

APPROVED

**SPRINGETTSBURY TOWNSHIP
BOARD OF SUPERVISORS
WORK SESSION
SEPTEMBER 2, 2020**

MEMBERS IN

ATTENDANCE: Mark Swomley, Chairman
Don Bishop
Bob Cox
George Dvoryak
Charles Wurster

ALSO IN

ATTENDANCE: Dori Bowders, Interim Township Manager
Teresa Hummel, Director of Finance
Mark Hodgkinson, Director of Public Works/WWT
Todd King, Chief of Police
Nitza Sanchez-Bowser, Director of HR
Colin Lacey, Director, Parks and Recreation
Ray Markey, Community Development
Sue Sipe, Stenographer

1. CALL TO ORDER

Chairman Swomley called the meeting to order at 6:00 PM.

This meeting was held via Zoom.

2. NEW BUSINESS

A. 2021-2025 Capital Improvements Program

Ms. Hummel went over the goals for the meeting. She noted this is the first discussion with the Board of Supervisors on the Capital Improvements Plan. She indicated the focus will be on the 2021 preparation for the annual budget. She indicated she would review the summary sheet provided on page 6 of the CIP document. She noted she will highlight the current projects already in progress and approved by the Board of Supervisors earlier this year or the previous year, and review the new items proposed for next year. Lastly, she noted she will pool the funding sources together to support the CIP list for 2021.

Ms. Hummel stated the document is a 5-year plan and a working document which is internal and used by management for strategic planning and decision-making. She noted it is a list of potential and proposed capital improvement projects which can include construction, innovations, repairs and maintenance and/or equipment. The directors provided department improvements for consideration. There are CIP worksheets created to provide information for discussion on strategic planning and funding requirements for each year. She pointed out most items in the plan

have not yet been approved by the Board. She noted the project lists presented can be altered or changed at any time to adapt to the changing needs of the Township.

Ms. Hummel referred to page 6 of the CIP document, noting she will review each department individually:

Administration

- Includes the Police Station construction and building renovation project with cost estimates covered and recorded in 2021 and 2022. This project was approved by the Board in June 2020 and is currently in the design phase. The project is expected to go out for bid later this year and will be financed with bond issue and hopefully a state redevelopment capital assistance grant.
- Land acquisition transaction which is most likely to occur.

Communications

- One item included which is \$3,000 for a marquee sign listed under 2022. They are looking to add this item to the building construction project if possible.

Community Development

- Items include water quality projects to meet MS4 state requirements. The projects were approved by the Board with a 3-year contract to complete qualified projects.
- Along with the annual contract price of \$756,800.00 they have included stormwater, infrastructure improvements at a cost of \$60,000, program compliance costs at \$25,000 and line televising at \$25,000 which will determine future maintenance projects.
- All 2020 water quality projects and expenditures were funded by the General Fund reserves. They anticipate additional funding through the York County Stormwater Consortium moving forward.
- An additional item for discussion which is the Comprehensive Plan Expenditure. The plan is in progress but the final expenditure of \$10,000 was recommended to be pushed out to 2023. Ms. Hummel questioned if that was a reasonable expectation to move it out pending the current status of the Comprehensive Plan.

Finance Department

- Does not anticipate any software or equipment changes at this time.
- The Management Information Systems includes two items on their list for 2021 - The first is the update for desktops and laptops in various departments at a cost of \$3,400.00. A recommendation to upgrade audio equipment for the Boardroom is also included for 2021 in the amount of \$4,727.00. Both equipment upgrades are built into the General Fund – line item budget for IT.

Police Department

There are two equipment requests for 2021.

- Vehicle customization costs for new vehicles through the Enterprise Vehicle Lease program at a cost of \$63,485.00.
- Firearms replacement currently listed at a cost of \$34,356.00. Ms. Hummel noted she had a conversation with Chief King at which time he reported the cost is most likely to go down on that item. She will update the list when she receives the adjusted price. Police equipment is always included in the General Fund department budget.

Public Works

- Construction project which includes Davies Drive rail crossing – approved by the Board in 2018 and is in the legal approval process. They expect construction to be completed in 2021. Financing will need further discussion as County support was discussed earlier. She did not have an update on the County’s available funding.
- Traffic signal upgrade covered by a grant. The Township’s matching requirement for the grant is \$70,000 and she will add that to the cost of the General Fund Department budget for Public Works.
- Vehicle Replacements including Vehicle #15 - \$32,000 and Vehicle #18 – also \$32,000. Both vehicles are funded by General Fund reserves.
- Mower replacements – two are requested – total cost of \$24,000. To be added to the General Fund budget for 2021.

Maintenance and Renovation

- Items listed under 2022: - resurfacing for the basketball and tennis courts and hockey rink for the main park- first time they have been added.

Parks and Recreation

- Current project for Augustus Schaeffer Park – estimated cost of \$197,670. This project was approved by the Board in 2019. The funding for the project is provided by a DCNR grant as well as recreation reserves.
- Land use study for the Camp Security property. A third-party consultant will be hired to conduct the study – estimated cost \$80,000. Funded by the Recreation Reserve Fund.

Sewer Funds

- Shared sewer – CIP construction continues on the raw pumps systems renovations and final items for the project – combined estimated cost \$1,200,000 covered under the Sewer Improvements Financing Deal completed in 2019.
- A bio-solids handling study is included in the 2021 CIP list which will determine the renovations needed for 2026 and beyond.
- Mill Creek interceptor replacement is scheduled over the next 3 years – estimated cost \$6,000,000. The project is part of the I-83 expansion and the Township expects to receive compensation from PennDOT for these improvements in the future.
- The only equipment replacement is Vehicle #905 listed at a cost of \$205,000. Shared sewer reserves will fund this vehicle.

Wastewater Treatment for Springettsbury

The sewer rehab renovations are expected from miscellaneous locations as well as the Yorkshire neighborhood. Total combined costs - \$450,000 for 2021. Mr. Hodkinson has included general maintenance items for manhole plate covers – estimated cost \$75,000. All items are covered by Sewer Fund reserves.

Overall, the 2021 Capital Improvement List totals \$14,445,338. Construction and renovation projects already in progress make up 85.9% or \$12,404,570 of that total. Ms. Hummel stated they are just beginning the budget process and will work on incorporating

all CIP items into the 2021 budget. The remaining items requesting approval total \$2,040,768 and are funding in four different funds:

- The General Fund includes \$263,968 which includes IT, Police and Public Works items.
- The Sewer Fund totals \$830,000
- The Water Quality Projects total \$866,800
- The Recreation Reserve - \$8,000

The Capital Improvements Fund will include debt service for the General Fund - \$331,490 for 2021 and will also include the Capital Contribution for YAUFRR equipment.

Mr. Wurster questioned if there was a possibility they could roll into the debt financing before the Police Station for some of the capital items. Ms. Hummel stated the financing package includes the construction for the building as well as for Davies Drive. She indicated there is an opportunity to incorporate some items into the financing. If the land acquisition transaction moves forward in 2022, she believed there would be another financing deal at that time. In addition, the bond for the General Fund which is a series from 2016 will be eligible for refinancing as of November 1, 2021.

Mr. Dvoryak commented he did not see any expenditures related to the Transportation Improvements Study that was done by the consultant to develop methods to improve traffic flow in the township.

Ms. Hummel responded they did not include any of those costs.

Mr. Wurster stated in order to not lose sight of the transportation project, the plan was to revisit the transportation study and then to follow with an inhouse created Comprehensive Plan.

Ms. Hummel indicated last year's report did not include transportation items so they will need to be added line items for Community Development.

Mr. Wurster commented about questions on the Comprehensive Plan. Ms. Hummel indicated in looking at the Comprehensive Plan under Community Development the last item in the Department list, there is a \$10,000 expenditure estimated for 2023. She questioned if it should be under 2021 or 2022 and how fast will the Comp Plan move forward and conclude before 2023.

Chairman Swomley stated depending on hiring a third party he did not believe the \$10,000 is included. He noted they are still discussing what the timing will be since it was pushed out of 2020.

Mr. Bishop noted he was aware of discussion which reported there was approximately \$20,000 from the County this year to complete the plan.

Ms. Bowders stated she contacted the County and they indicated they will let them know by November if they can roll over the \$20,000 grant.

Mr. Bishop updated the Board as a result of their meeting last week, indicating he had a conversation with Marian Hull about the text amendment issues with the residential project at Galleria and she is working on a scope of work and determining if they can get the contract started. He noted that could be a logical avenue for the Comp Plan.

Mr. Wurster stated if it comes to a question of timing, the sooner the Comp Plan is updated the better. He noted another meeting of the Comp Plan has not yet been scheduled due to not having a resource due to Mr. Caloia's departure.

Mr. Bishop commented the Comp Plan Committee needs direction from the Board before it can reconvene.

Chairman Swomley asked if there was a capital need for hardware for IT equipment. It was noted the policies have been reviewed and they have mapped out all of the networks. They do have the policies back so they are getting close to being able to fully operate the networks.

Ms. Hummel stated a note under 2022 on the last item for the parks security cameras listed at \$46,165.00, which was an estimate. They thought it might be a good idea to include those security cameras in the quote with the security project ongoing with the building to make sure they are using the same vendor and have the same maintenance as the Board for those items. That is an item that could move forward with the construction project for the 2021-22 schedule.

Chairman Swomley stated he has some preferences and experience with Video Solutions. He commented they want to make sure they are doing something that is mainstream and affordable.

Mr. Bishop agreed and added it should be incorporating that with the Police building.

Police – Mr. Cox had a question about the \$34,356 for upgrading firearms next year, noting there is nothing recorded for the four years following. Chief King indicated this item references all the handguns in the department done on a 5-year cycle which is why it is not on the plan.

Mr. Wurster referred to the item for in-car body camera server in 2022. He asked if that technology was being used currently. Chief King indicated that would be a cyclical replacement as well. He noted it went online in 2018.

Public Works – Davies Drive – It was noted it should be clear who is responsible for Davies Drive. Chairman Swomley indicated this would be at the direction of the new Township Manager. Ms. Bowders stated Mr. Hodgkinson is awaiting a call from the County.

Mr. Markey stated the road paving does not reflect on the plan since it is funded by liquid fuel. He noted they need to develop a plan for the stormwater infrastructure which ties into the line item in Community Development for line televising.

Recreation – Mr. Dvorak asked about other projects shown on the plan, Mr. Lacey stated the Parks and Recreation Board have been discussing a master plan development for the additional acres at Camp Security. He noted they conducted a 2009 master plan for the 11-16 acres but feel it is time to explore the additional 150 acres with the involvement of Friends of Camp Security to develop what that could potentially be. The Department feels moving forward applying for DCNR and other county grants will provide the foundation and background study given on that land going forward. He noted Pleasureville Park which encompasses the northwestern quadrant of the Township does not have any playground equipment or park facility, so they want to establish play equipment there. Other items include Rockburn, playground maintenance and landscaping could be used there since it is currently aged and weathered. Also landscaping improvements to buffer Industrial Highway, and the Bocce ball courts. He noted they can maneuver those projects throughout the years.

Mr. Dvorak asked about a study conducted several years ago which included input from the community, where a consultant put together a long-term plan which reviewed each park and identified opportunities to make them more user friendly. He asked to what extent was that study used to put these priorities in this capital plan. Mr. Lacey stated that plan was crucial. He noted they are reaching a 10-15-year limit on the lifespan of the previous Comp Plan. In speaking with DCNR they want to see that depth of background. Mr. Lacey indicated in moving forward with Pleasureville, nothing was acted upon from that Comp Plan so it could use a refresher from that perspective.

Discussion was held regarding the playground equipment in each of the individual quadrants in the Township.

Wastewater Treatment - Mr. Cox questioned the \$3.5 million in 2021 which is listed as intermunicipal. He asked if that meant it was shared between the municipalities that are serviced with wastewater treatment. Mr. Hodgkinson confirmed that was correct. He noted Springettsbury is approximately 50% of that number.

Mr. Wurster complimented Ms. Hummel and the directors for putting together the budgets.

3. OLD BUSINESS - None

4. PUBLIC COMMENT

There was no public comment.

5. ADJOURNMENT

CHAIRMAN SWOMLEY ADJOURNED THE MEETING AT 7:00 P.M.

Respectfully submitted,

Doreen Bowders
Secretary

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