

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 10, 2024 • 6:30 PM

PUBLIC AGENDA

I. Call to Order / Pledge of Allegiance

An executive session was held on 07/10/2024 for the purpose of reviewing legal and personnel issues.

A. Presentations

1. Resolution 2024-14 Commissioners' Award of Distinction – Michael Palmer

ACTION: to approve Resolution 2024-14 honoring the public service of Michael Palmer with the Commissioners' Award of Distinction.

2. Resolution 2024-15 Commissioners' Award of Distinction – Gordon Sprenkle

ACTION: to approve Resolution 2024-15 honoring the public service of Gordon Sprenkle with the Commissioners' Award of Distinction.

3. Resolution 2024-16 Commissioners' Award of Distinction – Marcy Krum-Tinsley

ACTION: approve Resolution 2024-16 honoring the public service of Marcy Krum-Tinsley with the Commissioners' Award of Distinction.

B. Public Comment

C. Business Meeting Minutes

1. *ACTION: to approve the June 12, 2024 Business Meeting Minutes.*

D. Treasurer's Transactions

1. *ACTION: to accept the June 2024 Treasurer's Report and Bank Transactions.*

E. Subdivision/Land Development

1. 501 Windsor Steet– Pilgrim Car Care

Final Land Development Plan to build an automotive repair station. They are seeking final conditional approval.

ACTION: to approve the 501 Windsor Street Plan waivers (read waivers):

1. *Preliminary Plan Review Requirements (§275.21 SALDO). The scope of this project will not create any new subdivisions, streets or any other intensive plat modification or parcel creation or other creative development.*
2. *Sidewalks and gutters on Windsor St. and Broad St. (§275-43.A SALDO). There are no sidewalks in the area and Broad St. is a shared private thoroughfare.*
3. *Curbing on Windsor St. and Broad St. (§275-43.A SALDO). The existing curbing and driveway apron currently along Windsor St will be used. Existing utility pole placement would leave the poles outside of the curb and within the perceivable roadway at this intersection.*
4. *Street trees right-of-way-offset distance along Windsor St. (§275-40.1.H(2-C) SALDO). Due to the Met-Ed Easement need to move trees back to avoid the easement.*

The Final Land Development Plan approval with conditions.

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

1. *Update the dumpster location out of the easement throughout the plan. (completed)*
2. *The Owner's notarized signature is required (§275-24C(22), SALDO).*
3. *Existing and proposed corner markers should be noted on the plans (§275-41, SALDO). The plan should indicate "IP TBS" for missing corners. (completed)*
4. *The Engineer's name, seal and signature are required (§275-24C(5), SALDO). (completed)*
5. *Proposed light fixtures and a plan showing lighting intensity should be provided for review. Select an option. (§310-19.E., Zoning). (completed)*

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6. *Erosion and sedimentation control plan approval is required prior to final plan approval (§275-23A, SALDO). (completed)*
7. *Stormwater management approval (§265 Stormwater Management). Prior to final approval of the SWM site plan, the property owner shall sign and record an operation and maintenance (O&M) agreement (§265-602.A., Stormwater Management). (completed)*
8. *Security for proposed improvements must be posted before final plan approval (§275-24D(5), SALDO). Improvements requiring security include E&S controls, sanitary sewers and pump station, stormwater, curbing, landscaping, lighting, and street restoration.*
9. *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. This should include provisions for the maintenance and operation of the sewage system being installed.*
2. **1000 Indian Rock Dam Road - York Country Day School Developer Agreement**

The agreement would allow for temporary trailers to be used as classrooms for a soon-to-be submitted Land Development plan to expand the school. These trailers would be removed in 3 years (July 30, 2027) unless an extension is requested by the applicant. This is similar to the earlier Development Agreement for the other trailers put on site in 2022.

ACTION: to approve the York Country Day School Developer Agreement for temporary trailers.
3. **Stormwater O & M Agreement – 1651 Starcross Road**

The agreement is related to construction of a new home.

ACTION: to approve the O & M agreement for 1651 Starcross Road.
- F. **Old Business**
 1. **Comprehensive Plan Discussion Group “Advisory Committee” – FYI**

The Comp. Plan Coordinator will be providing survey ideas to Advisory Committee Members. The next Advisory Committee Meeting will be scheduled in late July and will be announced and posted.
 2. **Personnel**
 1. **Handbook Update: Resolution 2024-___ Sick Leave**

Sick leave policy update that applies to all administrative staff, allows for family sick leave, and parental leave. Policy update was reviewed by Solicitor.

ACTION: to approve Resolution 2024-___ Employee Handbook Sick Leave Policy and to make it retroactively effective on 05/01/2024.
 3. **Country Club - Richland Intersection: Green Light Go - FYI**

Approval from PennDOT to add additional lane guidance and an overhead traffic detection system will be requested. Upon approval, implementation of Concept 1 lane guidance will begin and approval from the Board will be sought to advertise the overhead traffic detection project.
 4. **Ordinance Amendment - International Property Maintenance Code**

The Township currently is utilizing the 2009 International Property Maintenance Code and is seeking to update to the 2018 version. The ordinance amendment has been reviewed by the solicitor and is ready for advertisement. Upon advertisement, the ordinance will be brought back to the Board for consideration.

ACTION: to authorize advertisement of the 2018 International Property Maintenance Code Ordinance Amendment.
 5. **Asset Disposal-1995 Wacker RD880V Roller**

A new HAMM roller replaced the 1995 Wacker roller. The 1995 Wacker roller was listed to be sold on Municibid and bidding closed on 07/08/2024. York Tractor was the highest bidder at \$3,700.

ACTION: to award the bid in the amount of \$3,700 to York Tractor for the 1995 Wacker roller and to deposit the funds into Liquid Fuels.

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6. **Victory Fire Company – 2024 Parking Lot Paving Project**

Grant funds were awarded for the Victory Fire Company Parking Lot Paving Project. The project scope has decreased to the outside radius of the lot due to the limited funds that were awarded.

ACTION: to authorize the advertisement of the Victory Fire Company Parking Lot Paving Project.
7. **Graham Packaging Insect Issue**

Graham is having its vendor spray the bails prior to shipment to this facility. According to complainants the bugs are better right after spraying but feel weekly spraying would be more effective. Currently, RG Group is spending \$1000 a week to spray their property just to keep the business open and prevent having to have their staff work from home due to the nuisance.
- G. **New Business**
 1. **Personnel**

Upon an internal review of admin staff compensation, it has been determined that an adjustment is in order for certain members of staff.

ACTION: to approve a compensation rate of \$24.00/hr. effective 07/01/2024 for Lynette Eisenhuth.

ACTION: to approve a compensation rate of \$24.47/hr. effective 07/01/2024 for Arlene Grada.

ACTION: to approve compensation in the amount of \$60,000 on an annual basis effective 07/01/2024 for Dawn Hansen.
 2. **Fleet Replacement**

The Police Department is down a vehicle and has another that needs replaced. Two interceptors were initially ordered in 2021, but supply limits prevented replacement. 2025 Chevy Tahoes will soon be available for order. The window to order new vehicles can be narrow and is expected to open in mid-August. If there is intention to order new vehicles, we should be positioned to place our order as soon as the window opens. Delivery is estimated for late 2024 or early 2025.

Provide staff with guidance on starting the ordering process for two new interceptors.
 3. **US Semiquincentennial America250PA: Resolution 2024-__ __**

The resolution affirms support for America250PA and York County events over the next four year commemorating the 250th anniversary of the signing of the Declaration of Independence and the Articles of Confederation, and York County's 275th birthday.

ACTION: Motion to approve Resolution 2024-__ __ US Semiquincentennial America250PA.
 4. **Mill Creek Trail Feasibility Study**

A Mill Creek Trail Feasibility Study would examine the section along Mill Creek from Mount Rose Avenue to East Market Street.

ACTION: to direct the Township Engineer to complete a Mill Creek Trail Feasibility Study at a cost not to exceed \$19,600.
 5. **Appointments – Right to Know Officer and Recycling Coordinator**

ACTION: to appoint Rebecca Nicklow as the Recycling Coordinator and the Right to Know Officer.
- H. **Commissioners 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 Consultants, Contracted Services, and Departments**
 1. Township Consultant Reports
 - i. Solicitor

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ii. Engineer

1. 2024 Sanitary Sewer Maintenance Project

There were two bidders on the project, Barrasso Excavation, Inc. at \$159,030 and Rogele, Inc. at \$199,797.

ACTION: To award the 2024 Sanitary Sewer Maintenance Project to Barrasso Excavation in the amount of \$159,030.00 and give the Acting Township Manager authority to execute contract documents.

iii. Fire Department/York Area United Fire and Rescue

1. Future Grantley Fire Station Site

2. Township Administration (departments)

i. Manager

ii. Public Works

1. Rathton Road Construction – Traffic Detour Update

iii. Police

1. Policy Updates

a. MOU: Spring Garden Township Merger Authority

A Memorandum of Understanding between Spring Garden Township and Spring Garden Township Police Association. The MOU grants Spring Garden Township the authority to consider merging with York County Regional Police Department.

ACTION: to approve MOU: Spring Garden Township Merger Authority between Spring Garden Township and Spring Garden Township Police Association.

b. Resolution 2024-__ __ Police Policy: Legal Process

The police policy update has been reviewed by the solicitor.

ACTION: to approve Resolution 2024-__ __ Police Policy: Legal Process.

c. Proposed Uniforms and Equipment Policy update and Rules of Conduct Policy Update

Discuss and direct staff regarding proposed changes to policies related to Rules of Conduct and Uniforms and Equipment.

J. Public Comment

II. Adjourn

Township Consultants and Contracted Services

Engineer (David Davidson, P.E./C.S. Davidson, Inc.)
Solicitor (Attorney Steven Hovis/Stock and Leader)
York Area United Fire & Rescue (Chief Daniel Hoff)

Township Administration:

Township Administration (Luther C Wike Jr)
Finance Department (Krista Gardner/SEK, CFO)
Police Department (Acting Chief Adam Zimmerman)
Public Works Department (Craig Ruhl, Superintendent)
Zoning/Code Enforcement Department (Dawn Hansen, Zoning Officer; Andrew Parker, Code Enforcement)