

# 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 NOVEMBER 13, 2024 – 6:30 PM

### PUBLIC AGENDA

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

Executive Sessions were held on October 23<sup>rd</sup> and November 13<sup>th</sup> for the purpose of reviewing legal and personnel issues.

##### A. Presentations - None

##### B. Public Comment

##### C. Business Meeting Minutes

1. **ACTION:** to approve the October 9, 2024 Business Meeting and Workshop Minutes and the October 23, 2024 Workshop Minutes.

##### D. Finance

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

##### E. Subdivision / Land Development – No Business

##### F. Old Business

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

Surveys are available and have been posted to the website, distributed through Savvy Citizen, and in the Lobby. Surveys will be accepted through December 1<sup>st</sup>. The public will have the opportunity to submit comments at a combined public meeting/Advisory Committee Meeting in December. The Comp Plan is scheduled to be completed in February 2025. The next Advisory Committee meetings are scheduled at 6:00 PM on November 18<sup>th</sup> and December 16<sup>th</sup>.

##### 2. Mill Creek Trail and Greenway – Status Update

##### 3. Fire Station 892 on Indian Rock Dam Road

Proposals for the design, public bidding, and construction phase services for the replacement of Fire Station 892 were reviewed by the Fire Station 892 Committee. The Committee recommends MW Studios based on their merits, expertise in fire station design, and references. The cost estimate for MW Studio's work is \$703,374.60 which include energy sustainability certification. The cost without energy certification would be \$611,066.60. These would be unbudgeted, reserve funds from the Building Improvement Fund.

**ACTION:** to award the design, bidding, and construction phase services to MW Studios and use unbudgeted, reserve funds from the Building Improvement Fund in the amount of (\$703,374.60 / \$611,066.60) which (includes/does not include) energy sustainability certification and authorize the Township Manager to execute any agreement documents following review by the Township Solicitor.

**ACTION:** to authorize CS Davidson to begin seeking RACP funding for the construction of Fire Station 892.

##### 4. Special Purpose Parking Zones Ordinance Amendment, Ordinance 2024-05

Ordinance 2024-05 amends Ordinance 300-31 to add loading/unloading zones to Ogontz Street and North State Street.

**ACTION:** to approve Ordinance 2024-05 Special Purpose Parking Zones Amendment. (Roll Call Vote).

##### 5. 2025 Budget and Tax Levy Ordinance Advertisement

**ACTION:** to approve the advertisement of the 2025 Budget and Tax Levy in accordance with the First Class Township Code.

##### 6. Rathton Road Bridge

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**i) Change Order Request**

Change order number two (2) request proposed for an update to paving at Rathton Road Bridge for additional curbing. The additional amount falls within the 2024 budget for the project and was partially offset by other work that was not needed.

**ACTION:** to approve the Clear View Excavating change order number two (2) in the amount of \$38,245.

**ii) Application for Payment**

**ACTION:** to approve payment in the amount of \$620,607.05 to Clear View Excavation Inc. per Application For Payment number two (2).

**7. 2024 Sanitary Sewer Maintenance Project – Change Order**

Barrasso Excavation change order number two (2) in the amount of \$2,410 for additional expenses to relocate an unapproved drainage pipe installed by the homeowner's contractor in the sanitary sewer easement to the existing drainage easement. The Township has requested reimbursement from the homeowner.

**ACTION:** to approve the Barrasso Excavating change order number two (2) in the amount of \$2,410.

**ACTION:** to approve payment in the amount of \$74,286 to Barrasso Excavation, Inc. per Application For payment number one (1).

**8. Resolution 2024-34 Victory Fire Company 2025 Paving Project LSA Cat 4 Grant Application and Signing Authority**

Resolution approving the application for LSA Cat 4 grant funds for Victory Fire Company 2025 Paving Project and appointing President Commissioner Daniel Rooney and Township Manager Luther Wike as authorized signers for all documents and agreements. The grant application was previously approved, but the grantor has requested the approval be memorialized in a resolution.

**ACTION:** to approve Resolution 2024-34 Victory Fire Company 2025 Paving Project LSA Cat 4 Grant Application and Signing Authority.

**9. Resolution 2024-\_\_ PennDOT 83-Widening Sewer Relocation Cost Share and Signing Authority**

As part of the PennDOT 83-Widening Project, a sewer connection between Spring Garden Township and Springettsbury Township will be relocated. The Resolution indicates that Spring Garden Township will be responsible for 25% of the utility relocation costs and appoints signing authority to President Commissioner Daniel Rooney and attestation authority to Township Secretary Luther Wike. The cost for Spring Garden's portion of the 83-Widening Project is estimated at \$200,000 and will be incurred in 2026.

**ACTION:** to approve Resolution 2024-\_\_ PennDOT 83-Widening Sewer Relocation Cost Share and Signing Authority.

**10. Country Club - Richland Intersection: Green Light Go – FYI**

The lane guidance is complete, and the traffic detection system is going out for bid.

**11. Hoffman Road Sanitary Sewer Repairs Grant– FYI**

The sanitary sewer repairs for the Hoffman Road Sewer Project are estimated at \$1,077,000 and will incur in 2025. To offset the cost of the project, the Township applied for a Statewide LSA Grant. The Township has received notice that the grant application was not approved.

**12. Graham Packaging Insect Issue – FYI**

Graham is spraying weekly, and we are continuing to monitor. Due to the lower temperatures the insects have lessened and there have been no new complaints since mid-October.

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## G. New Business

### 1. Personnel

#### i) Code Enforcement Officer Position

**ACTION:** to accept the resignation of Andrew Parker with a final work date of October 28, 2024.

**ACTION:** to approve hiring David Zurn as the Code Enforcement Officer effective November 18, 2024 at an hourly rate of \$24.60.

#### ii) Resolution 2024-\_\_ Job Description Amendment – Recreation Program Coordinator

[Updates to the Recreation Program Coordinator job description.](#)

**ACTION:** to approve Resolution 2024-\_\_ Recreation Program Coordinator Job Description Amendment.

#### iii) Police Department

##### a) Resignation – Officer Justin Woods

**ACTION:** to accept the resignation for Officer Justin Woods effective October 27, 2024.

##### b) Compensation

Upon an internal review of police administrative staff compensation, it has been determined that an adjustment is in order for certain members of staff.

**ACTION:** to approve a compensation rate of \$25.20/hr. for Lynette Eisenhuth and \$25.69/hr. for Arlene Grada effective 11/13/2024

##### c) Vacation and Compensatory Time Payout – Chief Adam Zimmerman

Due to under staffing, Chief Zimmerman has been limited in his ability to take paid time off and has requested a payout of vacation and compensatory time that exceeds the rollover limit of 40 hours.

**ACTION:** to approve a payout of unused 2024 vacation and compensatory time for Chief Zimmerman at his current 2024 hourly rate in the final payroll of 2024 not to exceed \$7,600.

### 2. Resolution 2024-\_\_ York County 2024 Hazard Mitigation Plan

Townships are required to maintain a hazard mitigation plan to identify and address natural and human-made hazards. A York-County-wide hazard mitigation plan was developed and approved by the York County Planning Commission. The plan has been approved by FEMA and available on the York County Planning Commission website.

**ACTION:** to approve Resolution 2024-\_\_ adopting the York County 2024 Hazard Mitigation Plan.

### 3. Department of Environmental (DEP) Order - Oakdale-Edgehill

The Township received an Order from PA DEP regarding public sewer in the Oakridge-Edgehill area. Counsel specializing in DEP issues needs to be appointed and a 3M Sewer Planning Module must be completed. An Act 537 Sewer Comprehensive Plan will be completed in 2025 and is included in the 2025 Budget.

**ACTION:** to affirm the Township Manager's execution of the Blank Rome engagement letter and appoint Blank Rome as legal counsel regarding the DEP Oakridge-Edgehill Public Sewer Order.

**ACTION:** to approve unbudgeted sewer funds not to exceed \$35,000 for CS Davidson to complete a 3M Sewer Planning Module for the Oakridge-Edgehill Sewer Area.

### 4. YorkLogistics/Dermody – E Boundary & S Albemarle Pre-Adoption Roadway Opening Agreement

Due to continued traffic disruptions associated with the YorkLogistics Project, staff is proposing to work with Dermody counsel to draft a pre-adoption roadway opening agreement to allow for traffic through the E Boundary and S Albemarle Area prior to a formal adoption of the roadways and to execute such an agreement following the review and endorsement by the Township Solicitor and Township Engineer. A Certificate of Occupancy will not be issued until all road work

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has been completed.

**ACTION:** to direct staff to work with Dermody counsel to draft a pre-adoption roadway opening agreement and authorize the Township Manager to execute the agreement following Township Solicitor and Township Engineer review and approval.

## 5. Alarm-Fire System Monitoring Agreement – Three Year Agreement

Our prior provider was acquired by a new entity, and they are requesting a new agreement. The agreement was reviewed by the solicitor and the cost increase is an additional \$8.00/ month.

**ACTION:** to approve a (3) year alarm and fire monitoring agreement with Pye Barker.

## 6. 2025 Public Meeting Dates Advertisement

**ACTION:** to approve the advertisement of the 2025 public meeting dates.

## H. Commissioner 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 Consultant, Contracted Services, Departments

### 1. Township Consultants

- i) Solicitor
  - ii) Engineer
  - iii) Fire Department / York Area United Fire and Rescue
    - a) YAUFR Charter Agreement
- Discuss proposed revisions to the YAUFR Charter Agreement.

### 2. Township Administration

- i) Manager
- ii) Zoning and Codes Enforcement
- iii) Public Works
- iv) Police

#### a) Merger Consideration

#### b) Memorandum of Understanding – 2025 Health Savings Account

IRS increased the minimum deductible for high deductible health plans from \$1,600/\$3,200 to \$1,650/\$3,300. The MOU would increase the Township's HSA contribution by \$50/\$100.

**ACTION:** to enter into a Memorandum of Understanding with the Spring Garden Township Police Association adjusting the Township's HSA contribution.

#### c) Police Updates

##### 1) Resolution 2024-\_\_ \_\_ Police Policy: Chain of Command, Communication & Coordination

**ACTION:** to approve Resolution 2024-\_\_ \_\_ Police Policy: Chain of Command, Communication & Coordination.

##### 2) Resolution 2024-\_\_ \_\_ Police Policy: Department Training

**ACTION:** to approve Resolution 2024-\_\_ \_\_ Police Policy: Department Training.

##### 3) Resolution 2024-\_\_ \_\_ Police Policy: Officer Commendations or Complaints

**ACTION:** to approve Resolution 2024-\_\_ \_\_ Police Policy: Officer Commendations or Complaints.

## J. Public Comment

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## II. Adjourn

**ACTION:** to adjourn.

### Township Consultants and Contracted Services

Engineer (David Davidson, P.E./C.S. Davidson, Inc.)  
Solicitor (Attorney Jason Sabol/Stock and Leader)  
York Area United Fire & Rescue (Chief Daniel Hoff)  
Finance (Krista Gardner/SEK, CFO)

### Township Administration:

Township Administration/Manager (Luther C Wike Jr)  
Police (Acting Chief Adam Zimmerman)  
Zoning/Code Enforcement (Dawn Hansen, Zoning Ofc.)  
Public Works (Craig Ruhl, Superintendent)

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