

**MINUTES OF SPRING GROVE BOROUGH
COUNCIL MEETING
September 14, 2020**

The Spring Grove Borough Council met electronically via Zoom for a LERTA Hearing at 6:30 PM and Regular Session on Monday, September 14, 2020. President James D. Graham called the LERTA Hearing to order at 6:30 PM and the Regular Session at 7:00 PM.

BOROUGH COUNCIL PRESENT

James D. Graham
Peter A. Lombardi
Rebecca J. Stauffer
Larry McConnell
David B. Kile
Joshua D. Moore

ALSO PRESENT:

Beverly Hilt, Mayor
Andrew N. Shaffer, Borough Manager
Velda Frey, Adm. Assist/Recording Secty
Matt Warfel, (ARRO Inc.)
Peter Ruth, Solicitor

BOROUGH COUNCIL ABSENT:

Vincent Catalano

ALSO ABSENT:

None

Public Comment / Visitors

Lou Verdelli, RBC Capital Markets
Jamie Schlesinger, PFM Financial
Shaun Wonder, Resident
Seth Predix

LERTA Hearing

A LERTA (Local Economic Revitalization Tax Act) Hearing was conducted to allow members of the public and Council Members to comment on the boundaries of the LERTA Ordinance for Parcel 8502194A, 1.15 acres located at 50 North East Street.

Approval of Minutes

August 2020

The Minutes of the Regular Council Meeting held August 3, 2020 were presented to Council for their review. David B. Kile made a motion, seconded by Peter A. Lombardi, to approve the minutes for August as presented. Rebecca J. Stauffer requested a correction to her comment regarding the options for attending school in the Spring Grove School District. Motion carried unanimously as amended.

Treasurer's Report- July 2020 – Expenses Totaling \$186,303.49 and August 2020 – Expenses Totaling \$173,977.95

Larry McConnell made a motion, seconded by David B. Kile, to approve the Treasurer's Report for July 2020 as presented. Rebecca J. Stauffer had some questions regarding the payment for Cloud storage; Manager Shaffer answered them to her satisfaction. Motion carried unanimously.

Rebecca J. Stauffer made a motion, seconded by Peter A. Lombardi, to approve the Treasurer's Report for August 2020 as presented. Motion carried unanimously.

President's Report

President Graham stated he did not have anything to report.

Mayor's ReportSWRPD Updates

Mayor Hilt reported to Council that an Impact Arbitration Hearing with the Police Association is scheduled for September 22, 2020. The Police Board is still working on transferring the Uniform Pension funds to NYCPRD. Matt Muir, Supervisor with Manheim Township, passed away suddenly on August 29th. Larry Miller will be taking his place on the Police Board.

Mayor Hilt expressed concern regarding Census information being completed by Borough residents by the deadline. After discussion it was confirmed that the Federal Government would go door-to-door to count residents that have not completed the form yet.

Mayor Hilt informed Council that she has witnessed times in the Borough office when a full-time Codes Enforcement/Zoning Officer was needed to assist with residents' needs. She believes it would be very beneficial to hire someone to fill this position, and she knows of a possible candidate. After discussion, in which Manager Shaffer confirmed the person would eventually need their BCO and there would be a transitional period where ARRO and John McLucas would be training the new person, Council instructed Manager Shaffer to contact said candidate.

YARPD Financial Report

The YARPD Financial Report for July and August 2020 was presented to Council for their review.

YARPD Board Minutes

The Minutes of the YARPD Board for the month of July 2020 was presented to Council for their review.

YARPD Activity Report.

The YARPD Activity Report for July 2020 was presented to Council for their review.

Public Comment – Presentation by Lou Verdelli and Jamie Schlesinger

Lou Verdelli of RBC Capital Markets and Jamie Schlesinger of PFM Financial presented Council information on refinancing the Borough's General Obligation Bond-2015 Series. The following facts were presented:

- The balance of the Bond will be \$7,695,000 after the November payment.
- The call date on the Bond is May 15, 2021. Refinancing can be done 90 days prior to the call date (February).
- The estimated interest rate the Borough will be able to refinance at is 2%.
- The overall savings refinancing at that rate will be \$530,000.
- The Bond will mature on the same date (November 15, 2035). Refinancing will not extend the date of maturity.
- If the Borough has any Capital Projects it needs to finance in the next three (3) years, they could be included in the refinance.
- Keeping the refinance under \$10 million makes it more attractive to investors.
- In order to move forward, Borough Council will need to approve a Debt Ordinance in October or November to incur the new debt. Borough Council will not have to decide on an amount of new money, if any, at that time.
- It will be important to take the necessary steps to have the highest credit rating possible.

Council did not have any questions on the information presented and agreed to proceed with the process of refinancing.

Manager**Manager Notes**

Manager Shaffer presented his monthly activity report for August to Council for their review. The following items were discussed/commented upon:

- Smoke in the Grove – A copy of the surveys completed by the teams and judges was provided to Council. The results were overwhelmingly positive, with a couple of small things needing addressed.
- Strategic Planning Management Award – The Borough was awarded \$22,653 by the DCED. This grant pays for 50% of the study and allows the Borough to begin the process with the Pennsylvania Economy League.
- PA Small Water & Sewer Grant Award – The Borough was awarded \$411,669 for the North Loop Interceptor Replacement Project.
- Rental Housing Inspections – There are approximately 380 rental properties within the Borough. They are supposed to be inspected every other year. This project has been on hold due to COVID-19. Council discussed providing personal protection equipment, COVID-19 safety protocol, and possibly having landlords self-certify. Council would like the inspections to be completed this year, and it was concluded the best way to address this was for Manager Shaffer to collaborate with ARRO and come up with a plan.
- Zoning Hearing Board – The continuance hearing for the variance for the property located at 4 South Water Street and the variance for 50 North East Street was held on August 20th. Both variance requests were approved, with a reduction in the number of units for 4 South Water Street from eight (8) to seven (7) due to parking restraints. The Community Center (50 North East Street) will be reconstructed into

twenty—one (21) apartments and commercial space. The commercial space will include a gym. Seth Predix (purchaser of the property) stated the tenants will have assigned parking and the apartments will mostly be one-bedroom units. ExtravaDance will possibly continue as a tenant, utilizing the entire commercial space. There was concern expressed about whether there will be sufficient parking during dance recitals. Manager Shaffer stated that two written statements had been submitted prior to the hearing, but they were not read aloud due to having to monitor the Zoom portion of the meeting as well as moderate the hearing. These statements were included in Council's meeting packet.

- Hamlet Drive- Radar Speed Sign Results – The radar speed sign's location was moved so it was facing south, far in front of the speed tables. The average vehicle speed was 18-19 mph; the maximum was 34 mph. An average of 94 vehicles drove this portion of the road per day. The consensus of Council was that there is not a speeding issue on Hamlet Drive; they asked Manager Shaffer to share the results of the traffic study with the complainant.
- Proposal for Roundabout Beautification Project – Manager Shaffer presented Council with a proposal for landscaping the Roundabout (center island only). This item is in the 2020 budget (\$5,000). A local landscaper provided this proposal, he did not realize at the time Christmas Tree Hill would be supplying the design and materials. This is the second proposal, the first was over \$66,000 (included outlying area); this one is \$25,863. If the Borough prepares the area, they will reduce the price by \$2500. After discussion Council decided to put this on hold until budget review.
- Request to Rename First Avenue – Private Beck Memorial Road – Private Beck grew up on Water Street. The VFW approached Representative Seth Grove to rename a street in his honor. The proposed area of First Avenue would be from Jackson Street to Main Street in front of the VFW. Currently, the VFW is the only address on that road. There will be some cost to changing the name; i.e. advertising the ordinance. Another option would be to designate Water Street as Private Beck Memorial Road. Consensus of the Board was to rename that section of First Avenue. Manager Shaffer will contact the VFW to see if they mind changing their address.
- York County Open Space Grant Opportunity – This is a new opportunity just released by York County. Their goal is to preserve 2500 acres of open space in York County a year, until they reach 85,000 acres. They have fallen short the last few years and are looking to revamp the program. Manager Shaffer has the property owned by the school district at the corner of Pine and College Avenues in mind; approximately 6.5 acres. The Borough had it appraised in 2016 as part of a DCNR Land Acquisition Grant. At that time, it was tabled to do more expansion at the community park. This grant has a \$100,000 match, but the Borough can pair in additional funds from DCNR, making it possible to purchase this property from the school district at no cost. This is the last open piece of property in the Borough, and there is a good chance we will be awarded these funds. The appraisal has been updated. If Council is interested, this would be an excellent opportunity for the Borough to acquire the last piece of open space in the Borough. Council had

no objection to moving ahead with applying for this grant. No formal action is required from Council to apply.

- York County Commissioners – CARES Act Funding – York County has \$3 million to distribute to local government as part of the money they received through the CARES Act. This funding is to assist municipalities in unbudgeted expenses caused by COVID-19. Manager Shaffer submitted an application at the beginning of September and will probably be receiving the funds in about a week. We were able to cover the cost of PPE, items to conduct Smoke in the Grove in order to follow COVID safety protocol, and equipment needed to conduct meetings on-line. We will be receiving almost \$20,000.
- 2021 Budget Calendar Meeting Format – The meeting on October 5 will be conducted using Zoom. The meeting on October 19th will be with council members in person, the public attend via Zoom. This meeting begins at 6:00 PM, and Council decided to put a deadline of 9:30 PM on it. If an additional meeting is needed, this meeting will be recessed at which time the next meeting date and time announced, thereby avoiding the expense of advertising the meeting. After discussion it was decided the additional meeting, if needed, would be October 21st.

Mayor Hilt took this opportunity to commend Manager Shaffer and all those involved in conducting Smoke in the Grove on the excellent comments made on the surveys. The people that attended are involved in events all over the country, and many stated this one is the best.

ARRO Engineering

Main Street Improvements

Engineer Warfel reported to Council that work continues on this project. They are still experiencing coordination difficulties between the contractor and PennDOT. The curb has been installed on the East side of Main Street between Church Street and College Avenue. They are currently excavating and removing sidewalk and installing conduit for lighting. Council did not have any questions or comments.

Hamlet Drive Stormwater Project

A Certificate of Substantial Completion has been issued to the contractor. Everything has been completed except for some final seeding and grading. Council needs to:

- Consider approval of Change Order #1 Reducing the Contract in the amount of \$1,444.30. Motion was made by Joshua D. Moore, seconded by Larry McConnell to approve Change Order #1 Reducing the Contract in the amount of \$1,444.30. Motion carried unanimously.
- Consider approval of Payment Request #1 in the amount of \$49,977.63. This is for all the work completed less a retainage of \$4,553.07. Motion was made by Peter A. Lombardi, seconded by Larry McConnel to approve Payment Request #1 in the amount of \$49,977.63. Motion carried unanimously.

Stormwater/ MS4

Engineer Warfel reported to Council that they are continuing work on the annual report for 2019/20 and expect to submit a draft to Manager Shaffer this week. Engineer Warfel read aloud the Spring Grove Borough Stormwater (MS4) Update Fall 2020 as follows:

Annual Report and Comments

The Borough will be submitting its annual stormwater report for the 2019-2020 year to the Pennsylvania Department of Environmental Protection (PA DEP) by Sept 30, 2020. The report will be made available on the Borough's website sometime in October. All questions and comments from the public regarding stormwater should be sent to the Borough office via e-mail (info@springgroveboro.com), letter addressed to the Borough office, or in the form of a public meeting comment.

Public Education and Involvement

The Borough will be posting a stormwater survey on the Borough's website around November 1, 2020. We encourage the public including residents, Borough staff, and businesses to participate. The goal of this survey is to raise stormwater awareness, involve the public in the stormwater program, and gather feedback from participants. Hard copies and/or alternative methods of distribution will also be made available for those that require accommodations. If you require special accommodations, please reach out to the Borough office. The results will be shared during a meeting at a date to be determined. Borough residents that participate in the survey will be provided a 25% discount on their quarterly stormwater bill.

Illicit Discharge Reporting and Pollution Prevention

Federal regulations define an illicit discharge as "...any discharge to an MS4 that is not composed entirely of stormwater." This can include household cleaners, lawn products, trash, and organic debris. We ask the public to not contaminate our stormwater system with items such as these. As fall approaches, please do not dispose of loose leaves in the street as they could inadvertently clog our stormwater inlets. The Borough has an illicit discharge reporting form on the Borough's Stormwater (MS4) page. If you witness an illicit discharge, please submit a form entry or call the Borough office phone number (717-225-5791).

Structural BMPs

Please do not dispose of any trash or household items in stormwater infrastructure. Please do not store any personal property in stormwater infrastructure. Please avoid disposing of pet waste in or around stormwater infrastructure.

Glenview Road and SR 116

Engineer Warfel reported to Council that PennDOT agreed with the traffic survey that was submitted and have requested a design package for the project. Council needs to:

- Consider approval of Resolution 8-2020 approving the Application for Traffic Signal Approval to PennDOT. Motion was made by Peter A. Lombardi, seconded by Joshua D. Moore to approve the adoption of Resolution 8-2020 approving the Application for Traffic Signal Approval to PennDOT. President Graham asked how Jackson Township will be paying for some of this project. Manager Shaffer replied that they will not be paying yet, as the Borough is taking the lead on this project due to the fact that it affects the Borough more. Motion carried unanimously.

Strategic Management Planning Program

Engineer Warfel confirmed to Council that the grant for this project was awarded, as reported earlier by Manager Shaffer.

Wastewater Treatment Plant

Engineer Warfel confirmed to Council that the grant for the North Loop Interceptor Project was awarded, as reported earlier by Manager Shaffer. He noted that this grant is limited to projects less than \$500,000 so it will be very important that they limit the sections to be replaced in order to stay within the parameters of the grant. The WWTP has experienced some additional sludge discharges; they have not had the same affect as the previous one did. Manager Shaffer is looking into getting a flow meter strategically located in order to figure out when and where these discharges are coming from. They are looking at some options for improving the de-watering operations in order to reduce sludge that needs to be hauled off-site.

Community Park – Phase 3

Engineer Warfel updated Council on the Community Park-Phase 3 Project. They are about 95% complete in confirming the design. They have acquired the Conservation Permit from the County. They expect to finalize the bidding documents in the next 1-2 months and advertise the bid at the end of this year or early in 2021 with construction occurring in 2021. Manager Shaffer stated that he thinks CFA is meeting tomorrow to determine the next round of funding; the Borough has applied for the Greenway Recreation Trails Program to supplement the matching funds from DCNR, and he is hoping this is awarded at that time.

Code Enforcement Services

Engineer Warfel updated Council on the Code Enforcement Services provided in August. Council did not have any questions or comments regarding the information provided.

Solicitor's Report

Solicitor Ruth reported to Council that he filed the Borough's answer to the Declaratory Judgement Action for Southwestern Regional Police Department. We need to wait for the final order from the Judge. This should be the last issue needing to be completed for SWRPD.

Zoning & Code Enforcement

Zoning Report-August 2020

The Zoning Officer's Report for August 2020 was presented to Borough Council for their review.

Code Enforcement Report-August 2020

The Code Enforcement Activity Report for August 2020 was presented to Council for their review.

Council Member Larry McConnell left the meeting at this time.

Recreation**Spring Grove Regional Parks & Recreation Center Meeting Minutes – July 2020**

The Minutes of the Spring Grove Regional Parks and Recreation Meeting for the month of July was presented to Council for their review.

Spring Grove Regional Parks and Recreation Center Financial Report – July 2020

The Financial Report for the Spring Grove Regional Parks and Recreation Center for the month of July was presented to Council for their review.

Spring Grove Regional Parks and Recreation Center

President Graham reported they need a representative from the Borough on the Recreation Board. Long-time Rec Board member, Arlene Miller, passed away a little over a week ago, so they are also looking for a secretary. They are still figuring out where to relocate, some of the before and after programs may be turned over to the York YMCA. They are planning to have a yard sale in mid-October to sell some of the equipment. Mayor Hilt asked about the incident reported in their minutes that resulted in them being cited by the State. President Graham explained that yes, a child was freaking out and trying to leave the building and staff had to restrain them. They are not allowed to restrain in any way. He does not know how they are going to deal with these issues in future; kids are have difficulty in dealing with wearing a mask at all times, and parents often cannot come into the building due to the number of people allowed inside because of COVID-19 regulations.

Committee Reports

None

Unfinished Business

None

New Business**Consider Approval of an Ordinance to Assume the Southwestern Regional Police Department Non-Uniformed Pension Plan**

Manager Shafer confirmed that this Ordinance has been advertised and is basically just changing the name of the pension plan. It is not and will not be included in the MMO. Motion was made by Peter A. Lombardi, seconded by Rebecca J. Stauffer to approve the Ordinance to Assume the Southwestern Regional Police Department Non-Uniformed Pension Plan. Motion carried unanimously.

Consider Approval of the 2021 Minimum Municipal Obligation to the Non-Uniformed Pension Plan in the Amount of \$28,836

Manager Shaffer stated that State Aid usually covers the MMO. Motion was made by Joshua D. Moore, seconded by Peter A. Lombardi to approve the 2021 Minimum Municipal Obligation to the Non-Uniformed Pension Plan in the Amount of \$28,836. Motion carried unanimously.

Consider Appointment of Kristyn Stouch to the Zoning Hearing Board for a Five-Year Term

Motion was made by Rebecca J. Stauffer, seconded by Peter A. Lombardi to approve the appointment of Kristyn Stouch to the Zoning Hearing Board for a five-year term. Motion carried unanimously.

Consider Approval of Resolution 9-2020 Establishing an Investment Policy

Motion was made by Peter A. Lombardi, seconded by Joshua D. Moore to approve Resolution 9-2020 establishing an Investment Policy as presented. Motion carried unanimously.

Consider Approval of Resolution 10-2020 Establishing a Fund Balance Policy

Motion was made by Peter A. Lombardi, seconded by Joshua D. Moore to approve Resolution 10-2020 establishing a Fund Balance Policy as presented. Motion carried unanimously.

Consider Approval of Resolution 11-2020 Establishing a Debt Management Policy

Motion was made by Peter A. Lombardi, seconded by Joshua D. Moore to approve Resolution 11-2020 establishing a Debt Management Policy as presented. Motion carried unanimously.

Consider Approval of Resolution 12-2020 Updating Job Descriptions and the Personnel Manual

This was tabled until the next scheduled meeting in order to allow Council time to review.

Consider Accepting the Resignation of Velda Frey from the Administrative Assistant Position

Motion was made by James D. Graham, seconded by Rebecca J. Stauffer to accept the resignation of Velda Frey from the Administrative Assistant Position as presented. Motion carried unanimously.

Consider Authorizing the Appointment of Andrew Shaffer to the York Area Metropolitan Assistance Program for Certain Areas Within the Borough

Motion was made by Joshua D. Moore, seconded by David B. Kile authorizing the appointment of Andrew Shaffer to the York Area Metropolitan Assistance Program for certain areas within the Borough. Motion carried unanimously.

Consider Approval of an Ordinance to Adopt the Local Economic Revitalization Tax Assistance Program for Certain Areas Within the Borough.

Solicitor Ruth advised that Council conducted a LERTA hearing regarding this earlier this evening. The Ordinance has already been advertised so Council can vote on it tonight or wait until one of the October meetings. The Ordinance is for 50 North East Street, with taxes being deferred over a ten-year period (starting at 0% with 10% increments added each year) on the increased value only. Motion was made by Peter A. Lombardi, second by Joshua D. Moore to approve the Ordinance to Adopt the Local Economic Revitalization Tax Assistance Program for Certain Areas Within the Borough. After discussion, a roll

call vote was taken as follows: David B. Kile – Yay; Rebecca J. Stauffer – Nay; Peter A. Lombardi – Yay; James D. Graham – Yay; Joshua D. Moore – Yay. Motion carried with four (4) Yays, one (1) Nay.

Correspondence

PSAB Pension Plan Statement – Month Ending July 2020

The PSAB Pension Plan Statement for the month of July 2020 was presented to Council for their review.

There was a brief discussion regarding this year's Trick or Treating event. Consensus of the Council was to go ahead with it as usual on October 31, 6:00 PM to 8:00 PM.

Council recessed into Executive Session to discuss Personnel and Borough owned property at 10:29 PM. No action is expected upon reconvening

Council reconvened into Public Session at 10:39 PM. Due to no business needing addressed at the September 21st meeting, the next Council meeting will be held Monday, October 5 at 7:00 PM via Zoom. Council adjourned at 10:39 PM.

Respectfully Submitted,

Velda Frey
Recording Secretary