

APPROVED

**SPRINGETTSBURY TOWNSHIP  
BOARD OF SUPERVISORS  
WORK SESSION  
MAY 4, 2020**

**MEMBERS IN**

**ATTENDANCE:** Mark Swomley, Chairman  
Don Bishop  
Bob Cox  
George Dvoryak  
Charles Wurster

**ALSO IN**

**ATTENDANCE:** Charles Rausch, Solicitor  
Dennis Crabill, Buchart-Horn  
Dori Bowders, Manager of Administrative Operations  
Teresa Hummel, Director of Finance  
Mark Hodgkinson, Director of Public Works/WWT  
Todd King, Chief of Police  
Jessica Fieldhouse, Community Development Director  
Nitza Sanchez-Bowser, Director of HR  
Colin Lacey, Director, Parks and Recreation  
Daniel Hoff, Chief of YAUFRR  
Sue Sipe, Stenographer

**1. CALL TO ORDER**

Chairman Swomley called the meeting to order at 5:30 PM.

**2. NEW BUSINESS**

A. Solicitor's Report

1) Approval of Separation Agreement – Solicitor Rausch stated the agreement in regards to the separation of Township Manager Ben Marchant has been signed by Mr. Marchant.

**MR. WURSTER MOVED TO APPROVE THE SEPARATION AGREEMENT AS EXECUTED AND PREPARED BY SOLICITOR RAUSCH. MR. DVORYAK SECONDED. A ROLE CALL VOTE WAS CALLED. A UNANIMOUS VOTE WAS DECLARED.**

2) Solicitor Rausch stated the Bond Counsel has submitted for draft review the closing documents for the bond refinancing on May 15, 2020.

B. Resolution No. 2020-32- Appointment of Interim Township Manager

**A MOTION WAS MADE BY MR. DVORYAK TO APPOINT DORI BOWDERS AS INTERIM TOWNSHIP MANAGER. SECONDED BY MR. BISHOP. MOTION UNANIMOUSLY PASSED.**

- C. Resolution 2020-33 – Appointment of Non-Uniformed Employee Pension Fund Chief Administrative Officer (recommendation – Teresa Hummel)

**MR. WURSTER MOVED FOR THE ADOPTION OF THE RESOLUTION TO APPOINT TERESA HUMMEL AS NON-UNIFORMED ADMINISTRATOR OF THE PENSION FUND. SECONDED BY MR. DVORYAK. MOTION UNANIMOUSLY PASSED.**

- D. Resolution 2020-34 – Appointment of Police Pension Fund Chief Administrative Officer (recommendation – Teresa Hummel)

**MR. WURSTER MOVED FOR THE ADOPTION OF THE RESOLUTION TO APPOINT TERESA HUMMEL AS CHIEF ADMINISTRATIVE OFFICER OF THE POLICE PENSION FUND. SECONDED BY MR. COX. MOTION UNANIMOUSLY PASSED.**

- E. Strategic Planning

Chairman Swomley stated this would be a session to work on developing a framework to move forward to procure a new Township manager which will include:

- Identifying a search team by suggesting potential members
- Developing a list of requirements and attributes required for a new manager

The following comments and ideas were provided by the Board Members:

Mr. Wurster thought it would be helpful for him and Mr. Cox as the newest members of the Board to understand how the process was developed in the past for previous searches.

Chairman Swomley indicated the selection committee chairman will be Attorney Jeff Lobach. He noted a recent past board member, Justin Tomevi who is with that law firm would be considered, as well as others in the community who are qualified.

Mr. Cox suggested that PSATS could be a source for candidates.

Solicitor Rausch suggested to advertise the position in the PSATS publication.

Chairman Swomley indicated the Township director of HR would be a good resource to guide the group and provide input and suggestions.

Mr. Wurster agreed he would like to see the HR director involved in the process. He also thought PSATS could be a resource to promote the vacancy throughout the Commonwealth, and to locate other resources and outlets to procure a professional management group.

Mr. Bishop stated he agreed with the chairman's approach that this should be a local search group, and local individuals should be considered. He also thought it was a good idea to develop a list of what the Board is looking for in a new manager.

Chairman Swomley agreed a more local search would be advantageous, moving away from a national search firm and bringing it closer to home including residents of the community, members of staff and members of the Board represented.

Mr. Dvoryak suggested in developing criteria for a new manager, to obtain information from the last two searches pertaining to characteristics outlined for the new manager, then incorporating additions and changes that occurred in the last few years.

Mr. Cox reiterated Mr. Wurster's suggestion that it would be helpful for them to have that information to gain a perspective on what the criteria was in the last two searches.

Chairman Swomley asked Ms. Sanchez-Bowser if she had on file documents from the prior two searches. Ms. Sanchez-Bowser indicated she would research the history and send it to him.

Ms. Bowders indicated she would also have information on file that she would pass on to Ms. Sanchez-Bowser.

Mr. Bishop suggested to go further back to more than two searches. He also noted that PSATS may have some resources in terms of information about how to develop criteria. Mr. Wurster offered to reach out to PSATS in that regard.

Chairman Swomley asked for the Board's thoughts in regards to requirements for what would be characteristics and capabilities to drive the success of this search.

Mr. Wurster commented an important point he would like to see is someone who has the ability to execute a strategic plan. He defined this as execution to be a skill set with demonstrated ability to execute on plan as demonstrated by prior history, to include management of projects, management of the team, and determining a forward strategy.

Chairman Swomley added - with the ability to lead while discerning and following the will of the Board.

Mr. Cox commented he supported those ideas and added he thought it should be someone who has an understanding of finances given the complexity of the Township and the amount of the budget he/she will be responsible for.

Mr. Bishop eluded to the other element that Mr. Wurster mentioned regarding strategic ability is how to lead a team and be sensitive to building and managing a team.

Mr. Wurster added needing someone who is a good communicator between the Board and Staff.

Mr. Dvoryak commented it goes broader than communication of Staff but also all areas including interaction with the media, the community – an overall strong communication skill set.

Mr. Bishop commented another important factor is the ability to bring together cooperatively other municipalities and all of the inter-municipal cooperation that goes along with it, noting

Springettsbury has always taken a lead role in bringing together those groups which has been valuable in many situations.

Other thoughts from Staff:

Ms. Sanchez-Bowser commented she thought all of the points mentioned are extremely important. She added in regards to their partners in Benefits for existing employees to assess what can be done better especially important now during this crisis to be able to build and keep a good team.

Chief King commented he agreed with importance of communication and to have someone who is in touch with and understands the residents in the Township. He stated he was in favor of the idea for a regional search.

Ms. Sanchez-Bowser commented it was important to have someone who understands the policies of the Township and can help the HR department with employment, following policies and supporting the rest of the directors with their individual teams.

Mr. Bishop indicated he thought it would be important to obtain someone who is comfortable with Pennsylvania law.

Mr. Wurster agreed with Mr. Bishop, noting he thought someone who has experience and familiarity in the Commonwealth of Pennsylvania would be valuable, along with its grants program and various agencies.

Mr. Wurster commented knowing the current COVID-19 crisis has created a unique environment and has created economic challenges for the foreseeable future, one thing to consider is are we looking for a short-term strategic manager for a particular five-year term strategy, or looking longer term.

Mr. Wurster also commented to consider if there is a particular skillset needed to achieve a goal over the next 3-5 years, such as experience in grant funding, whether they are able to do it themselves or leading a successful grant writing team.

Mr. Cox commented he thought it would be advantageous to have someone with a strong community development background in light of the changes in the retail shopping center industry.

Mr. Wurster commented he was aware as part of some of the CARE act and other legislation, either intended or passed in the latest round of government funding, there will be opportunities for municipalities to obtain special grant funds as a result of the crisis. He noted for the short term we would want to be in a position to take advantage of as many of those grant opportunities as possible.

On another subject, Chairman Swomley stated he sent the letter to Kipp Allison, Chairman of the Stormwater Consortium. He also indicated he received notice from the police department in regards to their intent to enter bargaining unit negotiations. He noted he signed it and a copy will be forwarded to the interim manager.

Chairman Swomley opened the floor for public comment.

James Tanzola – Mr. Tanzola indicated he would be interested in the search committee for the new township manager but not necessarily to be chairman.

There were no further public comments.

Chairman Swomley stated another work session would be held before the next Board of Supervisors meeting. It was determined to start the work session at 5:30 PM on May 14, 2020.

**ADJOURNMENT**

**CHAIRMAN SWOMLEY ADJOURNED THE MEETING AT 6:07 P.M.**

Respectfully submitted,

Doreen Bowders  
Secretary

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