

**MINUTES OF SPRING GROVE BOROUGH  
COUNCIL MEETING  
June 1, 2020**

The Spring Grove Borough Council met electronically via Zoom in Regular Session on Monday, June 1, 2020. President James D. Graham called the meeting to order at 7:00 PM.

**BOROUGH COUNCIL PRESENT**

James D. Graham  
Peter A. Lombardi  
Rebecca J. Stauffer  
Larry McConnell  
Vincent Catalano

**ALSO PRESENT:**

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

**BOROUGH COUNCIL ABSENT:**

David B. Kile  
Joshua D. Moore

**ALSO ABSENT:**

None

**Public Comment / Visitors**

None

**Approval of Minutes**

**May 2020**

The Minutes of the Regular Council Meeting held May 4, 2020 and May 18, 2020 were presented to Council for their review. Mayor Hilt listed the following corrections: Minutes of May 4, 2020: David B. Kile is listed as "Present" and "Absent" (he was absent). Minutes of May 18, page 2 under section B. "Main Street Improvement Project", the word "Manger" should be Manager and on page 3, last paragraph "participated" should be "participate". There was a brief discussion about whether a dollar amount needed to be listed for the motion to approve the Sales Agreement on May 18. Solicitor Ruth advised it did not need to be included in the minutes. Rebecca J. Stauffer made a motion, seconded by Larry McConnell, to approve the minutes for May as amended. Motion carried unanimously.

**Treasurer's Report**

President Graham reported the Treasurer's Report for May will be presented at the July 14 meeting, due to time constraints.

**President's Report**

President Graham stated he sees the need to establish a 2021 Budget Public Presentation Committee. He foresees that, due to the impact of COVID, public interest will be heightened for next year's budget, and Council needs to keep them informed as much as possible. He thinks it is important for the public to hear directly from Council how the 2021 budget is formulated. He requested Rebecca J. Stauffer Chair the committee, and Larry McConnell and Joshua D. Moore serve on the committee with her. Rebecca J. Stauffer and Larry McConnell agreed, stating they will inform Joshua D. Moore of his position on the committee.

**Mayor's Report**Parking Enforcement Officer's Report – May 2020

The Parking Enforcement Officer's Report for May 2020 was presented to Council for their review.

SWRPD Updates

Mayor Hilt reported the attorneys for SWRPD and NYCRPD are working on various agreements and are hopeful to have everything settled by July 31, 2020. Due to the fact the Borough's next meeting isn't until July 14, it may be necessary for Council to conduct an Executive Session after the Police Board meeting on June 10. Solicitor Ruth advised this would be fine if the Executive Session is announced at the beginning of the July 14 meeting. Council members will need 24-hours notice of any Executive Sessions.

YARPD Financial Report

The YARPD Financial Report for April 2020 was presented to Council for their review.

YARPD Board Minutes

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

YARPD Activity Report.

The YARPD Activity Report for April 2020 were presented to Council for their review.

**Manager**

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

- The Zoom recordings continue to be uploaded onto the website and people have been accessing them.
- Anthony Lewis, the new Wastewater Treatment Plant Operator, is now fully engaged hands-on with both treatment plants.
- On May 28 DCNR requested a lot of documents regarding the Sales Agreement for the Community Center. The assets purchased with grant funds are fully depreciated and Manager Shaffer does not foresee any problems. When the Community Center is fully renovated by the new owners it will generate income for the Borough, School District, and York County.
- The Smoke In the Grove event is still moving forward, but will probably be modified to a competition only. Discussion followed regarding the safety of holding the competition with COVID-19 protocols in place. Manchester and Springettsbury Townships are holding similar public events this Summer. Manager Shaffer assured Council that strict measures to prevent the possible spread of COVID-19 will be adhered to, in compliance with KCBS guidelines. Everyone involved will wear a mask and gloves, hard surfaces will be wiped down with disinfecting wipes, judges will be spread out to at least 6 feet apart.
- YARPD calls for service – the Borough is currently over on its hours for police services. Chief Damon has stated this is normal in the beginning, and there isn't cause for concern. Eighty to one-hundred hours were used to move the evidence and reports over to them and he expects things will balance out in time.

**ARRO Engineering**Main Street Improvements

Engineer Warfel acknowledged the concerns Council expressed at the May 18 meeting and stated he has discussed them with Manager Shaffer. Engineer Warfel will be providing additional oversight on their projects, and a senior engineer is being assigned to the Main Street Improvements Project. Engineer Warfel reported to Council that ARRO is trying to get a schedule established and is continuing to discuss the division of the cost of this project with PennDOT. Extra time was involved in getting an approved COVID-19 plan from PennDOT to get permission to continue the project. President Graham stated that the time spent on COVID-19 should not be charged to this project, as it should be considered a part of doing business. Engineer Warfel stated he will reverse the hours already charged for this.

East Railroad Street Improvements

Engineer Warfel reported to Council that they are still holding funds (\$3,000) from the contractor until all the punch-line items have been completed. There are four (4) mats that are not flush against the pavement and need to be re-set. Manager Shaffer is going to reach out to H&H to try to resolve the issue.

### Hamlet Drive Stormwater Project

Engineer Warfel reported to Council that there were eight (8) bids opened this morning for the Hamlet Drive Stormwater Project. Council needs to consider approval of the lowest qualifying bid. The three lowest were received from Rock Road Construction, H&H General Excavating Inc., and Custer Excavating Inc. All three need to submit supporting documents within the next two (2) days. The bid from Rock Road Construction is significantly lower, and after speaking with them, Engineer Warfel isn't sure if they understood the intent of the contingency items (bid may not be valid). He recommended Council make a conditional approval of one of the other two bids contingent upon formal review by ARRO.

After a lengthy discussion of the details of the bids, a motion was made by Vincent Catalano, second by Peter A. Lombardi to approve the bid from the lowest qualified bidder, based upon a formal review by ARRO. Motion carried unanimously.

Engineer Warfel stated that ARRO has received and reviewed the stormwater plans for Lot 140 and 161; 547 Monocacy Trail and 327 Greenwood Road respectively. They had some minor comments that will need to be addressed and reissue before final approval of the plans.

### Stormwater/ MS4

Engineer Warfel reported to Council that they are continuing work on the annual report for 2020/21. There are a number of steps (MCM's) outlined for this year; one of them is public outreach. ARRO is working with Manager Shaffer to develop information on MS4 on the Borough website and utilizing Facebook. They are also conducting reviews of potential illicit stormwater discharges and how to eliminate and/or mitigate them through monitoring during storm and dry-weather events. ARRO will be providing public works employees with training next week and posting the public engagement piece as well.

### Glenview Road and SR 116

Engineer Warfel reported to Council that a draft of the traffic impact study has been completed and submitted to PennDot for their review. PennDot will determine if the study warrants any modification of the intersection. ARRO's conclusion is that there should be a northbound left-turn and right-turn lane, as well as a southbound lane. PennDot's conclusion will determine if we qualify for an ARLE grant. Vincent Catalano expressed concern over taking on another project in the coming year. Manager Shaffer explained that he does not expect this to be ready for next year, due to all the things that need to be accomplished before it can be started.

### GIS Services

Engineer Warfel updated Council on GIS services being provided by ARRO.

### Community Park – Phase 3

Engineer Warfel updated Council on the Community Park-Phase 3 Project. January 2021 is the target date for the project to go out for bid.

**Solicitor's Report**

Solicitor Ruth stated it was a busy month, with a lot of negotiations back and forth with the attorney for Predix. Details will be discussed later during Executive Session.

**Zoning & Code Enforcement**Zoning Report-May 2020

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

Code Enforcement Report-May 2020

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

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

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

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

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

President Graham reported they have spent between \$17,000 – \$20,000 of the \$53,000 loan they received. They expect said loan to fund them through mid-June. They cannot get a final answer as to what they need to do with any funds left over. At this point the funds used will be forgiven as long as they are used for wages. They are planning to meet earlier than normal for their June 23 meeting to discuss plans for moving out of the building.

**Committee Reports**

None

**Unfinished Business**

None

**New Business**Consider Approval of Of Ordinance 2-2020 Amending the Refuse Ordinance to Clarify the Collection of Fees for Properties with Multiple Uses

Solicitor Peter Ruth presented Ordinance 2-2020 to Council for their review. Motion was made by Larry McConnell, second by Peter A. Lombardi to approve Ordinance 2-2020. Motion carried unanimously.

## **Correspondence**

### PSAB Pension Plan Statement – Month Ending April 2020

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

### Executive Session

Council convened into Executive Session at 9:02 PM to consult with Solicitor Ruth about Southwestern Regional Police.

Council reconvened at 9:44 PM. Hearing no further business, the meeting was adjourned until Committee Meeting to be held Monday, July 13 at 7:00 PM via Zoom.

Respectfully Submitted,

***Velda Nickell***

Recording Secretary