

**SPRINGETTSBURY TOWNSHIP
DEVELOPMENT AUTHORITY**

**JUNE 24, 2010
APPROVED**

The Board of Supervisors of Springettsbury Township held a Development Authority meeting on Thursday, June 24, 2010 at 6:15 p.m. at the Township Offices located at 1501 Mt. Zion Road, York, PA.

MEMBERS IN

ATTENDANCE: Don Bishop, Chairman
Bill Schenck, Vice Chairman
Mike Bowman, Secretary/Treasurer
Julie Landis

MEMBERS NOT

IN ATTENDANCE: George Dvoryak

ALSO IN

ATTENDANCE: John Holman, Township Manager/Chief Administrative Officer
Charles Rausch, Solicitor
Jack Hadge, Director of Finance
John Luciani, Civil Engineer
Jean Abrecht, Stenographer

1. CALL TO ORDER

BISHOP Chairman Don Bishop called the meeting to order at 6:15 p.m. He asked Mr. Holman whether a Quorum was present.

2. CERTIFICATION OF QUORUM

HOLMAN Mr. Holman certified a Quorum was present with only one absent member, Mr. Dvoryak, who was away on business.

3. PUBLIC COMMENT

There was no public comment.

4. APPROVAL OF MINUTES

A. Development Authority Regular Meeting – September 24, 2009

MR. SCHENCK MOVED TO APPROVE MINUTES OF THE SEPTEMBER 24, 2009 DEVELOPMENT AUTHORITY MEETING. MR. BOWMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

B. Development Authority Reorganization Meeting – January 4, 2010

MS. LANDIS MOVED TO APPROVE MINUTES OF THE REORGANIZATION MEETING SCHEDULED FOR JANUARY 4, 2010. MR. BOWMAN WAS SECOND. MOTION UNANIMOUSLY CARRIED.

5. RESOLUTIONS/MOTIONS

There were none for action.

6. NEW BUSINESS

- A. Acknowledge Receipt of Calendar Year 2009 Audit Report.
- B. Acknowledge Receipt of PA Department of Community and Economic Development Infrastructure and Facilities Improvement Program Audit Report for the period March 1, 2009 to February 28, 2010.
- C. Acknowledge Receipt of Fully Executed Fifth Amendment to Contract No. C000018854 (IFIP Program) between Commonwealth of Pennsylvania Department of Community and Economic Development and Springettsbury Township. Provides for IFIP funding on the amount of \$568,392. Note: There are five renewals remaining.
- D. Acknowledge Receipt of 2009 Annual Municipal Authorities Report.
- E. Acknowledge Receipt of Development Authority Arbitrage Report from Concord Public Finance dated April 21, 2010. Payment of Arbitrage amount will be due May 30, 2011. Note: the amount will be less than \$105,142.38 listed for 2010.

MR. SCHENCK MOVED TO ACKNOWLEDGE RECEIPT OF THE VARIOUS ITEMS AS LISTED ON THE AGENDA, ITEMS 6A THROUGH E. MS. LANDIS WAS SECOND. MOTION UNANIMOUSLY CARRIED.

REINER Mr. Mike Reiner presented the Audit Report. He had reviewed the report with Ms. Landis and Mr. Bishop previously. He reported a summary on the on-going Development Authority activities, which include bond proceeds not spent, payment of bonded debt through execution of a DCED grant and related revenue. Total assets amounted to approximately \$2 million with \$3.7 million of outstanding debt as of the end of 2009. Grant revenue is the primary revenue source; expenses are related to bond proceeds. Largest expense was engineering costs related to the 462 project, along with interest from revenue. There were negative net assets due to being in the fifth year of the DCED grant agreement. Over the next five years there is \$568,000 due from DCED, which could provide over \$2.5 million.

BISHOP Chairman Bishop thanked Mr. Reiner for an excellent report.

7. OLD BUSINESS

- A. **Update on Newsletter Agreement and Results with Springettsbury Township Business Association.**

HOLMAN Mr. Holman reported that both the Springettsbury Business Association and the Authority are very pleased with the arrangement. The Business Association continues to make payments, and from all the citizen reports, they have done an excellent job with regard to the newsletter page. He noted that it had worked very well for all parties including the township, the Authority and Springettsbury

Business Association. He added that if anyone had anything they would like to see included it should be brought to Mr. Bishop's attention.

SCHENCK Mr. Schenck asked whether the Business Association has a long term plan to continue with the program.

BISHOP Chairman Bishop responded that there was no discussion of a deadline but that it had been working very well for all parties.

LANDIS Ms. Landis asked whether the Business Association helps with the cost.

HOLMAN Mr. Holman responded that they do so by providing \$500 per issue.

LANDIS Ms. Landis asked how many businesses there are in the Association.

BISHOP Chairman Bishop responded that he thought currently there are 25 dues paying members. Membership had been as high as 75 companies.

LANDIS Ms. Landis asked what the time frame would be if someone had something to be put in the newsletters.

HOLMAN Mr. Holman stated that for the Authority page, it would go through Mr. Bishop. He could provide those time frames especially for the newsletter.

BISHOP Chairman Bishop added that would be just for the Economic Development page and the planning takes place very much in advance.

B. Mt. Zion Road/Market Street Intersection Improvements: Kinsley Construction has been awarded the contract. Authority has reserved the \$500,000 Township share of the improvement for payment to PennDOT upon completion of the improvements.

HOLMAN Mr. Holman reported that work is on-going with laying of gas lines and relocation of the utility poles. The Authority has \$500,000 in reserve, which represents the township's share of the improvement that was agreed upon to pay PennDOT for the 24/462 intersection improvement. Construction end date is December 2011, which realistically would be by September or October 2011 in order to get the pavement completed.

BISHOP Chairman Bishop clarified that it is an issue for the Development Authority because it is a follow up project to the Town Center.

HOLMAN Mr. Holman added that it is part of the Inter-Municipal Facility Improvement Program for the Town Center and is the last part of that agreement that needed to be satisfied.

SCHENCK Mr. Schenck commented that he understood the completion date was during 2010, but now the project is moved ahead to be complete in 2011.

HOLMAN Mr. Holman responded that the contract was awarded, and Verizon found that it would take them a lot longer to move the poles than they thought, which moved the date to December 2011. He noted that all funds were encumbered and everything else was in place. However, until the poles are moved, all Kinsley can do is some of the minor work, which are the gas mains and some of the sewer upgrades. Once the poles are moved they can do the actual widening.

SCHENCK Mr. Schenck asked whether the water company issue had been resolved.

LUCIANI Mr. Luciani responded that they are going to move the water line under maintenance.

HOLMAN Mr. Holman added that it will be repaired as part of the project, and the funding will come from PennDOT's money.

BISHOP Chairman Bishop asked whether there was a time table.

HOLMAN Mr. Holman responded that the time frame was in conjunction with the completion of the project, December 2011. They will continue to monitor the progress for any significant settling or difficulty.

BISHOP Chairman Bishop questioned whether he was referring to the Verizon poles all the way down Market Street, but not Mount Zion.

HOLMAN Mr. Holman responded that they will have to move a couple on Mount Zion as well.

LUCIANI Mr. Luciani noted that most of the poles are Met Ed overheads. When the design work was done there was an old agreement that they would relocate the poles if they were within township right-of-way at their cost.

HOLMAN Mr. Holman noted that was a bill the township would not have to pay.

8. ADJOURNMENT

BISHOP Chairman Bishop called for any further business for the Authority. Hearing none, he adjourned the meeting at 6:25 p.m.

Respectfully submitted,

Mike Bowman, Secretary

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**SPRINGETTSBURY TOWNSHIP
DEVELOPMENT AUTHORITY REORGANIZATION**

**JANUARY 4, 2010
APPROVED**

The Development Authority of Springettsbury Township held a Reorganization Meeting on Monday, January 4, 200 at 5:50 p.m. at the Township Offices located at 1501 Mt. Zion Road, York, Pennsylvania.

MEMBERS IN

ATTENDANCE: Bill Schenck
Don Bishop
Mike Bowman
George Dvoryak
Julie Landis

ALSO IN

ATTENDANCE: John Holman, Township Manager
Jim Baugh, Community Development Director
John Luciani, Civil Engineer
Dori Bowders, Manager of Administrative Operations
Betty Speicher, Director of Human Resources
Bob McCoy, Chief, York Area United Fire and Rescue
Jack Hadge, Director of Finance
Jean Abrecht, Stenographer

1. CALL TO ORDER

SCHENCK Acting Chairman Bill Schenck called the meeting to order.

2. APPOINTMENT OF OFFICERS

A. Chairman

Current: Bill Schenck

MR. DVORYAK NOMINATED DON BISHOP AS CHAIRMAN. MR. BOWMAN WAS SECOND.

SCHENCK Mr. Schenck called for other nominations. Hearing none the nominations were closed.

MOTION UNANIMOUSLY CARRIED.

B. Vice Chairman

Current: Don Bishop

BISHOP Chairman Bishop called for nominations for the office of Vice Chairman.

MR. DVORYAK NOMINATED BILL SCHENCK FOR VICE CHAIRMAN. MR. BOWMAN WAS SECOND.

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BISHOP Chairman Bishop called for other nominations. Hearing none the nominations were closed.

MOTION UNANIMOUSLY CARRIED.

C. Secretary/Treasurer
Current: Mike Bowman

MR. DVORYAK NOMINATED MIKE BOWMAN AS SECRETARY/TREASURER. MS. LANDIS WAS SECOND.

BISHOP Chairman Bishop called for other nominations. Hearing none the nominations were closed.

MOTION UNANIMOUSLY CARRIED.

3. APPOINTMENT OF ADDITIONAL PERSONNEL

A. Chief Administrative Officer
Current: John Holman

MR. DVORYAK NOMINATED JOHN HOLMAN AS CHIEF ADMINISTRATIVE OFFICER. MS. LANDIS WAS SECOND.

BISHOP Chairman Bishop called for other nominations. Hearing none the nominations were closed.

MOTION UNANIMOUSLY CARRIED.

B. Financial Officer (s)
Current: Jack Hadge, Financial Officer and Sandy Ratcliffe, Deputy Financial Officer

MR. SCHENCK NOMINATED JACK HADGE AS FINANCIAL OFFICER AND SANDY RATCLIFFE, DEPUTY FINANCIAL OFFICER. MS. LANDIS WAS SECOND.

BISHOP Chairman Bishop called for other nominations. Hearing none the nominations were closed.

MOTION UNANIMOUSLY CARRIED.

C. Recording Secretary
Current: Dori Bowders

MR. SCHENCK NOMINATED DORI BOWDERS AS RECORDING SECRETARY. MS. LANDIS WAS SECOND.

BISHOP Chairman Bishop called for other nominations. Hearing none the nominations were closed.

MOTION UNANIMOUSLY CARRIED.

D. Solicitor

Current: Charles A. Rausch, Esquire – Blakey, Yost, Bupp & Rausch, LLP

MR. SCHENCK NOMINATED CHARLES A. RAUSCH AND THE FIRM BLAKEY, YOST, BUPP & RAUSCH AS SOLICITORS. MS. LANDIS WAS SECOND.

BISHOP Chairman Bishop called for other nominations. Hearing none the nominations were closed.

MOTION UNANIMOUSLY CARRIED.

E. Engineer

Current: John Luciani, P.E. – First Capital Engineering

MR. SCHENCK NOMINATED JOHN LUCIANI, FIRST CAPITAL ENGINEERING AS THE ENGINEER FOR THE DEVELOPMENT AUTHORITY. MR. DVORYAK WAS SECOND.

BISHOP Chairman Bishop called for other nominations. Hearing none the nominations were closed.

MOTION UNANIMOUSLY CARRIED.

4. ADJOURNMENT

BISHOP Chairman Bishop adjourned the meeting at 5:55 p.m.

Respectfully submitted,

Mike Bowman
Secretary

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