

**MINUTES OF SPRING GROVE BOROUGH  
COUNCIL MEETING  
February 5, 2018**

The Spring Grove Borough Council met in Regular Session on Monday, February 5, 2018. President James D. Graham led those in attendance in a word of prayer and Pledge to the Flag. The meeting was called to order at 7:00 PM.

**BOROUGH COUNCIL PRESENT**

James D. Graham  
Peter A. Lombardi  
Larry McConnell  
Rebecca J. Stauffer  
Kristyn Stouch

**ALSO PRESENT:**

Beverly Hilt, Mayor  
Andrew N. Shaffer, Borough Manager  
Matthew Warfel, (ARRO Inc.)  
John McLucas, Community Development  
Peter Ruth, Solicitor

**BOROUGH COUNCIL ABSENT:**

Vincent Catalano  
David B. Kile

**ALSO ABSENT:**

Melissa J. Helm, Adm. Assist/Recording Secty

**Public Comment / Visitors**

Mr. Lee Hoffheins, Tax Collector, Glen Rock Borough, was present to answer any questions Council may have regarding the appointment of a new Tax Collector for Spring Grove Borough.

J.R. McManus, owner of property at South East and East Church Streets was present to address Council regarding parking issues. The consensus of Council was to discuss the matter at Committee Meeting later this month.

Kathy Lease, 414 Hamlet Drive West, was present to voice concerns about safety issues on properties located on West Constitution Avenue. Residents are grilling to close to the sidewalk. She also voiced her concerns with residents maintaining their properties. She has seen several properties that need attention.

**Director of Community Development**

**Zoning Officer's Report –January 2018**

The Zoning Officer's Report for January 2018 was presented to Council for their review.

**Code Enforcement Report – January 2018**

The Code Enforcement Report, which shows code violations in the month of January 2018 as well as the status of any outstanding violations, was presented to Council for their review.

Community Center Feasibility Study Proposal

Mr. McLucas reported that he is in the process of obtaining feasibility study proposals. He will present those at the Committee Meeting later this month.

**Approval of Minutes**

January 2018

The Minutes of the Regular Council Meeting held January 2, 2018 and the Committee Meeting held January 15, 2018 were presented to Council for their review. Rebecca J. Stauffer made a motion, seconded by Larry McConnell, to approve the minutes as presented. Motion Carried.

**Treasurer's Report**

January 2018

The Treasurer's Report for January 2018 with expenses totaling \$282,477.42 was presented for approval. Peter A. Lombardi made a motion to approve the report as presented, seconded by Kristyn Stouch. Motion Carried.

**President's Report**

None

**Mayor's Report**

Parking Enforcement Officer's Report –January 2018

The Parking Enforcement Officer's Report for January 2018 was presented to Council for their review.

Southwestern Regional Police Activity Report –December 2017

The Police Activity Report for December 2017 was presented to Council for their review. Officer Brandon Nolan was present to answer any questions.

Southwestern Regional Police Treasurer Report –December 2017

The Treasurer Report for December 2017 was presented to Council for their review.

Southwestern Regional Police Board Minutes –December 2017

The Minutes of the Southwestern Police Board for the month of December 2017 were presented to Council for their review.

Business Expo – March 28, 2018

Mayor Hilt reported that she is excited to attend the Business Expo this year. Information will be handed out regarding local government and forms available for seniors to register to vote. Also, information will be available in hopes of finding a Junior Council person.

**President's Report**

President Graham had nothing to report at this time.

## **Manager**

### 2018 Budget and Directory

Manager Shaffer presented the 2018 Budget and Directory to Council.

### Rental Inspections

Mr. Shaffer informed Council that Rental Inspections will be completed this year.

### 2017 Financial Audit

Manager Shaffer reported that the Financial Audit for 2017 will take place in March.

## **ARRO Engineering**

### Wastewater Treatment Plant

Engineer Warfel reported that the project is completed. There are still a few minor maintenance and warranty issues to be addressed with the plant operator staff.

### Main Street Improvements

Engineer Warfel reported to Council that they continue to work on some scoping documents and are waiting on a response from PennDOT to proceed on the project.

### Main Street Sanitary Sewer Rehabilitation

Engineer Warfel reported to Council that the project is currently out for bid on PennBid. A prebid meeting was held on January 29. The sealed bids via PennBid will be opened on February 22. ARRO will then review those bids and make their recommendation.

### GIS Development

Engineer Warfel reported to Council that they have been working with Borough staff in developing features in the GIS system, which include stormwater and MS4 features, updates to the sanitary sewer, monitoring of code violations, rental inspections, and building permits.

### Campus Avenue Stream Improvements

Engineer Warfel reported to Council that the grading for the channel has been finished. They are now working on developing a bid spec which they hope to complete this month. This project is intended to be completed by October.

## **Solicitor's Report**

Solicitor Ruth had nothing new to report on at this time.

## **Recreation**

### Spring Grove Regional Parks & Recreation Center Meeting Minutes –December 2017

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

Spring Grove Regional Parks and Recreation Center Financial Report – December 2017  
The Financial Report for the Spring Grove Regional Parks and Recreation Center for the month of December was presented to Council for their review.

Final Draft – Fourth Amendment to the Intergovernmental Agreement

The Final Draft of the Fourth Amendment to the Intergovernmental Agreement was presented to Council for their review. The consensus of Council was to table this matter until Committee Meeting for approval.

**Committee Reports**

There were no new updates from committee members at this time.

**Unfinished Business**

None

**New Business**

Consider Accepting the Resignation of Monica Eckenrode as Tax Collector

Larry McConnell made a motion, seconded by Rebecca J. Stauffer, to accept the resignation of Monica Eckenrode as Tax Collector, effective January 19, 2018. Motion Carried.

Consider Approval of Resolution 2-2018, Appointing Brian D. Stormes as Tax Collector

Rebecca J. Stauffer made a motion, seconded by Peter A. Lombardi, to appoint Brian D. Stormes as Tax Collector. Motion Carried.

Consider Appointing Robert W. Whyland as Resident Representative to the Southwestern Regional Police Board

Peter A. Lombardi made a motion, seconded by Rebecca J. Stauffer, to appoint Robert W. Whyland as resident Representative to the Southwestern Regional Police Board. Motion Carried.

**Correspondence**

PSAB Pension Plan Statement – Month Ending December 2017

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

Hearing no further business, the meeting was adjourned until the Committee Meeting to be held Monday, February 19, 2018 at 7:00 PM.

Adjournment was at 8:18 PM.

Respectfully submitted,  
Melissa J. Helm  
Recording Secretary