack Souders	Firefighter Brian Landis
Deputy Chief Josh Keller	Firefighter Jack Shambaugh, Jr.
Assistant Chief Bryce Landis	Firefighter Brendan Freistat

Volunteers were also presented a \$50 gift certificate to Texas Roadhouse for their dedication to the Township and for their help with the Township's residents. President TITZEL commended the volunteers for their hard work.

On-Duty EMS Personnel

EMT-II Ken Hivner
EMT-II Matt Sheaffer
EMT II Joe Peters

EMT-II Helen Hertzler
EMT Intern Will Freeman

Public Service Officer

Ron Nye

On-Duty Police Personnel

Cpt. Donald "DJ" Sentman
Cpl. Mark Williams
Officer Briana Stevenson
Officer Anthony Martinez

CSO Kenneth Crane
CSO Kevin Kirsch
CSO Rachel Krupko
CSO Michael Delaney

CONSENT AGENDA

President TITZEL advised that any Commissioner, Staff member or anyone in attendance could request any item on the Consent Agenda be removed for further discussion and asked if there was any request for the removal of any item(s) on the Consent Agenda.

There was no response.

Commissioner YOUNG moved to approve the items on the Consent agenda, those items being:

1. Warrants Journal of February 14, 2008 in the amount of \$1,115,320.88.
2. Department Reports for the month of January 2008, including: Engineer, Public Works, and Public Safety.
3. Reduction in Improvement Security for SLD Docket No. 2006-06, Final Subdivision Plan for the Village of Fair Oaks. Establishing a new amount of \$43,349.08 and a new expiration date of February 25, 2009.
4. Authorizing staff to prepare and advertise for janitorial and floor services for 2233 Gettysburg Road and 1400 South St. John's Road and just floor services at the "Barn" at 4075 Lisburn Road.

5. Tax Collector's Monthly Report to Taxing Districts for the months of October 2007 thru January 2008, including EOY 2007.
6. Payment of Application #2 to Secco, Inc. for Telephone/Data Cabling in the amount of \$28,775.00 for the Municipal Services Center.
7. Purchase of two Ford Crown Victoria Police Interceptors from Kenny Ross Ford for a total amount of \$46,773.00.

Commissioner CHRIST seconded the motion. Motion carried 5-0.

APPROVE RESOLUTION 2008-04, A RESOLUTION OF THE BOARD OF THE COMMISSIONERS OF LOWER ALLEN TOWNSHIP, CUMBERLAND COUNTY, PENNSYLVANIA, AUTHORIZING PERMISSION TO ADVERTISE AND PREPARE BIDS FOR THE SALE OF PERSONAL PROPERTY

Vice-President BUCHER moved to approve **Resolution 2008-R-04**, a resolution of the Board of Commissioners of Lower Allen Township, Cumberland County, Pennsylvania, authorizing permission to advertise and prepare bids for the sale of personal property. Commissioner BLACK seconded the motion. Motion carried 5-0.

APPROVE RESOLUTION 2008-R-05, A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LOWER ALLEN TOWNSHIP, CUMBERLAND COUNTY, PENNSYLVANIA, ESTABLISHING A PROCEDURE FOR THE SALE OF SURPLUS PROPERTY OWNED BY LOWER ALLEN TOWNSHIP

Commissioner CHRIST moved to approve **Resolution 2008-05**, a resolution of the Board of Commissioners of Lower Allen Township, Cumberland County, Pennsylvania, establishing a procedure for the sale of surplus personal property owned by Lower Allen Township. Vice-President BUCHER seconded the motion. Motion carried 5-0.

APPROVE MOVING COMMUNITY SERVICE OFFICER JOHN YOUNG TO REGULAR FULL-TIME STATUS

Commissioner YOUNG moved to approve moving Community Service Officer John Young to regular full-time status as he has successfully completed his six-month probationary period. Commissioner BLACK seconded the motion. Motion carried 5-0.

ANY BUSINESS PERTINENT TO THE TOWNSHIP. DISCUSSIONS WILL BE LIMITED TO FIFTEEN (15) MINUTES PER PERSON

President TITZEL asked if anyone in the audience would like to address the Board on any business pertinent to the Township.

Gordon Kline, 88 St. John's Road, Camp Hill, identified himself to the Board. Mr. Kline advised the Board that he has had on-going difficulty pulling out from his driveway because neighbors are parking in the right-of-way and out against the road. PENNDOT shifted the road back two (2) feet toward his property, so he cannot see to enter onto the road. It has been a constant problem. Mr. Kline has politely asked the neighbor three times to please cooperate. They are young and don't seem to care. Mr. Kline has 61-foot of sight distance and it is not enough. It's just a matter of time until he is hit. Since the neighbors have refused to cooperate, he is asking the Township to resolve the problem. If it has to be posted as non-parking and enforced, so be it. People rarely go the speed limit. His driveway in on a downgrade with his driveway and cars are travelling to fast. Mr. Kline distributed photos that support his problem. One photo shows a note that Mr. Kline put under the windshield of one of the vehicles asking that they speak with him about the problem, but they never did. This was the fourth time Mr. Kline asked politely.

President TITZEL asked if Mr. Kline had a personal sign. Mr. Kline responded that he does and advised that it cost \$100 to try to get cooperation, but the neighbors are non-responsive.

Commissioner BLACK inquired if the neighbor has sufficient parking to accommodate the vehicles that are parked on the street. Mr. Kline advised that there is plenty of parking on the side and in the back. The neighbor has a large truck and a race-car trailer and a tall jeep. Everything they own is parked out too far and it is impossible to see to enter onto the road. Cars may be able to see him, but he cannot see a thing.

Mr. Kline thanked the Board for their time.

ADMINISTRATIVE SERVICES

Discussion RE: Appointment of the July 4th Picnic Co-Chairs for 2008

Mrs. Faust advised the Board that Susan Parry, a member of the Recreation and Parks Board, and Donna Paul, Community and Human Resource Specialist, would co-chair the July 4th Picnic this year. As co-chairs last year they worked together well and did an excellent job.

This will be an agenda item for March 10, 2008.

Discussion RE: Purchase of Equipment being Purchased through the 902 DEP Recycling Grant

Mrs. Dietel advised the Board that in 2006 the Township applied 902 DEP Recycling Grant. Notice of award was received in the last part of 2007 or early 2008. Mrs. Dietel reviewed the amount awarded and what items are to be purchased. These are the same items that were in the grant application. There is a \$4,800.00 difference between what was budgeted for the purchase of these items and the actual cost to the Township. The portion the Township will pay comes out of the Sanitation Fund and there is extra money to cover the \$4,800.00.

Mrs. Dietel advised the Board that the recycling containers will be yellow, 32-gallon containers. The 32-gallon containers will serve the purpose better as yard waste is bulky compared to normal recycling items. These are budgeted items and ready for purchase.

Discussion ensued.

Discussion RE: Selection of Leasing Company for 2008 Budgeted Equipment Purchases

Mrs. Dietel advised the Board that this year there was not as large an amount to finance as in past years. Since the majority was police car and computers, it was decided the three (3) years would be enough financing. Due to of the small amount being financed and nature of the items, the quote was put out for 3% financing. Three responses were received. SunTrust came in with the low amount of 3.06%. The Township has a good working relationship with SunTrust and the document fee is lower than the others. Mrs. Dietel recommended choosing SunTrust.

Vice-President BUCHER moved to authorize the Finance Department to arrange for three (3)-year financing at 3.06% from SunTrust Leasing for the capitol items listed on Mrs. Dietel's memo to the Board. Discussion ensued. Call for the question was made. Commissioner YOUNG seconded the motion. Motion carried 5-0.

Discussion RE: Purchase of Materials for Distribution Tank(s) for Brine Making Unit

Mrs. Dietel advised the Board that at budget time Public Works was enthusiastic about getting their brine-making machine. It has been received, installed and working, and brine is being made.

A trailer with a tank on the back for distribution of brine was found for approximately \$35,000.00. Through a creative joint effort between Fleet and Public Works, a way to make a trailer for the distribution tank has been devised. The cost for one is approximately \$5,800.00. There is approximately \$15,000.00 remaining in the 2007 financing. There is enough for two, but Staff wants to construct one first to determine if any changes/modifications have to be made.

Mr. Vernau advised the Board that the brine making unit is being used. The brine is currently being combined with salt to treat the roads. The trailer and distribution tank would allow brine to be used to pre-treat roads surfaces. This will be an agenda item for March 10, 2008.

PUBLIC SAFETY

Discussion RE: Community Alerting System

Chief Williamson advised the Board that several vendors were reviewed and after going through having the Township own it's system in-house versus leasing a hosted system, Staff's recommendation is to go with a hosted system. Connect CTY is the recommended vendor. This is a budgeted item for 2008 and would be implemented the second half of the year.

Extensive discussion ensued.

Mr. Williamson expects a May timeframe for Board approval.

Mr. Williamson thanked Amy Nye from the Township EMS Division for her work on this project.

Discussion RE: Incident Management Team Memorandum of Understanding for Chief Williamson

Mr. Williamson advised the Board that Southcentral Task Force's Incident Management Team has reached the point where a draft Memorandum of Understanding for the members of the team and been received. With the Board's permission, Mr. Williamson would like to continue with the Task Force and would submit the Memorandum of Understanding to the Solicitor for his review and comments.

Commissioner BLACK asked what happens if it is a wide-ranging emergency and the Township is affected at the same time. Mr. Williamson advised that in that situation he does not go; the Township comes first.

Mr. Williamson was directed to submit the Memorandum of Understanding to the Solicitor for review and comment.

Discussion RE: Fire Service Software and Server

Mr. Williamson advised the Board that the 2008 budget has provisions to upgrade the *Firehouse* software program used by the fire company, which is their incident reporting mechanism. Also included was a new server to handle the application. It is hoped to upgrade to an enterprise server addition which would allow easier connectivity from the field and for remote users.

The Township's IT vendor recommended waiting on installation until the Township has moved into the new Municipal Services Center. The server would not be purchased immediately; it would go in with the rest of the IT bids for the new building. The fire company would like to move forward to be certain there is not a price increase and purchase the software ahead of time.

This will be an agenda item for March 10, 2008.

COMMUNITY DEVELOPMENT

2008 Street Pavement Crack Sealing Contract

Mr. Flint advised the Board that specifications for the 2008 Street Pavement Crack Sealing Contract has been prepared and sent to potential bidders. The contractor will be a fixed dollar amount with a ceiling of \$10,000.00. What varies then is the cost per gallon. The contract will proceed through the list until the contract quantity is used.

The streets scheduled for crack sealing are as follows:

1. **Highland Village Neighborhood**
 - a. Beaver Road
 - b. Willow Road
 - c. Holly Drive
 - d. Highland Drive
 - e. Village Road

2. **Cressman Manor Neighborhood**
 - a. Morningside Drive
 - b. 28th Street
 - c. 29th Street
 - d. 30th Street
 - e. 31st Street

3. **Cumberland Park Neighborhood**
 - a. Chestnut Street
 - b. Forge Road
 - c. Parklea Road
 - d. Cumberland Road

4. **Harrisburg Manor Neighborhood**
 - a. Linden Avenue
 - b. Florence Avenue
 - c. Windsor Place
 - d. Warrington Avenue
 - e. Belmont Street
 - f. Maple Avenue
 - g. Upland Street

5. **Windsor Park Neighborhood**
 - a. Cambridge Drive
 - b. Eton Place
 - c. Yorkshire Drive

6. **Allendale Neighborhood**

- a. Deerfield Road
- b. Cricket Lane
- c. Winding Way
- d. Blacksmith Road
- e. Winding Way
- f. Candlewyck Road
- g. Lantern Lane
- h. Glenside Lane

7. **The Cliffs Neighborhood**

- a. Olmstead Way East
- b. Olmstead Way West
- c. West Shore Drive

A recommendation for contract award should be available for the March 10, 2008 Board meeting.

MANAGER

Discussion RE: Verizon Franchise Negotiations

Mr. Vernau advised the Board that he and Commissioner CHRIST attended a presentation at the Lemoyne Borough Building hosted by COG. Verizon is generally notifying everyone that in some parts of the state they have completed their cable services in addition to their internet and voice. According to the Cable Act, Verizon is subject to franchise fees and must negotiate franchise agreements with municipalities. Verizon's franchise agreement will be similar to Comcast. COG has suggested the negotiations be done on a joint basis. The more municipalities that go into a joint negotiation, the less expensive it will be for everyone. Dan Cohen, COG's cable advisor and counsel for years, has offered. Verizon cable will be addition to Comcast cable.

Commissioner YOUNG commented that as February 14, 2007 Comcast customers lost three (3) channels with another eight (8) being lost within the next two weeks. The only way those eleven (11) channels will be accessible is through the acquisition of a converter box. One converter box will be free for twelve (12) months for each customer. After that twelve (12) month period, the cost per converter box will be \$2.99.

Commissioner CHRIST advised the Board that if there are residents who have complaints about Comcast, they can call the COG office. The COG office is the go-between between Comcast and the Township residents.

Commissioner CHRIST advised the Board that Mr. Cohen's cost would be \$2,625.00 per municipality if 26-30 municipalities sign-up. Comcast fees for the fiscal year budgeted out at \$149,156.00.

Extensive discussion ensued.

This will be an agenda item for March 10, 2008.

Discussion RE: Signage at the New Municipal Services Center and Possible Variance Request Due to Size

Mr. Vernau reviewed with the Board what the Township might have in the way as a changeable message board at the new Municipal Services Center. The Public Safety entrance sign on Carlisle Road does not have to be as large. If the Board agrees, Staff would go before the Zoning Hearing Board and ask to borrow as a variance some square footage from the Carlisle Road sign and use it on the Township's Gettysburg Road frontage.

Extensive discussion ensued.

Discussion RE: Cost to Date Per Contractor for the New Municipal Services Center

Per Commissioner BLACK'S request, Mr. Vernau reviewed the costs to date per contractor for the new Municipal Services Center.

Discussion ensued.

OTHER BUSINESS

Commissioner BLACK reminded members of the Board to not discuss any issue before the Board or coming before the Board in a public scenario or when a majority of commissioners are involved in a private conversation.

ADJOURN TO EXECUTIVE SESSION

The Regular Meeting of the Board of Commissioners adjourned at 9:20 p.m. to Executive Session for a status update on Hoang vs. LAT.

ATTENDANCE REGISTER

An Attendance Register is made part of this record.