

**SPRINGETTSBURY TOWNSHIP  
REGULAR MEETING**

**APRIL 23, 2020  
APPROVED**

The Springettsbury Township Board of Supervisors held a Regular Meeting on Thursday, April 23, 2020 at 7 p.m. via Zoom technology.

**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  
Todd King, Chief of Police  
Mark Hodgkinson, Director of Public Works/WWT  
Teresa Hummel, Finance Director  
Jessica Fieldhouse, Director of Community Development  
Nitza Sanchez Bowser, Director of Human Resources  
Colin Lacey, Director of Parks and Recreation  
Abby Gibb, Communications Manager  
Andy Hinkle, Manager, Information Systems  
Jean Abrecht, Stenographer

**1. CALL TO ORDER**

A. Opening Ceremony

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

**2. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

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

**3. COMMUNICATION FROM CITIZENS**

There were no citizen comments.

**SWOMLEY** Chairman Swomley moved Item A of Old Business forward for the CSB Technology Partners Update.

**14. OLD BUSINESS**

A. Update from CSB Technology Partners, LLC – IT Program

**MARCHANT** Mr. Marchant introduced Tim Maier, representative from CSB Technologies, which firm has been providing consulting services for Springettsbury Township for 10-plus years. They have been working closely with Mr. Hinkle to upgrade the township’s readiness and cybersecurity specifically following the recommendations from the Stambaugh Ness audit.

**MAIER** Mr. Maier had provided a PowerPoint presentation for the board. He noted the items he would present, which included CSB’s history with the township, the cybersecurity standpoint, and the priorities of the Stambaugh Ness audit. He provided the areas of focus including the server, network equipment, firewalls, phone system, infrastructure projects, and critical security control initiatives. He mentioned the Center for Internet Security, which is a government sponsored, non-profit mostly funded by DHS and Homeland Security. CSB uses them for the best practices for smaller organizations that do not have a dedicated security staff.

Mr. Maier stated that he had been working closely with Mr. Hinkle assisting him with guidance for some of the cybersecurity initiatives, new intrusion prevention software, new anti-malware software on the firewalls of the township. Three firewalls exist along with many switches. Awareness training has begun as part of the CIS controls, which is a phishing tool, which was recommended in the security audit. Additionally, he suggested using good password security and using a password manager. According to a recent guidance from NIST, passwords should be less random and longer, over 16 characters, numbers, letters, punctuation, a phrase.

Springettsbury has three major areas of the network, which includes admin (split between server and network equipment and clients); police in their area, and Wastewater. Some control exists on the firewalls between Wastewater and the admin networks. An area of concern with the police network was during some of their investigations they have needed a wider Internet access than necessary for the rest of the employees. A solution to mitigate the risk is to place a firewall to tighten the segmentation between the admin network and the police network. Automation equipment was placed on Wastewater servers, PC’s, WiFi for better protection.

**SWOMLEY** Chairman Swomley questioned whether there is a blackout schedule to follow to avoid interruption at month end; quarter close in Finance.

**MAIER** Mr. Maier responded that they are coordinating around key financial dates with Mr. Hinkle. He, in turn, will coordinate with the departments that need revisions.

**SWOMLEY** Chairman Swomley stated that the month end comes every month, and blackouts can be scheduled.

**MAIER** Mr. Maier stated that in terms of a set schedule, he had not received a spreadsheet from the township.

**MARCHANT** Mr. Marchant indicated that the schedules had not been set. Mr. Hinkle had provided some dates for discussion, but no dates had been formally determined.

**WURSTER** Mr. Wurster questioned whether that would be a deliverable as a part of the scope of this assignment with CSB.

**MAIER** Mr. Maier responded that the schedule is not a deliverable. They recommend what needs to be done, coordinate with Mr. Hinkle and he coordinates inside the township with staff. It would normally done after 10 or 11 p.m.

**WURSTER** Mr. Wurster questioned whether there is a software program available for interpretation of phishing emails, mistakes, etc.

**MAIER** Mr. Maier responded that is all included in the KnowB4® software. The system can report on users and the percentage they are interacting with email, who is making mistakes; the percentage of mistakes. There is a wealth of useful information out of that system, which is cloud based. It includes templates that identifies phishing attempts. They become a very important part of any security knowledge. Other software from Cisco-Palos and Barracuda. Continued awareness is imperative.

**SWOMLEY** Chairman Swomley questioned the disaster recovery policy. He noted that storing data at the lowest point in the township where it could easily be flood out is problematic.

**MAIER** Mr. Maier indicated that the infrastructure had been put into place some years ago. It is something that can be reviewed. He added that testing disaster recovery makes sense; however, making it a priority is what is difficult.

Mr. Maier commented on an item in the security audit within IT, which is that everything goes through Mr. Hinkle. He does a lot, and they work with him as a part-time staff augmentation. He is one person, and CSB is there to assist. Mr. Maier suggested that there could be some different outsourcing arrangements, different duties inside of township staff, more staff, a password policy, all of which were mentioned in the security audit.

**BISHOP** Mr. Bishop questioned his comment on password policies and password security being onerous. He asked if there was anything in the thought process about software that makes that any better, and whether it works.

**MAIER** Mr. Maier responded that the NIST guidance recommended to change passwords less, make them less random and longer and use phrases. In addition, awareness training around password managers would be helpful.

**BISHOP** Mr. Bishop questioned whether password managers could be implemented on a township-wide basis.

**MAIER** Mr. Maier responded that it could be done. Some large enterprises use a single sign-on system with authentication to a web interface as a user. It can then sign the user into everything else.

**SWOMLEY** Chairman Swomley thanked Mr. Maier for his presentation. There were no further questions.

**4. ENGINEERING REPORTS**

A. Environmental Engineer – Buchart Horn, Inc.

**CRABILL** Dennis Crabill had submitted a monthly report and had no changes to it. He noted that he had submitted a Jobs Progress Summary as well to which he will continue to have updates.

**SWOMLEY** Chairman Swomley noted that the board had been reviewing some of the budgeting. He asked whether there would be any benefit to lengthening the time taken to move forward with the jobs progress. He noted specifically the pump reorder that will add several months to the project.

**CRABILL** Mr. Crabill responded that the reorder will add a considerable amount of time into the work. No shop drawings from the new manufacturer have been received, and if the contractors have to remobilize, demobilize, and remobilize there is a cost for that. The costs will go up some with the contractors and the time to have VH people present.

**SWOMLEY** Chairman Swomley commented that the board will be reviewing potential areas to assist with cash flow depending on future circumstances. If there are issues with individuals not able to pay sewer bills and things get worse, there may be areas to move out some to assist with cash flow.

**CRABILL** Mr. Crabill stated that the lead time on the pumps will be pushed out some, which will push a considerable amount of money out to 2021.

**MARCHANT** Mr. Marchant indicated that the item is all in the sewer fund, which is a stand-alone, self-sustaining fund. There are no concerns there. Revenues will be watched carefully when it comes to sewer bills being paid on time, but this project will not adversely impact the township to financially operate in the sewer fund.

**WURSTER** Mr. Wurster questioned Mr. Hodgkinson's perspective as to the fats, oils and grease project with all the restaurants closed in the area. He asked whether there is still some demand, and in addition whether there had been any kind of assessment as to how soon this could begin generating revenues from this project.

**HODGKINSON** Mr. Hodgkinson responded that the process will be ready in approximately one month. He indicated that Mr. Wurster made a good point about the restaurants; however, hopefully some of that opens up a little bit. No one really knows how soon things will open up, but it will impact the initial volume.

B. Civil Engineer – First Capital Engineering, Inc.

**LUCIANI** Mr. Luciani had provided his monthly report. He recapped what the Planning Commission had approved at its last meeting, which the Supervisors will review in May or June..

- Warehouse facility on Stonewood Road; conditional approval granted.
- Kinsley is building a location off of Innovation Drive off Market Street; building will house a crane company plan is through the process.
- White Rose Federal Credit Union, new branch being built off Market Street next to Lincolnway Flower Shop.
- Green Light Go – No pre-bid conference due to shut down; intention is to get it bid to be in compliance with the grants.

**5. CONSENT AGENDA**

- A. Acknowledge Receipt of March 31, 2020 Treasurer’s Report
- B. Board of Supervisors Public Hearing Minutes – February 27, 2020
- C. Board of Supervisors Regular Meeting Minutes – March 26,2020
- D. Board of Supervisors Regular Meeting Minutes – April 9, 2020
- E. Regular Payables as Detailed in Payable Listing of April 23, 2020
- F. Heisey Mechanical, Ltd. – Raw Pump Upgrade/Fat, Oil and Grease Acceptance Project – Application for Payment No. 8 in an amount not to exceed \$672,941.09

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

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

- A. Authorization to Award Bids for 2020 Road Materials and Resurfacing Project and Authorization to Rebid Stone Contract (as outlined in April 15, 2020 memorandum from Director of Public Works)

**MR. BISHOP MOVED TO APPROVE THE 2020 ROAD MATERIALS AND RESURFACING PROJECT TO FOLLOW THE FIRST THREE ITEMS IN MR HODGKINSON’S APRIL 15<sup>TH</sup> AND REJECT BIDS IN ITEM NUMBER FOUR IN THE MEMO. MR. WURSTER WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

**7. SUBDIVISIONS AND LAND DEVELOPMENT**

There were none for action.

**8. COMMUNICATION FROM SUPERVISORS**

**WURSTER** Mr. Wurster reported that the monthly YAUFRR meeting was held via Zoom on April 21<sup>st</sup>. The Fire Police were recognized for their involvement in helping with traffic control at the York County Food Bank distribution hub at the former Kmart location on Haines Road. He reported that the Springettsbury Township Police had been very active with the traffic control as well, and their efforts were really appreciated. He stated that there is a demonstrated need for food for many people in the York community that translated into a high traffic volume.

**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**

**A. Township Manager's Report**

**MARCHANT** Mr. Marchant recognized the passing of employee Craig Murphy earlier during April. Mr. Murphy served in the Wastewater Department for over 30 years and was a very valued employee and will be missed. Mr. Marchant recognized his contributions to the township and the great and significant role he played in the Wastewater Department.

**SWOMLEY** Chairman Swomley added that he had called his widow and offered the township's condolences. In addition, he requested that a Resolution be created recognizing his contributions to the township.

**MARCHANT** Mr. Marchant requested a discussion concerning potential litigation related to the stormwater consortium.

Mr. Marchant stated that the board had been provided the completed schematic design report produced by Scott Loercher of Buchart Horn. He hoped the board members had had the chance to review that report. He had included a memo and an email from Mr. Loercher sharing some different pros and cons for alternatives that are up for discussion.

**SWOMLEY** Chairman Swomley questioned the timeframe that is needed to provide direction on the Community Room and Community Development.

**MARCHANT** Mr. Marchant responded that Mr. Loercher indicated the sooner a decision is made, adjustments are more easily made.

**SWOMLEY** Chairman Swomley asked whether the Business Plan for the Community Room was completed.

**MARCHANT** Mr. Marchant stated that Ms. Hummel is working on a Business Plan and she needs more time to complete the plan.

**HUMMEL** Ms. Hummel responded that she did not have the report ready for this meeting but that she would have it ready by the beginning of May.

**WURSTER** Mr. Wurster responded that he was happy to give Ms. Hummel more time.

**SWOMLEY** Chairman Swomley agreed to give her more time as she had a number of projects she was completing. He added that the board should schedule a work session to go over the plans for the south corner of the building.

**WURSTER** Mr. Wurster agreed for that discussion as well as to provide staff the time for a complete Business Development Plan for the Community Room. Just delaying that decision would not delay either the Resolution to appropriate the funds or to keep the project moving.

**BISHOP** Mr. Bishop suggested that a Work Session be held prior to the next public meeting on the 14<sup>th</sup> around 6 p.m.

**DVORYAK** Mr. Dvoryak noted there were some occupancy rate assumptions built in, which may provide more information as to where the numbers come from. He hoped those would be available for the meeting on the 14<sup>th</sup>.

**WURSTER** Mr. Wurster stated that he had not seen any operating expenses associated with the property on an ongoing basis.

**BISHOP** Mr. Bishop requested that the report would be available prior to the 14<sup>th</sup> meeting in order to ask appropriate questions.

**SWOMLEY** Chairman Swomley questioned the results of the Stambaugh Ness audit.

**HUMMEL** Ms. Hummel responded that she thought the audit went very well overall. There are a few items that will need to improve in the future. She expected the financial reports within the next week (week of April 27-May 1). Following that Stambaugh Ness will be scheduled to join one of the board meetings in May. She added that the meeting could be held by Zoom.

**BISHOP** Mr. Bishop questioned whether there are any collective bargaining agreements on which the board should be focusing.

**MARCHANT** Mr. Marchant responded that the police contract expires at the end of 2020. The labor law attorney had been reviewing the contract with the current situation, etc. Normally a communication from the police officer's union would be expected in the

next month or two with a demand to bargain; however, prior to that, an Executive Session should be held where the labor law attorney would advise the goals for a new contract.

**WURSTER** Mr. Wurster questioned whether the Parks and Rec Society had advocated waiver of child protection background checks for park employees. He asked whether that was a real waiver.

**MARCHANT** Mr. Marchant responded that there had been an email that they had issued to that effect; however, he had a conversation with Representative Stan Saylor's office, and the email is gone. There was no support for it. He did not know if it was retracted or not but it was something that went through an email at some point.

**WURSTER** Mr. Wurster noted that the idea was absolutely crazy. He wanted to be on record that Springettsbury Township will not be waiving those background checks.

**SWOMLEY** Chairman Swomley agreed. He added that Ms. Sanchez-Bowser had issued a note that there was absolutely no way Springettsbury Township would put its reputation on the line to do something that stupid.

**SWOMLEY** Chairman Swomley referred back to the IT security improvements. They are necessary and overdue. He stated that a blackout should be instituted at least two days before and three days after a month end every single month and broaden that around the quarter close and end of year reporting.

Chairman Swomley thanked Chief King for the work that he did with EMA and the Regional Chiefs of Police plan to support up to 50 percent loss of personnel. The plan took a lot of coordination and effort, and Chairman Swomley appreciated the amount of time that he put into that.

**KING** Chief King thanked him.

**SWOMLEY** Chairman Swomley indicated he had been on the York County conference call and visited the township website. He noted a number of items that needed updates, which included links to county and state government, employee standards, economic action plans, Economic Alliance resources; also [www.wellspan.org](http://www.wellspan.org) and [reiley@wellspan.org](mailto:reiley@wellspan.org) which has answers for any questions or information that is needed. Bob Reiley is the gentleman who had worked for Todd Platts and Scott Perry.

**BISHOP** Mr. Bishop remarked about the differences between state requirements for businesses versus municipalities. He stated that there are discrepancies, and he wanted to be sure that Springettsbury follows the correct rulings.

Mr. Bishop noted that the KnowB4® program is crucial to protecting the township's email; however, he did not see any time budgeted or any individual assigned for training for employees.

**MARCHANT** Mr. Marchant responded that the management team will begin familiarizing themselves with it. Following that more training will be done with employees. The training at this time will be limited based on those who are working from home. Non-essential employees working from home will not be trained until they come back into work.

Additional training discussion took place, summarized:

- Non-essential employees at home are not available to be trained as they do not have computer connections to interface remotely from home.
- Employees currently at work on the system can be trained initially.
- Non-essential employees at home without a computer are from the admin staff.
- Potentially one or two loaner laptops will be made available for training.

Discussion concerning the township's overall workforce COVID 19 strategy:

- Social distancing; focusing on critical essential functions such as payroll or AP processing; staff comes in as needed.
- Community Development after May 1<sup>st</sup> will rotate schedules of one person in the office for inspections. Customer Service areas to continue social distancing while remaining CD staff working from home are focusing on policy reviews, permit and plan reviews.
- Emergency contingency plans in place in the event of an outbreak within the office focused on the Police Department. Remainder of township staff practicing social distancing and good hygiene. When needed for third-party vendors, First Capital Engineering could assist with site inspections; Code Administrators, Inc. could assist with Uniform Construction Code Inspections.

## **12. ORDINANCES AND RESOLUTIONS**

- A. Resolution No. 2020-31 – Authorizing Supplemental Appropriation from General Fund Reserves to Fund Design Phases for Police Station Construction and Administration Building Renovation in the amount of \$916,200

**MR. BISHOP MOVED FOR THE ADOPTION OF RESOLUTION NO. 2020-31. MR. DVORYAK WAS SECOND. MOTION UNANIMOUSLY CARRIED.**

## **13. OLD BUSINESS**

- A. Update from CSB Technology Partners, LLC – IT Program

This item was acted upon earlier during the Agenda.

- B. Budget Adjustments and Revisions

**MARCHANT** Mr. Marchant had organized expenses that had been discussed during the previous board meeting into categories of General Fund, Liquid Fuels and Sewer Fund in

order to discuss items that could be cut, projects that could be pushed off until 2021, and projects that are delayed in the current year 2020 pending other decisions.

Revenue -

- Revenue reports for April will be first full month of shutdown and will reveal items such as Business Privilege, Local Services Tax; Retail stores such as Home Depot, Lowe's WalMart having more business; offset by Kohl's, the mall, car dealerships and other closed businesses.
- Real estate tax collections strong with \$885,000 collected in March; \$1 million check from Tax Collector; additional \$1.7 million collected. Real estate Transfer Tax is down.

Programs – Mr. Lacey to Create Potential Planning List

- Parks and Rec Planning - Background checks will not happen in time for the Summer Parks Program; program cancelled.
- Summer Concerts – Too early to cancel; could be held in August/September consider local bands to help local economy; fundraisers for food banks
- Fireworks Display – Forward from July 4<sup>th</sup> to Saturday in the Park in September.
- Community Development – Reduction of 50 percent for Community Development, Planning Commission and Zoning Hearing Board meeting expenses.
- Legal and Engineering – Construction starting up; however, expenditures may not be seen until Fourth Quarter.
- Advertising and Comp Plan - \$10,000 for finishing and production expenses; delayed until 2021.
- Consortium - \$224,000 Deferment; Plan needed for reconsideration. Letter to be sent as open letter to other townships; 43 members.
- Haines Acres – Televising lines needed for stormwater management program development; tied to MS4 program.
- AKRF – Budgeted \$378,400; unable to do on-site work; \$95,000 pushed out to 2021.
- Police Training – All training except that for Credentials and Certifications is cancelled.
- Police Vehicle – No issues to delay purchase.
- Paving Program – No reason to delay in 2020; Liquid Fuels money in hand - \$120,000 available for 2020; likely less in 2021 due to gas tax being less in 2020. ADA Ramps; stormwater pipes in those roads; manhole frame replacement all included in Paving Program. (Manhole frame replacements are Sewer Fund expenses; ADA and stormwater pipe are General Fund expense).
- Green Light Go – Money comes from Liquid Fuels; no savings to be gained by delay. Project to move forward as it is able.

**BISHOP** Mr. Bishop commented that the budget cutting is extremely valuable, but he wondered if anyone had looked at the big picture to see if there are smarter or better ways to cut expenses.

**SWOMLEY** Chairman Swomley noted that the amount is almost \$600,000. He recommended that the board review the planning to see if there is another way to provide a better picture. He commented that the budget could be reviewed department by department again; however, he did not want to make such cuts where the township cannot be effective. He did note that pulling \$600,000 out of the budget at this point and holding it in reserve is a smart move.

**BISHOP** Mr. Bishop agreed that it was valuable. He did not know what the big picture should be. His insurance company just sent him an email saying they are going to give money back. All kinds of things are changing and there may be places for savings. There are other big line items in the budget that have not been touched.

**SWOMLEY** Chairman Swomley agreed that the big line items have to do with pensions and payroll.

**MARCHANT** Mr. Marchant noted that payroll, benefits, and pensions are where the lion's share of the costs come from and every year the budget shows it is 85% of the budget. He hoped that in two weeks he and Ms. Hummel will have some projections to show what the worst case budgeting scenario will be. Last year he noted they used a model of a 5 percent decline in revenues, which most certainly will be worse this year.

**SWOMLEY** Chairman Swomley commented that he had reviewed the HR department report concerning salaries for 2021. That decision does not have to be made immediately. He added that the recommendations were good.

**MARCHANT** Mr. Marchant agreed that when in a recession the status quo will continue for some time. Revenues are not going to support the 2019 level of budgeting.

**SWOMLEY** Chairman Swomley responded that there may be some bargaining unit discussions and discussions with the workforce in general to undergo to save every penny to keep people employed, but there may be some concessions.

**MARCHANT** Mr. Marchant stated that until the projects are known, there is not a lot that can be done with that conversation. Some assumptions can be made to start planning a concept/framework and expand from there.

**DVORYAK** Mr. Dvoryak applauded any efforts to try to do an early look at what revenue declines might be. However, he thought it might make more sense to wait until some of April's actual numbers come in which may give a more clear picture directionally.

**SWOMLEY** Chairman Swomley responded that what had been discussed is that money is not going to be spent right now that does not have to be spent. As more is known about revenue, more informed decisions can be made.

**WURSTER** Mr. Wurster noted it was a good first start with things that need to be done.

**SWOMLEY** Chairman Swomley commented that it is something that every business is going through with preservation of capital at the top of every company's list.

- C. Grants Update
- D. Traffic Calming – Tenth Avenue, Eleventh Avenue and Whiteford Road – Temporary Speed Humps to be Installed in Spring 2020 (on hold for additional traffic counts)
- E. Sewer Billing and Collection Update (on hold until further notice)
- F. Board of Supervisors Road Tour (on hold until further notice)
- G. Bocce Ball Court (on hold until further notice)

**Consensus of the board indicated nothing further on the Old Business list needed action.**

**WURSTER** Mr. Wurster questioned whether there had been an update from DCNR as to the status regarding the Augustus Schaeffer Grant.

**LACEY** Mr. Lacey responded that he had not received any updates, but the Grant had been awarded so the township simply has to spend it within the 2021 calendar year.

## **15. ADJOURNMENT**

**SWOMLEY** Chairman Swomley adjourned the meeting at 9:45 p.m.

Respectfully submitted,

Doreen K. Bowders  
Secretary

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