

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

OCTOBER 8, 2025 – 6:30 PM

PUBLIC AGENDA

I. Call to Order / Pledge of Allegiance

The previously scheduled October 8th Public Hearing has been cancelled since there were no substantive changes proposed at the October 1st Public Meeting.

A. Presentations – MW Studios

1. Fire Station 892 Cost Estimate

The Board previously approved the station cost estimate of \$10 million. The latest cost estimate is \$13.0 to \$13.6 million. Applications for \$7 million in grant funds have been submitted. \$3 million is in reserve for construction costs. \$1 million is in reserve for design, bidding, construction phase services, and construction manager fees.

B. Public Comment

C. Business Meeting Minutes

1. **ACTION** to approve the September 10, 2025, Business Meeting and Workshop Minutes.

D. Finance

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

E. Subdivision / Land Development

1. Red Oaks and Regents Glen – 45-Day Time Extension

- i) **ACTION** to approve a 45-day time extension waiver to November 12, 2025, to record the Red Oaks at Regents Glen final land development plan.

2. Ward One Planning Commission Member

The Planning Commission will need a member from Ward One beginning in 2026. Interested residents of Ward One can submit a letter of interest to be considered.

F. Old Business

1. Resolution 2025-22 Adoption of the York Township and Spring Garden Multi-Municipal Comprehensive Plan

A comprehensive plan public hearing was held on October 1, 2025. It was determined by the solicitor that no substantive changes were proposed.

ACTION to approve Resolution 2025-22 Adoption of the York Township and Spring Garden Multi-Municipal Comprehensive Plan with the condition that York Township approves the plan upon any substantive changes.

2. Fire Station 892 on Indian Rock Dam Road

i) Request for Payment – MW Studios Invoice 24-156-10

ACTION to approve a \$40,512.42 payment to MW Studios using unbudgeted funds from the Building Improvement Fund.

ii) Request for Payment – GMS LLC Invoice 6713

ACTION to approve a \$5,000 payment to GMS, LLC using unbudgeted general funds.

3. York County Regional Police Department (YCRPD)

i) Police Pension Funding

ACTION to approve a deposit of \$408,628.00 representing the 2025 MMO contribution and \$441,518.97 representing the municipal state aid into the Spring Garden Township Police Pension Plan.

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- ii) **Access Control System Update – Card Reader**
This work was previously approved, but the prior vendor is no longer doing this type of work.
ACTION to approve the Illuminated Integration quote in the amount of \$2,608.
- 4. **Ordinance 2025-09 Chapter 300-Vehicles and Traffic Update**
ACTION to approve Ordinance 2025-09 Chapter 300-Vehicles and Traffic Update. (Roll Call Vote)
- 5. **Resolution 2025-__ __ Fee Schedule Amendment 10.08.2025**
Parking fees updated to align with those of other YCRPD municipalities.
ACTION to approve Resolution 2025-__ __ Fee Schedule Amendment 10.08.2025.
- 6. **2025 Ludlow Project – Liquid Fuels/General Funds**
 - i) **Change Orders**
***ACTION** to approve Change Order No. 1 in the amount of \$6,125 and Change Order No. 2 in the amount of \$7,071.*
 - ii) **Application of Payment, AFP, Number 4 (Final).**
***ACTION** to approve the final AFP No. 4 to Pennell Services totaling \$30,247.33 with \$21,589.28 from liquid fuels and \$8,658.05 from general funds.*
 - iii) **Kinsley Setting Stormwater Inlets – General Funds**
The Ludlow Project contractor was unable to correctly set the stormwater inlets. The Engineer is advising the Township to use Kinsley Construction to complete this portion of the project.
***ACTION** to approve \$7,800 in general funds to Kinsley Construction to set the stormwater inlets on Ludlow Avenue as part of the Ludlow Stormwater Project.*
- 7. **Tri Hill Sanitary and Stormwater Sewer Project**
***ACTION** to award the Tri Hill Sanitary and Stormwater Sewer Project to CPA Pavement Services, Inc. in the amount of \$496,485.00 as advised by the Township Engineer with \$236,413.15 from liquid fuels, \$255,714.75 from sewer fund, and \$4,357.10 from general fund and to authorize the Township Manager to execute all contract and project documents.*
- 8. **2025 Sewer Projects**
***ACTION** to approve \$8,636.85 in sewer funds to USG for the Wyndsong Pump Station Wet Well Lining Project.*
- 9. **Social Media Use for Township Purposes Policy**
This policy has been reviewed and approved by the Solicitor.
***ACTION** to approve the Social Media Use for Township Purposes Policy and approve the creation and management of the following social media accounts in accordance with the policy: a Recreation Facebook page, a Recreation Instagram account, a Township Municipal Facebook page, and a Township Personal Facebook account.*
- G. **New Business**
 - 1. **Legal Services**
 - i) **CGA Law Firm Legal Services Engagement Letter**
***ACTION** to approve execution of the CGA Law Firm Engagement Letter for legal services.*
 - ii) **Solicitor Appointment**
***ACTION** to appoint CGA Law Firm represented by Beth Kerns as Township Solicitor effective 10/09/2025.*
 - iii) **Saxton and Stump File Transfer Authorization**
***ACTION** to approve a Saxton and Stump file transfer authorization to CGA Law Firm and to authorize the Township Manager to execute the authorization.*

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2. **Capital Purchase H-12 Upfit – 2024 Budget Item**
***ACTION** to approve \$111,435 in H-12 upfitting costs from Capital Fund to Lancaster Truck Bodies.*
3. **Resolution 2025-__ __ YAUFR 2026 Annual Budget**
The York Area United Fire and Rescue 2026 Budget increased 4.6% and includes a \$148,375 capital contribution for radios.
***ACTION** to approve Resolution 2025-__ __ YAUFR 2026 Annual Budget.*
4. **Acrobat Adobe Pro Subscription**
The Adobe Acrobat Pro subscription is currently \$240 annually.
***ACTION** to approve the cost for the Township Manager to enroll in Adobe Pro subscription service.*
5. **QuickBooks Online Subscription**
The QuickBooks Online subscription was not included in the 2025 budget.
***ACTION** to approve \$2,970 general funds for the 2025 QuickBooks Online renewal.*
6. **Asset Disposal – 2001 International 7400 Large Dump Truck**
The asset was purchased with liquid fuels funds, sale proceeds will be deposited into liquid fuels.
***ACTION** to approve the sale of the 2001 International 7400 large dump truck on Municibid to the highest bidder that meets the reserve amount of \$5,000 and to authorize the Public Works Superintendent to execute all sale documents.*
7. **Illuminated Integration Software Support Agreements (SSAs)**
Annual SSAs for Maxxess Access System and the Exacqvision security camera system.
***ACTION** to approve software support agreements for Maxxess at \$300 and Exacqvision for \$2,570.*
8. **Violet Hill Basketball Court Signage**
***ACTION** to approve proposed signage and the Image360 quote in the amount of \$233.68.*
9. **Mercantile Business Privilege Tax (MBPT) and Local Services Tax (LST) Audits**
MBPT and LST are regularly overlooked and should be audited from time to time ensure compliance.
***DIRECT** staff to seek MBPT and LST audit proposals.*
- 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**

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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/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 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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