

**MINUTES OF SPRING GROVE BOROUGH
COUNCIL MEETING
May 4, 2020**

The Spring Grove Borough Council met electronically via Zoom in Regular Session on Monday, May 4, 2020. President James D. Graham called the meeting to order at 7:04 PM.

BOROUGH COUNCIL PRESENT

James D. Graham
Peter A. Lombardi
Joshua D. Moore
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.)
Terry Kauffman (ARRO Inc.)
Peter Ruth, Solicitor

BOROUGH COUNCIL ABSENT:

David B. Kile

ALSO ABSENT:

None

Public Comment / Visitors

None

Approval of Minutes

March 2020

The Minutes of the Regular Council Meeting held March 2, 2020 and March 16, 2020 were presented to Council for their review. Rebecca J. Stauffer made a motion, seconded by Larry McConnell, to approve the minutes for March as presented. Motion carried unanimously.

Treasurer's Report

March 2020 – Expenses Totaling \$305,540.33

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

The Treasurer's Report for April 2020 will be submitted at the Meeting on May 18, 2020.

President's Report

President Graham did not have any updates.

Mayor's Report

Parking Enforcement Officer's Report – March – April 2020

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

SWRPD Updates

Mayor Hilt reported there wasn't anything new. The SWRPD Board did not meet in the months of March or April due to COVID-19, however; members did conduct a couple of executive sessions by telephone conference to discuss the sale of the building and police pension.

YARPD Financial Report

The YARPD Financial Report for February and March 2020 was presented to Council for their review.

YARPD Board Minutes

The Minutes of the YARPD Board for the months of February and March 2020 were presented to Council for their review.

YARPD Activity Report.

The YARPD Activity Report for February and March 2020 were presented to Council for their review.

Meetings Attended

The Mayor reported she did not attend the YARPD Board meeting last month due to COVID-19 requiring them to conduct it by teleconference.

Manager

Manager Shaffer presented his monthly activity report for March and April to Council for their review. He reported the following updates to said report:

- Plans for Smoke In the Grove continue, and it could possibly be the first competition of the year on the East Coast.
- The Hamlet Drive stormwater project went out for bid today.
- The job search for Waste Water Treatment Plant Operator has been completed.
- Flow meter data for manhole 94 (north loop interceptor) for March showed a significant spike in water flow (gallons per minute) during a storm in the middle of the month.
- Data from the radar speed trailer on Spring Forge Drive indicated more than a 30% reduction in traffic and speed compared to data from 2018. This indicates that the speed tables are having an effect.

ARRO Engineering

Main Street Improvements

Engineer Warfel reported to Council that ARRO is continuing to discuss the division of the cost of this project with PennDOT. They continue to work with them and the contractor on scheduling, locating the inlet at the Pixelle roundabout, and the retaining wall discussed last month. They are also working on getting a COVID-19 plan approved by PennDOT to get permission to continue the project.

East Railroad Street Improvements

Engineer Warfel reported to Council that they are still holding funds from the contractor until all the punch-line items have been completed.

Hamlet Drive Stormwater Project

Engineer Warfel reported to Council that the bidding process for this project has been started. Seven contractors have downloaded the bidding documents. They plan to present a recommendation to Council at the Council Meeting on June 1st.

Stormwater/ MS4

Engineer Warfel reported to Council that they are continuing work on the annual report for 2020/21.

Glenview Road and SR 116

Engineer Warfel reported to Council that the traffic information has been submitted and they are now finishing up the traffic impact study. Said study is needed to qualify for an ARLE grant. Engineer Warfel confirmed the intent is to share the cost of this project with Jackson Township. Manager Shaffer confirmed that an adjustment will be made to the Hardee's entrance, and they are aware of this. Engineer Warfel does not know yet if this will be PennDOT's responsibility, it depends on the results of the traffic study.

Strategic Management Planning

Two bids have been received for this project; one from Econsult Solutions Inc. (ESI) in the amount of \$64,275; and one from Pennsylvania Economy League (PEL) in the amount of \$45,125. ARRO has reviewed both bids and is recommending Council consider the bid from PEL, contingent upon receiving the grant funds they have applied for from DCED. Engineer Warfel introduced ARRO Vice-President Terry Kauffman, who has an extensive background in municipal management and is very familiar with Strategic Management Planning. Vice-President Kauffman was the head consultant on this project. He gave a background on Strategic Management Planning and reported to Council that PEL is well connected in York County and have a clean track record. There is no conflict of interest, per the DCED. They will be able to look at the finances and advise on the possible Southwestern Regional Police liability. Manager Shaffer stated this project will be very beneficial to the Borough as we look at the financial future and for ways to promote re-vitalization. This project has been budgeted for 2020 as a \$50,000 expense with \$25,000 revenue from the grant. A motion was made by Larry McConnell, second by Peter A. Lombardi to approve the bid received by PEL in the amount of \$45,125 contingent upon receiving the grant funds from DCED. Motion carried unanimously.

WWT Plant/Chapter 94 Report

Engineer Warfel updated Council on the Chapter 94 Report. The report for 2019 has been submitted and accepted by PA DEP. In June they will have twelve months of in-flow data since the repair resulting from the 2018 report, and the surcharge limit should be lifted at that time.

Renewal of NPDES Permit

Engineer Warfel updated Council on the NPDES Permit. The application has been submitted and they expect approval by the end of the year. Plant performance has been exceptional, and they do not expect the need for any major upgrades.

Small Water and Sewer Grant

Engineer Warfel updated Council on the grant to replace the North Loop Interceptor. A decision/award was scheduled for July but will probably be September due to COVID-19.

GIS Services

Engineer Warfel updated Council on GIS Services. ARRO employee, Collin Fox, continues to create forms for the Borough in order to facilitate the ease in turning the position over to a future full-time, Borough employee. Residents have been allotted additional time to be compliant due to the COVID-19 restrictions. The majority of the violations were due to residents needing to have their house number properly displayed. The only time Quality of Life Citations are being sent out is when there is negligence with a property. Most photographs of violations are being taken from the sidewalk or right-of-way as the Code Enforcement Officer (Collin Fox) walks through the neighborhoods.

Community Park – Phase 3

Engineer Warfel updated Council on the Community Park-Phase 3 Project. They are currently working on the design of the park. It will be put out for bid in 2021. Manager Shaffer noted that the grant funds for this project run out at the end of 2021. Also, Kate King has applied for a grant to CFA for their park program to help with the match to DNCR grant that would cut the Borough costs to 15%. Drawings of the project will be provided to Council by Manager Shaffer.

Solicitor's Report

Solicitor Ruth stated the only items he has are listed under New Business, items A and C.

Zoning & Code EnforcementZoning Report-March and April 2020

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

Code Enforcement Report-March and April 2020

The Code Enforcement Activity Report for March and April 2020 was presented to Council for their review. The Code Enforcement Report was discussed in detail under "GIS Services".

Recreation

Spring Grove Regional Parks & Recreation Center Meeting Minutes –February & March 2020

The Minutes of the Spring Grove Regional Parks and Recreation Meeting for the months of February and March were presented to Council for their review.

Spring Grove Regional Parks and Recreation Center Financial Report – February & March 2020

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

President Graham reported that the Rec Center is currently shut down. They obtained a waiver last week and can now open to provide daycare for essential employees for school-age children. They've hired back their staff as of today (May 4). They received a Federal Grant for over \$50,000. If 75% is used for wages, it will be forgiven, any balance remaining would be paid back with 1% interest. Staff is undergoing training to be in compliance with COVID-19 CDC guidelines. They will begin providing daycare on May 11th. Most events have been cancelled or postponed due to COVID 19. They expect to make a decision about whether to conduct Summer Camp on the 19th, their next scheduled meeting. To-date there hasn't been much interest. The building is closed to all other tenants at this time and it is unknown when other businesses will be able to open. Rent for the month of April was waived to all tenants.

Committee Reports

None

Unfinished Business

None

New Business

Consider Approval of Resolution 4-2020 – Waiver of Real Estate Tax Penalties

Solicitor Peter Ruth presented Resolution 3-2020 to Council for their review. The County has already waived the payment of Real Estate taxes until December 31,2020 and no penalties will be assessed. Motion was made by Vincent Catalano, second by Joshua D. Moore to approve Resolution 3-2020, Waiver of Real Estate Tax Penalties. Motion carried unanimously.

Consider Approval of Hiring Anthony Lewis as Wastewater Treatment Plant Operator

Motion was made by Peter A. Lombardi, second by Rebecca J. Stauffer to approve hiring Anthony Lewis for the position of Wastewater Treatment Plant Operator. Motion carried unanimously. Mr. Lewis will begin employment on May 18th.

Consider Authorizing Advertisement of an Ordinance Amending Chapter 331

Solicitor Peter Ruth presented an Ordinance to amend Chapter 331 to Council to consider authorization to advertise. Said ordinance defines multiple use properties. Motion was made by Vincent Catalano, second by Rebecca J. Stauffer to authorize the advertisement of the Ordinance to amend Chapter 331. Motion carried unanimously.

CorrespondencePSAB Pension Plan Statement – Month Ending February and March 2020

The PSAB Pension Plan Statement for the months of February and March 2020 were presented to Council for their review.

Executive Session

Council convened into Executive Session at 8:25 PM to consult with Solicitor Ruth about Southwestern Regional Police and the Community Center Building. Council reconvened at 10:28 PM. Hearing no further business, the meeting was adjourned until Committee Meeting to be held Monday, May 18 at 7:00 PM.

Respectfully Submitted,

Velda Nickell

Recording Secretary