

**SPRINGETTSBURY TOWNSHIP
REGULAR MEETING**

**JULY 27, 2023
APPROVED**

The Springettsbury Township Board of Supervisors held a Regular Meeting on Thursday, July 27, 2023 at 7:00 p.m. at the offices of York Area Fire and Rescue located at 50 Commons Drive, York, PA in person and by Zoom.

MEMBERS IN

ATTENDANCE: Mark Swomley, Chairman
George Dvoryak, Vice Chairman
Charles Wurster, Assistant Secretary/Treasurer
Don Bishop (via Zoom)
Robert Cox

ALSO IN

ATTENDANCE: Mark Hodgkinson, Township Manager
Charles Rausch, Solicitor
John Luciani, Township Engineer
Diana Young, Environmental Engineer
Dori Bowders, Director of Administrative Operations
Randall Heilman, Community Development Director
Nitza Sanchez-Bowser, Director of Human Resources (via Zoom)
Teresa Hummel, Director of Finance
Todd King, Chief of Police
Matt Russ, Battalion Chief
Tim Holmes, Zoning Officer
Sue Sipe, Stenographer

1. CALL TO ORDER

A. Opening Ceremony

SWOMLEY Chairman Swomley called the Regular Meeting to order and led the Pledge of Allegiance.

B. Oath of Office – Patrolman Colin Snyder

SWOMLEY Chairman Swomley administered the Oath of Office to Patrolman Colin Snyder.

KING Chief King welcomed Patrolman Snyder and read “The Springettsbury Badge”.

2. ANNOUNCEMENT OF EXECUTIVE SESSIONS

SWOMLEY Chairman Swomley announced there would not be an Executive Session this evening.

3. COMMUNICATION FROM CITIZENS

Ethan Mickey – Troop 50

MICKEY Mr. Mickey informed the Board while seeking his Eagle Scout designation he asked for assistance in obtaining an Eagle project.

SWOMLEY Chairman Swomley advised Mr. Mickey to work with Mr. Hodgkinson, Township Manager, and the Battalion Chief to determine a suitable project.

4. NEW BUSINESS

A. Acknowledge Receipt of 2022 Springettsbury Township Financial Statements – SEK
Krista Gardner

GARDNER Ms. Gardner prepared a report of preliminary audit results for 2022 which are not finalized yet.

Reminders – responsibilities of SEK

- Springettsbury’s financial statements are on the accrual basis of accounting
- Revenues are recorded when earned
- Expenses are recorded when liable – debt, fixed assets, receivables, payables on the books
- An audit provides reasonable not absolute assurance the financial statements are free from material misstatement due to fraud or error
- It does not relieve those charged with governance or management of any parts of internal controls, processes and procedures.
- When they perform the audit, they do not test 100% of the transactions

Responsibilities of the Township

- Preparing and fairly presenting the financial statements
- Designing, implementing, evaluating and maintaining effective internal controls
- Providing unrestricted access to documents and individuals
- Making them aware of any potential fraud or illegal acts

Subsequent Event Period – this is the audit of 2022 up through when they date the report. If there anything that happens during that timeframe which would influence someone reading the financial statements, SEK would determine whether it is material enough to also include in those statements as a subsequent event item.

Management will sign off a letter when the audit is finalized.

Audit Scope – how the audit works.

- Although they are not required to test internal controls of the Township, they must understand them
- Determine what has changed from the previous year
- Determine new programs, new major expense categories, processes, procedures
- From that develop a risk assessment and design audit procedures
- Calculate materiality – quantitative dollar amount of threshold
- Adjustments – journal entries related to the audit are preliminary at this point
- The final journal entries will be attached to the final presentation

Audit Results – although this is a preliminary draft, they are anticipating an unmodified opinion on the financial statement

Other Required Communications

- SEK has complied with all ethics requirements and are independent of the Township
- Significant Accounting Policies – the only change for 2022 was the implementation of GASB-87 regarding leases. New lease standards came out which will affect Enterprise vehicle leases. This is not a fund level adjustment – but is a government full accrual adjustment.
- Accounting Estimates – no change from prior years – but noting there are estimates that go into the financial statements.
- There were no difficulties encountered and no disagreements.
- Representations from Management and Management Consultations – anything that is required to be included in the presentation has been included.

Matters of Internal Control – they are required to disclose as those charged with governance anything considered to be a material weakness or a step down of significant deficiency and internal control.

- Last year there was a material weakness related to the sewer fund fixed asset calculations. This year they will be stepping that down to a significant deficiency with the expectation of having it removed for the 2023 audit.
- A few adjustments were done on sewer fund fixed assets this year, but it was less than what was done in the past.

Financial Highlights

- General Fund Budget vs. Actual
- Total revenues and other financial sources budgeted for 2022 - \$18.6 million

- For 2022 there was no planned use of fund balance
- Expenditures equaled the same
- Results – revenues came in at just under \$19 million - \$375,000 over budget
- Expenses - \$17.6 million – \$1 million under budget
- Favorable variance from the budget - \$1.4 million
- Tax revenues - \$1 million over budget – related to EIT and Real Estate transfer tax
- Intergovernmental Revenues – under budget by \$850,000 – one item is budgeted for ARPA Funds received in 2022 – put into a special revenue fund and not used - \$1.4 million decrease from the budget with an increase in gaming proceeds from 2022.
- Charges for services over budget revenues \$238,000 – due to building permits
- Expenses were across the board – no major item
- Three-year trend analysis for the General Fund – includes revenues, expenses and other financing sources and uses
- Shows a breakout of where revenues and expenses come from
- Real Estate tax revenues – 19% of total revenues in 2022, 21% in 2021 and 23% in 2020.
- Increase in revenues from 2021 to 2022 - \$1.9 million (11%)
- Decrease in expenses from 2021 to 2022 - \$1.3 million (8%)
- Total change for the General Fund in 2022 was a positive \$1.4 million

Sewer Fund

- Total operating revenues - \$8.6 million
- Operating expenses - \$5 million cost and services
- \$360,000 paid to the Township for Administration
- Depreciation - \$3.6 million (non-cash expense)
- Non-operating revenues and expenses (not related the core business) includes tapping fees, interest expense, investment earnings, transfers and capital contributions (also non-cash)
- Total results – decrease of \$31,000 for the year

Capital Projects

- \$11 million of expenses – most related to the new building

ARPA Fund

- Cash received in 2021 and 2022 which total \$2.8 million shown as deferred revenue
- Will not be recognized in the income statement until the funds are utilized.

- The funds need to be committed under contracts and paid out by the end of 2026.
- ARPA Funds – Under \$10 million can be used for revenue loss which does not have to be tracked as a project. The plan is to use the funds for YAUFR expenses allowing those revenues to be used in other ways. The additional income will need to be accounted for in future years.

SWOMLEY Chairman Swomley thanked Ms. Gardner for her report.

5. ENGINEERING REPORTS

A. Environmental Engineer – Buchart Horn, Inc.

YOUNG Ms. Young provided an update noting the work at the wastewater treatment plan is done with all punchlist items completed.

B. Civil Engineer – First Capital Engineering, Inc.

LUCIANI Mr. Luciani reported the curb has been replaced at Davies Drive. In speaking with the signal contractor, he noted they are getting ready to mobilize with the project coming to closure. The signal contractor, Diamondback indicates their work will take about two weeks. A start date has not yet been determined.

DVORYAK Mr. Dvoryak asked about the dip in Ridgewood Road.

HODGKINSON Mr. Hodgkinson stated they are aware of it and there is a sign at that location to alert motorists to the dip which is at Tulip Tree Lane. He indicated they have not been able to determine the cause but are continuing to investigate to resolve the problem.

SWOMLEY Chairman Swomley asked about the situation on Mt. Zion Road with PennDOT.

HODGKINSON Mr. Hodgkinson stated he contacted PennDOT and discussed the patch work of the existing roadway. They indicated they would talk to the onsite project manager to address the issues. Mr. Hodgkinson indicated he also attempted to contact the current project manager but has not heard back from him yet.

6. CONSENT AGENDA

- A. Acknowledge Receipt of June 30, 2023 Treasurer's Report
- B. Acknowledge Receipt of February 21, 2023 York Area United Fire and Rescue Fire Pension Board Meeting Minutes
- C. Acknowledge Receipt of May 16, 2023 York Area United Fire and Rescue

Commission Meeting Minutes

- D. Board of Supervisors Regular Meeting Minutes - June 22, 2023
- E. Regular Payables as Detailed in Payable Listing of July 27, 2023
- F. Frey Lutz Corporation - Springettsbury Township Building Renovation and Expansion Project - Change Order No. CO-11-H in an amount not to exceed \$3,599.09
- G. Frey Lutz Corporation - Springettsbury Township Building Renovation and Expansion Project - Change Order No. CO-12-H in an amount not to exceed \$3,620 (CREDIT)
- H. MidState Mechanical & Electrical, LLC - Springettsbury Township Building Renovation and Expansion Project - Application for Payment No. 20 in an amount not to exceed \$43,993.22
- I. Jay R. Reynolds, Inc. - Springettsbury Township Building Renovation and Expansion Project - Application for Payment No. 22 in an amount not to exceed \$712.50
- J. Uhrig Construction, Inc. - Springettsbury Township Building Renovation and Expansion Project - Application for Payment No. 25 in an amount not to exceed \$453,927.17
- K. York Excavating Co., LLC - Davies Drive Project - Application for Payment No. 1 in an amount not to exceed \$11,248.02
- L. York Excavating Co., LLC - Davies Drive Project - Application for Payment No. 2 in an amount not to exceed \$4,724.23
- M. York Excavating Co., LLC - Davies Drive Project - Application for Payment No. 3 in an amount not to exceed \$75,220.20
- N. CDM Smith, Inc. - Development of Comprehensive Plan and Updates to Zoning and Subdivision and Land Development Ordinances Project - Invoice #90182706 in an amount not to exceed \$10,434.73
- O. Reapproval of Avalong Place Condominium Minor Subdivision Plan SD-2022-0004
- P. Motter Industrial Park Lots 2 & 3 - Bond Reduction in the amount of \$33,665. (Remaining Bond Amount of \$7,117.30 will be for 18-Month Landscaping Maintenance).

MR. DVORYAK MOVED TO APPROVE ITEMS A THROUGH P ON THE CONSENT AGENDA. MR. WURSTER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

7. BIDS, PROPOSALS, CONTRACTS AND AGREEMENTS

- A. Authorization for Township Manager to Execute Additional Service Request from Buchart Horn Architects for the Springettsbury Township Building Renovation and Expansion Project in an amount not to exceed \$78,560

MR. WURSTER MOVED TO AUTHORIZE THE TOWNSHIP MANAGER TO EXECUTE ADDITIONAL SERVICE REQUEST FROM BUCHART HORN ARCHITECTS FOR THE SPRINGETTSBURY TOWNSHIP BUILDING RENOVATION AND EXPANSION PROJECT IN AN AMOUNT NOT TO EXCEED \$78,560. MR. COX WAS SECOND. MOTION UNANIMOUSLY CARRIED.

- B. Locust Grove Road/Wilshire Drive Subdivision - PennDOT Co-Applicant Agreement

HEILMAN Mr. Heilman stated this is an agreement about the pipe in the PennDOT right of away on Locust Grove Road on proposed Lot #4. They are submitting a co-applicant agreement for the HOP for the stormwater management facility which is between the applicant, the property owner and the Township. He noted they are obligated to settle with the Township for any maintenance or other that comes about with the replacement of the portion of the pipe.

RAUSCH Solicitor Rausch stated the agreement will be recorded and it runs with the land. The future landowner will be responsible for the pipe. If they do not fix it, the Township can fix it and charge it against the landowner. He indicated this agreement has the alternative of an escrow or bonding. It is a standard agreement from PennDOT with all the indemnification language contained in it to protect the Township.

MR. BISHOP MOVED TO AUTHORIZE THE CHAIRMAN TO SIGN THE AGREEMENT FOR THE LOCUST GROVE ROAD/WILSHIRE DRIVE SUBDIVISION - PENNDOT CO-APPLICANT AGREEMENT. MR. COX WAS SECOND. MOTION UNANIMOUSLY CARRIED.

8. SUBDIVISIONS AND LAND DEVELOPMENT

There were none.

9. COMMUNICATION FROM SUPERVISORS

There were none.

10. COMMITTEE REPORTS

There were none.

11. SOLICITOR’S REPORT

RAUSCH Solicitor Rausch had no additions to his report.

12. MANAGER’S REPORT

HODGKINSON Mr. Hodgkinson noted the former police building is no longer there. He indicated the site work is progressing; however, it was discovered there is unsuitable soil around the old police station which means it must be replaced to install the parking lot.

KING Chief King gave a report on the activities for the upcoming “National Night Out”, Tuesday, August 1, 2023.

13. ORDINANCES AND RESOLUTIONS

A. Resolution No. 2023-35 - Revised Fee Schedule

HODGKINSON Mr. Hodgkinson stated most of the revised fees are related to the community room rentals.

MR. DVORYAK MOVED FOR ADOPTION OF RESOLUTION NO. 2023-35 – REVISED FEE SCHEDULE. MR. WURSTER WAS SECOND. MOTION UNANIMOUSLY CARRIED.

B. Resolution No. 2023-36 - Authorizing Intergovernmental Cooperation for the Joint Maintenance and Repair Services for Traffic Control Devices

HODGKINSON Mr. Hodgkinson indicated as noted in his report the former traffic signal maintenance contractor passed away and several municipalities have expressed interest to form a joint maintenance contract. This resolution was originally drafted by Solicitor Rausch.

MR. WURSTER MOVED FOR ADOPTION OF RESOLUTION NO. 2023-36 - AUTHORIZING INTERGOVERNMENTAL COOPERATION FOR THE JOINT MAINTENANCE AND REPAIR SERVICES FOR TRAFFIC CONTROL DEVICES. MR. COX WAS SECOND. MOTION UNANIMOUSLY CARRIED.

- C. Resolution No. 2023-37 - Designation of Additional Depository

HUMMEL Ms. Hummel indicated they are interested in opening a new account for the Park Safety Grant for which they received \$1 million from the State. The funds are already available and will be transferred into that account. The funds will then be managed for the grant fund.

MR. COX MOVED FOR ADOPTION OF RESOLUTION NO. 2023-37 – APPROVING AMENDMENT TO THE DESIGNATION OF ADDITIONAL DEPOSITORY ADOPTED ON JANUARY 3, 2023. MR. DVORYAK WAS SECOND. MOTION UNANIMOUSLY CARRIED.

14. OLD BUSINESS

- A. Traffic Calming - Tenth Avenue, Eleventh Avenue and Whiteford Road

HODGKINSON Mr. Hodgkinson stated Public Works has been occupied with the new building and has not been able to get the temporary speed humps installed. They plan to have them installed in the next 2-3 weeks.

- B. Sidewalks - Eleventh Avenue and Whiteford Road – no report
- C. American Rescue Plan – no report
- D. York Area United Fire and Rescue Governance – no report
- E. Springettsbury Township 2022-2026 Strategic Plan- no report

15. ADJOURNMENT

SWOMLEY Chairman Swomley adjourned the meeting at 7:58 p.m.

Respectfully submitted,

Doreen K. Bowders
Secretary

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