

**SPRINGETTSBURY TOWNSHIP
REGULAR MEETING**

**OCTOBER 26, 2017
APPROVED**

The Springettsbury Township Board of Supervisors held a Regular Meeting on Thursday, October 26, 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
Bill Schenck

MEMBERS NOT

IN ATTENDANCE: Kathleen Phan, Assistant Secretary/Treasurer
Blanda Nace

ALSO IN

ATTENDANCE: Benjamin Marchant, Township Manager
Charles Rausch, Solicitor
John Luciani, Civil Engineer
Dennis Crabill, Environmental Engineer
Dori Bowders, Manager of Administrative Operations
Teresa Hummel, Finance Director
Jessica Fieldhouse, Director of Community Development
Mark Hodgkinson, Director of Public Works/WWT
Colin Lacey, Director of Parks and Recreation
Nitzsa Sanchez-Bowser, Director of Human Resources
Dan Stump, Chief, Police Department
Dan Hoff, Chief, YAUFRR
Jean Abreght, 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 CITIZEN

There were no communications from citizens.

4. ENGINEERING REPORTS

A. Environmental Engineer – Buchart Horn, Inc.

CRABILL Dennis Crabill had provided his monthly report. He had no alterations to his report but offered to respond to questions.

SWOMLEY Chairman Swomley thanked him for the work done on Eastern Boulevard.

B. Civil Engineer – First Capital Engineering, Inc.

LUCIANI John Luciani had provided his monthly report and had several updates.

Wallingford –

- Paving was completed in some of the cul-de-sacs and will continue until completed. Following that the internal streets will be done and then Eastern Boulevard.
- Between First Capital and Public Works, a number of manholes were identified as having been cracked by snow plows. The contractor has cooperated and made repairs.
- Mr. Luciani indicated the residents seem very happy with the progress.

DVORYAK Mr. Dvoryak questioned the status of the Bond.

LUCIANI Mr. Luciani responded that every day they work on the project they are much closer to making the township whole. When they get the interior streets completed, there is plenty of money to do Eastern Boulevard. They have done a lot of work with curb replacement and inlet repairs, etc. Mr. Luciani and Ms. Fieldhouse are coordinating a meeting about the landscaping.

FIELDHOUSE Ms. Fieldhouse stated the meeting is scheduled for Tuesday, October 31st at 10:30 a.m.

LUCIANI Mr. Luciani reported that he had taken some photos of the Trout Run Road improvements, which turned out very nicely.

SWOMLEY Chairman Swomley commented that he had driven it and agreed.

5. CONSENT AGENDA

- A. Acknowledge Receipt of September 2017 Treasurer’s Report
- B. Acknowledge Receipt of September 19, 2017 York Area United Fire and Rescue Commission Special Meeting Minutes
- C. Acknowledge Receipt of September 19, 2017 York Area United Fire and Rescue Commission Meeting Minutes
- D. Board of Supervisors Public Hearing Minutes – October 12, 2017
- E. Board of Supervisors Regular Meeting Minutes – October 12, 2017
- F. Regular Payables as Listed in Payable Listing of October 26, 2017

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- G. Authorization to Approve Tax Refund Request for Tax Year 2012 – Equity Industrial A York, LLC (Parcel #46-JJ-20C) in the amount of \$2,685.24
- H. Authorization to Approve Tax Refund Request for Tax Year 2013 – Equity Industrial A York, LLC (Parcel #46-JJ-20C) in the amount of \$2,865.72
- I. Authorization to Approve Tax Refund Request for Tax Year 2014 – Equity Industrial A York, LLC (Parcel #46-JJ-20C) in the amount of \$3,159.75
- J. Authorization to Approve Tax Refund Request for Tax Year 2015 – Equity Industrial A York, LLC (Parcel #46-JJ-20C) in the amount of \$3,175.03
- K. Authorization to Approve Tax Refund Request for Tax Year 2016 – Equity Industrial A York, LLC (Parcel #46-JJ-20C) in the amount of \$3,435.81
- L. Authorization to Approve Tax Refund Request for Tax Year 2017 – Equity Industrial A York, LLC (Parcel #46-JJ-20C) in the amount of \$3,454.59
- M. Authorization to Approve Tax Refund Request for Tax Year 2017 – Jeffrey & Cindy Hoke (Parcel #46-08-117) in the amount of \$11.17
- N. LD-16-01 – Misericordia Nursing and Rehab Facility – Authorization of Bond Reduction in the amount of \$42,038 (remaining bonded amount \$15,620.70)
- O. LD-16-05 – Time Extension – Quattro Development (11/15/17)
- P. SD-17-05 – Time Extension – Quattro Development (12/14/17)
- Q. CU-17-01 – Springetts Commons Conditional Use Public Hearing – Time Extension to November 30, 2017
- R. Approval to Extend the Auditing Services Agreement with Stambaugh Ness for the 2017 Year End Audit (Option 1 of the Agreement Approved in 2015)

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

6. BIDS, PROPOSALS, CONTRACTS, AND AGREEMENTS

- A. Authorization to Execute Deed of Dedication – Parcel 108A – Brookedge Lane (Camp Security)

MR. SCHENCK MOVED TO AUTHORIZE THE EXECUTION ON THE DEED OF DEDICATION, PARCEL 108A. MOTION UNANIMOUSLY CARRIED.

- B. Authorization to Execute Municipal Agreement with ARMAR, Inc. d/b/a/ White Rose Ambulance for Provision of Ambulance Service Beginning January 1, 2018.

MR. DVORYAK MOVED TO AUTHORIZE EXECUTING THE MUNICIPAL AGREEMENT WITH ARMAR, INC. FOR PROVISION OF AMBULANCE SERVICE BEGINNING JANUARY 1, 2018. MOTION UNANIMOUSLY CARRIED.

7. SUBDIVISIONS AND LAND DEVELOPMENT

There were none for action.

8. COMMUNICATION FROM SUPERVISORS

There were no Supervisor comments.

9. COMMITTEE REPORTS

A. Historic Preservation Committee

SMITH Steve Smith presented a report for the Historic Preservation Committee. For the purposes of these minutes the report is summarized:

- June Frick has resigned from the committee for health reasons. She served faithfully for 15 years. He requested that the vacancy be filled as soon as possible.
- The number of Historically Significant Properties in the township stands at 103.
- An electronic copy was submitted to Ms. Fieldhouse to begin putting maps together for the next Comprehensive Plan.
- The Historic Plaque Program – The Committee has revisited this project, for which a number of historic property owners (10) have shown interest. The Committee respectfully requested \$1,000 in the 2018 Budget as initial seed money for the plaques, which will be paid for by the homeowners.
- Historic Sites Program – Suggest signage be placed in significant areas with factoids about Springettsbury; perhaps two each year. This would add another \$1,000 to the 2018 Budget for the Historic Preservation Committee. This project would be addressed during a Committee work session.

SCHENCK Mr. Schenck questioned the history of the township seal and whether it had any significance.

SMITH Mr. Smith provided historical information concerning the seal:

- The knight is the Coat of Arms for Sir William Springett.
- The coat of arms for Springettsbury was quartered and two put in. The other two are what normally is the bookmark of William Penn.
- They simply combined a Penn symbol and a Springett symbol to create the Coat of Arms.
- It symbolizes Springett Penn.

MARCHANT Mr. Marchant stated he was really happy to know there is a significance in the two designs on the shield. A quartered shield is what was done for female nobility to represent both the original family and the married family's houses.

10. SOLICITOR'S REPORT

A. Solicitor's Report

RAUSCH Solicitor Rausch provided an additional update on Wallingford. Ms. Fieldhouse had received the report from Land Planning, Inc. about the 10 acres of wetlands. The report was forwarded to the HOA representative, who was happy to receive it. In order for the transfer of 10 acres to take place, it is necessary to follow the Uniform Planned Community Act, for which the residents will need 80% of their association to sign the document and have it notarized in order to have it recorded. The township is very willing to assist in terms of providing for the meeting and having a Notary present.

SCHENCK Mr. Schenck brought forward a notation in Solicitor Rausch's report concerning dialogue about the fire station and the desire to build a storage building. The storage building plan at this point is to build at Commonwealth, which is completely owned by the volunteer organization and not involved with township property. Essentially Solicitor Rausch can remove the item from his report.

RAUSCH Solicitor Rausch noted that the township acquired the retention pond next to the fire station. The land on which the fire station was built is owned by the volunteer fire company. They had discussed doing a reverse subdivision and combining the two parcels and closing that loop. He noted that it did not have to be decided immediately, but the entire board should be involved in the decision.

SWOMLEY Chairman Swomley suggested that an item be placed on a future agenda for discussion.

10. MANAGER'S REPORT

A. Manager's Report

MARCHANT Mr. Marchant reported on his recent attendance at a conference on management practices, capital budget planning and performance management. He noted he is excited to put those changes into place. He reminded the board of the next Budget session on November 6th where the staff will develop a proposal and several alternatives for discussion.

Community Development – Departure of the Senior Inspector places more reliance on third party inspections for development. The third-party fees are higher than the township charge. A proposal will come to make the fees instead of a flat fee, a per review or per expected review fee so that small projects where there may only be one or two, it would be \$75 per review. Others that are expected to be many more times, it will be proportionate to the investment, reasonable to meet the expenses.

Snow Removal – Discussion surrounding an increase in the penalty for failure to remove snow from the sidewalks. Currently the fee is \$10.00 for not making an

effort to clear the sidewalks. Following a Citation, then the township hires someone to remove the snow. Mr. Marchant suggested that a stiffer penalty might encourage property owners to clear their sidewalks. He noted that an article was placed in the newsletter, which had already gone to press.

FIELDHOUSE Jessica Fieldhouse noted that in the newsletter she had provided an update regarding snow and ice removal and reiterated all the pertinent sections. She did not discuss a fine.

SWOMLEY Chairman Swomley asked when this would go into effect.

MARCHANT Mr. Marchant responded that he would bring it back at the next meeting and make it effective either immediately or in 30 days. He added it would make sense to have it ready for the snow season.

SWOMLEY Chairman Swomley questioned the current process if someone does not shovel their walks. He asked if the township is actively looking for that.

FIELDHOUSE Ms. Fieldhouse responded that 24 hours after the end of the precipitation event that created the snowfall, she and her staff will be going out to check the primary pedestrian traffic pathways first; East Market Street, Mount Zion, Edgewood, Haines Road, Memory Lane, Eastern Boulevard and then move out from there. At some point, they will hit capacity and then will start responding on a reactive basis to issues within neighborhoods. Their goal is to really hit the heavily pedestrian traffic areas first.

Currently the process is at 24 hours after the snow event, township staff goes out and places a door knocker giving the property owner a \$10.00 fine and 12 hours to clean everything up. Twelve hours later, if they haven't, then the ordinance permits them to contract with a third party to come out and remove the snow and ice. The new process will create a new behavior and people will take it more seriously.

SWOMLEY Chairman Swomley asked how lawn mowing is handled; per incident or by the size of the job.

FIELDHOUSE Ms. Fieldhouse responded that the third party gives the township an invoice. The property owner must be served appropriately, and then the vendor takes care of the lawn. It is done per incident.

SWOMLEY Chairman Swomley asked whether the same format could be followed for the sidewalk shoving.

FIELDHOUSE Ms. Fieldhouse responded that it was exactly the same format.

SWOMLEY Chairman Swomley commented that rather than a standard \$150 fine whether it's 10 feet of residential sidewalk or 1,000 feet of business, tying the fee to the actual effort involved.

FIELDHOUSE Ms. Fieldhouse responded that the fine could be set per linear feet.

SWOMLEY Chairman Swomley noted that if it would apply to a large business, it may become cheaper for the township to do it for \$150. He added that most businesses are good citizens and would be responsible.

FIELDHOUSE Ms. Fieldhouse responded that she would research and come up with two options.

RAUSCH Solicitor Rausch commented that the fine of \$150 would stay.

SWOMLEY Chairman Swomley responded that there would be the fine plus the amount for the service.

FIELDHOUSE Ms. Fieldhouse indicated that whatever Judge Bloss' office decided the particular complaint is worth, which could be anything up to \$1,000 per the property maintenance code.

SWOMLEY Chairman Swomley added that he sees lawn care and snow removal as cousins, and they should be treated the same way.

MARCHANT Mr. Marchant indicated they would prepare something to that effect and bring it back for consideration. There would be one instance with vacant properties in foreclosure where there's really no one to cite.

SCHENCK Mr. Schenck commented to be careful because the township owns a lot of sidewalk. He would not want someone to be cited if all the township sidewalks weren't taken care of. He was aware it is a big burden for the workers, and sometimes the township doesn't necessarily get all its sidewalks done in 24 hours especially in a big event.

FIELDHOUSE Ms. Fieldhouse mentioned one of the things she covered in the newsletter addressed exactly that. In excessive and severe storm events, the township will provide additional time above and beyond the 24 hours and to watch the website.

11. ORDINANCES AND RESOLUTIONS

- A. Authorization to Advertise Ordinance Amending Chapter 227 of the Code of Ordinances – Property Maintenance.

MR. DVORYAK MOVED TO AUTHORIZE ADVERTISING THE ORDINANCE AMENDING CHAPTER 227 FOR THE CODE OF ORDINANCES FOR PROPERTY MAINTENANCE. MOTION UNANIMOUSLY CARRIED.

12. OLD BUSINESS

There was no Old Business for action.

13. NEW BUSINESS

- A. Acknowledge Receipt of Resignation from Historic Preservation Committee – June Frick

MR. SCHENCK MOVED TO ACKNOWLEDGE RECEIPT OF THE RESIGNATION OF JUNE FRICK FROM THE HISTORIC PRESERVATION COMMITTEE WITH REGRET. MOTION UNANIMOUSLY CARRIED.

SCHENCK Mr. Schenck hoped that the township would honor her properly for her years of service.

- B. Authorization for Township Manager to Draft Funding Commitment Letters for Green Light Go Grant.

MR. SCHENCK MOVED TO AUTHORIZE THE TOWNSHIP TO DRAFT A FUNDING COMMITMENT LETTER FOR THE GREEN LIGHT GO GRANT. MOTION UNANIMOUSLY CARRIED.

- C. Authorization to Assign New Check Signer Effective January 1, 2018

MR. SCHENCK MOVED TO ASSIGN GEORGE DVORYAK AS THE NEW CHECK SIGNER. MOTION UNANIMOUSLY CARRIED.

ADJOURNMENT

SWOMLEY Chairman Swomley adjourned the meeting at 8 p.m.

Respectfully submitted,

Doreen K. Bowders
Secretary

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