

**SPRINGETTSBURY TOWNSHIP  
STRATEGIC PLANNING SESSION**

**AUGUST 30, 2018  
APPROVED**

The Springettsbury Township Board of Supervisors held a Strategic Planning Meeting on Thursday, August 30, 2018 at 3:00 p.m. at Wyndridge Farms, 885 S. Pleasant Avenue, Dallastown, PA.

**MEMBERS IN**

**ATTENDANCE:** Mark Swomley, Chairman  
George Dvoryak, Vice Chairman  
Kathleen Phan, Assistant Secretary/Treasurer  
Blanda Nace, Supervisor  
Charles Wurster, Supervisor

**ALSO IN**

**ATTENDANCE:** Benjamin Marchant, Township Manager  
Dori Bowders, Manager of Administrative Operations  
Teresa Hummel, Finance Director  
Jessica Fieldhouse, Director of Community Development  
Nitza Sanchez-Bowser, Director of Human Resources  
Mark Hodgkinson, Director of Public Works/WWT  
Dan Stump, Chief, Police Department  
Colin Lacey, Director of Parks and Recreation  
Andy Hinkle, Manager of Information Systems  
Abby Gibb, Communications Manager  
Jean Abrecht, Stenographer

Call to Order

Chairman Swomley called the Strategic Planning Session to order at 3 p.m.

Connection and Purpose

Chairman Swomley stated the purpose for the session was to hear from each department head and discuss future planning for year 2019 and beyond.

Capital Improvement Projects Review and Discussion

The board discussed a Capital Improvement Plan for the future years of 2019 through 2023. This included buildings, improvements, machinery and equipment, collection lines, treatment plant, transportation equipment, furniture and fixtures and infrastructure assets. The current plan includes capital expenditures totaling \$52,108,270.

Abby Gibb presented several items for consideration for the Administration/Communications Departments. She listed conditions of township signage, digital recognition with website update, York Media, Social Media and enhanced branding recognition with key elements throughout the community. Funding sources would come through Capital Improvement Fund.

Capital Improvement Projects (continued)

Jessica Fieldhouse presented the Capital Improvement Plan for Community Development. She itemized a number of items of focus for her department. These included the purchase of Trimble GPS Units to provide mapping of the entire township; the MS4 Chesapeake Bay Pollutant Reduction Plan goals, management and compliance along with revenue creation; line televising of existing conditions, aging stormwater infrastructure; creating aerial photography of township impervious coverage; compliance of Stormwater Management Ordinance; completion of Comprehensive Plan; Multi-Year Document Archiving; and updating Plans and Ordinances.

#### Financial Position and Forecasts

Teresa Hummel presented some of the finance projections for IT Improvements, which included Tyler Notify, a system that provides alert notification to citizens (road construction, closings, warnings, payments due), vendors and employees.

Andy Hinkle presented his proposed purchases for MIS-IT-Computer/Laptop Replacement. His plan is to replace over a five to seven-year time period a total of 71 computers and 25 laptops. In addition, three virtual servers that are the backbone of the network systems currently run 37 servers and workstations to be replaced on a five-year cycle. It is planned to replace network UPS devices for battery backup and surge protection during power outages or electrical storms. IP desk phones to be replaced to increase speed and production rates to PC's and staff with 1 GB speeds. Eight security cameras to be upgraded along with upgrades to the park A/V and lighting systems in the amphitheater. He had received feedback from the current vendor.

Colin Lacey noted that during the Sounds of Summer Concert Series, that is all third-party equipment that is brought in; they charge \$750 for the two speakers. Updating the speakers would cut back on the charge That's a standard charge, \$750 to \$800 for just general concert service, for each performance. Sounds of Summer is the type of program that is worth that type of equipment.

Kathleen Phan commented that not having to pay the \$750 charge would provide a lot of return on investment.

Andy Hinkle added that the new lighting system with LED lighting under consideration will allow multiple colors, for instance at Christmas time, there could be a background of green. It has a lot of possibilities. They are searching for grants and sponsorships through the York County Visitor's Bureau.

#### Police Department

Dan Stump presented the plan for the equipment needs in the Police Department. He indicated that there may be four vehicles replaced in 2019. The goal is to replace two marked vehicles, a 2013 sedan with 135,000 miles and one that has 105,000 miles. In addition, replace two unmarked vehicles, a 2005 and a 2010 that are beyond their life. He stated that the Record Management System is to be replaced, considering the COTY system; in-car computer. The current system is outdated. He included the purchase of the Watch Guard In-Car server and

Body-Camera server; Firearms Range Improvement including interactive targets at 25 yards; rain gutters on the pavilion and a roof over the target system.

Public Works

Mark Hodgkinson presented the Department of Public Works plan beginning with the Davies Drive Railway Crossing. Total estimated costs: \$850,000 spread over several years.

Mr. Marchant interjected that his expectation is that McMahon will be ready to submit the township's application to the PUC in a few weeks. They are waiting on the results from YAUFRR for the timing to run from the central station on Commons Drive to the nursing home without using the bridge. That will be given to McMahon and sent to the legal counsel and Lobbyist to do a final review before it goes to the PUC. Once they've given it their blessing, it will be sent to the PUC. They will start the process and it is Mr. Marchant's hope that this could be a project hitting the green light before the end of 2020. Budgeting that can be extended to the following year, but funding can be carried over. The Davies Drive crossing is a long-standing aspiration of the township, which is to be financed either from the Fund Balance or with other contemplated project financing. The design estimate was completed but may be negotiated with the railroad.

Mr. Hodgkinson continued with his request for a number of vehicles. Need a second park utility vehicle for Springettsbury Park (\$15,000 – 2019); Replace Vehicle #34 & Progressive Mower, 1996 John Deere \$70,000-2019); Replace Vehicle #26 – 1987 Ford tandem-axle dump truck; vehicle is used heavily for leaf collection and snow removal (\$185,000-2020). Replace #25, 2002 Freightliner single-axle dump truck (\$190,000-2021). Replace Vehicle #33, 1994 John Deere backhoe (\$120,000 – 2023); Vehicle #23, 2006 Freightliner single-axle dump truck (\$195,000-2022).

Buildings: Replace 14 windows & 3 exterior doors in Administration Building (\$28,000-2019); Replace Roof on Police Station (\$80,000-2020); Replace HVAC System for Police Station (\$100,000-2020); Replace HVAC System for Administration Building (\$275,000 – 2020); Replace Roof, Siding & Windows on Public Works Red Barn (\$75,000) – 2019).

Parks and Recreation

Colin Lacey itemized several items for consideration which focused on restoration projects, adding new attractions to the township, and maintenance.

Additional parking lot next to the tennis courts for more accessibility flip it and add 50 more parking spots with several more ADA spots and an exit for a better flow. (\$100,000 spread over two years, 2019, 2020).

Augustus H. Schaefer Park – Master Park Plan in 2009. Park no longer meets ADA requirements and needs upgrades of current conditions. Recommendation is to consider the aesthetics and cosmetics budgeted at \$150,000 spread over 3 years. Restoration project would increase property value. Could be used for Little League, T-ball teams, Pickleball or tennis

courts but parking limited. Mr. Lacey noted that money received through developments must be wisely distributed within three years (\$225,000),

Camp Security Park - Mr. Lacey had been working with Friends of Camp Security, and in addition, with Ann Yost who could provide a Master Plan for Camp Security at a cost of \$40,000 budgeted for 2019.

FitCore Course - Landscape Structures could provide a custom fitness course similar to the Ninja Warriors for age groups 5-12; adults 13+. Costs for this would be \$70,000 for equipment only with safety surfaces (\$125,000 over 3 years). In addition he discussed an Outdoor Fitness Court at a cost of \$120,000, a portion of which could be covered by a \$30,000 grant if completed during 2019.

Mr. Dvoryak commented on potential liability issues but was advised it would be no different from any liability currently in place.

Splash Pad – A Splash Pad could complement the Township Park, the playgrounds and the fitness courses. It could have four different splash effects with additional themes. It would be chlorinated and could be supported if placed near the pavilion. Costs for the entire splash pad at \$600,000 budgeted out to 2023; maintenance and chlorine, etc. to cost approximately \$2,000 a year.

Ms. Fieldhouse stated that Community Development has been working with Parks and Recreation to do a complete inventory and condition analysis of all of the park lands for the Comprehensive Plan update; also that Comprehensive Plan will have those implementation suggestions for updates and new equipment. By next year the Capital Improvement Plan process will have a park plan even in a draft form that can be used to plan for the other park areas.

Mr. Marchant added that one gentleman offered to update the parks lighting at the basketball courts with LED lighting. He is a vendor and proposed a \$30,000 investment/upgrade for the basketball courts, tennis courts and volleyball. He was going to donate \$12,000 to \$30,000 just for the basketball courts. Changing to LED lights would provide better brightness and coverage.

Mr. Wurster mentioned that there had not been enough budgeted funds to do the field maintenance. He asked if it would make sense to make investments in the fields with some of the Capital investment funds.

Mr. Lacey indicated he had a smaller line item for maintenance, which comes from Public Works. He added if he could have the capacity to have True Green come in for re-seeding, that would be helpful.

#### Intermunicipal Sewer

Mr. Hodgkinson reported that this portion is shared funding from the Sewer Capital Improvement Fund. He itemized a number of items for consideration. The Biosolids

Containment area has not been touched since 1984 and need upgrades; cost \$1,000,000 budgeted out to 2023; Buchart-Horn to do an evaluation/study. Secondly the Biosolids Handling condition need consideration for upgrade budgeted \$75,000 in 2019. The Fats, Oils, Grease (FOG) Acceptance process will require some equipment upgrade at a cost of \$2,580,000 in 2019, \$1,720,000 in 2020 for a total cost of \$4,300,000. The Raw Sewage Pumping System and Miscellaneous Improvements are listed for replacement at \$2,580,000 in 2019 and \$1,720,000 in 2020; total \$4,300,000. Costs will be from the Shared Sewer Capital Improvement Fund and from borrowing.

Mr. Hodgkinson added several additional trucks/vehicles for consideration: #905, a 2000 International tri-axle dump truck is in fair condition; cost \$185,000 budgeted in 2019. Vehicle #906, a 2001 tri-axle dump scheduled for 2020 replacement at \$190,000; third one is the maintenance vehicle #912 Ford F-550 utility budgeted at \$115,000 in 2019. Finally #923, a 1986 John Deere farm tractor budgeted for \$140,000 in 2021.

#### Wastewater Treatment Plant

Mr. Hodgkinson presented the Treatment Plant items for consideration, which are not included in the Shared Sewer Capital Improvement. He noted that the vehicles housed at Public Works do the Sanitary Sewer maintenance and the pipe lines specifically. There are several neighborhoods on the list to rehabilitate:

- Fayfield Public Works Sanitary Sewer Rehab (Total \$1,500,000 spread as follows: 2019 - \$100,000; 2020 - \$300,000; 2021 - \$500,000; 2023 - \$600,000)
- Yorkshire (north of Kingston Rd) and North Hills Road (between Route 30 and the railroad tracks) budgeted at \$800,000 in 2019.
- Haines Acres – budgeted at \$1,600,000 budgeted out to 2023.

Mr. Hodgkinson reported that in western part of Pennsylvania there are ordinances that, at the time of a house transfer, the laterals must be tested. If it doesn't pass, the owner must take measures to make it pass. It is the least painful time for people because money is changing hands. More discussion will come on the subject during the budget review. Vehicle #925, a backhoe is scheduled for replacement in 2020 at \$150,000.

#### Financial Position and Forecast

Teresa Hummel presented an in-depth Five-Year Financial Plan for the years 2019 through 2023, forecasting the revenues and expenditures. Booklets were provided with the documentation of the plan. She provided an overview of the goals focusing on the General Fund, Sewer Fund. A Five-Year Outlook was created showing different scenarios over the five years to show impacts on the finances of the township. The Plan was very detailed, and for the purposes of these minutes referring to the detailed booklet would be preferred.

Conclusions summarized:

- Might be preferable not to move the police station to the Public Works area.

- Tax increases every year are healthy.
  - Casino will bring revenue into the township; very conservative budgeting for casino.
  - Finance Director would prefer to have 10% of the budget in reserves.
  - Consider a Contingency line item in the budget for unanticipated expenses.
  - There are potential redevelopment incentives for taxing and financing.
  - Traffic issues to be addressed with Transportation Master Planning.
  - Continue to hold developers to tough standards.
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- Redevelopment at Galleria Mall could be added condos or senior living, which would help with the transportation system.
  - More town center kinds of environment; more public transit or alternative transit.
  - Police building definitely has issues and needs attention.
  - Potential to impose fees for impervious and taxes to residents
  - Township follows its own guidelines, rules and procedures in development.
  - Consideration for any potential in an economic downturn.

Mr. Marchant asked whether the board would like to schedule a follow up work session in a few weeks for a review and direction. The next Work Session will be held September 27, 2018 at 6 p.m. to 7 p.m.

Chairman Swomley adjourned the meeting at 8:35 p.m.

Respectfully submitted,

Doreen K. Bowders  
Secretary

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