

# 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 9, 2024 – 6:30 PM

### PUBLIC AGENDA

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

Executive Sessions were held September 16<sup>th</sup> and October 9<sup>th</sup> for the purpose of reviewing legal and personnel issues.

##### A. Presentations

1. **Roberta Boffo – 1799 Mount Rose Avenue**

##### B. Public Comment

##### C. Business Meeting Minutes

1. **ACTION:** to approve the September 11, 2024 Business Meeting and Workshop Minutes and the Police Merger Meeting Minutes from September 16, 2024 and September 18, 2024.

##### D. Finance

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

##### E. Subdivision / Land Development

1. **45-Day Waiver Request: Lot 78 - Inch & Company**

A 45-day extension request to December 27, 2024 requested to meet conditions of recording. This will be the eighth time-extension waiver request.

**ACTION:** to approve a 45-day time extension for Lot 78 to December 27, 2024.

##### F. Old Business

1. **Comprehensive Plan Discussion Group "Advisory Committee" – FYI**

Surveys will be distributed by mid-October and draft survey results will be reviewed at the November Advisory Committee Meeting. The public will have the opportunity to submit comments at a combined public meeting/Advisory Committee Meeting in December. The Comp Plan is scheduled to be completed in February 2025. The next Advisory Committee meeting is scheduled to meet on October 21<sup>st</sup>.

2. **Mill Creek Trail and Greenway**

A Marcellus Shale Grant application has been submitted for Phase 1 of the Mill Creek and Greenway Project as directed by the Board at the September meeting. It has since been determined that the grant requires a 50% match up to \$14,750. The match would be a 2025 budgeted expense and Recreation Funds could be used for the match.

**ACTION:** to ratify the Marcellus Shale Grant application for Phase 1 of the Mill Creek Trail and Greenway and use Recreation Funds for the match.

3. **Victory Fire Company – 2024 Parking Lot Paving Project - FYI**

The 2024 paving project has been expanded to take full advantage of the \$120,000 grant award. Additional costs will follow the bid unit costs and will be fully covered by grant funds.

4. **Station 892 Fire Station Replacement on Indian Rock Dam Road - FYI**

Proposals for the design, public bidding, and construction phase services for Station 892 replacement are being reviewed.

5. **Rathton Road Bridge**

- i) **Change Order Request**

Change order request proposed for an update to paving at Rathton Road Bridge. The additional amount falls within the 2024 budget for the project.

**ACTION:** to approve the Clear View Excavating change order for paving in the amount of \$43,850.

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- ii) **Application for Payment**  
*ACTION: to approve payment in the amount of \$500,017.95 to Clear View Excavation Inc. per Application For Payment # 1.*
- 6. **Virginia Avenue Street and Stormwater Repair Project**
  - i) **Change Order Request**  
Change order request for updates to curbing, sidewalk, and materials. The expense would use General Funds and will not exceed the budget amount in the 2024 Budget.  
*ACTION: to approve the JVI Group change order in the amount of \$7,401.*
  - ii) **Application for Payment**  
*ACTION: to approve payment in the amount of \$334,722.50 to JVI Group, Inc. per Application For Payment # 1.*
- 7. **2024 Sanitary Sewer Maintenance Project – Change Order**  
Barrasso Excavation change order in the amount of \$9,380 to relocate an unapproved drainage pipe installed by the homeowner’s contractor from the sanitary sewer easement to the existing drainage easement. The Township will seek reimbursement from the homeowner.  
*ACTION: to approve the Barrasso Excavating change order in the amount of 9,380.*
- 8. **Graham Packaging Insect Issue**  
Graham is spraying weekly with a new treatment to see if it will be more effective. It appears that upon initial treatment it is very effective, but by the end of the week there is still an increase in the insect population. We are continuing to monitor the situation.
- G. **New Business**
  - 1. **Personnel**
    - i) **Township Manager**  
*ACTION: to ratify the agreement to appoint Luther C Wike Jr as the Township Manager at an annual salary of \$105,000 effective October 7, 2024.*
    - ii) **Resolution 2024-28 Job Descriptions Amendments**  
Updates to the Finance Administrator and Administrative Assistant job descriptions.  
*ACTION: to approve Resolution 2024-28 Job Descriptions Amendments.*
    - iii) **Positions**
      - a) *ACTION: to appoint Rebecca Nicklow as the Finance Administrator effective October 9, 2024 at an hourly rate of \$28.00/hour.*
      - b) *ACTION: to appoint Eryn Arnold as an Administrative Assistant effective October 9, 2024 at an hourly rate of \$25/hour.*
    - iv) **Appointments**
      - a) *ACTION: to appoint Dawn Hansen as the Primary Representative and Luther Wike as the Alternate Representative to the York County Stormwater Consortium Regional Committee.*
      - b) *ACTION: to appoint Rebecca Nicklow as the Alternate Representative to the York Adams Tax Bureau to complete the remaining 2024-2025 2-year term.*
      - c) *ACTION: to appoint Eryn Arnold as the Primary Right-to-Know Officer and the Recycling Coordinator.*
  - 2. **Resolution 2024-\_\_ \_\_ YAUFR Radios Statewide LSA Grant Application and Signing Authority**  
Application for a statewide Local Share Account Grant on behalf of York Area United Fire and Rescue for fire radios.  
*ACTION: to authorize Resolution 2024-\_\_ \_\_ to submit an LSA grant application on behalf of YAUFR*

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*for fire radios and to authorize the Township Manager and Vice President Commissioner to execute all documents and agreements.*

### 3. Victory Fire Company – Project LSA Grant Application for the 2025 Parking Lot Paving

An application for Local Share Account (LSA) Category 4 Grant funds was submitted on behalf of Victory Fire Company to assist with 2025 paving costs estimated at \$190,000.

**ACTION:** to ratify the submitted LSA Grant Application for the 2025 Victory Fire Company Paving Project.

### 4. Resolution 2024-\_\_ \_\_ YAUFRR 2025 Annual Budget

The York Area United Fire and Rescue 2025 Budget is \$10.8 Million which is an 11.8% increase. Spring Garden Township's allocation is \$2.4 Million which is a 6.6% increase over.

**ACTION:** to approve Resolution 2024-\_\_ \_\_ YAUFRR 2025 Annual Budget.

### 5. Public Works Access Points Software Renewal

A three (3) year renewal for Wi-Fi security access point software at the Public Works facility.

**ACTION:** to approve the Wi-Fi access point software renewal through Stambaugh Ness for a total of \$880.56 for three (3) years and authorize the Township Manager to execute the agreement.

### 6. Special Purpose Parking Zones Ordinance 300-31 Amendment

Draft an Ordinance 300-31 Amendment to add loading/unloading zones to Ogontz Street and North State Street Monday through Friday 8:00 AM to 5:00 PM.

**ACTION:** to direct staff to work with Solicitor to draft and advertise an amended Ordinance 300-31 Special Purpose Parking Zones Established to include a loading/unloading zone to the westside of Ogontz Street from Roland Alley to Maple Street and to the westside of North State Street between 709 North State Street and 719 North State Street.

### 7. Loucks Mill Road Tax Claim Repository Bid (Parcel 44800001000200)

The Loucks Mill Road property went to Upset and Judicial Tax Sale for unpaid back taxes and received no bids; it then moved to the Repository List where offers may be submitted. An offer was submitted by Samson Snelbaker in the amount of \$1,100. The Township would not receive any back taxes, but the property would move back into good standing with the expectation that future taxes will be paid.

**ACTION:** to (accept / reject) the Tax Claim Repository bid in the amount of \$1,100 from Samson Snelbaker for the Louck Mill Road Property.

## 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
2. Township Administration
  - i) Manager
  - ii) Zoning and Codes Enforcement
  - iii) Public Works

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## iv) Police

### a) Public Meeting Announcement – Merger Consideration - FYI

The Township hosted public meetings September 16<sup>th</sup> and 18<sup>th</sup> to provide information and the opportunity for the public to ask questions regarding the consideration of a merger with York County Regional Police Department.

### b) Police Updates

#### 1) Resolution 2024-\_\_ \_\_ Police Policy: Performance Evaluations

**ACTION:** to approve Resolution 2024-\_\_ \_\_ Police Policy: Performance Evaluation.

#### 2) Resolution 2024-\_\_ \_\_ Police Policy: Physical Fitness / Wellness

**ACTION:** to approve Resolution 2024-\_\_ \_\_ Police Policy: Physical Fitness / Wellness.

#### 3) Resolution 2024-\_\_ \_\_ Police Policy: Unusual Occurrences and Critical Incidents

**ACTION:** to approve Resolution 2024-\_\_ \_\_ Police Policy: Unusual Occurrences and Critical Incidents.

## 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)

### Township Administration:

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

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