Adams County Boroughs Association

ACBA

Newsletter

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Riding the Space Range—Apollo Space Flights

Robert R. Stanley, Head—Test & Simulation Branch, NASA/GSFC

"Riding the space range – an adventure worth living." It all started for me in the International Geophysical Year (IGY) – 1958. In my junior year at Penn State University, I majored in Geophysics and Geochemistry. The Russians launched the first satellite – Sputnik. My interest was started in space flight. In my senior year, I took the US Navy Officer Candidate School (OCS) examination, accepted a commission in the Navy and went to Newport, RI followed by Communication and Electronics schools in Great Lakes, IL. After 9 months of Naval schools, it was off to Pearl Harbor, Hawaii for another two- and one-half years. That experience included conducting the first Moon Relay communications program followed by ionic atmospheric effects of nuclear detonations at Christmas and Johnson Islands, on radio communications. My next assignment was to set up the Planned Landing Areas (PLA's) for the Project Mercury Splashdowns in the Pacific Ocean. Since the early days of space travel lacked experience (only 6 flights), it was a challenge to predict where to deploy the USN aircraft carriers, and thus recover the astronauts. We were successful in <u>all</u> of the Pacific recoveries. In the fall of 1963, my Navy tour was ending. The USN offered me post grad school in Monterey, California and NASA offered me a job as an aircraft test director, fly Super Constellations, and assist in building the worldwide tracking network for NASA.

New Policy Allows Municipalities to Keep Permanent Records Electronically

The Pennsylvania State Archives and Local Government Records Committee are pleased to announce a new policy on permanent electronic records has been added to the Municipal Records Manual. The policy allows municipalities to keep records with permanent retention exclusively in electronic form as long as certain format and storage requirements are met. Copies of the revised manual, a supplemental guidance document, and new FAQ page are now available on the State Archives website. The archives hopes that this policy will help municipalities meet the challenges of 21st century records management, and we are available to answer questions and provide training/assistance to municipalities interested in implementation.

I will tell you my story of 42 years with the US Navy and NASA. This story includes working personally with the astronauts and flight controllers of the Mercury, Gemini, Apollo, Skylab, Apollo Soyuz, and 135 flights of the Space Shuttle transportation system. It continues today with Space Station and 59 years of service to our country – which can be summed up by the words "Duty, Honor, Country"

The Apollo Space Flights, from the Apollo 1 fire on the pad 34, with the loss of 3 astronauts, to 2 men walking on the moon within 30 months, was a major challenge to say the least. Every mission was a hair raising, risk taking journey. When JFK set the bar very high by saying "take men to the moon, have them land, and return safely to Earth in this decade" – the die was cast. On the Apollo 11 mission, fifty years ago, in July 1969, NASA had Neil Armstrong and Buzz Aldrin walking on the moon. Apollo 12, with a lightning strike on the Saturn V 32 seconds after liftoff, was a near disaster. Apollo 13 had an explosion after travelling 200 thousand miles to the moon. It was truly a heroic save with no loss of life. Apollo 14 through 17 completed the program by the end of 1972. A total of ten other astronauts placed their feet on the moon's surface. This was a national achievement not to be repeated in half a century.

What does this mean for you? All Pennsylvania municipalities can now maintain records with permanent   retention in electronic format without an additional "human readable" (paper or microfilm) copy if they meet certain requirements. For example, permanent electronic records must be kept in the PDF/A file format (note that PDF/A is different from PDF) and must be stored in a live server environment with at least one backed-up copy stored separately. For each series maintained in this manner, municipalities must notify the State Archives using a form found in the manual. Unlike microfilm, the State Archives will not require inspection reports each time original paper copies are destroyed. For complete information about the policy requirements, see the links below.

The policy applies equally to records created electronically and to records that are scanned. This policy only applies to records with permanent retention; non-permanent records do not have any format/storage requirements as long as they remain secure and accessible for the duration of retention. For more information visit the Local Government section of the State Archives website or call 717-787-7330.

For further detail regarding policy and frequently asked questions see the below links:

1. **Revised Municipal Records Manual with Permanent Electronic Records Policy:**

   https://www.phmc.pa.gov/Archives/Records-Management/Documents/2019-Municipal-Records-Manual-rev-with-links.pdf

2. **Guidance Document for the Permanent Electronic Records Policy:** https://www.phmc.pa.gov/Archives/Records-Management/Documents/201904Guidance_approved.pdf

3. **Frequently Asked Questions about the Permanent Electronic Records Policy and Implementation Strategies:** https://www.phmc.pa.gov/Archives/Records-Management/Documents/201904_PDFA%20FAQs_Muni_Final.pdf

Free Seminar on Financial Insight for Local Governments

Smith Elliott Kerans & Company, LLC (SEK) is offering a free 4 hour seminar for local governments and school officials to enhance their financial insight. The tentative topics that will be covered are

- Government Accounting 101
- New GASB Standards: Preparing for the Changes
- GASB Preliminary View on Financial Reporting Model
- Internal Controls: Structures, Systems, & Stories
- Understanding Financial Statement Disclosures
- Strengths of Organizations & Structures—Roundtable Discussion
- Cybersecurity: Protecting Your Organization
- QuickBooks
- Excel Tips & Tricks to Increase Efficiency

ACBA Legislative Committee & ACTPO Reports

The Adams County Boroughs Association (ACBA) is a perennial leader at the forefront of state and local legislation aimed at reducing the effects of unfunded mandates on our municipalities and strengthening coalitions. For over six years now, the ACBA Legislative Committee has produced, reviewed, advocated and/or adopted nearly a dozen different resolutions, some of which have become part of the PSAB Municipal Policy Statement, the document which steers the efforts of the PSAB Government Affairs liaisons to our elected leaders in Harrisburg. It has certainly been an honor for me to serve as your voice on these matters. Our work is yet complete, so ACBA will continue to represent Adams County values to our colleagues across the state.

This year, we have two resolutions from Adams. The first seeks reform to our current Open Records laws by protecting the personal information of our municipal workers and to allow municipalities to recuperate costs associated for for-profit corporate Right-To-Know requests. More than a dozen municipalities, boroughs and townships, have joined this effort. The second, a late submission to oppose UCC TPA mandates on municipalities, was not only accepted by the PSAB Resolution and Policy Steering Committee, but they have also recommended its passage. Littlestown and Bendersville joined Abbottstown on this effort, which has a lot of support across the state. Both of the bills that are the subject of these resolutions are being promoted by Rep. Dan Moul.

The Adams County Transportation Planning Organization (ACTPO) has been busy reviewing the prioritized maintenance and repair schedules for our roads in bridges in the county. A public meeting was held to discuss the route options for the Eisenhower Extension (McSherrystown Bypass) with PennDOT officials at SAVES earlier this month. This project, once completed, will be a crown jewel for all the elected officials and constituents who have come together to make it a reality. Again, Rep. Moul was responsible for helping to acquire the initial funding, and along with state and federal highway opportunities, we should see some work begin by 2022.

The objective is to get you up to speed on the changes affecting your organization during these informative sessions—4 hours of CPE credit is provided. The seminar will be held on Wednesday, July 24,2019 at the Gettysburg Hotel, 1 Lincoln Square, Gettysburg. The schedule follows: *Arrival & Breakfast* from 7:30 am to 8:00 am and *Presentations* from 8 am to Noon.

Registration Opens June 1st. Visit the following website to register: https://sek.evenbrite.com. If you have any questions email kstanley@sek.com.

Personal Enrichment Opportunities Offered on Community Education Day

Expand your personal enrichment horizons on **Community Education Day on Wednesday, June 5, 2019, from 8:30 a.m. to 2:30 p.m. at HACC's Gettysburg Campus.** Participants can choose three educational sessions from among 14 topics that range from Perspectives of Civil War Medicine: from the Practitioner and the Soldier, Tales of Gettysburg's Other History, Jump Start Your Novel, Elizabeth Ann Seton, her legacy, and the American Civil War, The Power of Words: Lessons from Franklin D. Roosevelt, The War We Don't Know: The Civil War in the West, and much more. Sessions are presented in a short workshop format and led by HACC faculty or community presenters. The cost of $49 per person includes the choice of three class sessions, morning refreshments and a bagged lunch. To view the schedule of sessions and register, visit hacc.edu/GettysburgCommunity or call the campus Welcome Center at 717-337-3855, ext. 119903.

2019 PSAB Annual Conference

The PSAB 108th Annual Conference & Exhibition will be held June 9—12, 2019 at the Hershey Lodge. The conference theme, *Investing in the Leaders of Tomorrow*, encourages you to educate, inspire, prepare, mentor, and engage youth and other in your community by helping them to understand and appreciate the local government process. To register online, go to www.myaccount.boroughs.org under the "Conferences" tab. Hope to see you there!

Next ACBA Meeting...

Sept 16, 2019

ACBA Association Staff

Mayor Ron Harris…..…....................President
David Bolton…………….…...............Vice President
Sandy Conrad…………...….....….......Secretary
Councilor Charlene Westcott…...…....Treasurer

Special Interests

PSAB Liaison…………………....…........ Mr. David Bolton
ACBA Legislative Committee…...... Mr. David Bolton
AC Transportation Planning Org… Mr. David Bolton
AC Transportation Planning Org… Mr. David Hazlett
AC Transportation Planning Org… Councilor Susan Naugle
AC COG………………………………….….... Mayor Ron Harris
AC Land Conservancy……………..…... Mr. Bill Chantelau
ACTCC……………………....…................ Mayor Ron Harris
YATB…………………………….................. Supervisor LuAnn Dille

Local Government's Cybersecurity

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March 18, 2019

1

TRAVIS SNYDER

SENIOR WEB DEVELOPER

- Graduated from Penn State University – Computer Science

- Penn State University - Web Professional Certified

- Over 20 Years in Web Design, Development & Security Projects

- Developed and manage various local government websites (Townships/Boroughs/Orgs)

2

Local Government's Cybersecurity

Overview

- Secure Passwords/Practices

- Malware

- Safe Computing

- Online Scams

- Website Security

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3

Local Government's Cybersecurity

Overview

How frequently are local governments under cyberattack?

	Attacks	Incidents	Breaches
Hourly or more	27.7%	4.8%	4.3%
At least once a day	19.4%	7.7%	3.4%
Less than daily	23.8%	53.1%	29.9%
Don't know	29.1%	34.4%	62.4%

Chart: The Conversation, CC-BY-ND · Source: University of Maryland, Baltimore County · Get the data

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4

Local Government's Cybersecurity

Secure Passwords/Practices

- Use a minimum of 10 symbols, including numbers, both uppercase and lowercase letters, and special symbols.

- Change your password periodically (every 90-180 days)

- Avoid Easy-to-guess passwords, especially "password"

- Avoid your name, the name of your spouse or partner's name, pets, children

- A string of numbers or letters like "1234" or "abcd", or simple patterns of letters on the keyboard, like "asdfg"

5

Local Government's Cybersecurity

Secure Passwords/Practices

- Do not write it down where it can be found in office

- Do not let others watch as you type a password in

- Lock screen with a password prompt after X amount of minutes when you are away from your computer

- Do not use same password across all accounts

- Consider use of a password app or program (Zoho Vault, 1Password)

6

Local Government's Cybersecurity

Malware

Malware = software that is specifically designed to disrupt, damage, or gain unauthorized access to a computer system.

- Spam emails / links

- Infected removable drives

- Bundled with other software

- Hacked or compromised webpages

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7

Local Government's Cybersecurity

Malware

Malware/Anti-Virus Programs:

- Bitdefender Antivirus Free Edition

- AVG AntiVirus Free

- Malwarebytes Anti-Malware

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8

Local Government's Cybersecurity

Safe Computing

- Strong Password Policies
- Update Operating System (continuously)
- Update All Software
- Install Anti-Virus Software
- Backup Data on a Regular Basis
- Control Access to Your Computer
- Protect Sensitive Data
- Use Secure Connections

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9

Local Government's Cybersecurity

Online Scams

Phishing Email Scams - More than one third of all security incidents start with phishing emails or malicious attachments sent to company employees, according to a report from F-Secure.

- Tip 1: Don't trust the display name
- Tip 2: Look but don't click
- Tip 3: Check for spelling mistakes
- Tip 4: Analyze the salutation
- Tip 5: Don't give up personal information
- Tip 6: Beware of urgent or threatening language in the subject line
- Tip 7: Review the signature
- Tip 8: If at all questionable, don't click on attachments

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10

Local Government's Cybersecurity

Website Security

95% of breached records came from only three industries in 2016
Government, retail, and technology. The reason isn't necessarily because those industries are less diligent in their
protection of customer records. They're just very popular targets because of the high level of personal identifying information contained in their records.

There is a hacker attack every 39 seconds
Affecting one in three Americans every year.

11

Local Government's Cybersecurity

Website Security

- Use HTTPS / (SSL Certificate)
- Keep your website platform and software up-to-date
- Install security plugins, when possible (WordPress – iThemes Security and Bulletproof Security)
- Make sure your passwords are secure
- Protect from database / SQL injection hacks
- Lock down your directory and file permissions
- Keep everything clean (remove any dated or old files, pages, etc.)
- Backup data consistently
- Scan for vulnerabilities

12

Local Government's Cybersecurity

What You Should Consider

- Formal, written cybersecurity policies, standards, strategies, and plans
- Scanning / Testing of systems
- Risk Assessment
- Technical Security Review
- Audit of Practices
- Staff Training
- Periodic Re-Assessments

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13

Local Government's Cybersecurity

What You Should Consider

A helpful starting planning guide for cybersecurity:

https://www.fcc.gov/cyberplanner

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14

Introducing…

LOCALGOV

Websites Working for Your Community

Visit on the web at:
www.localgovsites.com

15

Questions?

16

THANK YOU!

For More Information
or Consultation:

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17