

**MINUTES OF SPRING GROVE BOROUGH
COUNCIL MEETING
December 2, 2019**

The Spring Grove Borough Council met in Regular Session on Monday, December 2, 2019. 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
Joshua D. Moore
Rebecca J. Stauffer
Kristyn Stouch

ALSO PRESENT:

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

BOROUGH COUNCIL ABSENT:

David B. Kile

ALSO ABSENT:

None

Public Comment / Visitors

Mr. Bill Kessler, Monocacy Trail, inquired as to the need for continued Executive Sessions. President Graham explained that it was for personnel matters.

Approval of Minutes

November 2019

The Minutes of the Regular Council Meeting held November 4, 2019 and the Committee Meeting held November 18, 2019 were presented to Council for their review. Larry McConnell made a motion, seconded by Peter A. Lombardi, to approve the minutes for November as presented. Motion Carried

Treasurer's Report

November 2019

The Treasurer's Report for November 2019 was tabled until Committee Meeting, to be held December 16, 2019 to allow Council a chance to review the information.

President's Report

At this time President Graham reviewed the Refuse Contract amounts from Republic with those present.

Mayor's Report

Parking Enforcement Officer's Report –October 2019

The Parking Enforcement Officer's Report for October 2019 was presented to Council for their review.

Southwestern Regional Police Activity Report –October 2019

The Police Activity Report for October 2019 was presented to Council for their review. Officer in Charge Jaimie Stalcup was present to answer any questions.

Southwestern Regional Police Financial Report – October2019

The Financial Report for October 2019 was presented to Council for their review.

Southwestern Regional Police Board Minutes - October 2019

The Minutes of the Southwestern Regional Police Board for the month of October 2019 were presented to Council for their review.

Mayor Hilt provided an update on the Southwestern Regional Police Department Board Meeting and the Dissolution process. She also reported that the Police Board decided that Velda Nickell, secretary for Southwestern Regional Police Department, will be paid as a consultant, which will include health insurance, until the dissolution process is completed.

Consider Approval of the Revised 2020 Budget for SWRPD

Rebecca J. Stauffer made a motion, seconded by Joshua Moore, to approve the revised 2020 budget for Southwestern Regional Police Department. Motion Carried.

Manager

Manager Shaffer reported that he didn't have anything to report on other than the items to be addressed later in the meeting.

ARRO Engineering

Main Street Improvements

Engineer Warfel reported to Council that a Pre-construction meeting was held for the Main Street Improvements project. Construction for the project is slated to begin March 2, 2020 with a completion date of May 17, 2021. It was noted that all of the work will be done during the day except for paving, which will be done at night.

East Railroad Street Improvements

Engineer Warfel reported to Council that at this time there are only minor items to be completed for the project on Railroad Street by H&H. An Application for Payment was not prepared for tonight's meeting.

Stormwater/ MS4

Engineer Warfel reported to Council that ARRO continues to work with the Borough and developers on review of the stormwater plans relative to the Ordinance on Hauer Terrace and Greenwood Road.

Glenview Road and SR 116

Engineer Warfel reported to Council that ARRO is also working on the “Green Light Go” Grant for the intersection of Glenview Road and SR 116.

Strategic Management Planning

Engineer Warfel reported to Council that Mr. Kaufman, ARRO Consulting, has been working with DCED on revising and updating the Request for Proposal. Mr. Kaufman will be reaching out to Manager Shaffer to discuss the reissuing of the Request for Proposal at the beginning of 2020.

Small Water and Sewer Grant

Consider Approval of Resolution 7-2019

Larry McConnell made a motion, seconded by Peter A. Lombardi, to authorize the submission of a Small Water and Sewer Grant to replace/install a larger North Loop sewer line. Motion Carried. The cost estimate for the project including construction, engineering, and permitting fees is approximately \$484,318.00. The Borough will be seeking a grant from the state for \$411,737.00. The grant needs to be submitted by 12/13/19. The Borough would need to fund the difference (15%) or submit for another grant to cover the difference. It was noted that this grant is for projects less than \$500,000.

Solicitor’s Report

Solicitor Ruth noted that the business he has will be addressed under New Business tonight.

Zoning & Code Enforcement

Zoning Report- November 2019

The Zoning Officer’s Report for November 2019 was presented to Council for their review.

Code Enforcement Report-November 2019

The Code Enforcement Report, which shows code violations for the month of November 2019 as well as the status of any outstanding violations, was presented to Council for their review.

Recreation

Spring Grove Regional Parks & Recreation Center Meeting Minutes –October 2019

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

Spring Grove Regional Parks and Recreation Center Financial Report – September and October 2019

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

Committee Reports

Personnel

Rebecca J. Stauffer reported to Council that at this time the Borough will need to stay with Benecon. Should the Borough decide to leave Benecon, they will need to give notice by June 1, 2020.

Unfinished Business

None

New Business

Consider Approval of Resolution 8-2019, Setting the Tax Rate for 2020

Joshua Moore made a motion, seconded by Larry McConnell, to approve Resolution 8-2019, which sets the Tax Rate for 2020 at 5.75. Motion Carried.

Consider Approval of Resolution 9-2019, Setting the Wage and Salary Schedule for 2020

Peter A. Lombardi made a motion, seconded by Joshua Moore, to approve Resolution 9-2019, which sets the Wage and Salary Schedule for 2020. Motion Carried.

Consider Approval of Resolution 10-2019, Setting the Miscellaneous Fee Schedule for 2020

Peter A. Lombardi made a motion, seconded by Kristyn M. Stouch, to approve Resolution 10-2019, which sets the miscellaneous Fee Schedule for 2020. Motion Carried.

Consider Approval of the 2020 Budget

Peter A. Lombardi made a motion seconded by Rebecca J. Stauffer, to approve the 2020 Budget. Motion Carried.

Consider Approval of the 2020 Holiday Calendar

Larry McConnell made a motion, seconded by Kristyn M. Stouch, to approve the Holiday Calendar for 2020. Motion Carried.

Consider Approval of the Meeting Notice for 2020

Peter A. Lombardi made, seconded by Larry McConnell, to approve the Meeting Notice for 2020. It was noted that Council will meet on the first Monday of each month at 7:00 PM, except for July and September, which will meet on the second Tuesday due to the Fourth of July and Labor Day holidays. Also, Council will meet on the third Monday of each month at 7:00 PM, except for October which will meet at 6:00 PM. Council will not meet on the third Monday in June, July or August. Motion Carried.

Consider Approval of Resolution 11-2019, Awarding the Refuse Contract.

Peter A. Lombardi made a motion, seconded by Joshua Moore, to approve Resolution 11-2019, which awards the Refuse Contract (Option 2.B) for five years for a total amount of \$1,232,740.00. It was noted that garbage and recycling collection will be once a week on Fridays with one large item per week. Motion Carried.

Consider Approval of Ordinance 4-2019, Approving the Contract with the York Area Regional Police Department

Joshua Moore made a motion, seconded by Larry McConnell, to approve the Police contract with York Area Regional Police Department for a five-year period. Eight Police Protection Units will be provided at a cost of \$44,568 per unit, which is the equivalent of (80) hours of police service per week for fifty-two (52) weeks per year) at a yearly amount of \$356,544.00. Motion Carried.

CorrespondencePSAB Pension Plan Statement – Month Ending October 2019.

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

Executive Session

At this time Council convened into executive session at 8:00 PM to discuss a Personnel issue. Council reconvened at 8:26 PM. Hearing no further business, the meeting was adjourned until Committee Meeting to be held Monday, December 16, 2019 at 7:00 PM.

Approve the Hiring of Velda Nickell

Larry McConnell made a motion, seconded by Kristyn M. Stouch, to approve the hiring of Velda Nickell for the position of Administrative Assistant which will be vacant as a result of the retirement of Melissa Helm at the end of January 2020. Motion Carried.

Adjournment was at 8:28 PM

Respectfully Submitted,
Melissa J. Helm
Recording Secretary