

**SPRINGETTSBURY TOWNSHIP
WORK SESSION – STRATEGIC PLANNING-SEARCH**

**MAY 14, 2020
APPROVED**

The Springettsbury Township Board of Supervisors held a Work Session on Thursday, May 14, 2020 at 5:30 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: Charles Rausch, Solicitor
Dori Bowders, Interim Township Manager
John Luciani, Civil Engineer
Dennis Crabill, Environmental Engineer
Todd King, Chief of Police
Mark Hodgkinson, Director of Public Works/WWT
Teresa Hummel, Finance Director
Nitza Sanchez-Bowser, Director of Human Resources
Colin Lacey, Director of Parks and Recreation
Ray Markey, Code Compliance Supervisor/Building Code Official,
Community Development
Raphael Caloia, Planner I, Community Development
Dan Hoff, Chief, YAUFRR
Abby Gibb, Communications Manager
Andy Hinkle, Manager, Information Systems
Jean Abreght, Stenographer

1. CALL TO ORDER

2. NEW BUSINESS

A. Strategic Planning

SWOMLEY Chairman Swomley called the Work Session to order at 5:30 p.m. and stated that the purpose of this Work Session was to discuss the Township Manager search method. Several members of the community had offered their services as well as staff and the board for a search committee.

WURSTER Mr. Wurster suggested that the number of individuals involved should be limited to between five and seven.

- BISHOP** Mr. Bishop indicated that there could be an individual available who could assist with the management and administrative needs in the interim. He noted that Don Yost had been used in the past and had been involved for between four to seven months.
- SWOMLEY** Chairman Swomley noted that Nitza Sanchez-Bowser had submitted several processes that could be used. He asked Mr. Wurster if he had been able to contact PSATS about the process.
- WURSTER** Mr. Wurster responded that he had only conversations with a staff contact, James Wheeler. It does not appear that there is a formalized resource; however, he planned to follow up.
- BOWDERS** Mrs. Bowders added that Don Yost had been very helpful and was involved in the police negotiations at that time. He had assisted with a number of agreements and contracts including the tree farm contract that was going on at that point.
- WURSTER** Mr. Wurster questioned Nitza about the possibility to have an interim part-time CEO/Manager in an independent contractor relationship. He asked what the hiring requirements would be.
- NITZA** Nitza responded that it would be necessary to have a consultant until the hiring process is complete.
- SWOMLEY** Chairman Swomley commented that Mrs. Bowders would remain Acting Manager and sign all the documents normally signed by the Township Manager. The Consultant would head the search committee and handle some heavier tasks, such as managing projects.
- WURSTER** Mr. Wurster indicated that the board could arrange the terms of engagement or contract.
- NITZA** Nitza agreed and stated it would be a perfect opportunity to update the job description and follow the process locally the way every hiring process happens instead of using a recruiter.
- SWOMLEY** Chairman Swomley commented that the focus should be on who the board thinks the person should be, see if this arrangement can be put together, and then move forward with building the requirements, building a team, and starting a search.
- NITZA** Nitza added that having a consultant would help a great deal to put that process together, and it would not deviate from the regular hiring process.
- SWOMLEY** Chairman Swomley asked Solicitor Rausch whether he could put an agreement together for a consulting engagement.

RAUSCH Solicitor Rausch responded that he could do so.

BISHOP Mr. Bishop noted several key questions:

- What are the key parameters of what to do and not do?
- Assist with the hiring of a manager.
- Administrative roles.
- Building project.
- Police negotiations.

NITZA Nitza noted that having a consultant will be helpful to define the manager's qualifications.

WURSTER Mr. Wurster questioned how much of a strategic focus does the board want the interim consultant to have, i.e., be a liaison between the board and operating a search committee.

BISHOP Mr. Bishop asked Mr. Wurster to define what a larger role and a smaller role would be.

WURSTER Mr. Wurster responded with the following:

- A strategic consultant who could discern from the board what it wants in the next manager.
- Discuss strategy in developing the job description versus operating the search committee.
- Board needs to have the discussion as to what type of manager is needed.
- Consideration for the big projects/heavy lifting for the right individual.
- Projects mentioned: Davies Drive, Police negotiations; police building.
- Federal funding (Cares Act, etc.); budgeting.

RAUSCH Solicitor Rausch asked what the board's timeframe would be for getting a new manager.

BISHOP Mr. Bishop responded that in the current environment it would not be appropriate to set a hard schedule. There are just too many things unknown. He added that the township could be run for six months with the department heads in place, which is the best position to be in to take the time and do things right.

DVORYAK Mr. Dvoryak agreed with Mr. Bishop. He suggested focusing on getting a township manager rather than a consultant and finding someone with the resources and availability. He thought the current staff could manage themselves for a period of time and did not think the staff needed someone looking over their shoulder.

3. PUBLIC COMMENT

There was no Public Comment.

4. ADJOURNMENT

SWOMLEY Chairman Swomley adjourned the Work Session at 6 p.m.

Respectfully submitted,

Doreen K. Bowers
Secretary