

**MINUTES OF
SPRING GARDEN TOWNSHIP BOARD OF COMMISSIONERS MEETING
March 9, 2016**

President Fullmer announced that the Board of Commissioners met in Executive Session at 6:15 p.m. this evening to discuss personnel, real estate and potential litigation issues. Executive Session was adjourned at 6:55 p.m.

CALL TO ORDER

The Spring Garden Township Board of Commissioners held its regular monthly meeting at the Township Municipal Building, 340 Tri Hill Road, York, PA on March 9, 2016. President Fullmer called the meeting to order at 7:05 p.m.

PERSONS PRESENT

John M. Fullmer, Jr., President	George Swartz, Chief of Police
Matthew R. Shorb, Vice-President	Steven F. Smith, Public Works Supervisor
Thomas I. Warman, Commissioner	Clifford Gordon, Codes Enforcement Officer
Cara Beth Zortman, Commissioner	Steve Hovis, Esq. Solicitor
Eric M. Lehmayr, Commissioner	David M. Davidson, Jr., P.E., Engineer
Christine Y. Hartle, Recreation Director	Dan Hoff, YAUFRR
Michelle K. Mullen, Fiscal Officer/ Benefits Coordinator	B.J. Treglia, P.E., C.S. Davidson, Inc.
Gregory J. Maust, P.E., Township Manager	
Linda A. Keller, Director Community Development & Planning	

There were 24 people in the audience.

A. SERVICE AWARDS:

Chief Swartz provided an overview of the selection process used by the Township to select the final candidates to be considered for promotion to the position of Sergeant in the Township Police Department. The Sergeant positions became open with the retirement of David Jay and the voluntary termination of Robert Lehman. **Officer Adam Zimmerman and Officer Adam Garman with family and friends in attendance were both promoted to the position of Sergeant in The Spring Garden Township Police Department.** President Commissioner Fullmer gave the Oath to Sergeant Zimmerman and Commissioner Warman, Board Liaison to Police gave the Oath to Sergeant Garman.

B. REQUESTS FOR PRESENTATION BY THE PUBLIC:

There was one (1) Public Presentation given by **Ms. Anne Druck, President of the York County Convention & Visitors Bureau.** Ann provided an update on tourism in York County and programs being promoted through the Bureau.

C. PUBLIC COMMENT PERIOD:

There were no public comments.

D. APPROVAL OF MINUTES:

Motion Lehmayr/Warman to **approve the Minutes of the February 10, 2016 Board of Commissioners regular monthly meeting** as presented. There were no public comments. Motion carried. Yes-3, No-0. Commissioner Shorb and Commissioner Zortman abstained from voting.

E. ACCEPTANCE OF TREASURER'S REPORT:

Motion Warman/Zortman to **accept the Treasurer's Report.** There were no public comments. Motion carried. Yes-5, No-0.

F. APPROVAL OF WARRANTS FOR PAYMENT: Motion Lehmaye/Zortman to **approve the Warrants for Payment** as presented. There were no public comments. Motion carried. Yes-5, No-0.

G. OPENING/ AWARD OF BIDS: There were **no bids** to be considered for tonight's meeting.

H. SUBDIVISION/ LAND DEVELOPMENT PLANS FOR ACTION: There was one (1) plan, originally scheduled for tonight's meeting which is the Final Subdivision Plan for J. Joseph Danyo and Joseph & Susan Wagman. A request was received by the Township staff this morning from Gordon L. Brown & Associates, representing the property owners, **requesting the plan be tabled until the April meeting.**

I. OLD BUSINESS:

1. **Status of Update to Township Comprehensive Recreation Plan:**
Recreation Director, Christine Hartle stated that everything should be completed for the April Board meeting at which time an overview of the Update to the Township Comprehensive Plan will be presented to the Commissioners for final approval.
2. **Status of Municipal Complex Project:**
Manager Maust reported that the Building Committee met to discuss the status of the "draft" Request for Proposal" which has been 'on-hold", pending completion of the Pennsylvania Department of Environmental Protection (DEP) regulatory review of the Township's Act 2 submittal to obtain a Release of Liability for a Site Specific Standard for the 1799 Mt. Rose Avenue site under the Pennsylvania Land Recycling and Environmental Remediation Standards Act. The Committee was in consensus to complete the RFP to proceed with the next phase of work for development of the property which would be project design. Following completion of design, the Board of Commissioners would need to separately authorize public bidding of the project. The RFP is to be issued to selected professional firms as determined by the Building Committee. The RFP will solicit a price proposal to perform professional services to the Township for the build-out of the site in accordance with the agreed upon Master Plan for Development. **The Committee's schedule is to have a proposal available for Board consideration and action at the June Board meeting.**
3. **Consideration to amend the Township Zoning Ordinance to establish Zoning Permits:**
Linda Keller stated the Township Planning Commission has finalized a list of recommended amendments to the Zoning Ordinance and Subdivision/Land Development Ordinance. As part of amending the Zoning Ordinance, consideration is to be given to establishing requirements to implement procedures for issuing Zoning Permits.
4. **Consideration to expand parking for the Township Administrative Office, 558 S Ogontz Street:**
Manager Maust provided an update on the planned parking improvements for Victor's Restaurant which Mr. Mark Sindicich has communicated to the Township. With the completion of the planned improvements, it will be difficult to continue the shared use of their parking lot for Township employee parking. To provide more flexibility for the Township and to establish parking which meets the needs of the Township, **the conceptual plan which has been prepared to establish expanded parking for the Administration Office will be brought back to the Board of Commissioners for consideration to move the planned project into design.** With expanded parking for the Administration Office, the reliance on sharing parking with Victor's Restaurant would no longer be needed.

J. NEW BUSINESS:

1. Motion Warman/Lehmayer to approve **Police Department purchase request to upgrade Sergeant's computer at a cost of \$1,100. The computer upgrade is to be paid from the**

SPRING GARDEN TOWNSHIP BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING

Minutes of March 9, 2016

Page 2 of 5

- Capital Township Capital Fund as an approved 2016 Major Equipment Budget Item, 410.740 for the Police Department.** There were no public comments. Motion carried. Yes-5, No-0.
2. Motion Warman/Zortman to Approval to **advertise and receive bids for the 2016 Paving Program.** There were no public comments. Motion carried. Yes-5, No-0.
 3. & 4. Motion Shorb/Warman to approve **Stambaugh Ness 2016 Service Level Agreement's for the Administration Group and Police Department.** There were no public comments. Motion carried. Yes-5, No-0.
 5. Motion Warman/Lehmayer to **accept the Proposal from Yost Strodoski Mears (YSM) to provide professional services to assist with preparation of a grant submission to the Pennsylvania Department of Conversation and Natural Resources (PA DCNR) for upgrades and improvements to existing Township parks. The fee for professional services was approved for \$2900.** There were no public comments. Motion carried. Yes-5, No-0.
 6. Motion Lehmaye/Warman to approve **Public Works Buildings and Grounds Crew Leader Craig Ruhl and Recreation Director, Christine Hartle to obtain the necessary training to become certified as Playground Safety Inspectors under the National Recreation and Park Association. The approval includes 3 days of training for each staff person at a cost of \$475 for the class and \$125 for the examination. Apporved expenses also include the cost for travel and lodging at the training site.** There were no public comments. Motion carried. Yes-5, No-0.
 7. Motion Warman/Zortman to **authorize the Township Solicitor to prepare the necessary amendments for the Township Zoning Ordinance and Subdivision/Land Development Ordinance for submission to the York County Planning Commission and Spring Garden Township for review and comment.** There were no public comments. Motion carried. Yes-5, No-0.
 8. Motion Lehmaye/Zortman to **renew the CODE RED communications service for one year with Emergency Communications Service at a cost of \$7,700.** There were no public comments. Motion carried. Yes-5, No-0.
 9. & 10. Motion Warman/Zortman to **approve the appointment of Greg Maust as Primary Representative and Michelle Mullen as Alternative Representative to the York County Tax Collection Committee both for a 2-year term expiring January 2018.** There were no public comments. Motion carried. Yes-5, No-0.

K. ENGINEER'S REPORT

B.J. Treglia reported that Phase 1 of the 2015 Sanitary Sewer Maintenance project is substantially complete and Phase 2 work is still underway.

Motion Lehmaye/Zortman to approve **the Waiver of Liability for the sewage grinder pump installation at 1300 Oakdale Drive.** There were no public comments. Motion carried. Yes-4, No-0. Commissioner Shorb abstained from voting.

L. SOLICITOR'S REPORT

Attorney Hovis reported that the Board of Commissioners approved the **Intergovernmental Cooperation Agreement for the creation of a Regional Emergency Management Agency** at the February Board meeting. The agreement establishes The York Area United Fire & Rescue (YAUFAR) as the Emergency Management Coordinator for Spring Garden Township. Attorney Hovis stated that the formal action of the Board needs to be handed by Ordinance. In consideration of the announced retirement of Chief McCoy, Attorney Hovis asked for Board approval to prepare and advertise the Ordinance with the stipulation that YAUFAR is still interested in providing the emergency management services. Motion Warman/Zortman to give **approval for Attorney Hovis to prepare and advertise the Ordinance for Board adoption at the April Board meeting. There were no public comments.** Motion carried. Yes-5, No-0.

M. POLICE CHIEF'S REPORT

Chief Swartz reported that an inventory needs to be taken to update street signage that establishes time restrictions for street parking. With the completion of the updated inventory, an update to the current Ordinance needs to be prepared and advertised for Board action to adopt.

N. FIRE CHIEF'S REPORT

Battalion Chief Hoff reported that the other Townships to be included in the Regional Emergency Management Agency are in the process of approving the Intergovernmental Cooperation Agreement.

O. PUBLIC WORKS SUPERVISOR'S REPORT

Steve Smith reported that Columbia Gas will be doing street overlays for work areas which have been disturbed as part of their utility improvements projects. Steve will also be submitting a request to PEMA for reimbursement of expenses related to the January 22nd, 2016 Winter Storm Event. The expenses to be considered for reimbursement would be approximately \$45,000.

P. RECREATION DIRECTOR'S REPORT

Christine Hartle reported the Township's new website should be launch by the end of June 2016.

Q. ZONING OFFICER'S REPORT

1. Linda asked the Board to review her list pertaining to donation boxes to determine if there is an interest in establishing regulations to control the use and location form placement of boxes.
2. Linda requested a contribution to the Envirothon in April 2016 at John Rudy Park which demonstrates support for the program which is highlighted in the Township's MS4 Stormwater program. Commissioner Shorb feels the Township should not contribute money but an employee can contribute their time in support of the program. There is also a concern of establishing precedence by providing a donation to the program.
3. Linda reported that **the plan for The Shoppes at Wyndam has been recorded.**

R. CODES ENFORCEMENT OFFICER'S REPORT

The Codes Enforcement Officer's Report was presented with no additional comments. There were no comments from the Board on the Codes Enforcement's Report.

S. MANAGER'S REPORT

1. Manger Maust stated the overview of financial performance for 2015 will be presented after the Auditors from Stambaugh and Ness are finished with their adjusting entries in QuickBooks for 2015.
2. Manager Maust provided an overview of the status of sewer billing and collection services being provided by The York Water Company. A spreadsheet summarizing delinquent accounts and active payment plans which have been approved by the Township. An updated spreadsheet will be provided on a monthly basis.

3. Manager Maust noted that Chief Swartz will be attending the annual PELRAS conference in State College in March 2016. Manger Maust will not be attending this year due to other Township priorities.

ADJOURNMENT

With no further business to transact, Motion Lehmayr/ Warman to adjourn the meeting at 8:50 p.m.

Respectfully submitted,

Gregory J. Maust, P.E.
Township Manager/Secretary