

SPRING GARDEN TOWNSHIP

340 TRI HILL ROAD
YORK, PA 17403-5709



PHONE NUMBER: 717.848.2858
www.springgardentwp.org

BOARD OF COMMISSIONERS BUSINESS MEETING AGENDA May 08, 2024 • 6:30 PM

I. Call to Order / Pledge of Allegiance

An executive session was held April 17, 2024 for the purpose of reviewing legal and personnel issues.

A. Presentations

B. Public Comment

C. Minutes - April 10, 2024 Business Meeting

D. Treasurer's Transactions – April 2024

E. Subdivision/Land Development

PUBLIC AGENDA

1. Regents Glen – Lot 78: Inch & Company – Final Land Development Plan

A continuance was requested by the Developer in February. In March the plan was resubmitted with 21 units instead of 24 units to reduce the required number of parking spaces. This plan was recommended with conditions and waivers at the April 2, 2024 Planning Commission meeting.

i. **ACTION:** to approve/deny Waiver Requests:

1. Request a Waiver for Section 275-40.01.G(1)B for the fence height to allow a four-foot fence around the dumpster. To include 6-foot-high vegetative screening materials.
2. Request a Waiver of the Preliminary Plan.

ii. **ACTION:** to approve/deny Final Lot 78 Land Development Plan with the following conditions:

1. A note be added to the plan to give the Township a historic summary of the parking ordinances, and whether they lived within that ordinance at the time.
2. Dumpster needs to be relocated on the plan to the agreed-upon location.
3. Update the landscaping shown on page LS1.
4. Provide the lighting fixture specifications on the plan to show the light spread.
5. A Development Agreement, prepared by the Township's solicitor, shall be executed, and recorded by the Township prior to the release of the Plan for recording.
6. Engineer's seal and signature required (§275-24.C.5)
7. A copy of the proposed Declaration and restrictive covenants and proposed Homeowners Agreement be furnished to the Solicitor for review. These should address the responsibility for maintenance of Regents Glen Infrastructure (streets, etc.) in a manner acceptable to adjoining HOAs. This should also address parking (use and maintenance of the parking lots and access drives, and the allocation of parking spaces among the various units). (§275-6)
8. Security for proposed improvements (sewers, landscaping, stormwater, streets, lighting, erosion control) must be posted before final plan approval (§275-24.D.5, SALDO).
9. Dedicated recreation or fee-in-lieu (§275-38 SALDO). Note 28 on Page 2 should list the number of units, cost per unit, and total required for Recreation fee-in-lieu. This should be paid prior to recording the plans.
10. A note on the plan that there are no deed restrictions.
11. Owner's notarized signature (§275-24.C(22), SALDO)
12. Landscape Architect's seal and signature.
13. Stormwater Management approval.

2. 45-Day Waiver Request: Lot 78 - Inch & Company

Lot 78 Regents Glen Conditional Plan approval time extension request. Their current expiration date is May 15, 2024. They are requesting an extension to June 29, 2024. This will be their fourth time-extension waiver request.

ACTION: to approve the request for Lot 78 45-day time extension to June 29, 2024 to meet the conditions for recording.

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3. Security Release Request – 700 N Sherman St building demolition

- i. **ACTION:** to ratify the Manager’s authorization for the Engineer to proceed with the inspection of the improvements.
- ii. **ACTION:** to approve the release of security in the amount of \$59,562.80 pursuant to the Township Engineer’s report dated April 25, 2024.

F. Old Business

1. Comprehensive Plan Discussion Group “Advisory Committee” – FYI

The Spring Garden Multi-Municipal Comprehensive Plan Open House will be held on Monday, May 20th at 6:00 PM in the Meeting Room at 340 Tri Hill Road. At the Open House, residents and business owners will be able to attend and share their thoughts about what is most important for enhancing community quality of life in the coming decade.

2. Street Cut Ordinance Amendment, Ordinance #2024-02

The Street Excavation Ordinance requires a permit to be secured for openings or cutting in a street. The amendment adds a one-year expiration and inspections by Public Works. The ordinance amendment was reviewed by the solicitor.

ACTION: to approve Ordinance 2024-02, Street Cut Ordinance Amendment. (Roll Call Vote)

3. Tri Hill Road / Violet Hill Park Crosswalk

After review by Public Works, Police Department, and in consultation with LTAP, one of two options are being suggested. One is to leave the intersection as is. The other is to install a crosswalk across Tri Hill Road on the east side of the intersection. This would require removing a portion of fence, installing new sidewalk and an ADA ramp. No traffic study is needed as this is a controlled intersection.

ACTION: to approve installation of a crosswalk across Tri Hill Road at Violet Hill Park in an amount not to exceed \$2,200.

4. Country Club - Richland Intersection: Green Light Go

Green-Light-Go grant funds were requested to retime and rephase traffic signals and add additional barriers at the Country Club - Richland intersection and were approved for up to \$65,020.32. The Board chose Option 3 at the September 2023 Meeting. The cost estimate for Option 3 is \$319,553.95. Option 1 would add thermoplastic road markings that would provide lane guidance.

ACTION: to approve consideration of option 1 as an alternative to option 3.

5. Video Equipment Quote – Meeting Room

A quote from Sage Technology Solutions was received in the amount of \$10,824 to install a ceiling mounted streaming camera and to integrate the camera into the current Meeting Room audio equipment for the purpose of live streaming board meetings. An additional, optional control panel was quoted at an additional \$3,389.

ACTION: to enter into an agreement with Sage Technology Solutions to install streaming video equipment in the amount of \$10,824.

6. Rathton Road Bridge

i. Relocate Pole

As part of the Rathton Road Bridge replacement, Met-Ed has to install a new pole, remove an existing pole, and transfer the facilities at the cost of \$11,779.85 to Spring Garden Township.

ACTION: to approve payment to Met-Ed in the amount of \$11,779.85 for relocating a pole at Rathton Road Bridge.

ii. Culvert Improvement and Temporary Easement Agreement – Penn State York

Agreement for 1031 Edgecomb (Pollo Center)

Anyone wishing to speak during the designated public comment periods regarding items not on the agenda or about any agenda item at the time designated by the President Commissioner should **use the podium**. Public meetings of the Board of Commissioners may be audio recorded for the purpose of assisting in the preparation of the meeting minutes; recordings are not public record and will be destroyed following adoption of the meeting minutes.

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ACTION: to approve the Culvert Improvement and Temporary Easement Agreement between Pennsylvania State University and Spring Garden Township.

G. New Business

1. Personnel

- i. **Resignation:** Gordon Sprenkle, part time Parking Enforcement Officer

ACTION: to accept the resignation of Gordon Sprenkle, part time Parking Enforcement Officer effective 05/17/2024.

- ii. **MOU:** Establish Community Service Officer Position

ACTION: to enter into an MOU between Spring Garden Township and Spring Garden Township Police Officers' Association regarding the creation of a Community Service Officer Position.

- iii. **Resolution 2024-XX:** Police Policy Community Service Officer

ACTION: to accept Resolution 2024-XX to rescind Police Policy Parking Enforcement Officer Job Description and to adopt Police Policy Community Service Officer Job Description.

- iv. **Hire:** Community Service Officer

ACTION: to approve hiring George Stone III as the Community Service Officer effective 05/09/2024 on a fulltime basis at a rate of \$24.00 an hour contingent on a satisfactory background check.

- v. **Resignation:** Beth Barnes, part time Office Support

ACTION: to accept the updated resignation date for Beth Barnes of 05/09/2024.

- vi. **Hire:** Office Assistant II

ACTION: to approve hiring Eryn Arnold as an Office Assistant II effective 05/13/2024 on a fulltime basis at a rate of \$22.00 an hour contingent on a satisfactory background check.

- vii. **Resignation:** Marcy Krum-Tinsley, Township Manager

ACTION: to accept the resignation of Marcy Krum-Tinsley effective 07/16/2024.

- viii. **Appointment:** Acting Township Manager

ACTION: to appoint Luther Wike Jr as Acting Township Manager at a rate of \$50.89 effective retroactively to 04/16/2024.

2. Appointment: Township Secretary

ACTION: to appoint Luther Wike Jr as Township Secretary.

3. Appointment: Township Treasurer

ACTION: to appoint Luther Wike Jr as Township Treasurer.

4. Resolution 2024-XX: Signing Authority

To grant authority to the Acting Township Manager, Luther Wike Jr, to sign contracts and agreements the Commissioners have entered into by and as Spring Garden Township.

ACTION: to approve Resolution 2024-XX Signing Authority.

5. Keystone Municipal Solutions

ACTION: to execute a contract with Keystone Municipal Solutions for manager recruitment.

6. Handbook Update: Sick Leave

Draft a uniform sick leave policy for all administrative staff and includes use of family sick leave.

Seeking Board direction for Staff to work with the Solicitor to draft an updated and uniform sick leave policy.

7. Recycling Ordinance Amendment

The request is to amend the ordinance to include recommendations from DEP to qualify for the 902

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Recycling Grant, which reimburses municipalities 90% of their eligible recycling program implementation expenses. Some of the changes include adding definitions, recycling requirements for small commercial establishments, the frequency of recycling pickups, the addition of a one-time leaf pickup in the spring, and the prohibition of burning recyclables, including leaf waste.

ACTION: to authorize Staff to work with Solicitor to draft and advertise a recycling ordinance amendment

8. Resolution 2024-XX: DEP 902 Recycling Grant Application

ACTION: to approve Resolution 2024-XX DEP 902 Recycling Grant.

H. Commissioners Constituent Representation

1. Commissioner Detwiler, Ward 1
2. Commissioner Rooney, Ward 2
 - a. Mill Creek Clean-Up – May 11, 2024
 - b. Parking Signage at Elmwood Park
3. Commissioner Gray, Ward 3
4. Commissioner Herrold, Ward 4
5. Commissioner Gwilt, Ward 5

I. Township Consultants, Contracted Services, and Departments

- a. Township Consultant Reports
 - i. Solicitor
 - ii. Engineer
 - iii. Fire Department/York Area United Fire and Rescue
- b. Township Administration (departments)
 - i. Manager
 - ii. Police
 1. **Agreement:** Pennsylvania TraCS Sublicense Agreement

Agreement would allow officers to electronically file non-traffic citations. This agreement was reviewed by the Solicitor.

ACTION: to enter into the TraCS Sublicense Agreement with Pennsylvania State Police.

J. Public Comment

II. Adjourn

Township Consultants and Contracted Services

Engineer (David Davidson, P.E./C.S. Davidson, Inc.)
Solicitor (Attorney Steven Hovis/Stock and Leader)
York Area United Fire & Rescue (Chief Daniel Hoff)

Township Administration:

Township Administrator (Marcy L. Krüm-Tinsley)
Finance Department (Krista Gardner/SEK, CFO;
Luther Wike, Jr., Finance Administrator)
Police Department (Acting Chief Adam Zimmerman)
Public Works Department (Craig Ruhl, Superintendent)
Zoning/Code Enforcement Department (Dawn Hansen, Zoning
Officer; Trey Goodwin and Andrew Parker, Code Enforcement)