

# 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

JULY 9, 2025 – 6:30 PM

### PUBLIC AGENDA

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

Executive Session was held on June 26, 2025 and July 9, 2025 to discuss legal and personnel matters.

#### Suspend the Board of Commissioners Business Meeting

**ACTION** to suspend the Business Meeting for the purpose of holding a public hearing.

#### Public Hearings:

##### Public Hearing – Vacate of Roadway

##### -Open the Hearing

Vacate portions of East Boundary Avenue and South Albemarle Street

##### - Public Comment

##### - Conclude Hearing

**ACTION** to resume the Business Meeting.

#### A. Presentations

##### 1. Mount Rose Property – Roberta Boffo (5 minutes)

#### B. Public Comment

#### C. Business Meeting Minutes

##### 1. **ACTION** to approve June 11, 2025, and June 27, 2025 Meeting Minutes.

#### D. Finance

##### 1. **ACTION** to accept the June 2025 Treasurer's Report and Bank Transactions.

#### E. Subdivision / Land Development

##### 1. 711 Olive Street, Final Land Development Plan

##### i) **Waivers:** Recommended for approval by Planning Commission.

**ACTION** to approve the following waivers for the 711 Olive Street Final Land Development Plan:

- a) A waiver for preliminary plan approval has been requested. (275-21 SALDO)
- b) A waiver for maximum water depth for above ground storage facilities has been requested. (265-306.K & 265-306.R(1) SWM)
- c) A waiver for minimum top embankment width has been requested. (265-306.R(2), SWM)
- d) A waiver for maximum side slopes has been requested. (265-306.R(3), SWM)

##### ii) **Final Plan Approval with Conditions:**

**ACTION:** to approve the 711 Olive Street Final Land Development Plan with the following conditions:

- a) Work with the zoning officer to relocate the dumpsters and outside storage. This will require an enclosed dumpster facility with a 6' screening to the rear of the property. (275-40.1.D(5)(a), SALDO).
- b) An approved E & S plan and NPDES Permit are required. (275-24.D(4), SALDO)
- c) Security for proposed improvements (sewers, landscaping, stormwater, erosion control) must be posted before final plan recording. (§275-24.D.5, SALDO)
- d) 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.
- e) Stormwater management approval. (§276 Stormwater Management)

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- f) Owner's notarized signature (§275-24.C(22), SALDO) This should match the Deed that has been recorded.
  - g) A note added to the plan that the owner will install concrete curbing within 6 months' notice from the Township.
- 2. **711 Olive Street – Land Development Plan – Time Extension Waiver**  
**ACTION** to approve a 45-day time extension waiver to August 14, 2025, for recording the 711 Olive Street Land Development Plan.
- 3. **Regents' Glen Lot 86 – Red Oaks – Time Extension Waiver**  
**ACTION** to approve a 45-day time extension waiver to August 14, 2025, for recording conditionally approved Regents' Glen Lot 86 Land Development Plan.
- F. **Old Business**
  - 1. **Comprehensive Plan – FYI**  
On July 1<sup>st</sup> the Planning Commission voted to recommend the plan to the Board of Commissioners.
  - 2. **Mill Creek Trail and Greenway - FYI**
  - 3. **Fire Station 892 on Indian Rock Dam Road**
    - i) **Request for Payment – MW Studios Invoice 24-156-07**  
**ACTION** to approve payment in the amount of \$41,269.90 to MW Studios using unbudgeted funds from the Building Improvement Fund.
    - ii) **Reimbursement Resolution**  
PFM Financial Advisors suggested adoption of a reimbursement resolution.  
**ACTION** to direct staff to work with Solicitor to draft a reimbursement resolution.
  - 4. **York County Regional Police Department (YCRPD)**
    - i) **Leased Police Server Buy-out**  
This server was part of Spring Garden Township's capital contribution.  
**ACTION** to approve the Stambaugh Ness lease buy-out of the police server in the amount of \$2,275 and to authorize the Township Manager to execute the agreement.
  - 5. **Chapter 300 Vehicles and Traffic Ordinance Update**  
**ACTION** to direct staff to work with Solicitor to draft and advertise amendments to Chapter 300 to include a no-truck-parking area outside Regents' Glen, restrict use of brake retarders on Hudson Street, remove parking restrictions on Sharon Drive, make Ness Alley one way heading West, restrict parking on the South side of Ness Alley, remove time restricted parking along 1700 block of 2<sup>nd</sup> Avenue, remove 1700 block of 2<sup>nd</sup> Avenue from the parking permit exemption list, restrict non-compliant vehicles parked on public streets, remove fine amounts and add them to the fee schedule, update fines to be in-line with those of York County Regional's municipalities, add Chapter 300 fines to the fee schedule.
  - 6. **Ordinance 2025-07 Peddling, Soliciting, and Transient Retail Sales Amendment**  
**Action** to approve Ordinance 2025-07 Peddling, Soliciting, and Transient Sales Amendment.  
(Roll Call Vote)
  - 7. **Ordinance 2025-08 Vacating Portions of E Boundary Ave. and Albemarle St.**  
**Action** to approve Ordinance 2025-08 Vacating Portions of E Boundary Ave. and Albemarle St.  
(Roll Call Vote)
  - 8. **2025 Streets Paving Project Payment – Liquid Fuels**  
The project is complete and ready for payment; it came in \$11,000 under budget.

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**ACTION** to approve payment to Asphalt Maintenance Solutions in the amount of \$318,578.13 from the Liquid Fuels Fund for the 2025 Streets Paving Project.

## 9. Recreation Commission Appointees

Following initial staggered appointments, future appointments will be for five-year terms. The first meeting will be scheduled and advertised.

**ACTION** to appoint the following to the Recreation Commission: Aaron Hall of Ward One to a 2025 term, Leah McQuillis of Ward Two to a 2025-2026 term, Corey Willard of Ward Three to a 2025-2027 term, Andrew Ruth of Ward Four to a 2025-2028 term, and Missy Stuart of Ward Five to a 2025-2029 term.

## G. New Business

### 1. Personnel

#### i) Resolution 2025-16 Job Description Amendments – Administrative Assistant and Office Assistant I & II

**ACTION** to approve Resolution 2025-16 Job Description Amendments – Administrative Assistant and Office Assistant I & II.

### 2. 2025 Sanitary and Stormwater Sewer Maintenance Projects

The Hoffman Road Sanitary Sewer Project was budgeted for 2025 at \$1 million. This project will be moved to 2026 due to delays in geotechnical bore testing. Staff propose other sanitary sewer projects for 2025 to prevent a delay in our sanitary sewer maintenance schedule. Annual sanitary sewer maintenance projects are budgeted at \$350,000 annually. The Tri Hill Sanitary Sewer Project would be in conjunction with a stormwater sewer project.

**ACTION** to direct staff to work with Engineer to pursue a 2025 sanitary sewer maintenance project schedule to include Ludlow Point Repair (\$5,550), Wyndsong Wet Well Lining (\$8,864), Tri Hill Repair (est. \$50,000), and Mt Rose Lining (est. \$245,700).

**ACTION** to direct staff to work with Engineer to pursue a 2025 Tri Hill Stormwater Sewer Repair Project at an estimated cost of \$200,000 using Liquid Fuels funds.

**ACTION** to approve the USG sanitary sewer repair quotes for Wyndsong Wet Well Lining at \$8,864 and Ludlow Point Repair at \$5,550.

**ACTION** to approve the Abel Recon sanitary sewer lining quote for South side of Mount Rose Avenue at \$245,700.

### 3. Cable Television Franchise Fee Audit

The 2025 Budget included \$6,000 for a Comcast cable television franchise fee audit. Since the previous quote, the audit fee has increased. A group rate (\$6,750) is available if five or more municipalities participate in the audit.

**ACTION** to approve the Cohen Law Franchise Fee Audit at an amount not to exceed \$7,500.

### 4. Public Works Network Hardware Install

The Public Works network hardware install was approved in June. This additional work is to consolidate and organize the Ogontz Street IT technology into a wall mounted cabinet. Currently IT technology is dispersed throughout the building in drop ceilings and the attic making access cumbersome and exposure to the elements a concern.

**ACTION** to approve the agreement with Stambaugh Ness for the network cleanup project in the amount of \$3,290.32 using unbudgeted funds and to authorize the Manager to execute the agreement.

### 5. Support Letter for Minimizing Local Service Tax (LST) Restrictions

LST is a \$1 per week tax for individuals that work in the Township.

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**ACTION** to direct staff to execute a letter to State Representative Hill-Evans on behalf of the Board of Commissioners supporting an update to LST restrictions allowing for municipalities to have more autonomy over taxation.

## 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
  - iv) Police Department / York County Regional Police Department
2. Township Administration
  - i) Manager
  - ii) Zoning and Codes Enforcement
  - iii) Public Works
  - iv) Recreation

## 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/Saxton and Stump)  
York Area United Fire & Rescue (Chief Daniel Hoff)  
York County Regional Police (Lt. Adam Zimmerman)  
Finance (Krista Gardner/SEK, CFO)

### Township Administration:

Township Administration/Manager (Luther C Wike Jr)  
Zoning/Code Enforcement (Dawn Hansen, Zoning Ofc.)  
Public Works (Craig Ruhl, Superintendent)  
Recreation (Katie Sprich, Recreation Program Coordinator)

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