

# **Silver Spring Township Strategic Planning Committee**

**Minutes of the March 25, 2010 Meeting**

**Silver Spring Township Municipal Building**

**6475 Carlisle Pike**

**Mechanicsburg, PA 17050**

**Members in Attendance:** Mary Lou Pierce-McLain, Nate Spade, Bill DeVore, George Weimer, Mike Neumyer, John Diener, Bob Thomson

**The meeting was called to order at 6:00 p.m.**

**Welcome and Introductions:** Mary Lou Pierce-McLain called the meeting to order and thanked all members for their willingness to serve on the newly formed Strategic Planning committee of Silver Spring Township.

Members provided brief introductions and personal/professional backgrounds:

Mary Lou Pierce-McLain – Member of the Board of Supervisors for eight years, resident of the Township for over 40 years, worked as a registered nurse.

Nate Spade – Member of the Board of Supervisors since January 2010, Township resident for four years and resident of Central Pennsylvania for his entire life, Assistant Committee Director of the Pennsylvania State Senate Transportation Committee.

Bill DeVore – Member of the Cumberland Valley School Board and Township Planning Commission, nearly life-long resident of the Township, owner of commercial printing business.

George Weimer – Former member of the Township Conservation and Preservation Committee and member of the Silver Spring Ambulance Association, Township resident for approximately 15 years, retired as a school administrator in New York State.

Mike Neumyer – Serving on a Township Committee for the first time; resident of the Township for several years and Central Pennsylvania for most of his life; retired from the Commonwealth of Pennsylvania, where he worked in various agencies in administrative capacities that dealt with public budgeting and strategic planning.

John Diener – First experience serving on a Township Committee, resident of the Township for approximately 15 years and of Central Pennsylvania for his entire life, retired from the former Amp, Inc. as a metallurgist and administrator.

Bob Thomson – Also new to serving on a Township, somewhat recent Township resident, retired from the Pennsylvania School Boards Association as an accountant.

**Schedule of Future Township Meetings:** Mary Lou Pierce-McLain reviewed the public meetings of the Committee for 2010, other than the November and December meetings. The following meetings have been advertised: March 25, 2010; April 15, 2010; May 27, 2010; June 24, 2010; July 22, 2010; August 26, 2010; September 23, 2010; October 28, 2010.

So as not to conflict with the holidays and other Township meetings in November and December, the Committee meetings for those months have not yet been scheduled and advertised. Mary Lou Pierce-McLain discussed a number of possible dates. The consensus of the Committee was to wait to make a decision later in the year.

**Purpose of Strategic Planning Committee:** Nate Spade and Mary Lou Pierce-McLain discussed how the idea of a strategic planning committee was a result of concerns expressed by Township stakeholders that the Township should have a roadmap going forward in order to prepare for growth, identify future needs, and forecast potential Township expenditures.

Nate Spade explained that the Township has developed a number of plans, such as the Comprehensive Land Use Plan, the Parks Strategic Plan, and the department five-year capital plan to name a few. He explained that his vision of a strategic planning committee is to gather and review existing plans and identify areas for improvement in those plans, as well as to identify gaps in the Township's planning process.

Bill DeVore discussed his experience developing a strategic plan as Chairman of the West Shore Chamber of Commerce. He described the process as an intense, months-long process that focused on three important questions: "Where have we been?" "Where are we going?" "Where do we want to be?"

Mr. DeVore provided a sample of a strategic analysis planning overview and timeline, similar to that utilized by the West Shore Chamber of Commerce. Among the most important elements of the strategic analysis are the mission and vision statements. In Mr. DeVore's opinion, the mission statement is so critical to the running of any organization, public or private, that it should be centrally located and visible in the organization's facilities. In this case, it should be located in the meeting room of the Township Municipal Building.

**Selection of Chair, Vice Chair, and Secretary:** Nate Spade opened the floor for nominations for the positions of Chairman, Vice Chairman, and Secretary of the Committee. Mary Lou Pierce-McLain explained that since she and Mr. Spade serve on the Board of Supervisors, it would not be appropriate for them to fill any of these three positions of the Committee.

On a DeVore/Neumyer motion, John Diener was nominated for Chairman of the Committee. The motion carried.

On a DeVore/Weimer motion, Bob Thomson was nominated for Vice Chairman of the Committee. The motion carried.

On a Spade/Pierce-McLain motion, George Weimer was nominated for Secretary of the Committee. The motion carried.

**Open Discussion:**

Further discussion included a return to the strategic analysis planning overview presented by Bill DeVore earlier in the meeting. Mr. DeVore indicated that as the process moves forward it may be necessary to interview and discuss Township planning issues with members of staff and outside stakeholders.

Mike Neumyer asked if the proceedings of the Committee were subject to the Pennsylvania Right to Know Law. Mary Lou Pierce-McLain and Nate Spade indicated that they are, which is why all meetings must be advertised publicly.

John Diener, Bob Thomson, and Mike Neumyer discussed the ability of the Committee to review the Township's existing plans. Mr. Diener inquired if such plans would be accessible through a computer-based tool. Mary Lou Pierce-McLain and Nate Spade agreed to facilitate the Committee's review of the plans and report back at the next meeting.

**Closing:** The meeting had to be closed at 7:00 p.m., as the Board of Supervisors was conducting interviews for the position of Superintendent of Police at 7:30 p.m.

**Next Meeting:** April 15, 2010, Silver Spring Township Municipal Building, 6:00 p.m.