

**SPRINGETTSBURY TOWNSHIP
REGULAR MEETING**

**FEBRUARY 13, 2020
APPROVED**

The Springettsbury Township Board of Supervisors held a Regular Meeting on Thursday, February 13, 2020 at 7 p.m. at the offices of Springettsbury Township located at 1501 Mt. Zion Road, York, PA.

MEMBERS IN

ATTENDANCE: Mark Swomley, Chairman
George Dvoryak, Vice Chairman
Charles Wurster, Assistant Secretary/Treasurer
Don Bishop
Robert Cox

ALSO IN

ATTENDANCE: Benjamin Marchant, Township Manager
Charles Rausch, Solicitor
John Luciani, Civil Engineer
Dennis Crabill, Environmental Engineer
Dori Bowders, Manager, Administrative Operations
Todd King, Chief of Police
Mark Hodgkinson, Director of Public Works/WWT
Teresa Hummel, Finance Director
Nitza Sanchez-Bowser, Director of Human Resources
Colin Lacey, Director of Parks and Recreation
Abby Gibb, Communications Manager
Dan Hoff, Chief, YAUFRR
Andy Hinkle, Manager, Information Systems
Jean Abreght, Stenographer

1. CALL TO ORDER

SWOMLEY Chairman Swomley called the meeting to order and led the Pledge of Allegiance.

A. Recognition of Detective Russell Schauer by York County District Attorney's Office

SWOMLEY Chairman Swomley noted that this date the township would like to provide recognition of Detective Russell Schauer III. He requested Chief Todd King to make introductions.

KING Chief King stated that he had been contacted by the District Attorney's Office, which wanted to do a special presentation of one of Springettsbury's officers. He asked District Attorney Dave Sunday to make the presentation.

SUNDAY District Attorney Dave Sunday thanked Chief King. He requested Detective Russ Schauer to come forward. He cited Detective Schauer's many accomplishments during his career in law enforcement. He noted his dedication to the work of the York County Drug Task Force in which he was personally responsible for over 1,000 drug arrests and well over 300 felony drug arrests, more than most entire

police departments. In addition, a large amount of guns are off the street because of Detective Schauer's work. Mr. Sunday thanked Detective Schauer and indicated it is an honor to have him as an officer in York County.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

A. January 23, 2020 – 7:50 p.m. - Personnel

SWOMLEY Chairman Swomley announced that an Executive Session had been held on January 23, 2020 for a personnel discussion.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. ENGINEERING REPORTS

A. Environmental Engineer – Buchart Horn, Inc.

CRABILL Dennis Crabill had submitted a written monthly report and had no changes to his report. He offered to respond to questions.

SWOMLEY Chairman Swomley commented that they had seen the final payment for Anrich.

CRABILL Mr. Crabill confirmed the final payment comment.

B. Civil Engineer – First Capital Engineering, Inc.

LUCIANI Mr. Luciani had submitted a written monthly report and had two updates. In addition he had prepared a brief PowerPoint presentation on Traffic Calming on Tenth and Eleventh Avenues under Old Business.

Mr. Luciani's two updates involved the following:

- Springettsbury will host an update on Exit 19 to 22 Traffic Improvements on March 19th at 9 a.m. and he will attend.
- He, along with PennDOT representatives, met with White Rose Credit Union and they are proposing a facility on Market Street. They wanted to add an additional driveway. The resolution is that they will use a shared driveway with Lincolnway Flower Shop.

5. CONSENT AGENDA

- A. Board of Supervisors Work Session Minutes – December 12, 2019
- B. Board of Supervisors Reorganization Meeting Minutes – January 6, 2020
- C. Board of Supervisors Regular Meeting Minutes – January 9, 2020
- D. Board of Supervisors Work Session Minutes – January 23, 2020
- E. Board of Supervisors Regular Meeting Minutes – January 23, 2020
- F. Anrich, Inc. – East York Interceptor Upgrade Project – Change Order NO. 3 in an amount not to exceed \$269,213.65

- G. Anrich, Inc. – East York Interceptor Upgrade Project – Application for Payment No. 9 in an amount not to exceed \$231,325 (Final Payment)
- H. Regular Payables as Detailed in Payable Listing of January 23, 2020

MR. DVORYAK MOVED TO APPROVE CONSENT AGENDA ITEMS A THROUGH H. MR. WURSTER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

6. BIDS, PROPOSALS, CONTRACTS, AND AGREEMENTS

- A. Authorization to Advertise Bids for 2020 Annual Road Materials and Resurfacing Projects

MR. WURSTER MOVED TO GRANT MARK HODGKINSON PERMISSION TO ADVERTISE BIDS FOR THE 2020 ANNUAL ROAD MATERIALS AND RESURFACING PROJECTS. MR. DVORYAK WAS SECOND. MOTION UNANIMOUSLY CARRIED.

- B. Authorization of Proposal by Buchart Horn Architects for Architectural Design and Engineering Services – Additions to include Police Department Services and Renovations to the Springettsbury Township Administration Building in an amount not to exceed \$916,200

MR. WURSTER MOVED TO APPROVE THE BUCHART HORN ARCHITECTS PROPOSAL NUMBER 35-4-82 OP AS PRESENTED TO ENGAGE THEM FOR SPECIFICALLY ONLY THE SCHEMATIC DESIGN PHASE WITH A COST NOT TO EXCEED \$75,800. MR. COX WAS SECOND. MOTION UNANIMOUSLY CARRIED.

Consensus of the Board was to hold a New Police Station Work Session on Thursday, February 20, 2020 at 6 p.m.

7. SUBDIVISIONS AND LAND DEVELOPMENT

There were none for discussion.

8. COMMUNICATION FROM SUPERVISORS

COX Mr. Cox reported that he had attended the LGAC Restructuring Meeting on January 28th. He noted that there are 72 municipalities and boroughs but only 11 were invited to this particular meeting. Out of the 11 invited to the meeting, only seven of the municipalities attended: West Manchester, Windsor, Fairview, Jefferson Borough, Shrewsbury, Springettsbury and York City. This was intended to be a brain session for some restructuring. The meeting for February was cancelled as there was only one Agenda item. The next meeting will be on March 24th to discuss the future of the group and/or if it is serving a purpose.

SWOMLEY Chairman Swomley noted that five or six years ago there were eight or 10 items to discuss every meeting.

BISHOP Mr. Bishop questioned whether YAUFRR had reorganized to date.

WURSTER Mr. Wurster indicated that a meeting will be held on Tuesday, February 18, 2020 for the reorganization of the Commission and the Fire Pension Board as well.

BISHOP Mr. Bishop noted he had attempted to find the meeting dates but was unable to locate them anywhere.

WURSTER Mr. Wurster indicated that YAUFRR is not very transparent as to when those meetings are held.

9. COMMITTEE REPORTS

There were no Committee Reports

10. SOLICITOR'S REPORT

RAUSCH Solicitor Rausch stated that settlement on the Wallace Street property is scheduled for February 14, 2020. Following that he will provide the agreement of sale for the Eberts Lane property to Habitat as well. There are continuing issues with Mr. Stahl on what he thinks he owns, which will be worked through.

11. MANAGER'S REPORT

MARCHANT Mr. Marchant reported that he and Chief King will attend the IACP Training on March 11th through the 13th. He is reviewing the potential for postponing the March 12th Regular Meeting depending upon what the needs are.

COX Mr. Cox questioned an item in his report indicating that DCNR supports the township's efforts to proceed with constructing the Police Station and that the 6(f) Boundary can

MARCHANT Mr. Marchant indicated that he had written it as he had the verbal statement with the DCNR Representative. He added that DCNR is in an odd position because they represent the enforcement arm of the National Park Service for grants. They do have a degree of discretion and with their cooperation they can make a case for the township, but they certainly agreed with the need for a Police Station that was expressed, that given life, safety, crime, and all these other considerations, this is a higher priority and they'll work with the township. Mr. Marchant stated that it is encouraging; however, the need remains to find a solution that the National Park Service will accept. They are working on the proposed conversion area adding the corner, which would bring it up to the nine and a half acres needed. They continue to work toward opportunities, and they do have other land in mind to explore.

12. ORDINANCES AND RESOLUTIONS

A. Authorization to Advertise Ordinance – Authorizing Execution of Cable Franchise Agreement with Comcast of Southeast Pennsylvania, LLC

MR. BISHOP MOVED TO AUTHORIZE ADVERTISING THE ORDINANCE. MR. DVORYAK WAS SECOND. MOTION UNANIMOUSLY CARRIED.

- B. Resolution No. 2020-26 - Authorizing the Township to Use General Obligation Bond or Note Proceeds to Reimburse the General Fund and/or Capital Improvements Fund for Project Related Expenses Incurred.

MR. DVORYAK MOVED FOR THE ADOPTION OF RESOLUTION 2020-26 AS PRESENTED. MR. WURSTER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

- C. Resolution No. 2020-27 - Fulton Financial Advisors Cash Reserves Investment Account (CRIM) Agreement.

MR. DVORYAK MOVED FOR THE ADOPTION OF RESOLUTION 2020-27 AS PRESENTED. MR. WURSTER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

- D. Resolution No. 2020-28 - Agreement Authorizing Public Works Director to Obtain Electronic Access to PennDOT Systems.

MR. WURSTER MOVED TO ADOPT RESOLUTION NO. 2020-28 AUTHORIZING PUBLIC WORKS DIRECTOR TO OBTAIN ELECTRONIC ACCESS TO PENNDOT SYSTEMS BY THE TOWNSHIP. MR. COX WAS SECOND. MOTION UNANIMOUSLY CARRIED.

13. OLD BUSINESS

- A. Traffic Calming - Tenth Avenue, Eleventh Avenue and Whiteford Road Temporary Speed Humps to be Installed in Spring 2020.

LUCIANI Mr. Luciani stated that the board had met with a group of residents with regard to traffic on Tenth and Eleventh Avenues. Following that meeting traffic counts were done. Mr. Luciani indicated that the streets are cut-through traffic areas. He had prepared a PowerPoint for the board to provide additional direction, which is summarized for discussion:

- Temporary speedhumps will be placed on Tenth and Eleventh Avenues.
- 44% more traffic is traveling west to east than east to west.
- 32% more traffic goes to Tenth Avenue, the lower street.
- 85th percentile are traveling at 25 miles an hour; not a speeding problem.
- Township must adopt 10th Avenue and an Ordinance is needed restricting the speed limit to 25 miles an hour.
- Parked delivery trucks hinder flow of traffic; Apple Nissan, Fisher Auto Parts, Ben's RV.
- Whiteford Road an additional Road for traffic study.
- Eleventh Street is 24 feet wide with some on-street parking; very narrow.

- Tenth Street is 30 feet wide with some on-street parking; hard to speed through there.
- Traffic counts went way down due to Thanksgiving Holiday confirming that much of the cut-through traffic is coming and going to work.
- Additional ideas include a semi-diverter/island that would prevent or restrict people from making right-ins or right-outs.
- Erect a traffic circle at Whiteford and Eleventh or mountable circle for truckloads of cars.
- Estimate unintended consequences of the speedhumps; doing nothing always an option.
- Continue to go through the process. Communicate with the neighborhoods.
- Adaptive System is conducive to cars getting off Route 30 and onto the side streets.

MR. WURSTER MOVED TO AUTHORIZE THE TOWNSHIP SOLICITOR TO DRAFT AND ADVERTISE AN ORDINANCE FOR ADOPTING SPEED LIMIT SIGNS ON TENTH AVENUE ON ST. THOMAS STREET AND ANY AND ALL STREETS WITHIN THE IMMEDIATE VICINITY OF NORTH SHERMAN AND ROUTE 30. MR. COX WAS SECOND. MOTION UNANIMOUSLY CARRIED.

LUCIANI Mr. Luciani wrapped up the conversation with the conclusion that the temporary speedhumps would be placed mid-block on Tenth and Eleventh in April, weather permitting. Following that they will check volume with a target of 40.

Board consensus was to purchase additional speedhumps at a cost of \$1,358 each.

B. Grant Updates

MARCHANT Mr. Marchant commented that now there is a working list of Active and Awarded Grants.

WURSTER Mr. Wurster indicated he appreciated the effort to prepare the spreadsheet. He asked if there could be totals for some of the columns that have dollar amounts in them, some not requested, Park Match could be a total.

SWOMLEY Chairman Swomley added that he would like to see the Redevelopment Assistance and the Multi-modal Assistance with a tune of \$5 million.

COX Mr. Cox noted one that he noticed was denied for the BMP Construction of Wastewater West Tributary, which is to be re-applied in February. He asked whether that is being done.

FIELDHOUSE Ms. Fieldhouse responded that they are doing so; the guidance had just been issued.

WURSTER Mr. Wurster commented that the board is looking for a Grant Strategy by the end of the month.

C. Sewer Billing and Collection Updates

HUMMEL Ms. Hummel stated her department is working on late notices that were processed and sent out this week. They will be adding additional detailed information about the delinquent accounts and that will be included in the next report in two weeks. When they have a better response from their delinquent list, they will be able to get that information to the board.

DVORYAK Mr. Dvoryak questioned whether the individuals who did not get the most recent bill would get a delinquent notice.

HUMMEL Ms. Hummel responded that they did. She reported that during the past quarter there was an issue with the email bills, invoices that went out to Comcast email addresses. Everything passed through our email servers as they should, but once the batch got to Comcast, they were lost. The challenge was that with the Comcast email addresses, they had no idea whether it was a complete file that was lost or whether it was several. There were 292 customers that have Comcast email addresses that were affected. There were 229 people who paid through January. Only 63 customers actually got a second bill, and their deadline was extended to the end of February.

DVORYAK Mr. Dvoryak stated that he had not received a bill as of this morning; however, he paid it through the auto-pay list.

HUMMEL Ms. Hummel responded that the people who were already paid were not issued an invoice.

DVORYAK Mr. Dvoryak commented that if he were to be audited by the IRS, he would need a bill.

HUMMEL Ms. Hummel responded that they would provide a bill to him if he requested one.

14. NEW BUSINESS

A. IT Assessment

GARDNER Elliott Gardner, IT Manager, Stambaugh Ness had conducted an IT Assessment for the township. His primary objective was to focus on Security. He discussed the Cyber Threat Outlook for 2020 as it pertains to townships, municipalities, government entities.

- Assessment Methodology that is used.
- Ransomware – Continues to grow; largest threat to networks; Cyber criminals encrypt files and call for large ransoms. Phishing techniques and credential stealing main targets.
- Government at all levels including the Federal Government with huge backing targeted. Local governments typically have smaller IT groups and budgets.

- Concern exists for the township. Most common variable is employee phishing with fake emails. Cyber criminals go for the open door, easy target.

Departmental Interviews:

- Conducted inside and outside of network interviews using Cyber Security Framework. Notable findings included:
- Open network interconnectivity between departments; great for productivity but if anyone clicks a link in an email and gets infected that leaves other departments open to attacks.
 - Recommendation there is to kind of more heavily segment the different departments and make sure that if someone gets in and a lot of times it's just like a normal physical building—if they get in somewhere and they go to get into another building that's locked, they'll turn around and go for the easy target.
- Outside vendor access into township applications and resources. Wastewater Treatment Plan – many vendors have remote access to do management. Need to assess who has access, what they need, work with them to know who is accountable. Third party is infected and it spreads into township environment.
- Next step need for a Master List; create BAA/HIPPA agreements. Work into creating a Cyber Security Framework – Base Level and work from there.
- The Police Department CJIS Considerations – Andy Hinkle and Lieutenant Wilbur have worked with someone from the State Police for CJIS, similar recommendations Mr. Gardner would make. Andy Hinkle continues to check vulnerabilities and remediating them on a normal basis.
- Non IT Employee Cyber Security Training should be provided.
- IT Staffing and oversight. One person in an IT Staff position is pretty thin.
- Tyler Technology Software – General IT Assessment, not security concerns.
- Need for developing an Incident Response Plan. Mr. Gardner stated that Stambaugh Ness had provided some templates. Much of that must be done internally.

Overall Mr. Gardner stated that the township is in good standing with its IT.

Additional Questions asked and answered summarized:

- Does Non IT Employee Cyber Security Training cover phishing tests.
Yes, as part of the Novi 4 Product. Training done during the day, 45 minutes.
- Should the township be more cloud based than currently?
Tyler Technologies is cloud based; also a hybrid approach a good mixture.
- How often is the township system backed up to a starting point?

Two backups are done: an on-premises device along with back up to the cloud.

- Is any type of monitoring done and would it be visible to an intruder?

Newer technology exists with a monitor in the background watching the network at all times; loading all the logs into the network. A system called SIM pulls all logs in and does a managed SOC (Security Operations Center). It is a big investment; may be the next step.

- Is Cyber Insurance recommended?

Absolutely a good investment; inexpensive but with some loopholes depending upon the circumstances with ransom. Some pay to remediate the issue up to \$1 million.

- Does the township have Cyber Insurance Coverage and does it need to be increased?

It is part of the township's PennPrime Policy; PennPrime is looking to increase the coverage.

- Is there any explanation how to get into any of the township's systems?

There are none detected at this time. Scanning has taken place and the township has a lot of tools in place for continual scanning of the network. IT people and security professionals have to continuously move and look at new ways to defend.

- How soon should some of the concerns be addressed?

Some are already completed. Police Department to be segregated. Media mid-term and long-term kind of responses to the assessment; larger changes later in the year.

- Does the township have all the resources needed to handle the issues?

At this point we have resources but staffing is thin; looking at options; outsourcing supplemental contracts an option. High-end IT services; Help Desk Services potential.

- What can be done if someone accidentally clicks on a link and realizes it?

If an individual is on a desktop, pulling the plug is an option. If one is wireless, it will spread, gets on the network drive and spreads. Andy is looking at software that does a virtual pull the plug and contains it. Prevention is best. Be aware of spelling mistakes.

If you have multi-factor authentication, that can stop issues of someone stealing the logo. Phishing attacks continue 10 to 25 percent.

WURSTER Mr. Wurster commented that some businesses are ratcheting up the severity of clicking on one of these for the employee so it's getting very serious.

GARDNER Mr. Gardner responded that there had been terminations and he had heard of public shaming where they've put something on a bulletin board.

SWOMLEY Chairman Swomley stated to just pull the plug.

GARDNER Mr. Gardner agreed.

B. Rental Policy for Field and Court Usage. Yeah.

LACEY Colin Lacey presented a proposed Field Allocation Policy for review. He discussed the field usage rate and accountability of some of the programs. His desire is to request individuals to begin paying for use of the fields.

WURSTER Mr. Wurster had reviewed the proposed policy and favored the monetary reinvestment in the fields. He suggested a review of the cost to maintain this field is X and the township needed to get X dollars from this group or groups.

MARCHANT Mr. Marchant noted that there is some conflict between Public Works wanting to maintain pristine fields and Parks and Rec wanting to maximize the use of the fields. Leagues and groups come in and use the fields as much as they want as often as they want, as often as they can be scheduled without paying anything.

SWOMLEY Chairman Swomley commented on the four-hour rates; daily rate. Four hours at \$5.00 an hour is \$20. A daily rate is \$75. He wouldn't really want to qualify for a daily rate. He had reviewed the proposed policy and indicated just a few wording changes would help for better understanding.

LACEY Mr. Lacey noted he could work on the price although it would be a revenue generator. He wanted to get the policy updated. He will continue to hold the Field Obligation meetings and will implement a rental policy. He discussed the policy in detail.

DVORYAK Mr. Dvoryak commented that the primary motive would be to better allocate the time and better allocate the field use. His concern would be not to impose an undue hardship on groups like Little League Baseball which is basically all volunteer.

LACEY Mr. Lacey responded that York Little League had established their organization based on the free philosophy of Springettsbury Township.

MARCHANT Mr. Marchant noted that having this new policy in place, if someone does not abide by the rules, their permission to be here can be revoked. That has been an

issue when there is excessive trash left or excessive calls to the Police Department to break up fights. Those are generally non-residents.

BISHOP Mr. Bishop questioned how the policy works for someone that is organizing a league.

LACEY Mr. Lacey responded that was his concept of the transition. He intended to give the organizations a heads up that they will have to internally restructure. The majority of the athletic organizations will come to the Field Allocation Meeting, which will be changed by the new culture. He did not want to just adopt the policy and leave the organizations that have been a part of the township for many years and say they have to pay now. He wanted to treat them fairly during the transition.

WURSTER Mr. Wurster noted that he was getting away from field allocation and going to a pay to play policy. He noted it could be to the detriment of some of the organizations which don't have much money.

LACEY Mr. Lacey noted that for the next two to three seasons he would still hold Allocation Meetings for further understanding. He would like to implement the policy by the July 26th Field Allocation Meeting of 2020.

MARCHANT Mr. Marchant noted that it would be like a hotel reservation. They are going to be reserving it on a first-come first-serve basis. If there is some conflicts, there is still that relationship where they can talk things out and move things around, like you might with a pavilion reservation conflict, if two people got booked for the same date, there would be communication and relationships. The township wants to support the community users and we want to make this a positive experience.

SWOMLEY Chairman Swomley urged caution to think through the unintended consequences of what this might do. He would like to have the Parks and Rec Board review the policy one more time to be sure it is as fair as possible.

C. Board of Supervisors Road Tour

This item was placed under Old Business for further discussion.

15. ADJOURNMENT

SWOMLEY Chairman Swomley adjourned the meeting at 9:39 p.m.

Respectfully submitted,

Doreen K. Bowders
Secretary

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