

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

APRIL 9, 2025 – 6:30 PM

PUBLIC AGENDA

I. Call to Order / Pledge of Allegiance

Executive Session was held on 04/09/2025 for the purpose of reviewing legal and personnel matters.

Suspend the Board of Commissioners Business Meeting

ACTION to suspend the April 9th Board of Commissioners Business Meeting for the purpose of holding public hearings.

Public Hearings:

Public Hearing - Oakridge/Edgehill Sewer 3M Module Hearing

-Open the Oakridge/Edgehill Sewer 3M Module Hearing

The Oakridge, Edgehill Road Area was investigated as part of this minor Act 537 Study Update. The portion of the Township evaluated includes Verdian Drive, Detwiler Court, Sleepyhollow Road, Westwood Road, and the western sections of Greendale Road, and Edgehill Road for the need of public sewer. The plan proposes the continued use of On-Lot Disposal through the On-Lot Disposal Ordinance with a reevaluation of the study area as part a Township-wide Act 537 plan update.

-Public Comment

-Conclude the Oakridge/Edgehill Sewer 3M Module Hearing

Resume Board of Commissioners Business Meeting

A. Hearing Business

1. Resolution 2025-__ __ Oakridge-Edgehill 3M Sewer Module

The 3M Sewer Module for the Oakridge-Edgehill Area.

ACTION to approve Resolution 2025-__ __ Oakridge-Edgehill 3M Sewer Module.

B. Public Comment

C. Business Meeting Minutes

1. ACTION to approve the March 12, 2025 Business Meeting Minutes.

D. Finance

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

E. Subdivision / Land Development

1. Regents Glen Lot 86 – Red Oaks – Land Development Plan Conditional Approval Request

Waivers:

The following waivers were approved at the 03/12/2025 BOC Meeting.

i) A waiver for preliminary plan approval has been requested. (§275-21, SALDO)

ii) A waiver for street width has been requested. (§275-29, SALDO)

iii) A waiver for street radii has been requested. (§275-39.C(1), SALDO)

iv) *Removed*

v) A waiver for Max depth for stormwater basin of 6 feet has been requested. (§265-306.R.1.a, SWM)

vi) Waiver for maximum side slope on stormwater basin has been requested (§265-306.R.1.a, SWM)

vii) A waiver for Section 02575 - Bituminous surface street cross-section – 8 inches of PennDOT 2A stone has been requested.

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Unapproved Waivers:

The waiver for dead-end streets was not approved at the 03/12/2025 BOC Meeting.

ACTION to approve/deny the Regent's Glen Lot 86 Red Oaks waivers for dead-end streets (§275-29, SALDO).

Final Plan Conditions:

ACTION to approve/deny the Final Land Development Plan with the following conditions (read conditions)

- i) Name and seal of the registered professional engineer or surveyor responsible for the plan, attesting to the fact that survey data and plans are correct. (§275-24.C(5), SALDO)
- ii) Owner's notarized signature (§275-24.C(22), SALDO)
- iii) A second point of access should be provided (§275-29G, SALDO). As noted in General Notes (2) on the recorded White Oaks Plan, "Any development plans for proposed Lot 86 shall not be approved by Spring Garden Township prior to the owner/developer resolving a secondary primary access to the development with Spring Garden Township." A letter from the Railroad should be provided showing permission to allow passenger vehicles and local delivery trucks over the railroad. Having golf cart access is different than passenger vehicle/delivery truck vehicles. This access will need to conform to street specifications.
- iv) 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 (§275-52, SALDO).
- v) An agreement detailing the responsibility for the emergency access serving both Red Oaks and White Oaks should be detailed as either a note on the plan or as part of the Developer Agreement.
- vi) Declarations and Covenants should be provided to show how the "footprint" lots will be conveyed. (§275-6, SALDO) A declaration plan will be prepared and recorded after recordation of this Land Development Plan. This will show the portion of the property to be conveyed to each home buyer along with any portion of the property that will be a common element or limited common element.
- vii) Security for proposed improvements (sewers, landscaping, stormwater, streets, lighting, erosion control) must be posted before final plan approval (§275-24.D.5, SALDO)
- viii) Recreation fee-in-lieu shall be paid to the Township prior to plan recordation (§275-38 SALDO).
- ix) Stormwater management approval (§265 Stormwater Management)
- x) An approved E & S Plan shall be provided. (§275-23A, SALDO)
- xi) The proximity of the sanitary sewer lines exiting the site to the adjacent dwellings (units 28-30 and 21-32). In both cases the sewer is between 8 and 13 feet deep, about half of which is fill material. The sewers shall be centered between the adjacent units.
- xii) The Engineer should review/approve the Traffic study provided by TRG.

F. Old Business

1. Comprehensive Plan – FYI

The Planning Commission was introduced to the draft Comprehensive Plan at the March 4, 2025, Planning Commission meeting. They are to submit comments for discussion at the April 2, 2025 Planning Commission meeting.

- When the Planning Commission completes all their reviews, they will make a recommendation to the Board for discussion and take action to advertise for 45 days for review by the public and to be reviewed by the York County Planning Commission.

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- At the end of the 45-day review period, the Board will act on the proposed plan.
- 2. **Mill Creek Trail and Greenway**
 - i) **Updated Phasing Plan – FYI**
 - a) Phase One: Create street bike lanes connecting Elmwood Park to the King Street bike lanes.
 - b) Phase Two: Install a macadam bike trail along Victory Fire Company to the Elmwood Park Trail, paint and sign 10 parking spaces for trail parking at Victory parking lot, install ramp access for the victory parking to the macadam trail, install dog waste stations, add signage and paint bike traffic symbols as needed.
 - c) Future Phasing: Starting at the Victory Fire Trail, install a passable trail that would traverse the Mt. Rose Property and connect to Mt. Rose Ave.
 - ii) **Easement agreements follow-up, next steps.**
 - iii) **Ordinance 300 Parking Amendments – S Belmont Street, 2nd Avenue, Wheaton Street**
 - a) The Mill Creek Trail and Greenway Plan includes a bike lane connection to the King Street bike lane. No parking zones (§300-28) will be required along the west side of S Belmont to accommodate the bike lane.
 - b) A no parking zone (§300-28) along the inside corner of the intersection of 2nd Avenue and Wheaton Street to ensure a safe flow of traffic and emergency vehicles.
 - c) A time limited (§300-30), 30-minute parking along 2nd Avenue between S Belmont Street and a point 275 feet east thereof.
 - d) Creation of an overtime parking permit area (§300-32) on 2nd Avenue between S Belmont Street and a point 275 feet east thereof to exempt residents of the 30-minute time restricted parking.
***ACTION:** to direct staff to work with Solicitor to create and advertise an amendment to parking Ordinance 300 to create no parking zones, time limited parking, and an overtime parking permit area surrounding Elmwood Park.*
- 3. **Ordinance 2025-04 Special Purpose Parking Zones Amendment**
Amendment to Ordinance 300-31 to update the time restriction for the loading/unloading zone on Ogontz Street to 8:00 AM to 4:00 PM.
***ACTION** to approve Ordinance 2025-04 Special Purpose Parking Zones Amendment. (roll call)*
- 4. **Fire Station 892 on Indian Rock Dam Road**
 - i) **Request for Payment – MW Studios Invoice 24-156-04**
***ACTION** to approve payment in the amount of \$20,584.70 to MW Studios using unbudgeted funds from the Building Improvement Fund.*
 - ii) **Request for Payment – Saxton and Stump Invoice 126211**
The Saxton and Stump agreement approved by the Board in February included a base rate of \$4,400/month. The March invoice includes a registration fee in the amount of \$300.
***ACTION** to approve payment of \$4,700 to Saxton and Stump using unbudgeted funds.*
- 5. **Victory Fire Company – 2025 Parking Lot Paving Project (Phase II) Bidding**
Grant funds were awarded for the 2025 Victory Fire Company Phase II Paving Project in the amount of \$75,000. Victory Fire Company has allocated \$20,000 for the project. The initial project scope was reduced due to the limited funds awarded. The project needs to be advertised for bids.
***ACTION** to authorize the advertisement of the 2025 Victory Fire Company Paving Project for bids.*
- 6. **York County Regional Police Department (YCRPD) Merger**
 - i) **Assignment of the Memorandum of Understanding between the York College and Spring Garden Township Police Department to YCRPD**

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Spring Garden Police Department has an MOU with the Department of Campus Safety at York College to allocate certain responsibilities. This MOU needs to be transferred to YCRPD.

ACTION to authorize entering into an agreement with the York County Regional Police Department and the York College of Pennsylvania Department of Campus Safety assigning the Memorandum of Understanding between the Township and York College to York County Regional, in the form attached.

ii) Ordinance to Disband Spring Garden Township Police Department

To disband the Spring Garden Township Police Department an Ordinance is required.

ACTION to direct staff to work with legal counsel to draft and advertise an ordinance disbanding the Spring Garden Township Police Department.

7. Windsor Street Guide Rail Repair

The Board accepted \$1,851.14 from Infinity Auto Insurance Company for the Windsor Street guide rail repair. The insurer reduced the Township's portion of the claim to \$1,805.68 because other property damage came in higher than originally expected.

ACTION to accept the insurer's claim amount of \$1,805.68 for the Windsor Street guide rail repair.

8. Recreation Commission Appointees Needed - Announcement

Spring Garden Township is seeking residents and property owners from Wards One and Two to serve as members of the Spring Garden Recreation Commission.

G. New Business

1. Resolution 2025-___ York County Construction Code Board of Appeals Participation Reaffirmation and Adjustment to Criteria for Membership to the Board

Spring Garden Township participates in the York County Construction Code Board of Appeals. York County is requesting a resolution reaffirming our participation in the Board of Appeals and an agreement to adjust the criteria for Board of Appeals Membership.

ACTION: to approve Resolution 2025-___ York County Construction Code Board of Appeals Participation Reaffirmation and Board Membership Criteria Adjustment.

2. 2025 Stormwater Project – Liquid Fuels

The Ludlow Stormwater Project was included in the 2025 Liquid Fuels Budget and is ready to advertise for bids. The project will be awarded at the 05/14/2025 Business Meeting.

ACTION to approve advertisement to seek bids for the 2025 Ludlow Stormwater Project.

3. Resolution 2025-___ PA Small Water and Sewer Grant Application for Brookway Drive Relining

The Brookway Drive Stormwater sewer is deteriorating. The cost of relining was quoted at \$376,500. The grant application requests \$320,000 in funding assistance, includes a matching commitment of \$56,500 by the Township in unbudgeted funds, and assigns the President Commissioner and Township Manager as authorized signers.

ACTION to approve Resolution 2025-___ PA Small Water and Sewer Grant Application and Signing Authority for the Brookway Drive Stormwater Sewer Relining Project and to approve the unbudgeted General Fund expense of \$56,500 in unbudgeted matching funds.

4. Public Hearing for Liquor License Transfer

Discuss the need for a hearing for an intermunicipal transfer request for Liquor License # H755 from 22 N Front St., York Haven, PA to 1103 Mount Rose Ave., Spring Garden Township.

5. Loader Purchase – 2025 Caterpillar 920

The purchase of a new loader to replace H-23 for \$200,000 was included in the 2025 Budget and was split between the General Capital and Sewer Capital funds. The loader is ready for purchase and came in under budget at \$179,400.

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ACTION to approved the purchase of a 2025 Caterpillar 920 loader from Cleaveland Brothers in the amount of \$179,400 and to expense \$89,700 to the General Capital Fund and \$89,700 to the Sewer Capital Fund.

6. Asset Disposal – 1998 Kawasaki Loader

Staff is seeking permission to sell the Kawasaki loader that will be replaced with the 2025 Caterpillar. The equipment would be sold on Municibid with a reserve of \$8,000. This loader was purchased with General Fund funds, and sale proceeds will be deposited into the General Fund.

ACTION to approve the sale of the 1998 Kawasaki loader on Municibid to the highest bidder that meets the reserve amount of \$8,000 and to authorize the Public Works Superintendent to execute any and all sale documents.

7. Stambaugh Ness New Workstation Set-up Expense

The set-up of a new workstation for the Recreation Program Coordinator was not included in the 2025 Budget and the expense requires Board approval.

ACTION to approve unbudgeted funds in the amount of \$1,144.09 payable to Stambaugh Ness for the set-up of a new workstation.

8. Pre-1997 Uniform Pension Contribution Distribution

Uniform officers were required to make contributions to the Uniform Pension before 1997 when they were not required to. These officers are due a reimbursement of these over-contributions at retirement. With the closure of the Uniform Pension, it is advised to distribute these funds prior to the pension merger. Three officers are eligible for reimbursement and the amount is projected to be less than \$5,000 for each of the three officers.

ACTION to direct the Township Manager to work with the uniform pension administrator, actuary, and recordkeeper to distribute the pre-1997 pension contributions to Chief Zimmerman, Sgt. Grada, and Ofc. Eisenhart.

9. Doceo eStudio 5516 ACT Buyout

The current Administration copier lease has ended. There is a buyout option in the amount of \$1,919.61 or a new lease option for 63 months at a cost of \$8,065 (\$128/Mo.). Staff are recommending the buyout option because the current copier has had minimal use and it is projected to last for another 5 years.

ACTION to proceed with the buyout option from Doceo of the current copier at an amount not to exceed \$2,000 and to authorize the Manager to execute all documents.

10. Legal Services

Stock and Leader, our previous provider of legal services, merged with Saxton and Stump effective April 1, 2025. To prevent a lapse in representation, an executed Saxton and Stump engagement letter was needed as well as an authorization to transfer Spring Garden Township's legal files from Stock and Leader to Saxton and Stump.

i) Saxton and Stump Legal Services Engagement Letter

ACTION to ratify Manager's execution of Saxton and Stump Engagement Letter for legal services.

ii) Solicitor Appointment

MOTION to appoint Saxton and Stump represented by Jason Sabol as Township Solicitor.

iii) Stock and Leader File Transfer Authorization

ACTION to ratify the Manager's execution of a Stock and Leader file transfer authorization to Saxton and Stump.

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H. Commissioner Constituent Representation

1. Commissioner Detwiler, Ward 1
2. Commissioner Rooney, Ward 2
 - i) Mill Creek 2025 Clean-Up – April 5th
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) YAUFR Charter Agreement – Proposed Changes

The YAUFR Charter Agreement proposed changes include the percent needed for approval, to indicate an at-large member cannot be an elected official, and to update the apportionment calculation.

ACTION to direct staff to work with Solicitor to draft and advertise an updated YAUFR Charter Agreement Ordinance.

2. Township Administration

- i) Manager
- ii) Zoning and Codes Enforcement
- iii) Public Works
- iv) Recreation
 - a) Spring Fun Fest – April 12th 11:00 AM to 2:00 PM

Our first Recreation Department event will be Spring Fun Fest at the Municipal Building and Violet Hill Park on Tri Hill. There will be a ribbon cutting, an open house, the Easter Bunny, bounce houses, face painting, and food trucks.

- v) Police

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)
Recreation (Katie Sprich, Recreation Program Coordinator)

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