

**MINUTES OF
SPRING GARDEN TOWNSHIP BOARD OF COMMISSIONERS MEETING
March 11, 2015**

President Fullmer announced that the Board of Commissioners met in Executive Session at 6:15 p.m. this evening to discuss personnel issues and labor contract 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 Wednesday, March 11, 2015. President Fullmer called the meeting to order at 7:00 p.m.

PERSONS PRESENT

John M. Fullmer, Jr., President
Cara Beth Zortman, Commissioner
Matthew R. Shorb, Vice-President
Thomas I. Warman, Commissioner
Eric M. Lehmayr, Commissioner
B.J. Treglia, C.S. Davidson, Inc.
Christine Y. Hartle, Recreation Director
There were no persons in the audience

George Swartz, Chief of Police
Gregory J. Maust, P.E., Township Manager
Steven F. Smith, Public Works Supervisor
Clifford Gordon, Codes Enforcement Officer
David M. Davidson, Jr. P.E., Engineer
Steve M. Hovis, Esq. Solicitor
Michelle K. Mullen, Fiscal Officer/
Benefits Coordinator

A. **SERVICE AWARDS:**
There were no service awards on the agenda for presentation.

B. **REQUESTS FOR PRESENTATION BY THE PUBLIC:**

The first public presentation was given by **Ms. Ann Druck, President of the York County Convention & Visitors Bureau.** Ann provided an update on current Bureau activities and programs promoted through the Convention & Visitors Bureau. Ann highlighted the 2015 Keystone Games which are returning to York which is estimated to involve over 8,000 youth participants and \$ 7,000,000 of potential business activity which participants and supporters of the program will generate for the York area. Other sports activities which are scheduled for 2015 are the U.S.A. Wrestling Event and Team Handball Event. Both are new programs to be hosted in York.

The second presentation was for **Police Department Recognitions.** The presentations were given by Chief Swartz and assisted by Commissioner Warman, Board Liaison for Police. **The Prince Athletic Association (PAA) was presented a plaque for their partnership with the Police Department to improve safety issues at the entrance and exit points to the club from Richland Avenue. The PAA has also given a donation to the Police Department which has been used to replace police vests. Commissioner Warman presented the recognition plaque to the PAA.**

While they were unable to attend the Board meeting, Chief Swartz gave recognition to the Hill Street Veterinary Clinic for their support and donations to the Department.

- C. PUBLIC COMMENT PERIOD: There were no public comments.
- D. APPROVAL OF MINUTES: Motion Shorb/Warman to **approve the Revised Minutes of the January 14, 2015 regular meeting as overviewed by Manager Maust**. There were no public comments. Motion carried. Yes-5, No-0. Motion Warman/Shorb to approve the **Minutes of the February 11, 2015 regular meeting** as presented. There were no public comments. Motion carried. Yes-5, No-0.
- E. ACCEPTANCE OF TREASURER'S REPORT: Motion Zortman/Lehmayer to **accept the Treasurer's Report**. There were no public comments. Motion carried. Yes-5, No-0.
- F. APPROVAL OF WARRANTS FOR PAYMENT: Motion Lehmayer/Warman 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 were **no plans** for Board action for tonight's meeting.
- I. OLD BUSINESS:
1. **Status of Update to Township Comprehensive Recreation Plan:**
Recreation Director, Christine Hartle reported that the first meeting with Yost Strodoski Mears (YSM) focused on identifying sources to contact to assist with gathering input for determining a needs assessment. The next meeting is scheduled for Monday, March 30th.
 2. **Status of Municipal Complex Project:**
Manager Maust reported other than further work by the Building Committee is "on-hold" until the risk assessment review by the State Department of Environmental Protection (DEP) and wetlands delineation review by the Corps of Engineers is completed.
 3. **Consideration to Transition Township Sanitary Sewer Billing and Collection Responsibilities to the York Water Company:**
Manager Maust reported that staff has met with York Water Company representatives to establish a transition plan for York Water to take over the responsibilities for sewer billing and collection services. An initial step in the transition process is filing the signed Water Shut-Off Agreement and Billing and Revenue Service Agreement with the Public Utility Commission (PUC). These documents are in the process of receiving final legal overview by the Township Solicitor. The target date for the first billing to be prepared and issued by York Water is the 3rd quarter billing period which is scheduled for early July of this year.
 4. **Status of Environmental Quality Assessment of Township Municipal Building:**
Chief Swartz reported that initial work by High Environmental Health & Safety Consulting Ltd. to prepare the indoor environmental quality assessment of the Municipal Building has been started. An on-site meeting with Lisa Bolin, Manager of Environmental Health & Hygiene was held and on-site testing occurred on February 26th. A follow-up report is expected before the Board of Commissioners April 8th meeting.

J. NEW BUSINESS:

- 1a. Chief Swartz presented capital purchase requests for the Police Department. The first request was for the **purchase of tourniquets for the Police Department**. The cost of the requested Department purchase is \$ 964.00 which is to be partially paid from a safety grant received from the Susquehanna Municipal Trust. The safety grant is in the amount of \$ 298.00. The requested purchase has been approved in the 2015 General Fund Budget. **The purchase cost is for \$ 964.00 (-) \$ 298.00 or \$ 666.**
- 1b. Chief Swartz requested approval to **purchase software upgrades for the Police Department**. The software as overviewed by Chief Swartz will assist with Department operations and Police Department Accreditation responsibilities. **The software is provided through PowerDMS at a cost of \$ 6,100.00.** Chief Swartz explained that there is a one-time training cost the first year which equates for \$ 2,000 of the total requested purchase amount. After the first year, the on-going cost would be expected to be in the range of \$ 4,100. Motion Zortman/Lehmayer to **approve the purchase of tourniquets and software upgrades as presented**. There were no public comments. Motion carried. Yes-5, No-0.
- 1c. Recreation Director, Christine Hartle presented technical specifications for a **storage shed to replace the wooden box currently located at the Tri-Hill Park pavilion for storage of recreation supplies**. The specifications as presented were for a **Rubbermaid Roughneck Gable Storage Shed available through Lowes at a cost of \$ 649.00.**
- 1d. Recreation Director, Christine Hartle requested approval to replace the refrigerator in the Recreation Department which had been a previous donated unit and considered to be in need of replacement. The proposed purchased purchase was for a **Frigidaire 22 cu. ft. Side-by-Side Refrigerator available from Lowes**. The quoted price for the refrigerator is \$ 989.00 The Board discussed the requested purchase and felt the quoted price was excessive and felt the replacement unit could be purchased from other potential vendors at a lower cost. **The Board suggested that Christine further research the purchase and established an approved “not to exceed” purchase cost at \$ 500.00.** Motion Lehmayer/Warman to **approve the purchase of the storage shed and the replacement refrigerator subject to the “not to exceed” maximum cost as established by the Board**. There were no public comments. Motion carried. Yes-5, No-0.
2. Motion Warman/Zortman to approve **Advertising and receipt of Bids for the 2015 Annual Paving Program** as requested by Public Works Supervisor, Steve Smith. There were no public comments. Motion carried. Yes-5, No-0.
- 3 & 4.
Motion Warman/Shorb to **approve Water Line Utility Easement Agreement with the York Water Company and Gas Line Utility Easement Agreement with Columbia Gas for utility line relocations across Township owned property at 1799 Mt. Rose Avenue**. There were no public comments. Motion carried. Yes-5, No-0.
5. Chief Swartz requested **approval of the Letter of Understanding (L.O.U.) between the Pennsylvania State Police and Spring Garden Township Police Department for continued participation in the Motor Carrier Safety Assistance Program (MCSAP)**. Commissioner Warman questioned whether the Department had the required technology to support the program. Chief Swartz confirmed that the necessary technology is in place. Motion Warman/Zortman to **approve the L.O.U. and continue participation in the MCSAP**. There were no public comments. Motion carried. Yes-5, No-0.

6. Chief Swartz overviewed a proposed **Memorandum of Understanding (MOU) between the Spring Garden Township Police Department and the York County District Attorney's (D.A.'s) Office**. The proposed M.O.U. establishes terms and conditions under which the D.A.'s Office will distribute a supply of naloxone to York County law enforcement agencies to assist officers trained to administer naloxone for recognized overdoses. Township Solicitor, Steve Hovis commented that Spring Garden Township Officers who are trained to administer naloxone are immune from potential liability and the suggested procedure to filed administer naloxone has been recognized as a pro-active measure to respond to recognized drug overdoses. Motion Shorb/Warman to **approve the M.O.U. with the York County District Attorney's Office as presented**. There were no public comments. Motion carried. Yes-5, No-0.
7. Manager Maust provided an overview of the **Proposal presented by the Cohen Law Group which has been presented to members of the York County Municipal Administrators Association (YCMAA) to perform a Franchise Fee Audit of Comcast Corporation**. Commissioner Fullmer reported that he had reviewed the proposal in detail and could not justify the cost of the proposal for services which could be undertaken by Township staff. **The proposal was not supported. Motion Lehmayr/Zortman to have Township staff with the support of the Township Solicitor's office contact Comcast to pursue an internal review of the Franchise Agreement and review issues that would be similar in scope to the proposal as submitted by the Cohen Law Group**. There were no public comments. Motion carried. Yes-5, No-0.

K. ENGINEER'S REPORT

1. The Engineer's Report was presented with no additional comments. There were no comments from the Board on the Engineer's Report.

L. SOLICITOR'S REPORT

1. The Solicitor's Report was presented with no additional comments. There were no comments from the Board on the Solicitor's Report.

M. POLICE CHIEF'S REPORT

1. The Police Chief's Report was presented with no additional comments. There were no comments from the Board on the Police Chief's Report.

N. FIRE CHIEF'S REPORT

1. Chief McCoy reported that Rob Bissey who currently serves as the Emergency Management Coordinator (EMC) for Spring Garden Township, Springettsbury Township and Manchester Township can no longer serve in the role as E.M.C. due to other priorities. Chief McCoy feels that he should take over the responsibilities and will have further discussion with the Fire Commission members at the next YAUFAR meeting on March 17, 2015. There were no further comments from the Board on the Fire Chief's Report.

O. PUBLIC WORKS SUPERVISOR'S REPORT

1. Steve Smith reported that Public Works staff has experienced twenty-two (22) call-out's in response to winter storm events. Steve further reported that the Public Works Department was successful in being awarded a \$ 200 grant through the Susquehanna Municipal Trust for the purchase of a gas meter for the Public Works Sewer Crew. There were no comments from the Board on the Public Work's Supervisor's Report.

P. RECREATION DIRECTOR'S REPORT

1. Christine Hartle reported that the Township Spring/Summer Newsletter has been finalized and is in the process of being mailed to Township residents. Christine also noted that she would be assisting with the Pennsylvania Recreation and Park Society 2015 Annual State Conference to be hosted at the Lancaster Marriott & Convention center beginning March 22nd and extending through March 25th. There were no comments from the Board on the Recreation Director's Report.

Q. ZONING OFFICER'S REPORT

1. Linda Keller was unavailable for tonight's meeting and remains on Vacation Leave. Commissioner Fullmer questioned whether the Board had any comments on the Zoning Officer's Report for the manager to review with Linda upon her return to the office. There were no comments from the Board on the Zoning Officer's Report.

R. CODES ENFORCEMENT OFFICER'S REPORT

1. Commissioner Warman recognized the efforts of Codes Enforcement Officer, Clifford Gordon for a week-end complaint that Commissioner Warman had received from a concerned resident and forwarded on to Cliff to investigate. By late Monday the issue had been resolved and Commissioner Warman noted the timely response in resolving the issue. There were no comments from the Board on the Code Enforcement Officer's Report.

S. MANAGER'S REPORT

1. Manager Maust recognized Clifford Gordon's assistance in serving as Assistant Zoning Officer during Linda Keller's vacation leave. Manager Maust recognized those the Commissioners who were identified in the York Daily Record as having submitted Petition's seeking re-election as Township Commissioner for their respective Township Wards. The Manager noted that he would be on vacation beginning March 17th through March 26th. There were no comments from the Board on the Manager's Report.

ADJOURNMENT

With no further business to transact, Motion Lehmayer/Warman to adjourn the meeting at 8:20 p.m.

Respectfully submitted,

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