

**SPRINGETTSBURY TOWNSHIP  
WORK SESSION – STRATEGIC PLANNING**

**MAY 20, 2020  
APPROVED**

The Springettsbury Township Board of Supervisors held a Work Session on Thursday, May 20, 2020 at 5:30 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:** Dori Bowders, Interim Township Manager  
Charles Rausch, Solicitor  
John Luciani, Civil Engineer  
Dennis Crabill, Environmental Engineer  
Todd King, Chief of Police  
Mark Hodgkinson, Director of Public Works/WWT  
Teresa Hummel, Finance Director  
Raphael Caloia, Community Development  
Ray Markey, Community Development  
Nitza Sanchez-Bowser, Director of Human Resources  
Colin Lacey, Director of Parks and Recreation  
Dan Hoff, Chief, YAUFRR  
Abby Gibb, Communications Manager  
Andy Hinkle, Manager, Information Systems  
Jean Abreght, Stenographer

**1. CALL TO ORDER**

**SWOMLEY** Chairman Swomley called the Work Session to order.

**2. NEW BUSINESS**

**A. Food Trucks Update**

**SWOMLEY** Chairman Swomley appreciated the write up that Chief King had provided. It is along the lines of what had been discussed. He was in favor of accepting Chief King's recommendation.

**MR. COX MOVED TO ACCEPT CHIEF KING'S RECOMMENDATIONS FOR REOPENING FOOD TRUCK FRIDAYS ON FRIDAY, MAY 22.. MR. WURSTER WAS SECOND. MR. COX-AYE; MR. DVORYAK-NAY; MR. WURSTER-NAY; MR. BISHOP-AYE; MR. SWOMLEY-NAY. MOTION FAILED 3/2.**

**MR. WURSTER MOVED FOR APPROVAL FOR 2020 THE FOOD TRUCK SERIES BRINGING IT BACK STARTING EFFECTIVE MAY 22 WITHIN THE SAME HOURS AS IN YEARS PAST PER TOWNSHIP PROCEDURE LOCATED IN NEW LOCATIONS TO COMPLY WITH GUIDANCE FROM THE PA DEPARTMENT OF HEALTH WITH REGARD TO COVID 19 SOCIAL DISTANCING RESTRICTIONS AND ALSO WITH A LIMIT OF UP TO 10 TRUCKS AND FOLLOWING THIS POLICY AS ESTABLISHED BY CHIEF KING AND ABBY GIBB FOR THE TOWNSHIP TO MANAGE THIS PROGRAM. MR. DVORYAK WAS SECOND. MR. COX-AYE; MR. WURSTER-AYE; MR. DVORYAK-AYE, MR. BISHOP-AYE; MR. SWOMLEY-AYE. MOTION UNANIMOUSLY CARRIED.**

**B. Budget Update**

**HUMMEL** Teresa Hummel presented an update with regard to the budget and the financial crisis created by COVID 19. She noted that the township began 2020 with a balanced budget for the General Fund with a total budget of \$15.9 million. Necessary adjustments were made for a potential decrease in revenue, which included reflecting a tax decrease of 10% or \$800,000. Other line items were adjusted for an additional savings of \$400,000. Operating expenses were adjusted down by \$1.2 million dollars. She noted that current collections include municipal real estate taxes of \$2.9 million, which is 81% of the budgeted revenue. Municipal revenue is down about 8% compared with last year. As the township recovers the budget will be monitored for adjustments.

Decisions were made to continue several capital improvement projects currently in progress. They include:

- Augustus Schaeffer Park Renovation; funding coming from a DCNR Grant and Recreation reserve funds.
- Police Station and Admin Building Renovation Design Project
- 2020 Road Improvements under Liquid Fuels Tax Fund
- MS4 Stream Bank Restoration Projects to continue with a reduced schedule for 2020.

**WURSTER** Mr. Wurster thanked Ms. Hummel for her work on the budget. There are some encouraging signs that perhaps will not be as severe as would have been initially thought. There may be additional challenges in 2021.

**C. AKRF Contract**

**BISHOP** Mr. Bishop indicated that some work has been done with some discussions about a revised contract. The intention is to continue with the contract; however, there is a question as to the location of the original contract, which may have been changed in view of the current situation.

**SWOMLEY** Chairman Swomley questioned where signed contracts are kept.

**BOWDERS** Ms. Bowders responded that normally, after a contract is signed, she would get a copy of that. She did not believe she ever received a copy of the AKRF contract. It may have stayed in Ms. Fieldhouse’s office, or perhaps with the Township Manager. She will continue to search.

**SWOMLEY** Chairman Swomley commented that a policy should be in place that contracts are stored appropriately.

**BISHOP** Mr. Bishop noted that most of the AKRF discussion is administrative and needed to be reviewed. The only issue that he was aware of for the board is that there is a new schedule of payments from the vendor. A question exists as to whether the items billed were agreed to and whether there was value received. He added that it was not a lot of money, but it was something he wanted to make sure the board was aware of prior to moving forward.

**SWOMLEY** Chairman Swomley questioned Mr. Hodgkinson if he was aware of what had been accomplished that would generate a request for \$87,000 in June.

**HODGKINSON** Mr. Hodgkinson responded that he had witnessed that they have had their geologist or that sort of team marking the stream that runs from Mundis Mill Road north towards the Treatment Plant itself.

**CALOIA** Raphael Caloia stated that he was not sure where the original contract is; however, he provided an update as to some of the progress that AKRF had been making. AKRF was working on design of the tributary by Wastewater Treatment. There was a delay on the Camp Security tributary due to the historical impact and some impacts with DCNR. They were doing some coordination there to see if it was feasible to move forward on the project or if that would get delayed.

Mr. Caloia reported that over the past month, he and Jessica had submitted for three grants to help fund this project, and AKRF assisted on those grants. That was some of what they were working on for the billing.

**MARKEY** Mr. Markey asked Mr. Caloia whether the contract had been signed and if anyone knows where it is.

**CALOIA** Mr. Caloia responded that there was a kickoff meeting with a very formal process to get started.

**SWOMLEY** Chairman Swomley stated that he recalled authorizing the contract.

**LUCIANI** Mr. Luciani indicated he had found the initial contract and emailed it to everyone. He thought Chairman Swomley authorized the manager to sign it.

**BISHOP** Mr. Bishop indicated that prior to the next board meeting, the board needs to be comfortable authorizing the payment that has been requested.

**SWOMLEY** Chairman Swomley indicated that the original contract is needed, and then it is suggested that there is a revised contract with a revised payment schedule to be executed. He wanted to see everything.

**WURSTER** Mr. Wurster indicated the board needed some evidence of the work completed, and asked Mr. Caloia to put something together.

**BISHOP** Mr. Bishop thought there should be some sort of regular certification from the vendor prior to a request for payment.

**LUCIANI** Mr. Luciani responded that he thought that was correct, that it is almost like an AIA Certification, percent built, etc. He added that the invoices should be detailed enough to explain what they did. He was aware that they had a number of conversations and calculations with DEP that are being billed.

**BISHOP** Mr. Bishop stated that the first payment is not due until June 30<sup>th</sup>. He questioned whether the board would like Mr. Markey and Ms. Bowders to take the lead.

**WURSTER** Mr. Wurster added that Mr. Caloia should be involved in that process to get the project up to speed.

**D. Township Opening Discussion**

**SWOMLEY** Chairman Swomley brought forward a discussion concerning opening the township. He had received some inquiries and wanted to draft a communication for the residents. He noted that he had discussed it with Solicitor Rausch, who suggested that a Resolution would show the township's support.

**BISHOP** Mr. Bishop noted a Resolution would only provide moral support for businesses that wanted to open.

**WURSTER** Mr. Wurster noted that Dave Sunday, District Attorney publicly stated he would not enforce any violations of the Governor's Act. This basically indicated it would be okay to patronize these businesses because they will not be prosecuted. He questioned whether it would be legally meaningful.

**COX** Mr. Cox indicated that the township may go from Yellow to Green; however, the Governor and Dr. Levine continue to work on the metrics.

**DVORYAK** Mr. Dvoryak indicated it is always the best decision to never go against the advice of the Solicitor. The township has no authority to change or override what the Governor mandated.

**RAUSCH** Solicitor Rausch noted that one of the issues with Dave Sunday and the DA's office and prosecution-- that is criminal, but there is the other aspect in which the Governor

has the administrative ability to pull licenses if a business defies the order. He stated that he would draft a Resolution for the next meeting.

**E. Township Manager Search**

**SWOMLEY** Chairman Swomley brought forward the Township Manager Search for continued discussion. In a discussion with Justin Tomevi he indicated he would be willing to serve on a committee to search for the new manager. He added that he has some recommendations from the HR Director on proceeding with the search.

**WURSTER** Mr. Wurster had put together some thoughts resulting from discussions with Ms. Bowders and Ms. Sanchez-Bowser. Overview of a process follows:

- Profile of Springettsbury Township – Revision to be done.
- Job Description – Board input to revise Job Description.
- Search Committee – Approve members.
- Place position on LinkedIn/Social Media.
- Receive information from potential candidates.

Continued discussion, summarized:

- Job Description - Update ongoing; gathering salary information from PSATS; Job Description will be a meeting Agenda item for approval; must coincide with township ordinance.
- Salaries geared more towards tax revenue per township and borough.
- Township brochure – Update ongoing; to be posted on appropriate websites, LinkedIn, etc.
- Quality candidates – post on PSATS, ICMA, IPMA, HR.
- Timeline – Move as soon as possible; next two meetings have a decision on Job Description.
- Resident Committee – Useful; or not.
- Could hire on the spot; every process is possible.
- Hiring details processed under Executive Session Protection as a personnel discussion.

**Consensus of the board was that hiring an Interim Facilitator was not necessary at this time.**

**3. PUBLIC COMMENT**

There was no Public Comment.

**Dr. Jonathan Spanos, The Paddock**

**COX** Mr. Cox questioned whether the board would like to address Dr. Spanos’ request for Bloomingdale Avenue to be temporarily shut to accommodate the adjacent restaurants.

**SWOMLEY** Chairman Swomley stated that Dr. Spanos had requested that the township temporarily block off Bloomingdale Avenue adjacent to his restaurant so he can use that space for social distancing.

**COX** Mr. Cox added that this includes The Paddock and three adjacent restaurants. He would supply the tables and chairs. He asked Chief King if closing off Bloomingdale would cause his department any problems or if he would foresee issues with doing that.

**KING** Chief King responded that the only guidance they would have as far as closing a roadway would come under the Parades and Public Assemblies Permit Process. There would have to be an assessment done of the roadway to see if it met the criteria for a Parade and Public Assembly Permit. Chief King had researched the matter and the Yellow Phase of the state operation is really quite clear as far as restaurants go. It says specifically carry out or delivery only. He did not know whether moving a dining area from inside the restaurant to outside the restaurant really meets that criteria. Chief King added that if they want to apply for the Permit, they can do so, and it can be assessed at that time.

**SWOMLEY** Chairman Swomley asked who would reach out to Dr.Spanos and let him know of the process.

**WURSTER** Mr. Wurster indicated he would do so. He had discussed the very question with Dr. Spanos. The design/plan is very interesting.

**KING** Chief King concurred and liked the idea of multiple restaurants coming together with that open air. He thought it was a great thought process.

**DVORYAK** Mr. Dvoryak asked Fire Chief Hoff for his thoughts as to whether closing down that street would create any problems for emergency response for fire and rescue services.

**HOFF** Chief Hoff responded that they had reviewed it and do not anticipate the street closure to impact their response except on that specific block. He noted when considering this to make sure there is an understanding based on entrance to the shops across the street from The Paddock, that if there is a fire, the fire trucks have to get where they need to be. As long as that is understood, he did not think there would be a problem. That street is not a typical route taken for emergency response.

**BISHOP** Mr. Bishop asked Chief King about the timing of the Parade Permit process.

**KING** Chief King responded that the Parade and Public Assembly Permit is for a one-time activity. He did not foresee, a problem unless the Township were to make an amendment to that to make it an extended period of time.

**SWOMLEY** Chairman Swomley noted that someone could just put in a range of time for the Permit, that would up to the Board of Supervisors to approve.

**BISHOP** Mr. Bishop agreed and added that the board probably should publicize it so there might be other opportunities in the township.

**COX** Mr. Cox noted that for this particular permit it would include the Blue Heron, El Serrano, Aloha Snow, and The Paddock.

**SWOMLEY** Chairman Swomley stated that as the township works through this, he preferred to take a look at how it can rather than why it cannot. He wanted to keep that frame of mind for reference. How can the businesses be helped, not how to stop them.

**HOFF** Chief Hoff commented that YAUFR had a discussion as it applies to the fire department serving three townships. They are drafting a correspondence to send to all the businesses in the three townships that they serve to get the point across that going from Yellow to Green some of the steps the people are taking, they have to keep in mind the fire code and life safety of people in the buildings. One of the things that they are seeing is, as people try to direct, to limit to one entrance and one exit so they can count people inside their establishment so on and so forth, they are blocking fire exits. Some of the shields that are being put up in local businesses are actually a detriment to the automatic sprinkler systems in the buildings and they want to work with the community to make sure that if they're going to take those actions, contact the fire department first to come out and take a look and try to make a recommendation that will keep everybody safe as this transition moves forward. So, anything that they can do at the fire department end of it to help get things up and running again and do it safely, they are willing to do.

**Comprehensive Plan**

**WURSTER** Mr. Wurster brought forward an item concerning the Steering Committee of the Comprehensive Plan. They have not met for some time, and as Chairman, Mr. Wurster wanted to bring individuals up to date, what the transition is, etc.

**SWOMLEY** Chairman Swomley stated he thought it was a great idea. He suggested Mr. Wurster reach out to Abby to set up a Zoom meeting.

**Mark Renzini, Police Pension Fund**

**SWOMLEY** Chairman Swomley had received an email from Mark Renzini to schedule a meeting. He did not have his email but will send it out to the board. Based on what his request is after he re-reads it, he will attempt to set up a meeting.

**4. ADJOURNMENT**

**SWOMLEY** Chairman Swomley adjourned the meeting at 7:00 p.m.

Respectfully submitted,

Doreen K. Bowders  
Secretary

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