

MINUTES

BOARD OF COMMISSIONERS

LOWER ALLEN TOWNSHIP

REGULAR MEETING

MARCH 10, 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/Dir. Public Safety
Christopher Yohn, EMS Captain
Rodney Mumma, LAT Fire Chief
Steven P. Miner, Solicitor
Danna Lutes, 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.

AUDIENCE PARTICIPATION

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

There was no response.

PRESENTATION: CHRISTIAN LIFE ASSEMBLY'S CELEBRATE AMERICA

Rachael, Public Relations Liaison for Christian Life Assembly, Pastor Jim and Pastor Wayde Wilson introduced themselves to the Board.

Pastor Jim advised the Commissioners that 7,000 to 9,000 people attended the *Celebrate America* event last year. He further advised that preliminary meetings have already taken place with Township Police Officers and Public Safety Officers. This year's event will be June 29 beginning at 4:00 p.m. Pastor Jim deferred to Pastor Wayde.

Pastor Wayde advised the Commissioners that *Celebrate America* was a family event that went beyond their expectations. Christian Life wanted to do something that would have a theme of patriotism which

makes *Celebrate America* unique. It is family friendly, non-alcohol type of event. The final hour of the event is a time to honor those who have sacrificed greatly to make this country what it is. Pastor Wayde described this year's event. He noted that everything is free, but the food.

Pastor Jim advised the Commissioners that some of the logistical issues may resurface again this year. Christian Life has approached the Department of Corrections to see if they would give the Church the opportunity to use its field for the fireworks display and for overflow parking. To date, no response has been received but is expected by the end of the month. The owner of the property at the corner of St. Johns and Lisburn Road has given the Church permission to use the field for additional parking. Mr. Williamson will be working with the church to be certain cars are parked as effectively as possible.

Rachael advised the Commissioners that the Church will be working with the Township regarding the following logistical issues:

1. Safety and security.
2. Parking.
3. Designated First Aid tent (first aid, EMT and ambulance on site).
4. Safety and security checks at the gate as this is a non-alcohol event. The Township has agreed to help with this checkpoint area.
5. The township building area and land owned by the Township is requested for Volunteer parking. Cars will be pre-parked with volunteers being shuttled to the event.

Rachael further advised the Commissioners that the Church is very aware of the level of noise from the music last year and have taken it into consideration this year. The event will end with fireworks at 9:30 pm. The fireworks are timed to music. Rain date is Monday, June 30.

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.

President TITZEL requested the contract award for the 2008 Street Pavement Crack Sealing Maintenance Contract be removed for further discussion.

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

1. Warrants Journal of February, 2008 in the amount of \$120,639.00. A Manual Checklist for the month of February was in the amount of \$4,502.66.
2. Purchase of Firehouse software complete system upgrade web based system in the amount of \$11,345.00.
3. Payment of Application #11 to Silvertip, Inc. for Plumbing Construction in the amount of \$95,999.40 for the Municipal Services Center.
4. Payment of Application #11 to Silvertip, Inc. for HVAC Construction in the amount of \$142,138.53 for the Municipal Services Center.

5. Approve payment Application #12 for eciConstruction, LLC in the amount of \$446,334.17.
6. Approve Application for Payment #10 from Herre Bros., Inc. in the amount of \$89,998.05.
7. **Resolution 2008-R-06**, Records Disposition Resolution.
8. Purchase and construction of mobile brine distribution unit, cost not to exceed \$6,000.00.
9. Authorize staff to enter into an agreement with Capital Region Council of Government to collectively negotiate a franchise agreement with Verizon, Inc.

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

APPROVE AWARD OF CONTRACT FOR 2008 STREET PAVEMENT CRACK SEALING MAINTENANCE CONTRACT TO MATTIOLA SERVICES

Commissioner CHRIST moved to approve a contract in the amount of \$10,000.00 for the 2008 Street Pavement Crack Sealing Maintenance Contract to Mattiola, Services, LLC at a unit cost of \$9.09 per gallon in place. Commissioner BLACK seconded the motion. President TITZEL asked if a specific grade of quality of crack sealing material was established. Mr. Flint responded that a specific grade was established and all three bidders bid on the same quality. Discussion ensued. 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.

There was no response.

ADMINISTRATIVE SERVICES

Discussion: RE: Purchase of Telephone System for 2233 Gettysburg Road

Mrs. Faust advised the Commissioners that a committee of employees looked at two other vendors for a telephone system. Initially there were problems with the current system, but the problems have been worked out and it is working very well. Comparing a completely new system to the existing system, adding to it and upgrading to newer software, it was much more cost effective than purchasing a new system. The cost to move and upgrade the existing system is \$33,312.00 and is a complete system. It is under the budgeted amount.

Commissioner CHRIST inquired if it was possible to reduce the number of fax lines or are nine (9) lines required. Mrs. Faust advised the Board that the Township fax's quite a bit. Chief Williamson advised that everything from County is received by fax.

This will be an agenda item for March 24, 2008.

Discussion RE: Permission to Purchase Computers and Related Items

Mrs. Faust advised the Commissioners that every year computers are replaced and this year fifteen computers would be replaced. A server is also being replaced. The cost for the computers is \$15,510 which came in under budget. Mrs. Faust further advised the Commissioners that the specifications for the server had not been received and would be forwarded to the Commissioners when received.

This will be an agenda item for March 24, 2008.

Discussion RE: Permission to Purchase a Tire Changer

Mrs. Faust advised the Commissioners that a tire changing machine was requested through the budget process last year due to the inability to change tires on newer model vehicles. The price for this machine is \$6,072.68, which is under the budgeted amount.

This will be an agenda item for March 24, 2008.

Discussion RE: Employee Recognition

Mrs. Faust advised the Commissioners that at the March 28, 2008 meeting two employees would be recognized for years of service.

Discussion: Resolution 2008-R-07, a Resolution of the Board of Commissioners of Lower Allen Township, Cumberland County, Pennsylvania, Authorizing Execution and Delivery of a Master Equipment Lease/Purchase Agreement with Suntrust Equipment & Finance Leasing Corporation, Towson, Maryland, and Related Instruments, and Determining Other Matters in Connection Therewith

Mrs. Dietel advised the Commissioners that this Resolution 2008-R-07 is a continuation in the process of getting the Township's financing in order. Mrs. Dietel noted that Suntrust Leasing Corporation changed its name to Suntrust Equipment & Finance Leasing Corporation. All financing should be in place by the week of March 24, 2008.

This will be an agenda item for March 24, 2008.

PUBLIC SAFETY

Discussion RE: Hose Dryer Purchase for Lower Allen Fire Company

Chief Williamson advised the Commissioners that there was uncertainty as to whether or not the purchase of a hose dryer needed go out to bid. It was learned that it is a sole source item from the manufacturer. The problem is that the manufacturer cannot or will not sell it to the Fire Company at the same price as through two of its distributors/vendors. There is over \$1,000.00 difference in price. After discussions with the Solicitor, it was determined that the item should be bid as there is a manufacturer. There are three vendors who would sell to the Fire Company, two at a relatively discounted price. This is a budgeted item.

Commissioner YOUNG moved to authorize Staff to go out to bid for a new Hose/Gear Dryer. Commissioner CHRIST seconded the motion. Motion carried 5-0.

Discussion RE: Abolishing the Position of Full-Time Community Service Officer

Chief Williamson advised the Commissioners that two full-time CSOs were hired specifically for the Mall. That contract is coming to an end and in accordance with the Fire Personnel Manual the CSO position must be abolished. There is no funding for the position as it was funded by the Mall contract.

Commissioner **BLACK** inquired if there were any upcoming retirements that would create vacancies. Chief Williamson responded that he was not aware of any retirements.

Commissioner **BLACK** inquired as to the School Resource Officer in the high school. Chief Williamson responded that the School Resource Officer would be a preliminary budget presentment to the school district. The Resource Officer must be a sworn officer.

Chief Williamson advised the Commissioners that one CSO is in the National Guard and part of the Stryker Brigade and would probably soon be activated. The other CSO is retired military and has been picked-up for additional part-time hours in the Quartermaster training position budgeted this year.

Chief Williamson emphasized that only two full-time CSO positions would be abolished. Those two employees would be eligible for part-time CSO hours.

This will be an agenda item for March 24, 2008.

Community Alerting System

Chief Williamson advised the Commissioners that he just received the paperwork for the Community Alerting System.

This will be a future agenda item.

COMMUNITY DEVELOPMENT

Discussion RE: Zoning Hearing Board Dockets

Mr. Eby advised the Commissioners of the following:

1. Docket 2008-01 – Grace Application for the Stevenson’s property for a special exception to replace a non-conforming use.

The application was withdrawn.

2. Docket 2008-02 – Application of Curt Cruzin, 2880 Gettysburg Road

This is a ranch home and was previously before the Zoning Hearing Board twice. The Applicant intends to request a reduction in the number of parking spaces and dimensional requirements for parking layout in order to market the property as limited business office use.

Staff reviewed the application and recommended the Solicitor’s participation due to the complexity and large number of types of relief sought.

Commissioner YOUNG moved to authorize the Solicitor to attend the Zoning Hearing Board meeting regarding Docket 2008-02 and any related matters. Commissioner BLACK seconded the motion. Motion carried 5-0.

Discussion: Proposed Agreement from PENNDOT for Maintenance of the Lighting System on Route 15 and the Slate Hill Road and Lower Allen Drive Interchanges

Mr. Flint advised the Commissioners that he has received the proposed agreement from PENNDOT regarding highway lighting on Rt. 15. This was agreed to in principle with PENNDOT during the early design stages of the project. Now that the construction stage has been reached, there is a formal agreement to be executed.

There is an existing lighting system at the Slate Hill Road interchange for which the Township has had 50% maintenance responsibility. That system was installed in the 70's and is essentially non-functional. The money has not been put into the existing system knowing the project was coming. PENNDOT has agreed to completely replace the existing system at the Slate Hill interchange as well as install a new lighting system at the new interchange at Lower Allen Drive. The maintenance agreement will be the same as the old agreement. The Township would still be responsible for 50% of the maintenance costs, but will be starting with a new lighting system at both interchanges.

This will be an agenda item for March 24, 2008.

Discussion: Proposal from the Alliance for the Chesapeake Bay for Improvements at the Township Park Property on Gettysburg Road

Mr. Flint advised the Commissioners that a proposal has been received from the Alliance for the Chesapeake Bay. For several years, the Alliance has been interested in Cedar Run. They are now proposing to do some work with the Volunteer Action Day at the stretch of Cedar Run next to the new Township Building. The Alliance is interested in removing invasive species and improving the riparian buffer, as well as trash and litter clean-up days. Discussion ensued.

This will be a future agenda item.

Discussion: Approving the Purchase of a 54" Roland Plotter and Accessories from Sign Supply USA in the Amount of \$5,550.98

Mr. Flint advised the Commissioners that this purchase is for the Public Works Department and is a budgeted item. The total purchase amount is just under \$12,000.00. The only single purchase over \$5,000.00 is the Plotter itself.

This will be an agenda item for March 24, 2008.

Executive Park West

Mr. Flint advised that Commissioners that the Executive Park West latest office building, also known as the Tressler site, is essentially complete. They have asked for a reduction or release of their Improvement Guarantee. The site will be inspected and would probably be an agenda item for the March 24, 2008 meeting.

MANAGER

Discussion: Strategic Planning Dates

Mr. Vernau advised the Commissioners that Saturday, March 22, 2008 and Saturday, April 19, 2008 are the dates established for the Strategic Planning meetings, and would take place from 8:00 am to noon. At this point, the March 22 meeting discussion will just be Public Safety.

Memorial Fund for George Garstad

Mr. Vernau advised the Commissioners that he was contacted by Mr. Garstad's son who is interested in doing some sort of memorial for George Garstad. He would prefer to have the fund be for improvements to the Nature Trail. Discussion ensued. It was the consensus of the Commissioners to move toward naming the Nature Trail after Rita and George Garstad.

This will be an agenda item for March 24, 2008.

OTHER BUSINESS

There was no other business before the Commissioners.

ADJOURN

The Regular Meeting of the Board of Commissioners adjourned at 8:45 p.m.

ATTENDANCE REGISTER

An Attendance Register is made part of this record.