

The Board of Supervisors of Springettsbury Township held a Regular Meeting on Thursday, December 11, 2014 at 7 p.m. at the Township Offices located at 1501 Mt. Zion Road, York, PA.

**MEMBERS IN**

**ATTENDANCE:** George Dvoryak, Chairman  
Julie Landis, Vice Chairman  
Mark Swomley, Asst. Secretary/Treasurer  
Bill Schenck

**NOT IN**

**ATTENDANCE:** Kathleen Phan

**ALSO IN**

**ATTENDANCE:** Kristen L. Denne, Township Manager  
Charles Rausch, Solicitor  
John Luciani, Civil Engineer  
Dennis Crabill, Environmental Engineer  
Dori Bowders, Manager of Administrative Operations  
Betty Speicher, Director of Human Resources  
Jack Hadge, Finance Director  
Patricia Lang, Director of Community Development  
Mark Hodgkinson, Director of Wastewater Treatment Plant  
Chief Thomas Hyers, Police Department  
Lt. Todd King, Police Department  
Jean Abreght, Stenographer

**1. CALL TO ORDER**

A. Opening Ceremony

**DVORYAK** Chairman Dvoryak called the meeting to order. He welcomed the attendees and announced that Supervisor Phan would not be in attendance. He led the Pledge of Allegiance.

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

**DVORYAK** Chairman Dvoryak announced that an Executive Session had been held on November 20, 2014 following the regularly scheduled meeting for a personnel matter. No additional Executive Sessions were scheduled.

**3. COMMUNICATION FROM CITIZENS**

**SMITH** Steve Smith, 3638 Pleasant Valley Road, spoke of the termination of Angela Liddick and read a letter from June Frick concerning same. Secondly, he had reviewed the budget and wondered about an item termed, “contingency.”

**DVORYAK** Chairman Dvoryak responded to Mr. Smith’s comments. He noted that the board had a number of budget work sessions going through a proposed deficit and use of savings with roughly \$1.7 million. Reduction of expenses and raising revenues were explored in detail. The “contingency” item is used for unexpected items, such as roof repairs, equipment breakdowns; any kind of unexpected major cost. It includes the fire and security system in the township building which cannot be repaired and must be replaced if problems develop at a cost of \$35,000.

**4. ENGINEERING REPORTS**

A. Environmental Engineer – Buchart Horn, Inc.

**CRABILL** Mr. Crabill had submitted his monthly report and had no changes. There were no questions of his report.

B. Civil Engineer – First Capital Engineering, Inc.

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

- Alpine Road is on the Agenda for approval this date.
- Fineview Drive – Columbia Gas will absorb the gas line repairs on Fineview. Low bid received will prevail along with a few coordination items with Columbia Gas.

**LANDIS** Ms. Landis asked about the activity at the corner of Druck Valley and Mt. Zion Road.

**LUCIANI** Mr. Luciani responded that a zoning permit was issued. There was no land development proposed.

**LANG** Ms. Lang stated that the woman who owns the second house bought both lots and put up the barn. She will be raising lamas. The building permit for the barn was agricultural use. While it is big it is less than five percent of the total size of the property.

**5. CONSENT AGENDA**

- A. Acknowledge Receipt of November 30, 2014 Treasurer’s Report
- B. Acknowledge Receipt of York Area United Fire and Rescue Strategic Planning Meeting Minutes – June 17, 2014
- C. Acknowledge Receipt of York Area United Fire and Rescue Strategic Planning Meeting Minutes – July 15, 2014
- D. Acknowledge Receipt of York Area United Fire and Rescue Strategic Planning Meeting Minutes – October 21, 2014

- E. Acknowledge Receipt of York Area United Fire and Rescue Meeting Minutes – October 21, 2014
- F. Board of Supervisors Regular Meeting Minutes – October 9, 2014
- G. Board of Supervisors Regular Meeting Minutes – October 23, 2014
- H. Board of Supervisors Budget Presentation Minutes – November 20, 2014
- I. Board of Supervisors Regular Meeting Minutes – November 20, 2014
- J. Regular Payables as Detailed in the Payable Listing of December 11, 2014
- K. SD-07-06 – Time Extension – Triplet Springs – Plan Expires 12/16/14 (New Plan Date 3/15/15)
- L. SD-14-03 – Time Extension – William Landis Minor SD – Plan Expires 1/20/15 (New Plan Date 4/20/15)

**SCHENCK** Mr. Schenck commented that three drafts of the October 23<sup>rd</sup> minutes had been submitted for comparison. He stated he intended to move for approval of the Consent Agenda citing the Roberts Rules plus draft for approval.

**MR. SCHENCK MOVED FOR APPROVAL OF THE CONSENT AGENDA WITH APPROVAL OF THE ROBERTS RULES PLUS DRAFT OF THE OCTOBER 23, 2014 BOARD OF SUPERVISORS MEETING. MOTION UNANIMOUSLY CARRIED.**

**LANDIS** Ms. Landis commented that she hoped the minutes could be condensed to a three-page document and, in addition, have the audio remain on the website as an archive item. She asked Ms. Denne to investigate that with IT and report back to the board.

**DENNE** Ms. Denne responded that she would research the matter and determine whether the server has the storage capacity.

**SWOMLEY** Mr. Swomley added that there might be some state guidelines for removal as well.

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

- A. Authorization to Approve Change Order Request No. 1 – D. H. Funk & Sons, LLC – Alpine Road Culvert Project in an amount not to exceed \$3,174.93

**MR. SCHENCK MOVED TO AUTHORIZE THE CHANGE ORDER REQUEST NO. 1, D. H. FUNK & SONS IN THE AMOUNT OF \$3,174.93. MOTION UNANIMOUSLY CARRIED.**

- B. D. H. Funk & Sons, LLC – Request for Payment No. 1- Alpine Road Culvert Project in an amount not to exceed \$79,304.93

**MR. SCHENCK MOVED TO APPROVE PAYMENT OF \$79,304.93 KNOWN AS PAYMENT NO. 1 TO D. H. FUNK & SONS. MOTION UNANIMOUSLY CARRIED.**

- C. Authorization to Award Bid for Fineview Stormwater System Project to Wexcon, Inc. in an amount not to exceed \$121,371.

**MS. LANDIS MOVED TO APPROVE AUTHORIZATION TO AWARD THE BID FOR FINEVIEW STORM WATER SYSTEM PROJECT TO WEXCON, INC. IN THE AMOUNT NOT**

**TO EXCEED \$121,372.00. MOTION CARRIED 3/1. MR. SWOMLEY, MR. DVORYAK AND MS. LANDIS VOTED IN FAVOR; MR. SCHENCK VOTED OPPOSED.**

**7. SUBDIVISIONS AND LAND DEVELOPMENT**

There were none for action.

**8. COMMUNICATION FROM SUPERVISORS**

**LANDIS** Ms. Landis questioned whether YAUFRR recently received North York Borough as an entity coming into YAUFRR.

**SCHENCK** Mr. Schenck responded that YAUFRR signed a services agreement with North York Borough similar to the services agreement York City was providing to North York Borough. This is an agreement where North York Borough will reimburse YAUFRR for occasional services of the Chief, occasional services on certain types of responses. The agreement calls for a a-la-carte fee schedule.

**LANDIS** Ms. Landis questioned how much it would bring to the budget. She added they had been paying \$75,000 a year to York City.

**SCHENCK** Mr. Schenck responded that it is not an apples to apples comparison. York City was paying a flat rate of \$75,000 whereas YAUFRR's rate is based on usage for Chief services, incident service, etc.

**LANDIS** Ms. Landis asked what the dollar amount would be.

**SCHENCK** Mr. Schenck responded he would have to look up the amounts for each service.

**LANDIS** Ms. Landis asked if the board members could have a copy of that fee schedule. She added she was hoping for another \$75,000 for taking on North York Borough.

**SCHENCK** Mr. Schenck noted that the agreement is not the same scope of services.

**DVORYAK** Chairman Dvoryak brought forward an item he had previously discussed concerning individuals who had been charged a late fee for their sewer bill. Each of three individuals are long-time residents of Springettsbury Township and had never been late with their payments. There were unusual circumstances in each case, and Mr. Dvoryak felt strongly that the township should have a solution in place for some grace in these cases. He was aware that staff was working on a process to address such situations.

**MR. DVORYAK MOVED FOR RELIEF TO REDUCE A \$50 PENALTY FEE TO \$15 FOR HELEN KEMP AND REFUND A \$4.96 PENALTY TO HER; TO KATHY HENDRY A REFUND OF \$4.96 FOR A LATE FEE AND TO CHARLES WURSTER A REFUND OF \$4.96 FOR A LATE FEE.**

**LANDIS** Ms. Landis questioned how this could be monitored with respect to refunds, names, amounts and confidentiality.

**DENNE** Ms. Denne responded that there are only three individuals involved at this point. A policy will be developed for the board to adopt. She expected to have something available for the board's review by the second meeting in January.

**SCHENCK** Mr. Schenck expressed the need for caution. He appreciated the spirit in what Mr. Dvoryak was doing and he hoped staff would be able to develop an appropriate policy.

**MOTION UNANIMOUSLY CARRIED.**

**9. SOLICITOR'S REPORT**

**RAUSCH** Solicitor Rausch had provided his written monthly report. He requested direction from the board on the Sounds of Summer Marketing Services Agreement. He recommended signing the 2015 agreement.

**Consensus of the board was to move forward with the Cumulus Radio Marketing Services Agreement for Sounds of Summer, 2015.**

**RAUSCH** Solicitor Rausch stated that the agreement would be provided for approval in January.

**10. MANAGER'S REPORT**

**A. Novus Agenda Software**

**DENNE** Ms. Denne noted that the Novus Agenda Software trial will expire in January. She asked for direction from the board members whether they want to continue. Board responses are summarized:

- Much easier for review; no papers to carry; make notes in the software.
- Very efficient; documents tagged public or not can be electronically copied.
- Controlled device for email; good policy.
- Cost for software and total package: \$11,000 per calendar year.
- Return on investment schedule had been provided as positive.
- Cost/benefit analysis indicates it will pay for itself.

**MR. SCHENCK MOVED TO AUTHORIZE THE MANAGER TO IMPLEMENT THE NOVUS AGENDA SOFTWARE SYSTEM FOR 2015. MOTION CARRIED 3/1; MESSRS. SCHENCK, DVORYAK AND SWOMLEY VOTED IN FAVOR; MS. LANDIS VOTED OPPOSED.**

**SCHENCK** Mr. Schenck suggested that a document be created indicating that the hardware is owned by the township. The board members would sign acknowledging that they have possession and would relinquish the device if there would be resignations, etc. This would provide protection for both the board members and the township.

**DVORYAK** Chairman Dvoryak agreed and added that it would spell out impermissible uses.

**SWOMLEY** Mr. Swomley commented that it would be an Appropriate Use Policy.

**B. PSATS Social Media Award**

**DENNE** Ms. Denne reported that the township had received the Second Place Award for Social Media Usage Excellence through PSATS for all townships in Pennsylvania.

**SWOMLEY** Mr. Swomley congratulated the staff.

**DENNE** Ms. Denne agreed and stated that it is the staff that keeps that up to date. Receipt of the award will be placed on all township social media.

C. Resolution No. 2014-67 – PennDOT Traffic Signal – Eastern Boulevard and Northern Way

**DENNE** Ms. Denne noted that she had received a PennDOT application this date to create an additional traffic control signal for a pedestrian crossing at Eastern Boulevard. She stated that this item would be subject to the approval of the Solicitor and the Engineer before submission to PennDOT.

**LANDIS** Ms. Landis asked about the funds that had been designated for the traffic light.

**LUCIANI** Mr. Luciani responded that both Weaver Eye and First Capital Credit Union had provided \$5,000 each. They had to provide for an upgrade, and there was no connection southbound.

**LANDIS** Ms. Landis asked what the final cost to the township would be.

**LUCIANI** Mr. Luciani responded that the final cost was the developer's responsibility. They modified the signal for pedestrian use, but there was no cost to the township.

**SWOMLEY** Mr. Swomley indicated that the \$5,000 from First Capital and the \$5,000 from Weaver Eye Associates goes in to a fund to upgrade that signal to that adaptive control system at some point in the future.

**LUCIANI** Mr. Luciani noted that the signal has LED's but no battery backup or pre-emption. Battery backup would be the first thing to add.

**MR. SCHENCK MOVED FOR THE ADOPTION OF RESOLUTION 2014-67. MOTION UNANIMOUSLY CARRIED.**

## **11. ORDINANCES AND RESOLUTIONS**

A. Resolution no. 2014-64 – 2015 Budget Adoption.

**MR. SCHENCK MOVED TO APPROVE RESOLUTION 2014-64, TOWNSHIP BUDGET. MOTION CARRIED 3/1; MESSRS. SCHENCK, SWOMLEY AND DVORYAK VOTED IN FAVOR; MS. LANDIS VOTED OPPOSED.**

B. Resolution 2014-65 - 2015 Tax Levy

**MR. SCHENCK MOVED TO APPROVE RESOLUTION 2014-65 SETTING THE PROPERTY TAX MILAGE AT 1 MILS. MOTION UNANIMOUSLY CARRIED.**

C. Resolution No. 2014-66 – Approval of 2015 YAUFR Budget

**MR. SCHENCK MOVED FOR APPROVAL OF RESOLUTION OF 2014-66, APPROVAL OF THE 2015 YAUFR BUDGET. MOTION CARRIED 3/1. MESSRS. SCHENCK, SWOMLEY AND DVORYAK VOTED IN FAVOR; MS. LANDIS VOTED OPPOSED.**

**12. OLD BUSINESS**

A. Windsor Township Beaverson Interceptor Project

**CRABILL** Mr. Crabill reported that there are several pieces to the project. Solicitor Rausch has an agreement with Windsor Township, which is contingent on whether or not Springettsbury will participate. The numbers within that agreement are based on Springettsbury's portion. Mr. Crabill's suggestion to the supervisors was to get the design work done and place it into the bid as an alternate bid item. When that comes back it can be reviewed and if it is too much money, the agreement allows Springettsbury to back out of the project.

**DVORYAK** Chairman Dvoryak asked what the price would be to do the design and engineering work.

**CRABILL** Mr. Crabill responded that it had been broken down in his proposal: Design Phase Fee - \$25,000; Estimated Construction Phase Fee - \$20,000 for a total of \$45,000. He added that within the design it could determine the actual depth of the sewer line to the pump station.

**DVORYAK** Chairman Dvoryak recalled a rough apportionment allocation of \$1.9 million for Windsor and \$800,000 for Springettsbury. He asked if that was correct.

**CRABILL** Mr. Crabill responded that it would be \$1.9 million for Windsor and \$770,000 for Springettsbury.

**SCHENCK** Mr. Schenck asked Solicitor Rausch whether the agreement had been finalized.

**RAUSCH** Solicitor Rausch responded that it had been finalized at least from a Windsor Township standpoint. He had not seen the final version. He noted it was just a matter of whether or not the board wanted to do the project.

**SCHENCK** Mr. Schenck commented that there are two opportunities for Springettsbury. One is to get rid of a pump station and the other is to leverage off a crew that will be mobilized in the area. There is an opportunity to upgrade that section of line that is 55 years old. He noted that the sewer fund could easily support this project, and he added he could see no risk involved.

**DVORYAK** Chairman Dvoryak stated that he understood everything involved with the costs and agreed that it made sense to move forward.

**SCHENCK** Mr. Schenck noted the only thing that Solicitor Rausch needs would be approval to move forward with the agreement. Following that, Buchart-Horn needs approval to begin the design work.

**CRABILL** Mr. Crabill stated that when the bids come in, both municipalities will get together and decide whether or not to move forward. Springettsbury's side of the project will be defined.

**MR. SCHENCK MOVED TO AUTHORIZE THE EXECUTION OF THE AGREEMENT WITH WINDSOR TOWNSHIP IN REFERENCE TO THE BEAVERTON INTERCEPTOR PROJECT AND FURTHER MOVE TO AUTHORIZE THE SCOPE OF SERVICES WITH BUCHART HORN RELATED TO THAT PROJECT IN AN AMOUNT NOT TO EXCEED \$45,000. MOTION UNANIMOUSLY CARRIED.**

**13. NEW BUSINESS**

A. Motion to Set Meeting Dates for January 2015 Regular Board of Supervisors Meetings (January 8 & 22, 2015 at 7:00 p.m.

**MS. LANDIS MOVED TO APPROVE SETTING 2015 MEETING DATES FOR THE JANUARY REGULAR BOARD OF SUPERVISORS MEETING AS JANUARY 8 AND JANUARY 22 AT 7 P.M. MOTION UNANIMOUSLY CARRIED.**

**14. ADJOURNMENT**

**DVORYAK** Chairman Dvoryak extended his personal wishes to staff, the board and the public for a wonderful Holiday Season. He adjourned the meeting at 8:05 p.m.

Respectfully submitted,

Doreen K. Bowders  
Secretary

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