

# 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

August 22, 2024 • 6:30 PM

### PUBLIC AGENDA

#### I. Call to Order / Pledge of Allegiance

Executive sessions were held on July 22<sup>nd</sup>, 23<sup>rd</sup>, and 26<sup>th</sup> and on August 8<sup>th</sup> and 22<sup>nd</sup> for the purpose of reviewing legal and personnel issues.

Live Streaming: Tonight's meeting is being live streamed on YouTube.

#### A. Presentations

##### 1. Pennsylvania Law Enforcement Accreditation Commission (PLEAC)

Chief George Swartz (Ret.), acting as a member of PLEAC, to recognize the Township with re-accreditation and the attainment of premier agency status.

#### B. Public Comment

#### C. Business Meeting Minutes

1. **ACTION:** to approve the July 10, 2024 Business Meeting Minutes.

#### D. Finance

1. **ACTION:** to accept the July 2024 Treasurer's Report and Bank Transactions.

##### 2. 2023 Municipal Audit

The 2023 Municipal Financial Audit was completed with a clean, unmodified opinion. It will be advertised and posted on the website.

#### E. Subdivision/Land Development

##### 1. Security Reduction Request – York Logisticenter at I-83

- a. **ACTION:** to ratify the Acting Manager's authorization for the Engineer to proceed with the inspection of improvements at the York Logisticenter.
- b. **ACTION:** to approve the reduction of security for York Logisticenter to \$327,756.66 in accordance with the Engineer's recommendation.

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

A 45-day extension request to September 28, 2024 was requested to meet the conditions of recording. This will be the sixth time-extension waiver request.

**ACTION:** to approve the request for a 45-day time extension to September 28, 2024 for Lot 78.

##### 3. Zoning Hearing Board Counsel – Salzmann Hughes, P.C. Agreement

An agreement with Salzmann Hughes, P.C. to provide substitute legal counsel at the Zoning Hearing Board for CGA Law Firm due to a conflict of interest. This agreement has been reviewed by the Solicitor and was executed by President Commissioner Rooney.

**MOTION:** to ratify the execution of the Salzmann Hughes, P.C. agreement.

#### F. Old Business

##### 1. Comprehensive Plan Discussion Group "Advisory Committee" – FYI

The next Advisory Committee Meeting will be scheduled in the near future.

##### 2. Country Club - Richland Intersection: Green Light Go - FYI

An application for intersection updates was submitted to PennDOT. Upon application approval, the overhead detection system can be advertised for bidding.

**ACTION:** to ratify the Acting Manager's execution of the PennDOT application for intersection updates and approve the advertisement of the overhead traffic detection system.

##### 3. Ordinance 2024-04 – Property Maintenance Code Amendment

Updates the International Property Maintenance Code used by the Township to the 2018 version.

**ACTION:** to approve Ordinance 2024-04 Property Maintenance Code Amendment. (Roll Call Vote)

##### 4. Mill Creek Trail Feasibility Study – Update

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## 5. Elmwood Park

The Township was awarded \$40,000 from the York County Marcellus Shale Legacy Funds Grant Program. These funds are being used to cover the cost associated with upgrading the ballfield.

**ACTION:** to approve the purchase of three (3) park benches from George Ely Associates totaling \$6,270 and the purchase and installation of a fence and dugout roof from Security Fence totaling \$33,605.

## 6. Graham Packaging Insect Issue

Graham is having its vendor spray the bails of plastic prior to shipment to this facility. We have been tracking the bi-weekly spraying. The bugs are minimal upon initial spray, but after two weeks they are bad again. Graham Recycling has agreed to begin spraying weekly starting the week of 8/12/24. We will continue to monitor the situation.

## G. New Business

### 1. Personnel – Township Manager

**MOTION:** to hire Elizabeth “Betsy” Logan on September 23, 2024, following an acceptable background screening, as the Township Manager at an annual salary of \$117,000 for a 60-day provisional period and then an annual salary of \$120,000 after an acceptable review.

### 2. Website Security Service Agreement – Double Dog Communications

The agreement would provide website security support including monthly software updates, monthly plug-in updates, malware scans, and security breach support at a rate of \$45/mo.

**ACTION:** to approve the Website Security Service Agreement with Double Dog Communications.

### 3. Resolution 2024-20 PennDOT Municipal Winter Maintenance Service Agreement

The Township provides winter maintenance to certain PennDOT roads per the Municipal Winter Maintenance Service Agreement. The service agreement is updated every five (5) years.

**ACTION:** to approve Resolution 2024-20 - PennDOT Municipal Winter Maintenance Service Agreement and to authorize Vice President Commissioner Detwiler to execute the agreement.

### 4. 2022 Real Estate Municipal Tax Waiver – 644 Wheatlyn Drive

In late 2022 the resident of the referenced property applied for and was approved for real estate tax exempt status from the PA Department of Military and Veteran Affairs for demonstrating financial need and having become disabled as a result of injuries sustained in the line of duty. The application was submitted too late to apply to the 2022 tax year and tax exempt certification cannot be applied retroactively by the Department of military Affairs, but the Township may extend relief at their discretion. The relief is not expected to exceed \$410.

**ACTION:** to approve full 2022 municipal real estate tax relief for 644 Wheatlyn Drive.

### 5. Resolution 2024-\_\_ \_\_ Disposition of Records

Record disposition as prescribed by the Municipal Records Manual of the Historical Museum Commission Bureau of the PA State Archives.

**ACTION:** to approve Resolution 2024-\_\_ \_\_ Disposition of Records.

### 6. Station 892 Fire Station Replacement on Indian Rock Dam Road

#### a. Request of Proposals

Direct staff regarding the distribution of a Request for Proposals for the design, public bidding and construction phase services for Station 892 replacement and discuss the RFP’s tentative schedule.

#### b. Committee Formation

Direct staff regarding the formation of a Station 892 replacement committee.

### 7. Asset Disposal – Triple-Axle Deck Over Trailer

This trailer was replaced and is no longer needed. It is estimated to bring \$2,000. It was purchased with general funds; therefore, the sale proceeds will be considered general funds.

**ACTION:** to approve listing the triple-axel deck over trailer for sale on Municibid.

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## 8. WellSpan Employee Assistance Program (EAP) Renewal

WellSpan is merging their EAP services with Quest Behavioral Services. The merger requires a renewed agreement for continuation of EAP services.

**MOTION:** to approve the WellSpan Employee Assistance Program Agreement.

## 9. Staff Function

**MOTION:** to approve up to and not to exceed \$500 of unbudgeted funds for a staff function.

## 10. Multi-Municipal Comcast Cable Franchise Fee Audit

Several local townships are coming together to get a group rate on a Comcast cable franchise fee audit. The audit would compare the number of cable subscribers to the franchise fee revenue received to determine if there are discrepancies and provide the information to collect any shorted revenue. The estimated cost of the audit would be around \$6,000 and would be a 2025 expense.

Determine if there is interest in conducting a cable franchise fee audit and direct staff.

## H. Commissioners Constituent Representation

1. Commissioner Detwiler, Ward 1
2. Commissioner Rooney, Ward 2
3. Commissioner Gray, Ward 3
4. Commissioner Herrold, Ward 4
5. Commissioner Gwilt, Ward 5

## I. Township Consultants, Contracted Services, and Departments

### 1. Township Consultant Reports

- i. Solicitor
  - ii. Engineer
  - iii. Fire Department/York Area United Fire and Rescue
1. LSA Grant – Emergency Vehicles

The Township applied for LSA Category 4 Grant funds on behalf of YAUFR for emergency vehicles and was awarded \$163,476. The vehicles are in and ready for payment.

**ACTION:** To approve the purchase of three (3) 2024 Ford F-150 trucks at \$52,631 each and two (2) truck caps at \$2,792.50 each.

### 2. Township Administration (departments)

- i. Manager
  - ii. Zoning and Codes Enforcement
1. Code Enforcement Officer

We would like to congratulate our newest Code Enforcement Officer, Andrew Parker, for passing his Building Code Official Exam. He will be the backup Building Code Official for the township. Dawn Hansen, Zoning Officer, is the current Building Code Official. Andrew is doing a fantastic job, and we are grateful to have him as Code Enforcement Officer. He has become a true asset for the Township.

### iii. Public Works

1. Rathton Road Construction – Traffic Detour Update

### iv. Police

1. Police Merger Consideration

Following the retirement notice of Chief Swartz, the township began the process of reviewing the financial sustainability of the organization, considered the cost of joining a regional department, and explored what challenges may arise from regionalization.

#### a. MOU: Spring Garden Township Merger Authority

A Memorandum of Understanding between Spring Garden Township and Spring Garden Township Police Association providing Spring Garden Township the authority to consider merging with York County Regional Police Department.

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**ACTION:** to approve MOU: Spring Garden Township Merger Authority between Spring Garden Township and Spring Garden Township Police Association.

**b. York County Regional Police Intergovernmental Cooperation Agreement (ICA)**

An Intergovernmental Cooperation Agreement, ICA, would provide the township a more accurate cost estimate and provide insight on what to consider with department merging.

**MOTION:** to authorize the Township to proceed to negotiate the terms of a merger with York County Regional Police Department.

**c. Public Meeting Announcement - Merger Consideration**

The Township will be hosting a public meeting at Victory Fire Co. at 6:30 PM on Monday September 16<sup>th</sup> and a public meeting at Indian Rock Dam Elementary School on Wednesday, September 18<sup>th</sup> at 6:30 PM to provide information and the opportunity for the public to ask questions and submit commentary regarding the consideration of a merger between Spring Garden Police Department and York County Regional Police Department.

**2. Policy Updates**

**a. Towing Priority List Update**

**ACTION:** to remove Criswell's Towing and J&K Salvage and add Unlimited Towing to the Towing Priority List.

**b. Resolution 2024-\_\_ Police Policy: Motor Vehicle Towing and Impoundment**

The police policy update has been reviewed by the solicitor.

**ACTION:** to approve Resolution 2024-\_\_ Police Policy: Motor Vehicle Towing and Impoundment.

**c. Potential Policy Updates: Uniforms and Equipment Policy and Rules of Conduct Policy**

Discuss potential changes to Rules of Conduct Policy and Uniforms and Equipment Policy.

**3. Resolution 2024-\_\_ Bureau of Justice Assistance Grant – Body Worn Cameras**

Our current body and in-car camera system will be obsolete the end of 2024. The upfront replacement cost of a new system will be \$114,401 (2025 budgeted expense), installation is estimated at \$5,400 with an annual subscription fee of \$5,915. The grant would allow us to apply for up to a 50% match toward a new body worn camera system. This is a retroactive approval request since the deadline for application was July 24, 2024

**ACTION:** to provide retroactive approval to apply for the Bureau of Justice Assistance Grant and to approve Resolution 2024-\_\_ Bureau of Justice Assistance Grant – Body Worn Cameras Application.

**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 Administration (Luther C Wike Jr)  
Finance Department (Krista Gardner/SEK, CFO)  
Police Department (Acting Chief Adam Zimmerman)  
Public Works Department (Craig Ruhl, Superintendent)  
Zoning/Code Enforcement Department (Dawn Hansen, Zoning Officer; Andrew Parker, Code Enforcement)