

**MINUTES OF SPRING GROVE BOROUGH
COUNCIL MEETING
August 2, 2021**

The Spring Grove Borough Council met at the Borough office for Regular Session on Monday, August 2nd, 2021. President James D. Graham called the meeting to order at 7:00 PM.

BOROUGH COUNCIL PRESENT

James D. Graham
Larry McConnell
Joshua D. Moore
Vincent Catalano
Rebecca J. Stauffer
Robert Whyland
Peter Lombardi (via Zoom)
Joshua Moore

ALSO PRESENT:

Beverly Hilt, Mayor
Kim Hackett, Borough Manager(via Zoom)
Scott Miller, Director of Community Development
Matt Warfel (ARRO Inc.)
Peter Ruth, Solicitor

ALSO ABSENT:

Becky Magnani, Adm. Asst/Recording Secretary

BOROUGH COUNCIL ABSENT:

Public Comment/Visitors

Aaron Lehman resident of the Borough who lives on S. East Street addressed Council concerning the lack of parking during the Smoke in the Grove weekend. Aaron detailed two incidents where local law enforcement asked his family to move their cars from parking areas near his home. Aaron was frustrated at the lack of available parking and how the situation was addressed. His property does not have adequate off-street parking and he suggested that options are made available to residents during future events.

Allen Wright, Borough resident, representing Dale Ann McKinney, Jackson Township resident, regarding the water runoff from 542 Monocacy Drive. Allen claims that the amount of water from the Monocacy property has increased and is a result of the homeowner changing the topography of their lot. Allen has spoken to the Borough and to Andrew Shaffer, prior Manager. Allen discussed the fencing that was placed by Kinsley and that this helped to reduce the amount of water on Ms. McKinney's property. Allen mentioned pictures that were taken and sent to the Borough. Scott Miller confirmed receipt and reviews. Attorney Ruth clarified the location of Ms. McKinney's property for Council and confirmed with Mr. Wright that the matter would be reviewed by legal council to determine if the lot has been altered and the role of the Borough of Spring Grove in mediating the dispute and correcting any issues.

Andrew Shaffer reported on Smoke in the Grove for 2021. The event has become the largest BBQ competition on the East Coast. 54 masters teams, 36 backyard, 12 First Responders, 15 steak (record number), and 21 chili cooks participated. Attendance was a record in 2021. VIP Dinner was held this year and allowed the Borough and volunteers to engage with sponsors and develop future sponsorship opportunities. Andy addressed Aaron Lehman's concerns and suggested that in future years the first few blocks of Railroad Street remain open for parking.

Treasurer's Report

Financials will be presented at next meeting.

Administrative Reports

President

No report.

Mayor

Friendship Hose Company report in packet as well as YARPD reports for Council review. No questions were asked regarding the reports. Mayor Hilt has recently joined the Spring Grove EMS/Ambulance board. This is a temporary position until permanent board members are identified and confirmed. The goal is to have a representative from each municipality to serve on the board. Additionally, the by-laws are in the process of being updated. They have not been modified since 1991. Mayor Hilt thanked the Borough staff for their work and commitment during the month of July when Manager Hackett was out and during the Smoke in the Grove event.

YARPD

Report in packet.

Spring Grove Ambulance

No written report for this meeting in addition to Mayor Hilt's comments.

Manager

Manager Hackett reviewed the return-to-work plan which will be after the Borough policy of 14 days. She will be in the office as of Wednesday, August 4th.

Engineer – ARRO – Matt Warfel

Engineer Warfel referenced the written notes included in the packet. The report includes a waiver for driveway slope by Ryan Homes that will require Council action.

Main Street Improvements

Contractor continues to work on sidewalk and curbing. Paving will be completed by the end of September. Light poles and trees are scheduled for September and October. PennDot plants in October. Council member Robert Whyland asked about the bus shelter. Engineer Warfel provided the details for two possible locations. Community Development Director Scott Miller confirmed that he is in communication with Sacred Heart Church to place the shelter at Jackson Street. Remainder of notes are included in the report from ARRO.

MS4

ARRO continues to train with Borough staff on training and other inspections. There have been no illicit discharge reports. Borough staff and ARRO are working with the property owners of 33 Roths Church Road on proper maintenance of stormwater areas.

526 Monocacy Trail

Ryan Homes is asking for a waiver as to the driveway slope of this and other lots as needed in Spring Forge. The 5% slope is not sufficient given the topography of this lot. ARRO and Attorney Ruth have reviewed the request and are making a recommendation for Council to approve. Council asked if this would potentially apply to the other lots which Attorney Ruth and Engineer Warfel confirmed that this waiver would apply as needed to additional building lots. Council discussed the waiver and President Graham asked if a motion could be made. Robert Whyland made the motion to approve the waiver for the driveway slope to a maximum of 12% where necessary with Larry McConnell providing the second; the motion carried unanimously.

Sanitary Sewer Systems

North Loop Interceptor status was requested from Council President Jim Graham. ARRO has been waiting on a draft agreement from the Railroad which looks positive in moving the project forward. The expectation is to have a draft within the next few weeks. The project will begin in Spring of 2022 and we are within the grant period to complete the interceptor construction.

Glenview Road - 116

Council member Robert Whyland asked Engineer Warfel for the status of Glenview Road. Currently the Borough and ARRO are not working on funding or project initiation.

GIS

Nothing new to report. Reference enclosed notes for more details.

Community Park Phase III

ARRO and the Borough continue to work on design and project schedule.

Code Enforcement Services

Engineer Warfel referenced the code enforcement report included in the packet.

Solicitor

Attorney Ruth referenced the clothing bin ordinance for action under unfinished business. Council has asked Attorney Ruth to review the no parking ordinance in the Borough to ensure that all the areas are included in our ordinances which will incorporate the new no parking designation on Constitution from Hoke to Bailey Alley. Rebecca Stauffer inquired as to the possibility of allowing parking on the first two blocks of York Street which would alleviate potential issues on East Street around the new apartment complex. Community Development Director Scott Miller will review and report to Council at the next meeting.

Zoning & Codes Enforcement

Zoning Officer's report for July 2021
Code Enforcement report for July 2021
No other report or comments.

Recreation

Board minutes and financials for June are included in the packet. Mayor Hilt discussed the fall activities and Tree Lighting. Rutters has given the Borough permission to utilize the area off Roths Church Road. YMCA continues to work with SGRPRC. Director Kate King will present the budget in October to Council. President Jim Graham discussed the CARES Act funding and how this is being utilized to address staffing and other issues. The staffing in the childcare area continues to be problematic.

Committee Reports

No reports. Personnel Committee will address Council in Executive Session.

Unfinished BusinessClothing Bin Ordinance

Attorney Ruth asked if Council had questions or additional comments regarding the ordinance. No comments or discussion followed. Robert Whyland made a motion to adopt the ordinance with Larry McConnell providing the second; the motion carried unanimously.

Tree Lighting

Confirmation on location with no discussion following.

Open Space Grant for property at East College

Manager Hackett and Community Development Director Miller discussed the funding sources available and the process for securing the finances required to meet the \$68,000 commitment for the purchase of the open space and securing the grant from DCNR. Discussion followed and Council voted unanimously to allow staff to pursue funding. Resident Aaron Lehman suggested the installation of parking meters in the Borough to help with funding. Council will take into consideration.

New BusinessAmerican Rescue Plan Funding

The Borough of Spring Grove has received the first installment of \$113,000. Manager Hackett reviewed the allowable funding projects under the Act, one of which is sewer, water, and broadband infrastructure. The Spring Grove WWTP's Scada system and hardware need to be replaced. The plant is operating on Windows 7 which is no longer supported and is a security risk. The solution proposed is to upgrade to Windows 10 and replace the hardware and install a VTS with Control Systems 21. The new system and software will be secure and include upgrades annually to ensure continued operation.

Council approved the purchase of this system utilizing the funding with a motion made by Larry McConnell, second by Joshua Moore; the motion carried unanimously.

APPI utility proposal

Manager Hackett reviewed the proposal from APPI and Council approved.

Zoning Hearing Board and Borough Council

Manager Hackett discussed the recent resignations from the Zoning Hearing Board and concern for future hearings without adequate representation. Attorney Ruth confirmed that we can have a three-member Zoning Hearing Board. President Graham asked if Council could act as the Zoning Hearing Board. Attorney Ruth does not recommend this solution, but Council can act as Zoning Hearing Board if needed.

The meeting adjourned to Executive Session at 9:05 pm and formally adjourned at 9:15pm. The Next Meeting is Scheduled for August 16th, 2021 at 6:00 P.M. in person at the Borough building. This is a special meeting for the presentation by Pennsylvania Economic League's Strategic Plan for the Borough of Spring Grove

Respectfully Submitted,

Kim Hackett
Borough Manager

Spring Grove Borough Council
Engineering Report – ARRO Consulting, Inc.
(July 13th through August 1st, 2021)

Items in black are updates relative to previous monthly reports. Items in grey are reference information. Items for consideration by Council (action required) are in red.

Main Street Improvements:

- JVI (Contractor) is placing concrete sidewalk and working on the cheek wall retaining wall on the west side of Main Street.
- JVI has finished the demo of the west side of Main Street.
- JVI has installed the small yard inlet at the bottom of the ramp to catch water at the church near West Constitution Avenue
- ADA ramps will be formed next week.
- The straight sections of curb have been installed along the West side of the street.
- The retaining wall at the church has been installed, the top will need to be completed with top soil, seeding, and the fence.
- The Borough has written confirmation from Pixelle shortly for the placement of the light pole at the new location as well as the new location for the retaining wall planter.
- Current contract completion date is June 17, 2021 (extended from May 17, 2021 due to Covid-related delays). Subsequent request for extension will be submitted by JVI to extend the project into the fall (completion now anticipated in October) to account for additional restoration and the street tree planting season.

Stormwater/MS4:

- MS4 –
 - ARRO finishing draft MS4 report in July 2021. Final Submission required to PA DEP by Sept 30, 2021.
 - MCM 1 – Public Education and Outreach
 - Borough staff/ARRO discussed providing a stormwater presentation for Spring Grove Elem. to fulfill Borough’s education and involvement requirement for 2021-2022. Students include Borough residents, so event would qualify even though the school is not located in the Borough.
 - MCM 2 – Public Participation and Involvement
 - Final Public Participation Results from 2020-2021 Stormwater Survey
 - 62 responses between July 1 2020 – June 30, 2021
 - 53 from Borough residents
 - 2 Borough Businesses
 - Public Comments related to what the public would like to see more of specific to MS4 are attached.
 - MCM 3 - Illicit Discharge Detection and Elimination
 - ARRO Conducted Outfall Inspections on June 8th 2021.
 - One municipal outfall is in need of repair/maintenance. Outfall located at Borough Park on east property boundary. ARRO will coordinate recommended maintenance with public works staff (suggested stabilization of outfall by using stone to prevent soil erosion into outfall).
 - No illicit discharges reported from the public.
 - MCM 4 (Construction Stormwater)
 - No update.
 - MCM 5 (Post-Construction Stormwater Management)
 - Borough coordinated via mailed letter with property at 33 Roths Church Rd, Spring Grove, PA 17362 to inform them of required stormwater maintenance (removing debris/sediment from swale. Re-Inspection will occur first week in August 2021.
 - ARRO continues to review O&M agreements signed by private property owners.
 - MCM 6 – Good Housekeeping
- Hamlet Drive Stormwater
 - ARRO reviewed sketch plan and opinion of cost with the Borough and has prepared and submitted a revision for consideration by the Borough. Anticipated construction cost is approximately \$150,000.

- North Main Street Swale Improvement
 - The Borough Manager has been in contact with Kinsley regarding the swale at Spring Forge. Kinsley has been on site to determine short term needs and will be cleaning up the area and are also in the process of reviewing the plans ARRO sent over in terms of structural needs.
 - Discussion continues with Kinsley regarding collaboration between the Borough and Kinsley to improve the swale.
 - Funding would come from the York County Stormwater Consortium.
 - ARRO has prepared a preliminary plan and opinion of cost for the Borough's use in budgeting and discussion with York County and Kinsley regarding funding. The opinion of cost for construction is currently \$184,000 (includes an allowance for construction-phase engineering and observation).
- Reviews:
 - 526 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - Applicant has submitted a request for a waiver as to the driveway slope. ARRO has prepared a letter recommending that the Borough grant this waiver.

Glenview Road and SR 116:

- ARRO continues to work with the Borough on looking for funding for this project.
- ARRO has discussed with the Borough and staff is looking to the County for possible funding or other projects on SR 0116 that would impact this project.
- Sketch Plan submitted on January 28, 2021.
- PennDOT has agreed with the Traffic Study that was submitted and has asked that the Design Package be submitted.
- The Traffic Impact Study has been submitted to PennDOT as a warrant submission. The results of the study indicate a northbound left turn lane and a right turn lane are warranted and a southbound right turn lane is warranted. We are also recommending a southbound left turn lane be constructed so the northbound and southbound lanes mirror each other.

Sanitary Sewer Systems:

- North Loop Interceptor
 - ARRO has submitted an application to the railroad for the sewer work along and crossing the railroad and awaiting their engineering review response.
 - ARRO received an email from the rail road indicating they had completed their engineering review and were ready to issue an agreement to the Borough for signature by July 2nd. That agreement has not yet been received.
 - Additional design work is on hold pending their response.
 - ARRO has completing survey and site reviews (wetlands) for use in establishing a preliminary design. ARRO will be meeting with Borough staff on January 5th to discuss a potential siting plan.
 - The total anticipated project cost is \$484,318; Borough was awarded a grant in the amount of \$411,669.
 - The improvements will include approximately 2,600 LF of new 12-inch sewer main, as well as 17 manholes from the existing manhole, MH-93 south of Spring Valley Drive, to MH-72 between York Avenue and the Borough Park. These improvements will provide an increase in conveyance capacity of 63% to at least 1.25 MGD of flow from the North Loop collection system.
- WWTP Supernatant Holding Tank:
 - ARRO submitted an updated preliminary design plan and opinion of cost for construction (\$180,000; includes allowance for construction-phase engineering).
 - Awaiting additional direction from the Borough including need for proposal for final engineering services. ARRO will identify any potential funding sources as the arise.

- Wastewater Treatment Plant NPDES Permit:
 - ARRO submitted the application for renewal of the Borough's NPDES permit for treated wastewater discharge to Codorus Creek in April of 2020.
 - A draft permit was issued to the Borough for review on July 19, 2021.
 - ARRO has reviewed the draft permit and is preparing a response to PA DEP to address several minor concerns.
 - ARRO continues to assist the Borough's WWTP operator as needed on compliance and process control issues.

GIS:

- ARRO continues to provide as-needed GIS support to Borough office staff and public works/maintenance staff.
- 177 Registered Users To Date for SGB Public Notification System
- Borough Manager requested a level of effort from ARRO to create an automated tool to produce rental property certificates for landlords/property managers that have registered all rental properties for the year and paid all applicable fees. ARRO to provide scope by August 2021.
- ARRO working to provide public works with sanitary sewer map update and provide staff with a large-scale hard copy.
- Borough manager is currently reviewing digital forms to be posted on the Borough's website (permits, registrations, etc.).

Strategic Management Planning (STMP):

- Final presentation has been scheduled for August.
- DCED Grant award received for \$22,653 of the \$45,306 cost for the plan.
- ARRO is sub-contracted to PELS to provide assistance in developing some of the public works elements of the Plan.
- The goal of the program is to insure the financial viability of local governments. A fundamental of all STMP studies is to provide a five year financial plan for the borough and examine trends or opportunities.

Community Park – Phase 3:

- ARRO met with the Borough on June 17th to review available funding and project costs.
- ARRO continues to work with the Borough on evaluating anticipated costs and/or cost reduction for the proposed project.
- Once the design has been completed, ARRO will submit to DCNR for final approval.
- Current funding totals approximately \$468,000.
- Project consists of a Concession/Restroom building, a Toddler Playground, Concrete Common Area, and Bituminous Path.

Code Enforcement Report (July):

- Since the Borough sent an e-mail to previously registered landlords/property managers in the Borough, 16 additional properties have been registered for 2021.
- Landlords/Property Owners with remaining outstanding registrations for 2021 will receive a letter to submit 2021 rental property registration within 30 days of receipt of said letter. If registration is not received after this point, the Borough will issue a fine under the Borough ordinance.
- Borough staff and ARRO will discuss 2022 rental property registrations and inspections in September 2021.
- ARRO continues to provide training and accompaniment to Borough staff on code enforcement inspections and produced violation letters and summaries.
- Code Enforcement Officer continues to enter hard copy (paper) registrations into the Borough's online rental property management program.
- Borough continues to monitor tenant surveys submitted online and through hard copy (paper)
- Borough continues to collect annual rental property registration fee payments.
- Borough manager has inquired about producing certificates for completed rental property registrations. ARRO to provide level of effort by August 2021.

JULY 2021 - EXTERIOR CODE ENFORCEMENT

Initial Code Enforcement Inspections Performed - July 2021: 7

Code Enforcement Re-Inspections Performed - July 2021: 11

Properties Issued Code Violations - July 2021: 8

Quality of Life Tickets Issued - July 2021: 1

JULY2021 - RENTAL PROPERTY MANAGEMENT

Rental Property Registrations (2021) Submitted - As of July 30, 2021: 98

Rental Property Annual Registration Fee Paid – As of July 27 2021: 32

Tenant Surveys Submitted - As of July 27, 2021: 3