

**MINUTES OF SPRING GROVE BOROUGH  
COUNCIL MEETING  
March 21, 2022**

The Spring Grove Borough Council met for Regular Session on Monday, March. 21<sup>st</sup>, 2022. President Rebecca Stauffer called the meeting to order at 7:15pm.

**BOROUGH COUNCIL PRESENT**

Rebecca J. Stauffer  
Robert Whyland  
Peter Lombardi  
Phillip Klocek  
Kristina Morton  
Kevin March  
Darrell Ledford

**ALSO PRESENT:**

Beverly Hilt, Mayor  
Kim Hackett, Borough Manager  
Becky Magnani, Adm. Asst/Recording Secretary  
Scott Miller, Director of Community Development  
  
Peter Ruth, Solicitor  
Matthew Warfel, Engineer, ARRO  
Collin Fox, Scientist, ARRO

**BOROUGH COUNCIL ABSENT:**

**ALSO ABSENT:**

**Invocation and Pledge to the Flag**

**Public Comment/Visitors**

Officer Good, York County Regional Police  
Brent Auchey, Spring Grove Fire Department  
Matthew Coyne, Friendship Hose Company

Officer Good reported that he had no action items for council.

Brent Auchey and Matthew Coyne reported that the bingo fundraiser on Thursday evenings continue to be held. The demolition of the house has been completed and the bell tower is coming along well. The department is looking for active firefighters and social members.

**Meeting Minutes**

A motion was made to approve the minutes from February 21, 2022 by Peter Lombardi with Kristina Morton providing a second. The motion carried unanimously.

**Treasurer's Report**

Expenses totaling \$196,148.33 – a motion was made to approve by Peter Lombardi with a second made by Robert Whyland; the motion carried unanimously.

## **Administrative Reports**

### President

President Stauffer thanked everyone for attending the Roth's Church project and encouraged members to contact school board members if they had questions or comments. President Stauffer also remarked that the grand opening at 50 N. East Street was a success and appreciated the efforts of borough staff.

### Mayor

Mayor Hilt reported that the accounts for Spring Grove Ambulance have been reconciled for the last two years.

### Borough Staff Reports

Scott Miller, Director of Community Development  
Presented information regarding the 6.7 acres of open space.

Kim Hackett, Borough Manager  
The recycling grant of \$4,200 was received. The special event for the grand opening at 50 N. East Street was a success including special guests Representative Seth Grove and Senator Kristin Phillips-Hill.

## **Engineering Report**

### Main Street Improvements

- PennDOT is working through the funding and the final costs of the project to make sure all the funding is used before the cost to the Borough is finalized.
- PennDOT is planning to close out the project soon.
- PennDOT has asked to revise the TIF forms for the ADA ramps to match the inspection forms. The inspection forms are calling out the incorrect type of ramps which are creating false errors. We are working with PennDOT and JVI to resolve.

### MS4/Stormwater

- MS4 –
  - MCM 1 – Public Education and Outreach
    - ARRO updated the Borough's public education and outreach plan for the 2021-2022 draft report.
  - MCM 2 – Public Participation and Involvement
    - ARRO and the Borough planned a stormwater update to be conducted at an April 2022 council meeting.
    - ARRO and the Borough discussed the feasibility of program credit for a public event in the Borough hosted by YCPC.
    - ARRO identified potential collaborative meetings in conjunction with the York County Stormwater Consortium.
  - MCM 3 – Illicit Discharge Detection and Elimination
    - No illicit discharges reported from the public.
  - MCM 5 – Post-Construction Stormwater Management
    - ARRO and the Borough drafted letters to be sent to property owners with stormwater management facilities requesting annual maintenance records for 2022. Letters were sent to property owners. The Borough will compile submitted maintenance records and follow up with property owners that do not respond to the Borough's letters.

#### North Loop Interceptor

- ARRO has received a final copy of the agreement with the railroad and will be recommending approval from Council {New Business}.
- Design drawings are effectively complete and ARRO has met with Borough staff to review and discuss the need for construction easements.
- ARRO has submitted the Water Quality Management permit application package for PA DEP, which is required for construction of sewer interceptors.
- ARRO has submitted the application for the NPDES permit for erosion and soil control during construction.

#### WWTP Operations:

- ARRO continues to provide operations consulting assistance to the WWTP operator.

#### Chapter 94 Report:

- ARRO submitted the 2021 Chapter 94 Report to PA DEP and it has been received and approved.
- Engineer Warfel distributed graphs illustrating 5-Year Measured and Projected Hydraulic Loads and 5-Year Measured and Projected Organic Loads and discussed the need to plan for continued improvements.

#### GIS

- ARRO continues to provide as-needed GIS support to Borough office staff and public works/maintenance staff.
- 229 Registered Users to date for Public Notification System.
- ARRO provided a training session for Scott Miller on how to use the Rental Property Management Dashboard to identify properties to be inspected, dates of inspections, and where the program displays addresses of properties that submitted registrations for 2021 but not for the year 2022.
- ARRO updated the failed rental property inspection report and letter format as requested by code enforcement staff.
- ARRO backed up the Borough's rental property and code enforcement databases.
- Borough Staff (i.e. Scott Miller) are now using the notification system effectively on their own

#### Borough Park - Phase 3

- The project was advertised on PennBid the week of March 7<sup>th</sup>. A pre-bid meeting is scheduled for March 31<sup>st</sup> with a bid opening on April 11.

#### Code Enforcement

- On February 28<sup>th</sup>, Andrew Shaffer trained Scott Miller and Collin Fox on the process of rental inspections. During the training, 31 rental property inspections were completed. Scott Miller will be completing the majority of the rental inspections, with Collin Fox being available by phone for technical support or in person support.
- The Borough has set the 31<sup>st</sup> of January as the due date for rental registrations. Most landlords have submitted the required fees and forms by the due date.
- ARRO has sent reminder emails to Landlords/property managers that are unregistered and continues to maintain the lists of unregistered landlords.
- Scott Miller and ARRO continue to contact landlords that have not submitted 2022 Rental Housing Registrations to the Borough as of March 1, 2022.
- February 2022 - EXTERIOR CODE ENFORCEMENT
  - Initial Code Enforcement Inspections Performed - February 2022: 6
  - Code Enforcement Re-Inspections Performed - February 2022: 0
  - Properties Issued Code Violations - February 2022: 6
  - Quality of Life Tickets Issued - February 2022: 1
- February 2022 - RENTAL PROPERTY MANAGEMENT
  - Rental Property Registrations (2022) Submitted - As of February 2022: 16

- Rental Property Annual Registration Fee Paid - As of February 2022: 20
- Tenant Surveys Submitted - As of February 2022: 0

**Solicitor**

The agreement for the North Loop Genessee & Wyoming Railroad will be discussed under New Business.

**Zoning & Codes Enforcement**

See above

**Recreation**

Spring Grove Regional Parks and Recreation Center Board Minutes and Financial Report from February 2022 were included in the packet. The spring event guide has been published and the Roth's Church Road project is ongoing.

**Committee Reports**

None at this time.

**New Business**

Council to consider approval of Genessee & Wyoming Railroad Occupancy License Agreement and authorize Council President Rebecca Stauffer to execute – Peter Lombardi made a motion to approve with Philip Klocek providing a second; the motion carried unanimously.

Council to consider approval of DCNR grant application for open space property on E. College Avenue. Robert Whyland made a motion to approve with Kristina Morton providing a second; the motion carried unanimously.

A motion was made to revise the agenda to include a motion to ratify the agreement between Spring Grove Area School District and Spring Grove Borough for the acquisition of the E. College open space to be contingent upon receipt of DCNR grant in a minimum amount of \$129,400; costs to the Borough not to exceed \$1000. Peter Lombardi made a motion to approve with Darrell Ledford providing a second. The motion passed unanimously.

A motion was made to ratify the agreement (as stated above) by Kristina Morton and seconded by Peter Lombardi. Robert Whyland requested a Roll Call Vote. Council members voted as follows:

Rebecca J. Stauffer - Yea

Robert Whyland - Yea

Peter Lombardi - Yea

Phillip Klocek - Yea

Kristina Morton - Yea

Kevin March - Yea

Darrell Ledford – Yea

The motion carried unanimously.

**Old Business**

Emergency Management Plan update and NIMS training – Mayor Hilt reports that she, Rebecca Stauffer (via Zoom), and Kristina Morton (via Zoom) attended the EMA training with Manager Hackett. The EMA should be reviewed upon the election of new officers. The intergovernmental cooperation agreement should be changed.

**Correspondence and other business**

Polli Equities notice of lease renewal – Manager Hackett reports that this will be leased to the bus company for another year.

Spring Grove Regional Parks and Recreation – the Spring Guide is included with the packet and available on SGRPR website. The food truck event is coming up.

Mandated Reporting training – Kristina Morton remarked that council members are not mandated reporters, however the training is free.

The meeting adjourned at 9:00pm and the next meeting is scheduled for April 18<sup>th</sup> at 7:00pm at the Borough building.

Respectfully Submitted,

*Becky Magnani*  
Recording Secretary