

**SPRINGETTSBURY TOWNSHIP  
REGULAR MEETING**

**MAY 14, 2020  
APPROVED**

The Springettsbury Township Board of Supervisors held a Regular Meeting on Thursday, May 14, 2020 at 7:00 p.m. via Zoom technology.

**MEMBERS IN**

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

**ALSO IN**

**ATTENDANCE:** Charles Rausch, Solicitor  
Dori Bowders, Manager, Interim Township Manager  
John Luciani, Civil Engineer  
Dennis Crabill, Environmental Engineer  
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  
Ray Markey, Code Compliance Supervisor/Building Code Official,  
Community Development  
Raphael Caloia, Planner I, Community Development  
Dan Hoff, Chief, YAUFRR  
Abby Gibb, Communications Manager  
Andy Hinkle, Manager, Information Systems  
Jean Abreght, Stenographer

**1. CALL TO ORDER**

A. Opening Ceremony

**SWOMLEY** Chairman Swomley called the Regular Meeting to order and led the Pledge of Allegiance.

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

**SWOMLEY** Chairman Swomley announced that an Executive Session was held on April 25<sup>th</sup> for the purpose of 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 provided a written monthly report. He had no changes to his report but offered to respond to questions.

**SWOMLEY** Chairman Swomley thanked him for adding the pictures.

**WURSTER** Mr. Wurster echoed the comment on the pictures, which showed progress.

B. Civil Engineer – Buchart Horn, Inc.

**LUCIANI** Mr. Luciani had provided his written monthly report as well. He had several updates:

- Green Light Go project – On hold by PennDOT; funding.
- Letter to be sent to residents of 10<sup>th</sup> and 11<sup>th</sup> Avenue with status for speed humps; traffic counts.
- Haines Acres – Cortleigh Drive stormwater complaint; Deed restrictions indicate all of Haines Acres homes have a 10-foot perimeter easement for utilities, drainage, etc.
- Perimeter road around mall – Penn National slowly finishing casinos that have begun; Springettsbury Casino on the back burner.

**BISHOP** Mr. Bishop commented that he had received an email from a Penn National executive, who indicated he would look into the Springettsbury Casino.

**It Situation**

**SWOMLEY** Chairman Swomley requested moving the IT discussion forward on the Agenda. With the board’s permission he asked Sam Coyle from Netrepid to discuss some of the capabilities of his firm. Documentation had been provided for the board’s information.

**MR. WURSTER MOVED TO AMEND THE AGENDA TO BRING NETTREPID PRESENTATION TO THIS POINT ON THE AGENDA. MR. COX WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**COYLE** Sam Coyle of Netrepid provided a synopsis of his company, a IT service provider. Their company is 18 years old and is based in Harrisburg, PA. A summary of the services follows:

- Focus on private cloud and managed IT services for regulated industries focusing on government, healthcare, legal, finance.

- Goal is to assist organizations evaluate their technology with a focus on security compliance, regulation and measuring from a data security prospective for township residents – confidentiality.
- Investigate vulnerability gaps.
- Check malicious activity due to working from home.
- Explore weaknesses in networks and secure protocols.
- Develop a strategy for implementation.

Level of work for municipalities for whom they have done work:

- Basic website hosting; work with counties, criminal counties, operate their network;

Identify municipalities/non-profits, others for whom they have worked.

- Susquehanna Township, East Pennsboro Township, Cumberland plus School Districts, Susquehanna School District, Capital Area Intermediate Unit, Harrisburg University, West York School District, several non-profits as well as York County SPCA.

**SWOMLEY** Chairman Swomley indicated he hoped to have Mr. Coyle evaluate the township to see its current status. He suggested that a data agreement and a non-disclosure agreement would be needed to protect any data or information. He would like to do a preliminary to a potential engagement to see what those agreements would state and what the current situation of the township is. He asked for comments.

**WURSTER** Mr. Wurster questioned whether there would be a need for public bidding.

**SWOMLEY** Chairman Swomley indicated it would be a Professional Services Agreement, which would be an appointed rather than a bid contract.

**COX** Mr. Cox asked whether there would be a cost related to the evaluation.

**SWOMLEY** Mr. Swomley responded there would not be a cost for the initial evaluation, which will help determine what an eventual cost might be.

**WURSTER** Mr. Wurster questioned what Chairman Swomley's connection is with Netripid.

**SWOMLEY** Chairman Swomley responded that Mr. Coyle is in a York networking group with other business owners. In addition, he worked with the networking group in Hershey when he worked there, and he was familiar with his work.

**DVORYAK** Mr. Dvoryak questioned whether Chairman Swomley's intention is to have an assessment done similar to what Stambaugh Ness just went through, or whether this is more to review an option of outsourcing some of the IT services that the township is currently attempting to do in house.

**SWOMLEY** Chairman Swomley responded that it would be several things. It would be a review of how the network is set up. He was not sure if Stambaugh Ness got into

design parameters. They were looking more at cybersecurity. Netripid does that as well.

- COYLE** Mr. Coyle stated that some things in their profession are the same and use the same industry standard information, tools to gather information about the environment. They provide the following:
- Document the servers down to activity directory groups/security groups all of which make the network run. All that any reasonable IT company should be able to provide that.
  - A step further then is to enumerate and evaluate all the servers, work stations, printers, web ports.
  - A certified ethical hacker on staff goes through the entire environment and finds little cracks in the seams where someone might be able to get through, take that initial evaluation of yes, you have eight servers, congratulations, but your eight servers have these ports available and open which can create an issue, exploit it and identify the risk to potentially the entire township.
  - This could be a \$10,000 to \$30,000 year engagement.
  - Helping organizations in the area to be prepared is what they believe is part of their civic duty.

**DVORYAK** Mr. Dvoryak questioned who their competitors are in the York area.

**COYLE** Mr. Coyle responded that they have their own data center and provide their own private hosted services for their clients. No one else in the area does that. Others use Amazon, MicroSoft Azure or Rack Space. Stambaugh Ness is a client. York has a lot of smaller IT shops, but they do not have the size and capacity. They run about 3,000 servers of their own.

**WURSTER** Mr. Wurster noted that he is concerned about some security and vulnerabilities in the township. He wanted to know what the quickest path is to resolving those liabilities. That is a big question that he has. There was another vendor that had undertaken work, but he was curious to get an opinion from the experts on the board as to what is the fastest path to establish the security that he thought the township should have.

**SWOMLEY** Chairman Swomley noted that from his perspective he has little confidence in what currently has been done, and that was his reason for contacting Mr. Coyle as the liaison with IT and Netripid is a professional firm that is needed for the project.

**COX** Mr. Cox noted, from his perspective, if there is no cost associated with the initial evaluation, it certainly gives the board a chance to compare the existing evaluation against what these people will be recommending.

**BISHOP** Mr. Bishop agreed with Mr. Cox and indicated he did not think it would hurt to get another opinion. Staying on the same path may be fast but will not be a solution.

**COYLE** Mr. Coyle stated that the report that they will provide is all based on industry standards. If you chose to take the report and stay with your current firm or your current people and do something else, that is the board's prerogative. He will not have any grudge against that at all. Netripid's goal is to provide information so that organizations can protect themselves.

**DVORYAK** Mr. Dvoryak asked Mr. Coyle to contrast what Netripid does versus a company like Treysta.

**COYLE** Mr. Coyle responded that he was familiar with Treysta; however, they do not compete with them.

**SWOMLEY** Chairman Swomley requested approval from the board to move forward.

**MR. COX MOVED TO PROCEED WITH THE PROPOSAL, ACCEPTABLY EXECUTING THE DATA SHARING AGREEMENT AND THE NON-DISCLOSURE AGREEMENT, FOLLOWED BY PROVIDING THE SERVICE DISCUSSED. MR. WURSTER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**RAUSCH** Solicitor Rausch stated that he would review all the agreements and will provide any comments or changes. He will email them directly to all the members of the board.

**SWOMLEY** Chairman Swomley thanked Mr. Coyle for coming to the meeting and explaining what his company services are that are available for the township.

**COYLE** Mr. Coyle responded that he appreciated the opportunity and looked forward to working with them.

**5. CONSENT AGENDA**

- A. Board of Supervisors Work Session Minutes – April 7, 2020
- B. Board of Supervisors Regular Meeting Minutes – April 23, 2020
- C. Regular Payables as Detailed in Payable Listing of May 14, 2020
- D. Authorization to Approve Real Estate Tax Refund Request for Tax Year 2020 – Springettsbury Investors, LLC (Parcel #46-02-0003) in the amount of \$789.73
- E. Authorization to Approve Real Estate Tax Refund Request for Tax Year 2020 – Michael & Faye Quigley (Parcel #46-KI-213.A) in the amount of \$53.36.
- F. Susquehanna Oral and Maxillofacial Surgery – Reduction of Financial Security in an amount not to exceed \$343,772.08

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

**6. BIDS, PROPOSALS, CONTRACTS, AND AGREEMENTS**

There were none for action.

**7. SUBDIVISIONS AND LAND DEVELOPMENT**

**BISHOP** Mr. Bishop had several items for discussion:

**MARKEY** Mr. Markey reported that the VA Clinic is in the middle of a renovation project behind Fuddrucker's. They would like to get an extension on their Building Permit. Their one-year permit expired on May 7<sup>th</sup>. When the township would normally renew a permit, it is a six-month extension and they are charged 50% of the original permit fee, which in this case would be something like \$11,000. Keystruct, the contractor, is doing the project in phases; phase 1 is complete, but they now need to complete phase 2. Due to COVID 19 Keystruct was not able to get in to finish and will need a three-month extension. Mr. Markey noted that some permit renewals had been waived by the supervisors. He asked for the board's recommendation.

**MR. WURSTER MOVED TO EXTEND THE BUILDING PERMIT FOR SIX MONTHS FOR A ZERO FEE EXTENSION DUE TO COVID 19. MR. COX WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**BISHOP** Mr. Bishop brought up the matter of AKRF moving forward, the point of contact and where the township stands; the financial issue.

**HUMMEL** Ms. Hummel stated that there had been a recommendation to move some of the contract costs to 2021. She would like to review the contract to determine what work is associated with the cost and expenses for 2020.

**BISHOP** Mr. Bishop indicated he wanted to be sure that everyone was aware of the status. He stated that more information would be available for the next board meeting.

**WURSTER** Mr. Wurster stated he would like to understand the COVID 19 impact as to how it could be delaying the progress on the contract. This is a critical stormwater improvement project with an opportunity to achieve some meaningful stormwater improvements for the NPDES permit.

**A. COMMUNICATION FROM SUPERVISORS**

**COX** Mr. Cox reported on the condos at the corner of Eastern Boulevard and Royal. He was elated to see a backhoe and dump truck. They are clearing the second lot to begin construction.

**MARKEY** Mr. Markey stated that Hulk Hollins, a local builder, took over the project and has started the work.

**RAUSCH** Solicitor Rausch recommended that this progress should be communicated to the resident who had come to several meetings inquiring about it.

**WURSTER** Mr. Wurster noted that he would reach out to her. He asked Mr. Markey if the property had changed ownership or if the builder was simply taking over with some kind of agreement.

**MARKEY** Mr. Markey responded that he understood there was a partnership with two individuals. One is gone, and the other is picking it up to finish it.

**B. COMMITTEE REPORTS**

There were no Committee Reports.

**C. SOLICITOR'S REPORT**

**RAUSCH** Solicitor Rausch stated that he had nothing to report.

**D. MANAGER'S REPORT**

**SWOMLEY** Chairman Swomley acknowledged that Mrs. Bowders had been extremely busy. He asked her to provide a synopsis of some of the projects that had been taking up her time.

**BOWDERS** Mrs. Bowders responded that she would prepare a report for the next meeting. She requested that a Development Authority meeting be scheduled for May 28<sup>th</sup>. Ms. Hummel has a financial statement that needed to be acknowledged and also a Chief Administrative Officer for the Development Authority needed to be named.

**Consensus of the board was to schedule the Development Authority meeting for May 28<sup>th</sup>.**

**E. ORDINANCES AND RESOLUTIONS**

A. Ordinance No. 2020-05 – Amending Code of Ordinances Chapter 276 – Solid Waste and Recycling

**MR. DVORYAK MOVED FOR THE ADOPTION OF ORDINANCE NO. 2020-05. MR. WURSTER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

B. Resolution No. 2020-35 – Recognition of Craig E. Murphy

**SWOMLEY** Chairman Swomley read Resolution 2020-35, Recognition of Craig E. Murphy, into the Minutes.

Whereas, Springettsbury Township and its community lost a valued team member of the Wastewater Treatment facility on April 4, 2020 with the passing of Craig E. Murphy and whereas Craig E. Murphy began his career with Springettsbury Township on March 18, 1991 in the Public Works department and on August 30,

1993 became a team member in the Wastewater Treatment facility, and whereas Craig E. Murphy served the citizens of Springettsbury Township for 29 years with dedication and faithful service, and whereas the Board of Supervisors honors the memory of Craig E. Murphy and remembers his service to the community. now therefore, be it resolved that the Board of Supervisors of Springettsbury Township on behalf of its citizens recognizes the achievements of Craig E. Murphy and gratefully acknowledges his many contributions to the Wastewater Treatment facility. Resolved further, that the Board of Supervisors extends its sincerest condolences to his wife, Kate, family members and friends adopted this 14<sup>th</sup> day of May 2020.

**MR. BISHOP MOVED FOR THE ADOPTION OF RESOLUTION NO. 2020-35. MR. WURSTER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

C. Resolution No. 2020-36 – Recognition of Joseph E. Gardner

**SWOMLEY** Chairman Swomley read Resolution 2020-36, Recognition of Joseph E. Gardner into the Minutes.

Whereas, Joseph E. Gardner began his career with Springettsbury Township on February 10, 1986 as a team member in the Wastewater Treatment facility, and whereas, Joseph E. Gardner served the citizens of Springettsbury Township for 34 years with dedication and faithful service, and whereas, as Joseph E. Gardner began his retirement from Springettsbury Township on April 30, 2020, now therefore be it resolved that the Board of Supervisors of Springettsbury Township on behalf of its citizens, wishes to express sincere gratitude and appreciation to Joseph E. Gardner for his years of dedication, faithful public service, and leadership. The board congratulates Joseph E. Gardner on his retirement and wishes him and his family much happiness and good health. Adopted this 14<sup>th</sup> day of May 2020.

**MR. WURSTER MOVED FOR ADOPTION OF RESOLUTION NO. 2020-36 IN RECOGNITION OF THE SERVICE OF JOSEPH E. GARDNER TO THE TOWNSHIP. MR. COX WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

D. Resolution No. 2020-37 – Authorizing Collector of Municipal Real Estate Taxes to Waive Tax Penalties through December 31, 2020 Pursuant to PA Act 15 of 2020.

**MR. WURSTER MOVED FOR ADOPTION OF RESOLUTION NO. 2020-37. MR. DVORYAK WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

E. Resolution No. 2020-38 – Authorizing Amendment to Designated Depositories Adopted on January 6, 2020

**MR. DVORYAK MOVED TO ADOPT RESOLUTION NO. 2020-38. MR. COX WAS SECOND. MOTION CARRIED 4/0. MR. WURSTER ABSTAINED AS HE IS AN OFFICER AT THE DEPOSITORY.**

F. Resolution No. 2020-39, Authorizing Supplemental Appropriation from General Fund Reserves to Fund IT Security Project in the amount of \$36,872

**MR. WURSTER MOVED TO TABLE ACTION ON RESOLUTION NO. 2020-39. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**F. OLD BUSINESS**

**A. Budget Adjustments and Revisions**

**WURSTER** Mr. Wurster indicated he had met with Mrs. Bowders and Mrs. Hummel and reviewed the budget. They assessed challenges from a revenue standpoint.

**HUMMEL** Ms. Hummel stated that she had been working with all the department managers and directors, and they had created a list to decrease costs removing about \$1 million. She indicated she would be prepared for a revised budget discussion during the May 28<sup>th</sup> meeting. She noted that collections from York Adams Tax Bureau had come in stronger than expected. Taxes were down compared to last year only about 5.7%. She stated a distribution/change in vendors and merchants and businesses that filed taxes from Suburban School District versus Central York. Central York was much higher than the previous year and Suburban was down. Cash flow for May was very good. She expects to have an update for Earned Income Tax collections from York Adams Tax Bureau by the 20<sup>th</sup> which will provide a really good picture.

**B. Summer Concert Series Discussion|**

**LACEY** Mr. Lacey had put together a modified concert series.

A summary of his plan follows:

- Period between Sunday, August 2 until Sunday, September 20, a total of eight concerts all on Sundays. Cost for the bands is slightly less than \$20,000. An additional cost for the sound production and licensing fees is \$25,000 so the total cost is \$45,000. Rainy weather would cancel the concerts by 4 p.m.
- Fireworks would be scheduled for Saturday, September 26<sup>th</sup> Saturday In The Park.
- Seating would be different; sponsorship would look different; food trucks would look different.
- Potential for livestreaming; set up a few screens away from the auditorium where people could sit.

**SWOMLEY** Chairman Swomley noted that the board would continue to monitor the pulse of when to open up on a meeting-by-meeting basis. He questioned Mr. Lacey's mention of a deadline at the end of May for the fireworks. The board will make a decision by the end of May.

**LACEY** Mr. Lacey responded that it was the ZY Pyrotechnics and how they are continuing their 2020 planning. If it is not in 2020, the deposit of \$7,250 can be rolled into 2021.

C. Grants Update

There was no update on Grants.

D. Traffic Calming – Tenth Avenue, Eleventh Avenue and Whiteford Road – Temporary Speed Humps to be Installed in Spring 2020 (on hold for additional traffic counts)

This item was discussed earlier during the Agenda.

E. Sewer Billing and Collections (on hold until further notice).

F. Board of Supervisors Road Tour (on hold until further notice)

G. Bocce Ball Court (on hold until further notice)

**14. NEW BUSINESS**

A. Food Truck Fridays Discussion

**SWOMLEY** Chairman Swomley indicated that several residents had reached out to him to see if Food Truck Fridays could happen with social distancing.

A lengthy discussion followed which is summarized:

- Food trucks fall under a permitted use at this point.
- Vendors to put tape to show areas to stand; township assures compliance.
- Vendors to be responsible for following guidelines.
- Discussion to limit number of trucks; spread out throughout the park.
- Only 3 of 10 are available for 5/29/20.
- Remove picnic tables.

**RAUSCH** Solicitor Rausch recommended that if the township is going to hold the event, the township should be responsible for social distancing so that everything complies with the guidelines.

B. Springettsbury Township COVID-19 Response Plan

**SWOMLEY** Chairman Swomley commented on the COVID response plan that had been prepared for the township. He indicated it was an excellent job.

**BOWDERS** Mrs. Bowders indicated she had requested Chief King to take the lead on this report and he did an excellent job. They met and discussed it, and Chief King was prepared to go over it.

If an outbreak were to take place within one of the facilities:

- Building would close down; professional cleaners come in and disinfect to the highest degree. Workers would work from home.
- Affected workers would be tested; self-evaluation flow chart provided.

- When building is cleared and all test results received, workers would return to work.
- Finance Department - With a prolonged exposure possibly take Finance to Wastewater Treatment facility.

**SWOMLEY** Chairman Swomley clarified a point concerning Community Development. The document stated office coverage will consist of two, four-hour shifts per employee, per week. He questioned whether that meant in the building only twice a week and only four hours.

**KING** Chief King responded that currently there are no building appointments. The coverage would have been either in the building or required remotely.

**SWOMLEY** Chairman Swomley questioned it because he did not think there were enough employees to have opposing four-hour shifts and only twice a week and still provide coverage.

**KING** Chief King responded not at this time, no.

**KING** Chief King indicated he planned to review it with Mr. Markey and possibly add an addendum.

**SWOMLEY** Chairman Swomley stated he was impressed with how quickly this came together and how complete it is.

**KING** Chief King responded that the staff was great working with this. They did an awesome job. Every question we had, they supplied answers quickly. That is what led to the quick response as far as the report goes.

C. Discussion on Township Ordinance to Allow Reopening of Business

**Consensus of the board was not to move forward toward reopening but to support the County Commissioners plan at this time.**

D. Appointment of Voting Member and Alternate Member to the York County Stormwater Consortium Regional Committee.

**MR. WURSTER MOVED TO APPOINT RAFAEL CALOIA AND MARK HODGKINSON DELEGATE AND ALTERNATE TO THE STORMWATER CONSORTIUM. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**15. ADJOURNMENT**

**SWOMLEY** Chairman Swomley adjourned the meeting at 8:55 p.m.

Respectfully submitted,

Doreen K. Bowders  
Secretary

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