

27 Skyline Trail, Carroll Valley, Pennsylvania 17320
Email: MayorRonHarris@comcast.net (301) 606-2021

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Cybersecurity for Local Municipalities

Whether you are using your personal or government computer system, are you protected from being hacked when you are online? How sure are you that you are not exposing sensitive data to others who should not have access to such information. No combination of security measures will completely remove the vulnerability of a municipality network or an individual computer workstation. In other words, the network can be made marginally secure or very secure, but never totally secure.

Cybersecurity refers to the protection of internet-connected systems, including hardware, software and data, from cyberattacks. Computer system security is classified into two categories, namely: physical and logical. Physical refers to the hardware and facility that could be illegally accessed, stolen or damaged. For example, restricted access to the room where the network ranks are located is a form of physical security. Locking your office door in the evening to prevent unauthorized access to your computer system is another example. Logical security refers to measures taken via software by permitting only authorized persons to and use the system. Logical security for online systems are achieved by the use of passwords. How secure is your municipal information system? When was the last time you checked your level of security vulnerability?

Municipal Liquid Fuels Funds

On the first business day in March, eligible municipalities receive their yearly liquid fuels tax fund allocation from the Pennsylvania Department of Transportation (PennDOT) to begin seasonal road maintenance and construction projects. Once you have the funds, do you know how to use them?

Permissible uses include:

- Maintenance, repair, construction or reconstruction of public roads, streets, alleys, courts, and ways, including ridges, culverts and drainage structures, for which municipalities are legally responsible.
- Road materials for the maintenance, repair, construction or reconstruction of public roads, streets, alleys, courts, and ways for which they are legally responsible.
- Payment of approved Pennsylvania Infrastructure Bank (PIB) Loans including financing expenses with project approval.
- Purchase, maintenance and repair of traffic control devices such as signs and signal devices.

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- Payment of road employee wages for working on the municipality's roads, structures, and road equipment.
- Construction of approved salt storage facilities used only to store salt
- Purchase of safety equipment and protective clothing.
- Maintenance, repair, construction, or reconstruction of ADA curbs, ramps, or curb cuts for access by individuals with disabilities.
- 20 percent limit on new equipment purchases and year-to-year carryover ability
- Repair of all road equipment used in the municipality's road repair and maintenance program.
- Purchase of computer hardware, software and related training - up to \$1,000 per year.
- Purchase of materials and equipment from state contracts, Councils of Government or through other purchasing consortia.

Non-Permissible uses include:

- Purchases made in violation of the Pennsylvania Municipal Code.
- Purchase of rights-of-way.
- Work on private roads or streets.
- Construction projects done without prior PennDOT district office approval.
- Construction, maintenance or repair of a general-purpose, administration or maintenance building.
- Heating oil and other building utilities.
- Work on sanitary sewers, water lines, parks, playgrounds, municipal buildings, police or fire departments, charitable or civic projects, or garbage or trash pickup.
- Street lighting that is separately taxed or assessed.
- Gasoline in private vehicles or vehicles of other departments.
- Insurance - property, liability, casualty or fiduciary.
- Undocumented payrolls or payrolls that do not clearly identify the nature and location of work.
- Meeting pay.
- Retainers for engineers, attorneys, etc.
- Apparel, except when required by an employment agreement.
- Administrative expenses such as office supplies, furniture and telephones.
- Retroactive expenditures or repayment of other funds for prior-period expenditures.
- Road-related training.

This list is only a guideline and should not be interpreted as all-inclusive. PennDOT's Publication #9, Policies and Procedures for the Administration of the Liquid Fuels Tax Act 655 provides more information on spending Liquid Fuels Funds.

Annual Reporting

Annual reporting is required by Jan. 31 each year using PennDOT Form MS-965 and the Department of Community and Economic Development's (DCED) Report of Elected and Municipal Officials Report. DCED's Survey of Financial Condition is due March 15, but to receive your allocation quicker, it is recommended to submit this by Jan. 31. For more information, visit www.dot.state.pa.us.

Local News Items

Adams County Tax Collection Committee: ACTCC meet on February 6th. Elected the following officers: Ron Harris, President; Bob Jackson, Vice President; LuAnn Dille, Secretary; Cissy Redding, Treasurer; LuAnn Dille, Open Records Officer, Brad Hunt, Chair of Finance & Bylaws Committees; Paul Kriger, Appeals Chair; and Bob Jackson, Management Committee Chair. The 2019 Budget was passed. And, the Articles of Agreement for the Operation of the York Adams Tax Bureau were approved.

Adams County Medicine Take Back Program: Adams County Medicine Take Back Program will be held throughout the County on Saturday, April 27th from 10:00 am to 2:00 pm.

Adams County Council of Government Legislative Priorities

Under the leadership of Supervisor Bob Gordon, the ACCOG Legislative Committee will be presenting the following 2019-2020 Legislative Priorities to the ACCOG on March 28th for their review and approval.

High Priority—Legislation to be Introduced on the Following Subjects:

- Cyber Charter Schools—Funding Issues
- Human Services Funding for County
- Prevailing Wage—Exempt all Projects Under \$250,000
- Radar—Local Police
- Right to Know—Commercial Requests, Charge for Staff Time, Employee Address Issue
- School Funding Formula
- Volunteer Fire/EMS—SR 6 Commission Recommendations



Watch List:

- Broadband—State and Federal
- DAS
- EIT Collection
- Health Insurance—Federal
- Infrastructure Funding—State and Federal—Funding for MS4 Projects and WIP III
- Minimum Wage—State and Federal
- Pension Systems
- Recycling—Electronics, Glass, Leaf Collection
- State Police Funding
- UCC Inspections

Findings of Municipal Management Priorities Survey

A report of findings from a Municipal Management Priorities Survey prepared for the Chrostwaite Institute, an organization focused on research and government efficiency, illustrates that capital infrastructure maintenance and improvement is a top-rated priority for more than 21 percent of municipal governments. Infrastructure also ranked as the highest-rated priority on average across the 15 broad initiatives included in the survey.

The purpose of the survey was to determine what issues were the most important for municipalities across the state and to explore any significant differences in municipal priority rankings. The findings indicate that priorities often vary among cities, boroughs, and townships.

For example, blight prevention and remediation had the fifth most top-priority ratings of all the initiatives. Fifty-eight percent of city respondents rated blight prevention and remediation as a top priority. By comparison, 26 percent of borough respondents rated blight a top priority, while only 10 percent of first-class township and 5 percent of second-class township respondents rated blight at the highest priority level. Following infrastructure, obtaining grants and intergovernmental revenues, stormwater management, and community development were the second through fourth highest ranked priorities, respectively. Community development ratings provide another example of divergence in priority by municipal form. Forty-five percent of city respondents rated the initiative at the top-priority level compared to 25 percent of first class townships, 21 percent of boroughs, and 11 percent of second class townships.

City respondents were also more likely to list pension costs as a top priority - at 37.5 percent of respondents –relative to 16 percent of first class townships respondents, 8.4 percent of second class townships, and 8 percent of borough respondents. Initiatives having the lowest number of top priority ratings were infill development/redevelopment; provision of services via the internet; and human resources management.

Additional survey findings include the following:

- Over the past 10 years, 39 percent of respondents said their municipality's population size increased; 18 percent said it decreased; and 40 percent said it remained the same.
- Just under 40 percent of municipal comprehensive plans have been reported to have been updated within the past five years, and nearly 25 percent have not been updated in over a decade.
- Nearly 50 percent of respondents reported having general fund revenues between \$1 and \$5 million; 27.2 percent reported having revenues less than or equal to \$1 million; and 23.2 percent reported having revenues over \$5 million.
- Approximately 60 percent of survey respondents have their own police department; 28 percent use State Police; 8 percent are members of a regional police force; and 3 percent contract with a neighboring department.
- Respondents from cities perceive their communities to have numerous issues and initiatives that they rate as highest priority, while respondents from boroughs and townships were less likely to rate as many initiatives at the highest priority level.

To view the full report of findings, visit www.chrostwaite.com.

Next ACBA Meeting...



May 20, 2019

ACBA Association Staff

Mayor Ron Harris.....President
Mr. 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