

**SPRINGETTSBURY TOWNSHIP  
REGULAR MEETING**

**APRIL 9, 2020  
APPROVED**

The Springettsbury Township Board of Supervisors held a Regular Meeting on Thursday, April 9, 2020 at 7 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  
Charles Wurster, Assistant Secretary/Treasurer  
Don Bishop  
Robert Cox

**ALSO IN**

**ATTENDANCE:** Benjamin Marchant, Township Manager  
Charles Rausch, Solicitor  
John Luciani, Civil Engineer  
Dennis Crabill, Environmental Engineer  
Dori Bowders, Manager, Administrative Operations  
Lt. Todd King, Chief of Police  
Mark Hodgkinson, Director of Public Works/WWT  
Teresa Hummel, Finance Director  
Jessica Fieldhouse, Director of Community Development  
Colin Lacey, Director of Parks and Recreation  
Abby Gibb, Communications Manager  
Andy Hinkle, Manager, Information Systems  
Jean Abrecht, Stenographer

**1. CALL TO ORDER**

**SWOMLEY** Chairman Swomley called the Regular Meeting of the Board of Supervisors via Zoom technology. He led the Pledge of Allegiance.

**2. ANNOUNCEMENTS OF EXECUTIVE SESSIONS**

A. March 26, 2020 – 8:00 p.m. - Personnel

**SWOMLEY** Chairman Swomley announced that an Executive Session had been held following the March 26<sup>th</sup> meeting for a personnel discussion.

**3. COMMUNICATION FROM CITIZENS**

There were no citizen comments.

**4. ENGINEERING REPORTS**

A. Environmental Engineer – Buchart Horn, Inc.

**CRABILL** Dennis Crabill had submitted a monthly report. He had no changes to his report but offered to respond to questions.

B. Civil Engineer – First Capital Engineering, Inc.

**LUCIANI** John Luciani had submitted a monthly report. He had several updates:

- Green Light Go – Solicitor Rausch recorded the necessary easement, which information was approved by PennDOT allowing the township to go out to bid.
- Signal plans to be authorized by the Township Manager.
- Governor Wolf has stopped any transportation projects which put Green Light Go on a temporary hold. Once lifted, the project will go out to bid.
- There is a shared match (85/15) in funding between the township and PennDOT; dollars to be provided.
- Initial Grant funding was given an extension in time.
- Project to include three intersections: Haines Road/Eastern Boulevard; Edgewood Road/Eastern; Edgewood Road/Kingston, all of which have extremely old equipment.
- Intersections will be updated with ADA Compliance.
- Project to be reviewed during the next Board of Supervisors meeting April 23, 2020.

**5. CONSENT AGENDA**

- A. Board of Supervisors Regular Meeting Minutes – February 27, 2020
- B. Regular Payables as Detailed in Payable Listing of April 9, 2020
- C. LD-17-07 – MOD Pizza – Authorization of Bond Reduction in the amount of \$7,055 (remaining bonded amount \$3,300)
- D. Heisey Mechanical, Ltd. – Raw Pump Upgrade/Fat, Oil and Grease Acceptance Project – Change Order No. 5 – Request for 60-Day Time Extension (No Cost)
- E. Garden Spot Electric, Inc. – Raw Pump Upgrade/Fat, Oil and Grease Acceptance Project – Change Order No. 6 – Request for 60-Day Time Extension (No Cost)
- F. Heisey Mechanical, Ltd. – Raw Pump Upgrade/Fat, Oil and Grease Acceptance Project – Application for Payment No. 7 in an amount not to exceed \$267,514.20
- G. Garden Spot Electric, Inc. – Raw Pump Upgrade/Fat, Oil and Grease Acceptance Project – Application for Payment No. 12 in an amount not to exceed \$95,486.40

**MR. DVORYAK MOVED TO APPROVE CONSENT AGENDA ITEMS A THROUGH G. MR. WURSTER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

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

- A. Authorization to Award 2020 Traffic Line Painting and Pavement Marking Contract to D. E. Gemmill, Inc.

**MR. WURSTER MOVED TO AUTHORIZE THE AWARD FOR THE 2020 TRAFFIC LINE PAINTING. MR. COX WAS SECOND. 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**

There were no Committee reports.

**10. SOLICITOR'S REPORT**

**RAUSCH** Solicitor Rausch stated he had nothing to report.

**11. MANAGER'S REPORT**

**MARCHANT** Mr. Marchant had submitted his monthly report. He noted that the township continued to function on a reduced basis in some departments and in other departments nothing had changed. All the employees continue to do a great job.

**MARCHANT** Mr. Marchant introduced the subject of a review of the summer plans. He noted that Colin Lacey had submitted a report surrounding the Summer Concert Series, the Summer Parks Program or Food Truck Fridays.

Summer Parks Program

- Everything scheduled for the month of May with the hope for change to enable plans for June or July.
- Summer Parks Program in biggest jeopardy due to the eight-week time period it takes to get new employees through the Child Protection Background Check. Summer Parks Program begins about June 15<sup>th</sup>.
- Twenty-seven employees are needed; however, applications have been light. Final date for applications would be during first week of May.
- Potential to begin the program later during the summer, after July 5<sup>th</sup> with a shortened program.

Summer Concert Series

- Collection of individual events; could cancel one at a time.
- If health restrictions were lifted mid-June, scheduled programs could go through to end of June and July. Concern with gatherings of 100 or more people.
- Majority of municipalities cancelling their May and June activities.
- Fireworks Sunday, July 5<sup>th</sup> could draw 10,000 people easily.
- Sponsors indicating they don't have funds to sponsor the series this year.

- Impacts/obligations with contracts signed with entertainment and the fireworks group. All groups booked are paid at the end of their performance. In the signed Agreement the township has the right to cancel any concert.
- July 5<sup>th</sup> band is most expensive with deposit required of from \$5,000 to \$6,000. Fireworks deposit is slightly over \$7,250.
- Total fireworks cost is approximately \$14,500.

Saturday in the Park

- Reschedule Saturday in the Park
- Attendance could be down
- Both Saturday in the Park and Summer Concert Series Costs \$200,000; Sponsorships assist with revenue source.
- Sponsorships for Summer Park Program (\$18,000) and Concert Series (\$20,000-\$30,000)

**SWOMLEY** Chairman Swomley commented that there might be \$170,000/\$175,000 out of the township budget being spent.

**WURSTER** Mr. Wurster noted that there is a big public health risk here along with some logistical issues with the hiring, critical background checks on clearances, unfortunately, the summer programs might need to be cut this year.

**SWOMLEY** Chairman Swomley indicated he wanted to allow more time to make any final decision to be determined during the first meeting in May.

**WURSTER** Mr. Wurster responded that he agreed with the timing and suggested to give consideration to having a Saturday in the Park event. The marketing message would include the health concerns for the pause this year but adding a special event during September and having Saturday in the Park event along with fireworks might be possible.

**SWOMLEY** Chairman Swomley indicated that would be the message if the other programs are cancelled. Focus on planning for future events keeping in mind whatever appropriate social distancing and precautions have to be in place.

**WURSTER** Mr. Wurster thanked Ms. Fieldhouse for her work in helping set up the York County Food Bank. Their representatives from the organization were very appreciative. He asked Chief King to review concerns regarding traffic issues along Haines Road.

**KING** Chief Todd King responded that they had quite a bit of traffic concerns with regard to the York County Food Bank. They had expected between 500 and 1,000 cars, and they got closer to 1,500 cars. They had quite a stacking of traffic. The police re-engineered how the cars were being stacked, and this week things were quite a bit better. They continue to review how to make traffic flow better in the area. While they do not start giving out boxes until 3 p.m., the cars begin to

line up at 11 a.m. He noted how very humbling it is to see the need in the community. They continued to serve until 7 p.m. and so everyone who needed something received something.

**FIELDHOUSE** Ms. Fieldhouse questioned whether any change to close Haines Road to through traffic would make sense.

**KING** Chief King responded that Haines Road is a major state highway and that would be problematic.

**MARCHANT** Mr. Marchant agreed, and he added that they are all working on alleviating the problem even though every week the need keeps growing. The additional issue is that it is necessary that the five police department officers are needed, along with the fire police, he did not expect that to continue. They are working on the need in the future.

**WURSTER** Mr. Wurster thanked Chief King for the update, which will continue to be monitored.

## **12. ORDINANCES AND RESOLUTIONS**

A. Authorization to Advertise Proposed Changes to Recycling Ordinance.

**MR. DVORYAK MOVED TO AUTHORIZE ADVERTISING THE PROPOSED REVISIONS TO THE RECYCLING ORDINANCE. MR. WURSTER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

B. Ordinance No. 2020-04 – Sewer Fund Debt Refining – General Obligation Bond Series of 2010 Build America Bonds, General Obligation Note Series of 2014, and General Obligation Note Series of 20-19 (FOG Project)

**HUMMEL** Ms. Hummel stated that the Ordinance 2020-04 authorizes the township to refinance the existing debt for the sewer fund in the amount of \$24,023,000.00 which includes the current sewer debt plus the issuance cost of the refinance. Webster Bank offered the township a fixed interest of 2.03% with a payment schedule through 2033. The total interest savings over the life of the loan is \$1,476,392.00 with a settlement date of May 15<sup>th</sup> if the refinance is approved. She introduced Christopher Gibbons, Concord Public Finance and Jennifer Caron, Bond Counsel from Eckert Seamans.

**GIBBONS** Christopher Gibbons stated that at this time no capital markets are opening and functioning; there has not been a competitive bond sale in Pennsylvania. There is no alternative to the Webster Bank proposal at this time.

**CARON** Jennifer Caron stated that Ms. Hummel had done a great job of summarizing the authorizations and ordinance, the funding of the three obligations, the maximum principal amount to be incurred debt under the Local Government Unit Debt Act.

In addition, she had covered the fixed rate presented in the ordinance. By way of that ordinance the loan proposal from Webster Bank, Webster Public Finance Corporation, is accepted and the township is authorized to execute that. Authorizations for the filings with the Department of Community and Economic Development and the related documents are required to be published both before this meeting and subsequent to this meeting with respect to the ordinance. It authorizes all the necessary action to be taken by the board to bring it to the closing, which is scheduled for May 15<sup>th</sup>. Ms. Caron requested a Roll Call Vote to be taken with respect to the ordinance.

**MR. BISHOP MOVED TO ADOPT ORDINANCE 2020-04, SEWER FUND DEBT REFINANCING. MR. WURSTER WAS SECOND. DON BISHOP (AYE), ROBERT COX (AYE), CHARLES WURSTER (AYE), GEORGE DVORYAK (AYE), MARK SWOMLEY (AYE). MOTION UNANIMOUSLY CARRIED.**

C. Resolution No. 2020-30 – Disposition of Records

**MR. DVORYAK MOVED FOR ADOPTION OF RESOLUTION 2020-30. MR. BISHOP WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**13. OLD BUSINESS**

- A. Traffic Calming – Tenth Avenue, Eleventh Avenue and Whiteford Road – Temporary Speed Humps to be Installed in Spring 2020.
  - Temporary Speed Humps were to be installed after April 1<sup>st</sup>. Additional traffic studies were to be done to check volume; however, due to the COVID-19 quarantine, there is very little traffic, which would result in flawed counts.
  - Project to be revisited after May 1<sup>st</sup>.
  - Mr. Marchant will reach out to residents with an update.
- B. Grants Update
  - The Grants Summary Document was update; however, there was nothing of substance to report.
- C. Sewer Billing and Collection Update (on hold until further notice)
- D. Road tour on hold.
- E. Bocce ball court on hold.

**14. NEW BUSINESS**

A. Discussion – Budget Adjustments and Revision

A discussion took place with regard to adjusting the budget due to the COVID 19 matter. Below are rough estimates to be reworked and discussed further.

- MS4 – moving the \$224,000 payment out three to six months; second payment move to 2021 which would provide a reduction of \$224,000 for 2020.
- IT – Continue Cyber Security initiative for protection.
- Police vehicle \$17,700 – move to 2021. Review with lease program for savings.
- Conferences to be cancelled except for the Physical Security Training if accepted to attend and is within the CDC guidelines for travel and attendance; to be determined. \$2,600
- Finance - wages and payroll to continue.
- Public works - Admin building windows project to continue.
- Vehicle #14 at \$10,000 could be postponed until 2021.
- Vehicle #915 - \$10,000.
- ADA (29) Ramps – Rework paving schedule; potential for \$75,000 total. To be determined.
- Failing stormwater pipes \$25,000 – Fix before repaving roads
- Rework paving schedule - \$25,000 potential savings.
- Manhole frames; purchased roughly at \$20,000 worth of savings to push work later.
- Sewer line rehab - \$800,000; recommend to move to 2021.
- Bio Solid Study - \$100,000 move to 2021
- Replace vehicle #906 – recommended to remain in the budget.
- Community Development – Training savings to be determined.
- Water quality line televising dollars to be determined.
- Fund 065 - \$70,000 to be determined.
- Minor Equipment and Software to be determined.
- Parks and Rec – Financial impacts of cancelling the 2020 season; Sounds of Summer approximately \$200,000; Potential recoup of \$30,000 from businesses leaving balance around \$170,000. I did a rough tally.

If all of the above were done and \$170,000 added in from parks and rec, it would save about \$1.5 million dollars. .

**SWOMLEY** Chairman Swomley commented that as the communities get back on line with work, things might be slow to start with unemployment numbers continuing. There may be very light Mercantile Tax, and Income Tax and Real Estate Tax might be light. He wanted to be sure that the township is in a good position moving forward. The police station cannot be pushed back. He commented that companies he is in contact with in his work are preserving cash except for extremely important projects.

**WURSTER** Mr. Wurster questioned the approximate \$1.5 and whether all those were items listed that could be pushed out to 2021. He noted that Mr. Hodgkinson had some items to be done this year that he did not recommend moving out.

**SWOMLEY** Chairman Swomley responded that he was correct with the exception of the ADA ramps, the stormwater, and the manhole covers. He would suggest reworking the road paving schedule with the exception of areas where ADA ramps are needed, as well as the areas where stormwater repairs are to be made. Manhole covers project to be reworked at approximately \$120,000. In addition, he questioned why the Mill Creek Interceptor work that is part of the I83 project would fall on the township. It is a PennDOT project, and they should pay that bill.

**HODGKINSON** Mr. Hodgkinson responded that the project involves encroaching on rights-of-way and likely will be refunded at 100%. Some expenses will be shared; however, he did not know costs at this time as PennDOT had not presented a finalized plan to date.

**MARCHANT** Mr. Marchant noted that it was not a budgeted expense in the 2020 budget; more of a highlight expense in the plan when it comes.

**SWOMLEY** Chairman Swomley added that there were other things that he had not factored in such as the police facility and Davies Drive (2021).

**WURSTER** Mr. Wurster questioned whether one of the \$1.5 million dollar savings included a delayed payment to the consortium.

**SWOMLEY** Chairman Swomley clarified that all of the money he had reviewed was being delayed, not necessarily stopped completely. .

**MARCHANT** Mr. Marchant noted that he was considering exploring with the Stormwater Consortium the fact that since all of the 40 municipalities are in the same condition, it would be a good idea for all of them to just skip this year and push it out a year and resume next year.

**SWOMLEY** Chairman Swomley added that he would like to have the Consortium explore that either with the Governor's Office or DEP to see if the requirements can be pushed out a year.

**MARCHANT** Mr. Marchant commented that the township is two years into the five-year NPDES Permit, and they have not approved the current plan to date.

**SWOMLEY** Chairman Swomley stated that he would like to see them come out with a ruling indicating they're going to push it out a year or two years.

**MARCHANT** Mr. Marchant responded that he would raise the question with them and try to get some answers.

**SWOMLEY** Chairman Swomley indicated he would provide his draft list of potential budget items to Mr. Marchant. He stated he would like to keep the item on Old Business

in order to preserve as much capital as possible and protect the township employees at all cost.

- WURSTER** Mr. Wurster agreed with seeing the numbers reworked in a summary for further understanding. He indicated support for postponing the items identified where possible.
- BISHOP** Mr. Bishop noted that any decision should be made with a clear understanding of the re-worked numbers.
- SWOMLEY** Chairman Swomley agreed. He wanted to see all the numbers on a spreadsheet listed line by line for individual discussion. He did not expect any decisions to be made this date.
- WURSTER** Mr. Wurster agreed. He asked Ms. Hummel if she could provide any insight as to what level of Real Estate Taxes had been received.
- HUMMEL** Ms. Hummel responded that she had been discussing that with the Tax Collector on a daily basis. The month of March was strong collections and is ahead of where it was last year. The March collections were just over \$880,000. Since April 1<sup>st</sup> another \$1 million had been collected. She expected to receive installment payments through the next several weeks as taxes are collected.
- DVORYAK** Mr. Dvoryak questioned what the lag time would be relating to the Mercantile and the Earned Income Tax collections.
- HUMMEL** Ms. Hummel responded that it is about 30 days. She expected to see an increase with the Mercantile Tax for March and April based on the buying that has gone on in the last six to eight weeks. The EIT Tax and the Local Services Tax likely will go down depending on when people get back to work.
- SWOMLEY** Chairman Swomley noted that the buying that took place may be offset by the businesses that are not selling.
- HUMMEL** Ms. Hummel responded that he was correct. She added that the revenue likely will be delayed because the deadlines have been extended to July 15<sup>th</sup>. She expects revenue to come in but delayed.
- SWOMLEY** Chairman Swomley clarified that the township may not be in as bad shape as he had feared. He just did not want to be surprised or unprepared to pull things out when it is needed.
- COX** Mr. Cox questioned whether, once the spreadsheet is prepared, there should be an Executive Session to discuss the items or wait until the next Regular Meeting.

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**MARCHANT** Mr. Marchant responded that it could be a special meeting, which could be held between now and the next meeting instead of waiting for two weeks.

**SWOMLEY** Chairman Swomley responded that he did not believe that any decisions have to move that fast. He saw it as a budget discussion, which would be open to the public.

**15. ADJOURNMENT**

**SWOMLEY** Chairman Swomley adjourned the meeting at 8:15 p.m.

Respectfully submitted,

Doreen K. Bowders  
Secretary

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