

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 12, 2025 – 6:30 PM

PUBLIC AGENDA

I. Call to Order / Pledge of Allegiance

A. Presentations – None

B. Public Comment

C. Business Meeting Minutes

1. **ACTION** to approve the October 1, 2025, Comprehensive Plan Meeting Minutes and the Business Meeting Minutes and Workshop Minutes for October 8, 2025.

D. Finance

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

E. Subdivision / Land Development

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

- i) **ACTION** to approve a 45-day time extension waiver to December 27, 2025, to record the Red Oaks at Regents Glen final land development plan.

2. White Oaks at Regents Glen – Security Reduction

- i) **ACTION** to ratify the Manager's authorization for the Engineer to proceed with the inspection of improvements at Regents Glen White Oaks and to reduce security to \$747,216.25 as recommended by the Engineer.

3. Planning Commission and Zoning Hearing Board Members Needed

The Township is seeking a Ward One Planning Commission member and a Ward Two Zoning Hearing Board member. Residents can submit a letter of interest to be considered.

F. Old Business

1. Comprehensive Plan

York Township was scheduled to consider adoption of the multi-municipal plan on November 11th.

2. Mill Creek Trail and Greenway

i) Red Lion Controls, Inc. Easement Agreement

MOTION to approve the easement agreement with Red Lion Controls, Inc.

3. Fire Station 892 on Indian Rock Dam Road

i) Request for Payment – MW Studios Invoice 24-156-11

ACTION to approve a \$29,016.00 payment to MW Studios using unbudgeted funds from the Building Improvement Fund.

ii) Resolution 2025-25 Statewide LSA Grant Application for Fire Station 892

Resolution authorizes the grant application, requests \$1 million in grant funds, and designates authorized signers.

ACTION to approve Resolution 2025-25 Statewide LSA Grant Application.

iii) Station Design and Cost

The Board previously approved the station cost estimate of \$10 million. The latest cost estimate is \$13.0 to \$13.6 million, \$7 million in grant funds have been requested, \$3 million in reserve is available for construction, \$1 million in reserve for design and construction services. RACP award announcements have been delayed due to state budget impasse. Station re-design for reduced construction costs is estimated not to exceed \$109,000.

No action at this time.

4. York County Regional Police Department (YCRPD)

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- i) **Ordinance 2025-10 Amendment to YCRPD Charter Agreement**
Amendment creates a pension benefit payment schedule and clarifies asset distribution.
ACTION to adopted Ordinance 2025-10 Amendment to the York County Regional Charter Agreement – Police Pension Asset Distribution and to authorize the Township Manager to initiate all asset transfers in accordance with the ordinance. (Roll Call Vote)
- ii) **2025 Police Pension Additional Amount**
ACTION to approve payment in the amount of \$114,018.03 to YCRPD representing the remaining 2025 additional amount as indicated in Ordinance 2025-10.
- iii) **OPEB (Other Post-Employment Benefits) Transfer**
Transfer of \$450,000 which represents the funds that excess the 2024 OPEB liability and to use the funds to offset the 2025 police pension additional amount (\$1,030,270).
ACTION to transfer \$450,000 in OPEB funds to the general fund.
- 5. **2026 Budget and Tax Levy Ordinance Advertisement**
Municipal Real Estate Tax at 4.29 Mills and Fire Real Estate Tax at 0.586 Mills. This represents a 0.5 mil increase in the fire tax.
ACTION to approve advertisement of the 2026 Budget Ordinance and the 2026 Tax Levy Ordinance at a rate of 4.29 mils for municipal tax and 0.586 mils for fire tax.
- 6. **Asset Disposal**
These sales were previously approved by the Board.
ACTION to ratify the sale of H-23 1998 Kawasaki loader in the amount of \$21,100 in general funds, sale of H-9 2008 Ford F-550 truck in the amount of \$13,200 in general funds, sale of P-2 2008 Ford F-250 in the amount of \$12,001 in general funds, sale of H-15 2007 Chevy Silverado truck in the amount of \$15,409 in general funds, and sale of H-12, previously B-4, 2001 International 7400 dump truck in the amount of \$12,900 in liquid fuels funds.
- 7. **Rathton Road Bridge – Application for Payment, AFP Number 3**
Final Payment for the Rathton Road Bridge Replacement Project.
ACTION to approve AFP number 3 in the amount of \$9,500.00 to Clear View Excavation Inc.
- G. **New Business**
 - 1. **Personnel**
 - i) **Code Enforcement Officer Position**
 - a) **Resolution 2025-___ Job Description- Code Enforcement Officer I and II**
ACTION to approve Resolution 2025-___ Job Description- Code Enforcement Officer I & II.
 - b) **ACTION** to accept the resignation of Code Enforcement Officer David Zurn, ratify advertisement of the job opening by the Township Manager, and approve hiring Trisha Rafferty as Code Enforcement Officer II starting on December 1, 2025 at a rate of \$31 per hour and at a rate of \$32 per hour beginning on January 1, 2026.
 - ii) **Employee Handbook Updates and Solicitor's Review**
DIRECT staff to draft a resolution updating vacation accrual to 3 weeks the year of the third anniversary, an additional day of vacation the year of the 25th anniversary and 30th anniversary, update bereavement policy to accommodate delayed memorial services, make Juneteenth a paid holiday, remove the COBRA section.
DIRECT staff to work with solicitor to review and update the Employee Handbook for future adoption of an updated, restated Employee Handbook.
 - iii) **Long Term Disability, Life Insurance Benefits, and Employee Assistance Program (EAP)**
ACTION to approve the agreement with the Hartford Life and Accident Insurance Company to

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provide eligible staff with long term disability insurance, life insurance, AD&D insurance, and EAP benefits; and to terminate coverage through The Standard Insurance Company and WellSpan; and to ratify the Township Manager's execution of all relevant documents.

iv) 2026 Non-Uniform Pension Minimum Municipal Obligation (MMO)

The projected MMO for Non-Uniform (public works and administration) is \$147,514.73

ACTION to certify the 2026 Non-Uniform Minimum Municipal Obligation.

2. Code Administrators Rental Property Inspection Service

The Township currently uses Code Administrators for building code inspections. Rental inspections are available through Code Administrator and are estimated to be \$75 per inspection.

ACTION to approve the use of Code Administrators' rental unit inspection service for 500 inspections.

3. Contracted Emergency Medical Service (EMS)

The Township currently does not contract Emergency Medical Services. Contracting EMS would allow the Township to have more control over the level of services residents receive and to ensure services are available when needed.

DIRECT staff to work with solicitor and Fire Chief to draft an RFP to bring back to the Board for consideration for emergency medical services.

4. 2026 Public Meeting Dates

Workshops at 5:00 PM, Business Meetings at 6:30 PM on the second Wednesday of the month.

ACTION to authorize advertisement of the 2026 public meeting dates.

5. Capital Contribution-Fire Equipment

The Township received a \$41,679 refund for prior year YAUFR expenses. Staff propose moving the funds to the Capital Fund for the 2027 purchase of fire equipment.

ACTION to approve transferring \$41,679 to the Capital Fund for the 2027 fire equipment purchase.

6. Truck H-5 Oil Pump Repair

ACTION to approve \$7,659.20 to River's Truck Center for an H-5 oil pump repair with unbudgeted general funds.

7. Shentel GloFiber Internet Service Provider Agreement

Renewal that removes internet service to the police suite.

ACTION to approve the internet service agreement with GloFiber and to authorize the Township Manager to execute the documents.

8. Stormwater Authority

i) Aerial Impervious Area Determination Proposal

The assessment would determine impervious areas within the Township and is recommended by the Engineer. This is a 2025 budgeted expense.

ACTION to approve the T3 Global Strategies proposal to conduct an aerial impervious area assessment in the amount of \$76,453.

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**

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- 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
 - a) Training Room Approved Uses

[Seeking Board direction on the use of the public training room for fitness classes.](#)

J. Public Comment

II. Adjourn

ACTION: to adjourn.

Township Consultants and Contracted Services:

Engineer (David Davidson, P.E./C.S. Davidson, Inc.)
Solicitor (Attorney Beth Kern/CGA Law Firm)
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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