

**SPRINGETTSBURY TOWNSHIP  
STRATEGIC PLANNING – WORK SESSION**

**JUNE 3, 2020  
APPROVED**

The Springettsbury Township Board of Supervisors held a Work Session on Wednesday, June 3, 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:** Dori Bowders, Interim Township Manager  
Charles Rausch, Solicitor  
John Luciani, Civil Engineer  
Dennis Crabill, Environmental Engineer  
Mark Hodgkinson, Director of Public Works/WWT  
Nitza Sanchez-Bowser, Director of Human Resources  
Raphael Caloia, Planner I, Community Development  
Abby Gibb, Communications Manager  
Andy Hinkle, Manager, Information Systems  
Jean Abreght, Stenographer

**1. CALL TO ORDER**

**SWOMLEY** Chairman Swomley called the Work Session to order.

**2. NEW BUSINESS**

- A. Heisey Mechanical, Ltd. – Raw Pump Upgrade/Fat, Oil and Grease Acceptance Project – Change Order Request – Cornell Pumps and Associated Costs

This item was tabled for next meeting.

- B. Summer Parks Program

**DVORYAK** Mr. Dvoryak stated that a proposal came from 4 to 5 supervisors for the parks program. There was additional information and conversation that staff had with the insurance carrier. The program was discouraged at the time of COVID. Mr. Dvoryak indicated he did not think at this point the board's focus is really on the cost as much as the safety and liability issue. He thought the consensus of the board was not to move forward with any alternative plans that were presented at this point.

**SWOMLEY** Chairman Swomley indicated that was his understanding as well.

**BISHOP** Mr. Bishop stated he was not very familiar with the proposal. He asked whether there was a proposal that involved no contact with kids at all.

**SWOMLEY** Chairman Swomley responded that it is called a drop off program, but it would have been limited by guidelines to only about 60 total kids, and the program normally has over 600, close to 700 kids. If there is no control over who drops their kids off, there is no control over this program. It just did not seem to be a tenable arrangement.

**WURSTER** Mr. Wurster stated that the board had made its decision in the past to cancel the program, so there is no need to make any additional motions at this point.

**BISHOP** Mr. Bishop stated his main concern was that the board decided to cancel the program based on the information that we had that it was impossible for us due to timing to get new employees background checked, etc. Mr. Bishop thought that there really was not complete information when that decision was made.

**SWOMLEY** Chairman Swomley responded that it is still true as there are several at the supervisory level that have a two-year background check, but that does not mitigate all of the other issues.

C. AKRF Update

- 1) Authorization of New Contract Agreement
- 2) Authorization of Proposal for Phase I Archaeological Study

**CALOIA** Mr. Caloia stated that the subject could be tabled until next week as it will involve some decisions with regard to the York County Consortium.

- 3) Authorization of Payment for Grant Assistance

**CALOIA** Mr. Caloia brought forward an invoice from AKRF for assistance with Grants.

Authorization for Payment of Grant Assistance, which Ms. Fieldhouse had authorized AKRF to assist her in applying for grants. Update on the grants applied for:

- Growing Greener through DEP;
- PA Local Government Implementation through NFWF;
- River Conservation Plan Grant through DCNR.

AKRF had asked that a letter be sent indicating it was okay to bill the township for this grants work. All of the grants work has been billed; only one of the bills has not been paid. Mr. Caloia indicated that both he and Mr. Markey were not comfortable okaying the billing because they had not authorized the work. AKRF had provided information included in the packet as proof that they did assist with those grants. Both he and Mr. Markey are confident the work was done.

**WURSTER** Mr. Wurster asked how much the total billing is for the grants work specifically.

**CALOIA** Mr. Caloia responded that what had been paid was for the PA Local Government Implementation \$8,311.98; for Growing Greener \$5,183.40 and for DCNR \$9,9146.94, a total of \$22,642.32. The grants applied for were: NFWF \$200,000, DCNR \$50,000. They are all under review.

**MR. WURSTER MOVE TO APPROVE THE EXPENDITURES. MR. COX WAS SECOND.**

**WURSTER** Mr. Wurster indicated he would like to make sure that, as part of the grants routine going forward that any consultants or assistance would be identified, as well as any invoices incurred.

**MOTION UNANIMOUSLY CARRIED.**

D. York County Stormwater Consortium Update

This item was tabled until the next meeting.

E. Township Manager Search

**SANCHEZ-BOWSER** Nitza stated that she had provided an update to the Job Description for the board's review.

**BISHOP** Mr. Bishop commented that the Job Description for the Township Manager should be very high level and include statutory requirements. He did not think it should include every single duty.

**SANCHEZ-BOWSER** Nitza responded that they had shortened it some with repetitive duties. There were some comments and items of importance added that had not been listed before. The EEO statement was added, and it is in accordance with the existing township ordinance.

**COX** Mr. Cox noted that any applicant wants to have some idea of what is expected before applying for the job. It is the work this board wants the individual to be capable of doing and unless they have previously been a Township Manager, in which case they would not need the information.

**WURSTER** Mr. Wurster noted that under other hiring situations the Job Description would be defined, and it is an important recruitment tool, as well as a tool for annual review purposes. The areas of duties should be explicit in the board's expectation of the next Manager.

**SANCHEZ-BOWSER** Nitza stated that they are finishing the new township brochure, which she proposed to include with the Job Description.

**COX** Mr. Cox noted that the brochure is needed for someone from across the state to know what Springettsbury Township is like. The first two steps are the Job

Description and the Township Brochure. Finish those and advertise with both that there is a position available. Otherwise, he questioned how a potential candidate would know if they are even interested.

**BISHOP** Mr. Bishop agreed with Mr. Cox’s statement.

**SWOMLEY** Chairman Swomley noted that Mr. Bishop is trying to say that there is a process, and Mr. Cox is indicating those are the first pieces. Chairman Swomley posed the question as to where the process goes from there.

**RAUSCH** Solicitor Rausch asked whether the board had shelved the Search Committee concept

**SWOMLEY** Chairman Swomley responded that there were some individuals who said they would like to be involved in the Search Committee, but there was no formalized committee or leader.

**WURSTER** Mr. Wurster noted a Search Committee could be dispensed with. He noted he has complete confidence in the HR team to do the necessary steps with the Job Description and an updated community profile, advertising, and entertaining candidates very soon.

**MR. WURSTER MOVED TO ADOPT THE JOB DESCRIPTION AS PRESENTED HERE THIS EVENING.**

**BISHOP** Mr. Bishop commented that it goes against Chairman Swomley’s suggestion that the board get more input to streamline it.

**MOTION FAILS DUE TO LACK OF A SECOND.**

**Consensus of the board was to hold any action to receive further input.**

**SWOMLEY** Chairman Swomley indicated that the subject will be the focus of discussion at the next meeting. He hoped that everyone would have done their homework and be prepared.

### **3. PUBLIC COMMENT**

**SWEITZER** Eric Sweitzer provided comment with regard to the Proposal from the Recreation Supervisors. He noted the goal was to advocate for some sort of normalcy for the children in the community by brainstorming and thinking of different ideas. They hoped to use social media and perhaps having some Frisby, Golf or Hopscotch that could be set up with chalk – different ways to get the children back in the park. They recognized the limitations. He thanked the board for providing an opportunity to discuss it.

**SWOMLEY** Chairman Swomley appreciated his comments. With the work that the board had already done with the HR group and a review of options, it is not going to happen this year.

**4. ADJOURNMENT**

**SWOMLEY** Chairman Swomley adjourned the meeting at 6:10 p.m.

Respectfully submitted,

Doreen K. Bowers  
Secretary

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