

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

DECEMBER 11, 2024 – 6:30 PM

PUBLIC AGENDA

I. Call to Order / Pledge of Allegiance

Executive Sessions were held on December 11th for the purpose of reviewing legal matters.

A. Presentations

1. **Funding Consulting Services and Government Relations Services– Marie Holland of GMS Funding Solutions and Denise Remillard of Saxton & Stump**

Presenting on the use of funding consulting services and government relations services for funding of municipal projects including RACP funding for fire station 892 replacement.

B. Public Comment

C. Business Meeting Minutes

1. **ACTION:** to approve the November 13, 2024 Business Meeting and Workshop Minutes.

D. Finance

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

E. Subdivision / Land Development

1. **45-Day Waiver Request: Lot 78 - Inch & Company**

A 45-day extension to February 10, 2025 to meet conditions of recording. This will be the ninth time-extension waiver request.

ACTION: to approve a 45-day time extension for Lot 78 to February 10, 2025.

2. **Stormwater O & M Agreement for New Home Build – 1269 Brockie Drive**

ACTION: to approve the Stormwater Operations and Maintenance Agreement for 1269 Brockie Dr.

F. Old Business

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

The next meeting will be a Public Open House held on December 16th. The Open House will be at the beginning of the evening and the second half will be a committee meeting. At this meeting the public survey results will be reviewed and array potential actions/recommendations for public feedback.

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

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

- i) **Architect's Agreement with MW Studios**

ACTION: to ratify the Township Manger's execution of an Architect's Agreement with MW Studios for the design, bidding, and construction phase services for Fire Station 892.

- ii) **Site Survey – Indian Rock Dam Road**

The site survey is needed at a cost of \$8,400.

ACTION: to approve unbudgeted Building Improvement Funds not to exceed \$8,400.00 payable to MW Studios for a site survey at the Indian Rock Dam Road property conducted by HRG, Inc.

- iii) **Funding Consulting Services – GMS Funding Solutions**

DIRECTION: to staff regarding the use of GMS Funding Solutions to seek funding opportunities.

- iv) **Government Relations Services – Saxton and Stump**

DIRECTION: to staff regarding the use of Saxton and Stump for assistance with funding opportunities.

4. **902 Recycling Grant Award - FYI**

The township is pleased to report that it has been awarded the PA Department of Environmental Protection 902 Recycling Grant in the amount of \$10,890 for the use of leaf pickup equipment.

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5. 2025 Tax Levy Ordinance, Ordinance 2024-06

The municipal real estate tax for 2025 remains unchanged from 2024, 4.29 mils for municipal real estate tax and an additional 0.086 mils for real estate fire tax.

ACTION: to approve Ordinance 2024-06, 2025 Tax Levy (Roll Call Vote).

6. 2025 Budget

i) 2025 Budget Ordinance, Ordinance 2024-07

ACTION: to approve Ordinance 2024-07, 2025 Budget (Roll Call Vote).

ii) 2025 Budget Agreements

ACTION: to approve agreements with Klugh Animal Control Services, Stambaugh Ness, NRG, SPCA of York County, Water Treatment by Design, and Signal Services and to authorize the Township Manager to execute the agreements.

7. 2024 Sanitary Sewer Maintenance Project

i) Change Order Number Three (3), Final

Change order number Three (3) for additional expenses related to sewer maintenance work completed on Woodberry Rd., Willowbrook Way, and Greendale Rd.

ACTION: to approve the Barrasso Excavating change order number three (3) in the amount of \$10,865.00.

ii) Application for Payment Number Two (2), Final

Final application for payment for the 2024 Sanitary Sewer Maintenance Project.

ACTION: to approve payment in the amount of \$107,399.00 to Barrasso Excavation, Inc. per application for payment number two (2).

iii) Remaining ARPA Funds

The Rathton Road Bridge Project came in under budget therefore the township still has \$137,000 in ARPA funds. The funds must be used in 2024 based on federal guidelines. Staff proposes applying these funds to the 2024 Sewer Maintenance Project.

ACTION: to direct staff to apply any remaining ARPA funds to the 2024 Sewer Maintenance Project.

8. Virginia Avenue Stormwater Sewer Project and the 2024 Liquid Fuels Paving Project

i) Change Order Number (2), Final

Change order number two (2) for additional expenses for stormwater and paving work.

ACTION: to approve the JVI Group, Inc. change order number two (2) in the amount of \$14,865.00.

ii) Application for Payment Number Two (2), Final

Final application for payment for the 2024 Sanitary Sewer Maintenance Project.

ACTION: to approve payment in the amount of \$284,103.00 to JVI Group, Inc. per application for payment number two (2).

9. Country Club - Richland Intersection: Green Light Go

i) The Township's signal light service provider is a COSTARS vendor and can install the traffic detection system.

ACTION: to authorize entering into an agreement with Signal Services to install an overhead traffic detection system at the intersection of Richland Ave. and Country Club Rd. in the amount of \$29,112.00.

ii) Lane Guidance - FYI

Payment in the amount of \$3,596.10 was issued to DE Gemmill for lane guidance. The amount was less than the original quote of \$4,030.10. While the project required additional

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thermoplastic markings, the sign work was completed by Township Public Works which brought this portion of the project in under budget.

10. Victory Fire Company – 2024 Parking Lot Paving Project – LSA Cat. 4 Grant

i) Change Order Number One (1), Final

The project was expanded to take full advantage of the awarded grant funds.

ACTION: to approve Kinsley change order number one (1) for the 2024 Victory Fire Company Paving Project in the amount of \$11,051.

ii) Contractor's Application for Payment Number One (1), Final

The cost will be reimbursed through the Local Share Account Category 4 grant award.

ACTION: to approve payment in the amount of \$104,151 to Kinsley Construction for the 2024 Victory Fire Company Paving Project.

11. Police Merger with York County Regional Police Department (YCRPD)

The township has been in merger negotiations with YCRPD and is at a point where it is ready to proceed with merging the Spring Garden Township Police Department with YCRPD. To begin the merging process the township needs to adopt an Intergovernmental Cooperation Agreement ordinance which contains the YCRPD Charter Agreement.

ACTION: to direct staff to work with appointed counsel to draft and advertise an ordinance adopting an Intergovernmental Cooperation Agreement Ordinance to merge the Spring Garden Township Police Department with the York County Regional Police Department.

G. New Business

1. Personnel

i) Vacation Accrual – Karen Smeltzer

Karen is a dedicated and valuable asset to the Administration team and has been with the township since April 2022. Staff propose an increase in her annual vacation accrual to three (3) weeks beginning in 2025.

ACTION: to amend Karen Smeltzer annual vacation accrual to three (3) weeks a year beginning in 2025.

2. No Parking Ordinance 300-28 Amendment

An ordinance amendment to designate a no parking zone along the north side of 2nd Ave. and the west side of Wheaton St. from 1749 2nd Ave. to 210 Wheaton St.

ACTION: to direct staff to work with Solicitor to draft and advertise an ordinance designating a no parking zone along sections of 2nd Ave. and Wheaton St.

3. Alarms Ordinance 100 Amendment

An ordinance amendment to update the Alarms Program including removing the need for annual registration and an annual registration fee.

ACTION: to direct staff to work with Solicitor to draft and advertise an Alarms Ordinance 100 Amendment.

4. Sewers and Sewage Disposal Ordinance 250 Amendment

Draft and advertise an ordinance amendment to update Ordinance 250-Sewers and Sewage Disposal. This ordinance has become outdated and will require updating as we progress with the Act 537 Plan.

ACTION: to direct staff to work with Solicitor and Engineer to draft and advertise an amended 250-Sewers and Sewage Disposal Ordinance.

5. Ordinance Establishing a Recreation Commission

The previous Recreation Commission and Recreation Department were dissolved during COVID.

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The Board has expressed its intent to reestablish a Recreation Commission and a Recreation Department. The re-establishment of a Recreation Commission requires an ordinance.

ACTION: to direct staff to work with Solicitor to draft and advertise an ordinance re-establishing the Recreation Commission.

6. YorkLogistics/Dermody – E Boundary & S Albemarle Ave.

It has been determined that the township cannot allow use of any sections of the roadway without full adoption. The Developer Agreement prevents roadway adoption until the HOP work at the Mt. Rose Ave. / Boundary Ave. intersection is complete.

H. Commissioner Constituent Representation

1. Commissioner Detwiler, Ward 1
2. Commissioner Rooney, Ward 2
 - i) Tri Hill Municipal Building Open House
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
2. Township Administration
 - i) Manager
 - ii) Zoning and Codes Enforcement
 - iii) Public Works
 - iv) Police
 - a) Pennsylvania House of Representatives Certificate of Appreciation

A congratulations to the Spring Garden Township Police Department for receiving a Certificate of Appreciation from the Pennsylvania House of Representatives.

J. Public Comment

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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