

# 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 10, 2025 – 6:30 PM

### PUBLIC AGENDA

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

Executive Session was held on December 10, 2025 for legal and personnel matters.

##### A. Presentations – None

##### B. Public Comment

##### C. Business Meeting Minutes

1. **ACTION** to approve the Business Meeting and Workshop Minutes of November 12, 2025.

##### D. Finance

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

##### E. Subdivision / Land Development - None

##### F. Old Business

##### 1. Mill Creek Trail and Greenway

Waiting on grant announcement.

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

##### i) Request for Payment – GMS, LLC; Saxton and Stump, LLC

**ACTION** to approve payment in the amount of \$4,500 to GMS, LLC and \$4,550 to Saxton and Stump, LLC using unbudgeted general funds.

##### ii) Station Design and Cost

RACP award announcements have been delayed due to state budget impasse.

##### 3. York County Regional Police Department (YCRPD)

##### i) 2025 Police Pension Additional Amount

**ACTION** to ratify the payment to the Spring Garden Uniform Pension Plan with Principal Financial in the amount of \$114,018.03 representing the remainder 2025 Pension Additional Amount.

##### 4. 2025 Ludlow Project Payments

i) **ACTION** to approve general fund payments to Kinsley Construction for invoice 192514 in the amount of \$7,800 for inlet setting, invoice 192515 in the amount of \$3,600 for base milling and placement, and invoice 192513 in the amount of \$11,475 for Ludlow overlay.

ii) **ACTION** to approve a general fund payment to York Materials Group in the amount of \$7,695 for materials for the Ludlow base repair.

##### 5. 2025 Sewer Project – Mt. Rose Sewer Main and Manhole Lining

**ACTION** to approve \$245,700 in sewer funds to Abel Recon for the Mt. Rose Sewer Lining Project.

##### 6. Stormwater Authority - Aerial Impervious Area Assessment

This is a 2025 general fund budgeted expense.

**ACTION** to approve payment in the amount of \$76,453 to T3 Global Strategies for the aerial impervious area assessment following the acceptance of the aerial data.

##### 7. Contracted Emergency Medical Services (EMS)

Staff is advising that the Board consider working with our current EMS provider, First Capital EMS, before we move forward with the RFP process.

**DIRECT** staff to work with First Capital EMS, Chief Hoff, and the Solicitor to draft a proposed service agreement to bring back to the Board for consideration.

##### 8. YAUFR Charter Agreement Amendment

Proposed changes to the authority to enter into agreements, the citizen-at-large role, and the

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budgeting process.

**ACTION** to direct staff to work with Solicitor to draft and advertise the YAUFRA Charter Agreement Amendment Ordinance.

## 9. 2026 Tax Levy and Budget

### i) Ordinance 2025-11 2026 Tax Levy

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 Ordinance 2025-11 2026 Tax Levy. (roll call vote)

### ii) Ordinance 2025-12 2026 Budget and 2026 Budget Agreements

**ACTION** to approve Ordinance 2025-12 2026 Budget. (roll call vote)

**ACTION** to approve 2026 agreements with Klugh Animal Control Services, York County SPCA, Stambaugh Ness, Water Treatment by Design, and NRG Building Services, and to authorize the Township Manager to execute the agreements.

## 10. Ordinance 2025-13 Taxation Administrative Appeals Amendment

Amendment to Chapter 284-52: Administrative Appeals.

**ACTION** to approve Ordinance 2025-13 Taxation Administrative Appeals Amendment. (roll call vote)

## 11. Graham Packaging Insect Issue – Consent Agreement to Resolve Notice of Violation

The consent agreement sets forth a site treatment plan, requires Graham Recycling to provide routine reporting to the Township, and creates a mechanism to address issues if the proposed treatment plan is ineffective.

**ACTION** to approve the Graham Packaging Consent Agreement to Resolve Notice of Violation upon approval by legal counsel and to authorize the President Commissioner or Vice President Commissioner to execute the Agreement.

## 12. Personnel

### i) Resolution 2025-27 Employee Handbook Amendment

**ACTION** to approve Resolution 2025-27 Employee Handbook Amendment.

## G. New Business

### 1. Personnel

#### i) Job Descriptions and Staff Position

a) Resolution 2025-\_\_ Job Descriptions- Assistant Manager with Zoning Officer Duties, Recreation Director, Recreation Teacher Lead, Recreation Counselor, Recreation Aide.

**ACTION** to approve Resolution 2025-\_\_ Job Descriptions.

b) **ACTION** to appoint Dawn Hansen as Assistant Township Manager with Zoning Officer Duties effective 01/01/2026 and to appoint Katie Sprich as Recreation Director effective 01/01/2026.

c) **ACTION** to approve the Township Manager's payout of 80 hours of unused 2025 vacation leave and to affirm the payout of 80 hours of unused 2024 vacation leave.

### 2. Sewer Flush Truck Repair-2025 Budgeted Expense

**ACTION** to approve sewer funds in the amount of \$26,090.84 to Stephenson Equipment, Inc. for the replacement of the sewer flush truck VacCon tank and high-pressure system obtained through sole source procurement.

### 3. Resignations

i) **ACTION** to accept Jonathan Pinkerton's resignation from the Zoning Hearing Board effective 12/31/2025.

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ii) **ACTION** to accept Robert Sandmeyer's resignation from the Planning Commission effective 12/31/2025.

iii) **Planning Commission and Zoning Hearing Board Members Needed**

The Township is accepting letters of interest for a Ward One Planning Commission member and a Ward Two Zoning Hearing Board member.

**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) FYI-Spring Garden Township is seeking a Citizen-at-Large Commission Member for a two (2) year term (2026-2027).
- iv) Police Department / York County Regional Police Department

2. Township Administration

- i) Manager
- ii) Zoning and Codes Enforcement
  - a) FYI-Beginning in 2026, all building permits will be reviewed under the 2021 Uniform Construction Code.
- iii) Public Works
- iv) Recreation

**J. Public Comment**

**K. Executive Session-Petition for Administrative Appeal of Business Privilege/ Mercantile Tax by Jason A. Ream**

The Board will now enter into an executive session for purposes of reviewing a tax appeal. The Board shall reconvene immediately following the executive session.

1. **ACTION** to grant/ deny/ grant in part and deny in part the November 6, 2025, Petition for Administrative Appeal of Business Privilege/ Mercantile Tax by Jason A. Ream.

**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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