

**SPRINGETTSBURY TOWNSHIP
REGULAR MEETING**

**JUNE 22, 2017
APPROVED**

The Springettsbury Township Board of Supervisors held a Regular Meeting on Thursday, June 22, 2017 at 7:00 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
Kathleen Phan, Assistant Secretary/Treasurer
Bill Schenck

MEMBERS NOT

IN ATTENDANCE: Blanda Nace

ALSO IN

ATTENDANCE: Benjamin Marchant, Township Manager
Charles Rausch, Solicitor
John Luciani, Civil Engineer
Dennis Crabill, Environmental Engineer
Jessica Fieldhouse, Director of Community Development
Mark Hodgkinson, Director of Public Works/WWT
Dori Bowders, Manager of Administrative Operations
Nitza Sanchez-Bowser, Director of Human Resources
Colin Lacey, Director of Parks and Recreation
Sandra Ratcliffe, Interim Finance Director
Dan Stump, Chief, Police Department
John Woods, YAUFRR
Jean Abrecht, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

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

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

SWOMLEY Chairman Swomley announced that there had been no Executive Sessions since the last meeting.

3. COMMUNICATION FROM CITIZENS

There were no citizen comments.

4. ENGINEERING REPORTS

A. Environmental Engineer – Buchart Horn, Inc.

CRABILL Mr. Crabill had submitted a written monthly report. He provided documentation to the board with comments on the Triplet Springs review.

SWOMLEY Chairman Swomley indicated he would take some time to digest the review.

B. Civil Engineer – First Capital Engineering, Inc.

LUCIANI Mr. Luciani had submitted his monthly report and had several updates to report.

- Quattro Plan was re-submitted to the township.
- Wallingford Development – Concrete repairs are being made, and a bituminous paving contractor has been scheduled. All items should be done within the next month, and progress is being made. The residents appear to be satisfied.
- Chesapeake Bay Pollution Reduction Plan – The County cancelled its monthly June 28th meeting. Next meeting will be August 23rd.

5. CONSENT AGENDA

- A. Acknowledge Receipt of February 21, 2017 York Area United Fire and Rescue Commission Fire Pension Minutes
- B. Acknowledge Receipt of April 18, 2017 York Area United Fire and Rescue Commission Meeting Minutes.
- C. Acknowledge Receipt of May 31, 2017 Treasurer’s Report
- D. Board of Supervisors Regular Meeting Minutes – May 11, 2017
- E. Board of Supervisors Regular Meeting Minutes – May 25, 2017
- F. Regular Payables as Detailed in Payable Listing of June 22, 2017
- G. Authorization to Approve Tax Refund Request for Tax Year 2017 – Ann Marie B. Campbell (Parcel #46-LJ-91) in the amount of \$15.53
- H. Authorization to Approve Tax Refund Request for Tax Year 2017 – BLM Construction LLC (Parcel #46-02-0004) in the amount of \$32.79
- I. Authorization to Approve Tax Refund Request for Tax Year 2017 – Daren C. Zimmer (Parcel #46-08-165) in the amount of \$125.97
- J. LD-15-03 – Northpoint Development (Reapproval)

**MR. DVORYAK MOVED TO APPROVE CONSENT AGENDA ITEMS A THROUGH J.
MOTION UNANIMOUSLY CARRIED.**

SWOMLEY Chairman Swomley, with the board's consent, moved the audit report by Stambaugh Ness forward on the agenda.

14. NEW BUSINESS

- A. General Fund Audit Report from Stambaugh Ness for the Period January 1, 2016 through December 31, 2016.
- B. Sewer Fund Audit Report from Stambaugh Ness for the Period January 1, 2016 through January 31, 2016.

HOGENTOGLER Rick Hogentogler, Partner with Stambaugh Ness and Krista Gardner, also a Partner with Stambaugh Ness, provided an overview of the 2016 audit results. A written Summary of Audit Results had been provided to the board.

GARDNER Krista Gardner provided an oral summary of the audit report. She noted that Stambaugh Ness had certain responsibilities as Auditor in accordance with Auditing Standards generally accepted in the United States. They form an opinion as to whether the financial reports and statements are correct, fairly presented and in accordance with requirements by DCED and generally accepted accounting principles. They did not find anything that needed to be disclosed.

Development Authority – There was no change from prior years. The reports for GASB 34 and DCED-04 are required by State of Pennsylvania. Everything the state had required was followed, and there was an unmodified or clean opinion with no change from prior years.

Township -

- Budget vs. Actual – 2016 Revenues were \$715,000 above budget.
Refund of Prior Expenses - \$140,000 above budget.
Expenses – Under budget about \$423,000.
Positive variance from the Budget of \$1.1 million

Sewer Fund – Operating Results in excess of Expenses over Revenues - decrease in Net Position of just under \$900,000

HOGENTOGLER Mr. Hogentogler stated some further responsibilities as Auditor which includes meeting with Management and Boards of Directors. There were no conflicts or disagreements. There were no significant accounting changes. Matters of Internal Control revealed there were no material weaknesses to communicate. An item that is deemed to be a significant deficiency is consistent with the past that states that Stambaugh Ness assists with the preparation of the Financial Statements. The staff of the township is very talented in handling the statements. With regard to cross-training of employees, last year's audit revealed a significant deficiency. They were pleased to report that Management and Staff

had been working towards this and have sufficiently filled in the gaps. He thanked the Board of Supervisors for the relationship and for the opportunity to present the Audit Report.

6. BIDS, PROPOSALS, CONTRACTS, AND AGREEMENTS

- A. Authorization to Execute Agreements with Met Ed Allowing Fiber Optic Cable Attachment to Existing Poles Along East Market Street (Adaptive Signals Project)

MR. SCHENCK MOVED TO AUTHORIZE THE AGREEMENT WITH MET-ED ALLOWING POLE ATTACHMENTS ALONG EAST MARKET STREET. MOTION UNANIMOUSLY CARRIED.

- B. Authorization to Approve Scope of Services Agreement with Aquatic Resource Restoration Company (ARRC) for MS4 Concept PRP Assistance in an amount not to exceed \$10,180

MR. SCHENCK MOVED TO APPROVE THE SCOPE OF SERVICES AGREEMENT WITH AQUATIC RESOURCE RESTORATION COMPANY (ARRC) FOR MS4 CONCEPT PRP ASSISTANCE IN AN AMOUNT NOT TO EXCEED \$10,180.

- C. Authorization to Submit Funding Application to York County CDBG Program Requesting Allocation of \$20,000 for the Township's Comprehensive Plan Update

MR. DVORYAK MOVED TO AUTHORIZE SUBMITTING THE FUNDING APPLICATION TO YORK COUNTY'S CDBG PROGRAM REQUESTING AN ALLOCATION OF \$20,000 FOR THE TOWNSHIP'S COMPREHENSIVE PLAN UPDATE. MOTION UNANIMOUSLY CARRIED.

7. SUBDIVISIONS AND LAND DEVELOPMENT

There were none for action.

8. COMMUNICATION FROM SUPERVISORS

PHAN Ms. Phan mentioned that she had seen a notation on Facebook that the Library is a huge hit. Residents are very excited for the continuation with the Satellite Library. Ms. Phan did not realize the incredible number of people who actually use the library. In addition, some did not know it was there and now they do. It was good to continue the program.

SCHENCK Mr. Schenck had been approached by a resident who commented on sidewalks that had deteriorated. He wondered if the township continued the program of identifying sidewalks needing repair.

FIELDHOUSE Ms. Fieldhouse responded that they had sent out notices to individual property owners to repair their sidewalks. She noted that there is no program in place specifically towards identifying sidewalks that need repaired on a proactive basis.

SCHENCK Mr. Schenck recalled an effort made at one time where specific areas would be reviewed on a rotating basis where they were marked for repair.

PHAN Ms. Phan commented that, because of staffing, the township is not actively out looking for things. However, the residents are always encouraged if they see something to let the township know.

SWOMLEY Chairman Swomley suggested that there could be a notation on the website to Report a Pot Hole or Repair a Sidewalk.

MARCHANT Mr. Marchant indicated it would be a good topic for the board discussion next week during the strategic direction of the Township and how we can better meet the needs and the service levels of the community. He added there is a phone app called See Click Fix that could be used. They are checking on other vendors for the app. The price tag was \$9,980 and perhaps something could be developed internally.

PHAN Ms. Phan noted that in her area people park their cars and block the sidewalk. People with carriages and with canes have to go out around the car into the road. She noted that was what she heard more than the sidewalks being bad.

SCHENCK Mr. Schenck noted he had looked on the website at the Ordinance Section and found reference to the sidewalks; however, it said it was not now valid.

RAUSCH Solicitor Rausch responded that he and Ms. Fieldhouse had a conversation about it. Those sections became invalid when the International Property Maintenance Code was adopted, but they had never been Codified properly.

SCHENCK Mr. Schenck commented that there is some confusion in the way it is read.

FIELDHOUSE Ms. Fieldhouse indicated she would review it with Solicitor Rausch. She will review the specific sections and if the board does not like what is in place, it can be modified.

SWOMLEY Chairman Swomley reported that some people he works with in Lancaster drive from West Manchester to Lancaster every day. They indicated they noticed a marked improvement in their travel time of about 10 minutes.

SCHENCK Mr. Schenck noted that driving west to east it's great.

RAUSCH Solicitor Rausch stated the ones going north to south sit and wait.

SWOMLEY Chairman Swomley commented that the meeting next week is coming at a good time as he has heard a number of comments from residents about the state of the Galleria Mall. Some businesses there wait all day for someone to come in and spend money. That is a high priority for things to discuss next week. He noted the meeting is a public meeting and anyone can attend. It will be held at Wyndridge Farm from 3 p.m. to 9 p.m.

9. COMMITTEE REPORTS

There were no committee reports.

10. SOLICITOR'S REPORT

RAUSCH Solicitor Rausch stated he had nothing to add to his written report unless the board had questions.

SWOMLEY Chairman Swomley asked for a status report on the Shawan Lane property.

RAUSCH Solicitor Rausch responded that they are investigating the one remaining property.

FIELDHOUSE Ms. Fieldhouse responded that there is still encroachment in the easement downstream from 1800 Shawan Lane, which is the beginning easement for the bypass swale. She noted that 3365 Sorrel Ridge Road has a fence and a shed encroaching on the easement. A number of comments included were:

- Original contractor did not hold the design of easement in place, made the grading drastic instead of gradual sloping.
- Property owner requested a permit to build a fence and put up a shed, which encroached further on the 30, 35-foot easement granted by the department. Need for review with Solicitor Rausch.
- Easement was not identified on the application.

SWOMLEY Chairman Swomley noted that it should be referred to as 3675 Sorrel Ridge.

SWOMLEY Chairman Swomley questioned Solicitor Rausch about the next step to filing a Petition for 1190 Graham Street. He asked if he had filed the petition.

RAUSCH Solicitor Rausch responded that he had filed the Petition. He is attempting to get the Court's attention on it in order to get it resolved. That will be setting the fine.

11. MANAGER'S REPORT

A. Manager's Report

MARCHANT Mr. Marchant provided several updates to the board.

Liquid Fuels - Progress was made with issues surrounding the Auditor General findings pertaining to their alleged allegations that the township had inappropriately spent Liquid Fuels. The Auditor for PennDOT audited the township books for 2016. The audit included Operations and Maintenance, Routine Maintenance, and Routine Maintenance of Traffic Control Signals. The Auditor separated the labor from the material costs as one is non-biddable, which brings the overall cost of the other below the threshold, and the township avoids the need to reimburse funds. With regard to the liquid magnesium, a review is being done to see if their eligibility list was changed. Their attorney is involved.

MARCHANT Mr. Marchant reported that the Recycling Committee has been involved in the Solid Waste Contract, and they are satisfied with the status quo.

PHAN Ms. Phan noted she had some questions for Colin Lacey concerning his report. She noted the Staff Directors had been turning down jobs because of pay. She asked if they had mentioned how much of a difference it was.

LACEY Mr. Lacey responded that some of the jobs were just typical factory jobs that lasted eight weeks and they were willing to give them \$11.00 to \$11.25; some were up to \$12.00. He noted all applicants were very qualified and working on Bachelor's Degrees. The position with the township compliments their resume and allows them to build experience. He commented that it seemed as though they were more interested in instant gratification of funds versus resume' experience. He added he thought \$9.00 an hour was quite fair in comparison to other municipalities in the state.

PHAN Ms. Phan commented about Augustus Schaefer Park cross walks. She suggested the little men that hold an orange flag that says slow and it draw's people's attention. The crosswalk is a great idea and even little items will be helpful for the safety of the children.

LACEY Mr. Lacey stated that he had noticed in school zones the neon turtle with the red hat and flag is used. Those are things that complement the environment.

PHAN Ms. Phan noted she had attended two of the Sounds of Summer concerts and they were packed. She asked about the donations coming in.

LACEY Mr. Lacey indicated they are streamlining anywhere between \$100 and \$150 an evening.

PHAN Ms. Phan thanked him for all he was doing.

SWOMLEY Chairman Swomley asked Ms. Fieldhouse about an item in her report of Rezoning Requests. He did not notice an address.

SCHENCK Mr. Schenck noticed that, but when he had read the minutes he thought she referred to Stoneridge Drive.

FIELDHOUSE Ms. Fieldhouse apologized and stated that it was Cinema and Stoneridge. Planning Commission reviewed it and it was advertised for their meeting in July. It will be before the board in August. Further it was sent to the York County Planning Commission and they approved it.

12. ORDINANCES AND RESOLUTIONS

A. Ordinance No. 2017-05 – Establishing No Parking Zone on Both Sides of Yorklyn Gate Between East Market Street and Stuart Drive.

MR. SCHENCK MOVED TO ADOPT ORDINANCE 2017-05 – NO PARKING ON YORKLYN GATE. MOTION UNANIMOUSLY CARRIED.

- B. Ordinance No. 2017-06 – Establishing 25 M.P.H. Speed Limit on Lehigh Road Between Plymouth Road and Cortleigh Drive

MR. DVORYAK MOVED TO APPROVE ORDINANCE NO. 2017-06. MOTION UNANIMOUSLY CARRIED.

- C. Resolution No. 2017-36 – Declaring August 1, 2017 National Night Out

MS. PHAN MOVED TO APPROVE RESOLUTION NO. 2017-36 DECLARING NATIONAL NIGHT OUT ON AUGUST 1, 2017. MOTION UNANIMOUSLY CARRIED.

12. OLD BUSINESS

- A. Proposed Revisions to Fee Schedule – Department of Community Development – Resolution 2017-37.

MR. SCHENCK MOVED TO APPROVE RESOLUTION 2017-37 WHICH AMENDS THE TOWNSHIP FEE SCHEDULE AS PRESENTED THIS EVENING AS EXHIBIT A. MOTION UNANIMOUSLY CARRIED.

13. NEW BUSINESS

- A. Acknowledge Receipt of General Fund Audit Report from Stambaugh Ness for the Period January 1, 2016 through December 31, 2016.
- B. Acknowledge Receipt of Sewer Fund Audit Report from Stambaugh Ness for the period January 1, 2016 through January 31, 2016.

MR. SCHENCK MOVED TO ACKNOWLEDGE RECEIPT OF THE TWO AUDITS, THE GENERAL FUND AUDIT REPORT AND ALSO THE SEWER FUND AUDIT REPORT. MOTION UNANIMOUSLY CARRIED.

14. ADJOURNMENT

SWOMLEY Chairman Swomley adjourned the meeting at 7:56 p.m.

Respectfully submitted,

Doreen K. Bowders
Secretary

ja