

**MINUTES OF SPRING GROVE BOROUGH  
COUNCIL MEETING  
October 5, 2020**

The Spring Grove Borough Council met electronically via Zoom for Regular Session on Monday, October 5, 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  
Joshua D. Moore  
Vincent Catalano

**ALSO PRESENT:**

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

**BOROUGH COUNCIL ABSENT:**

David B. Kile

**ALSO ABSENT:**

None

**Public Comment / Visitors**

Kate King, SG Regional Parks & Rec – Kate King presented a proposed 2021 budget for the Spring Grove Regional Parks and Recreation.

**Approval of Minutes**

**September 14, 2020**

The Minutes of the Regular Council Meeting held September 14, 2020 were presented to Council for their review. Joshua D. Moore made a motion, seconded by Peter A. Lombardi, to approve the minutes for September 14, 2020 as presented. Mayor Beverly Hilt stated a correction needed to be made on page 9, the third line under "Approval of an Ordinance to Adopt the Local Economic Revitalization Tax Assistance Program for Certain Areas Within the Borough" "Community Center" should be changed to "50 North East Street". Motion carried unanimously as amended.

**Treasurer's Report- September 2020**

This report will be provided at the October 19, 2020 meeting

**President's Report**

President Graham stated he did not have anything to report.

**Mayor's Report**SWRPD Updates

Mayor Hilt reported to Council that they expect to have the results of the Impact Arbitration Hearing by October 12<sup>th</sup>. They hope to have the Uniform Pension transfer finalized by the end of October.

YARPD Financial Report

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

YARPD Board Minutes

The Minutes of the YARPD Board for the month of August 2020 were presented to Council for their review.

YARPD Activity Report.

The YARPD Activity Report for August 2020 was presented to Council for their review.

**Manager**

Manager Shaffer did not have a written report to present to Council, as it has only been two (2) weeks since the last Council meeting. He reported the following:

- The majority of his time has been spent working on preparing the 2021 budget and the Main Street Improvement Project.
- He has been moving forward with refinancing the Bond.
- The Borough received the first distribution of the CARES Act Funding from the County, a little over \$14,000.
- The assessment of 50 North East Street came back at \$200,000

**ARRO Engineering**Main Street Improvements

Engineer Warfel reported to Council that they are working hard to improve communications with the contractor and PennDOT. The West side of the curbing has been postponed until Spring. Manager Shaffer reported the biggest hold up now is ordering the type of streetlights required (backlogged, manufacturer does not keep a supply in stock). The stamped, red concrete cannot be poured until the streetlights are installed. At minimum, the sidewalks will be installed. Trees probably will not be planted until the Fall of 2021. President Graham requested that an update on this project be posted on the Borough's website and in the Boro Bits Newsletter. Manager Shaffer stated it will be very important that residents do not use salt on the new sidewalks, he will be sending letters out to the individual residents advising them of this along with what is safe to use. Mayor Hilt expressed frustration in the problems with communication with the contractor and PennDOT on this project, especially when it is the Borough paying the bill. Manager Shaffer stated the problem is the Borough does not hold the contract, PennDOT does. This has resulted in all the pay requests going directly to PennDOT and not the Borough. ARRO has been working diligently to make sure funds are being reconciled and

Manager Shaffer believes he made headway in the last conference call and will be receiving the payment requests in the future.

#### Hamlet Drive Stormwater Project

Engineer Warfel reported to Council that all the work has been completed. He requested Council consider approval of Payment Request #2 (final) in the amount of \$4,553,07. Motion was made by Peter A. Lombardi, second by Larry McConnell to approve Payment Request #2 (final) in the amount of \$4,553.07. Motion carried unanimously.

#### Stormwater/ MS4

Engineer Warfel reported to Council that the annual report for 2019/20 was submitted to DEP last week. A copy will be posted on the Borough's MS4 web page. They are currently working with Manager Shaffer to post a public stormwater survey on the MS4 web page on November 1<sup>st</sup>. They continue to work with Borough staff to monitor any illicit discharge complaints through the stormwater system. They will be conducting some in-person BMP maintenance training for Borough staff during the month of October.

#### Glenview Road and SR 116

Engineer Warfel reported to Council that they are working on the design package and awaiting an answer on the ARLE grant funds. Peter A. Lombardi asked if there is an update on the problems with the Hardee's entrance. Manager Shaffer stated he hasn't had an update. He expects it will be coordinated with when the work on the intersection is actually being done. We are in the early planning stages and the full project won't even be completed next year. There was discussion about whether the delineators should be installed.

#### Strategic Management Planning Program

Engineer Warfel reminded Council that the DCED grant in the amount of \$22,643 for this project was awarded. The total cost of the project is \$45,306. Manager Shaffer confirmed that the Borough's share in the cost was included in the 2019 budget as well as 2020; it will be carried over to 2021.

#### Wastewater Treatment Plant

Engineer Warfel reported to Council that they continue to assist Borough staff with monitoring illicit discharges into the WWTP. There was discussion of how to address this issue. First, they need to figure out if the sudden increase of septic waste is due to a blockage suddenly becoming unblocked or an illicit discharge; then, identifying the responsible party is needed. Making the public aware through the newsletter, Facebook and Nixle could assist in accomplishing this.

#### Community Park – Phase 3

Engineer Warfel updated Council on the Community Park-Phase 3 Project. They are planning to go out for bid in January 2021. The site plans are about 95% complete.

**Code Enforcement Services**

Engineer Warfel updated Council on the Code Enforcement Services provided in September. Manager Shaffer confirmed all the initial inspections have been completed and now they are doing re-inspections as they come due.

**Solicitor's Report**

Solicitor Ruth reported to Council that he received the order for Southwestern Regional Police Department's Declaratory Judgement Action approving the transfer of the Southwestern Regional Police Department's Uniform Pension

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

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

**Code Enforcement Report-September 2020**

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

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

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

**Spring Grove Regional Parks and Recreation Center Financial Report – August 2020**

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

**Spring Grove Regional Parks and Recreation Center**

President Graham reported they are still in need of a representative from the Borough on the Recreation Board. If a resident is not acquired, two (2) council members will need to sit on this Board.

**Committee Reports**

Rebecca J. Stauffer reported that the Budget Presentation Committee has a rough outline of their budget presentation for the November 2<sup>nd</sup> Council meeting. There was discussion about whether the meeting should be virtual or in-person.

**Unfinished Business**

**Consider Approval of Resolution 12-2020 Updating Job Descriptions and the Personnel Manual –** Manager Shaffer stated that for clarification he will be updating the date on the Resolution. Rebecca J. Stauffer reviewed some typographical errors and requested an Addendum be done for COVID procedures as provided by Stock and Leader. Motion was made by Rebecca J. Stauffer, second by Joshua D. Moore to approve Resolution 12-2020 Updating Job Descriptions and the Personnel Manual. Motion carried unanimously.

**New Business**

None

**Correspondence**

PSAB Pension Plan Statement – Month Ending August 2020

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

Council recessed into Executive Session to discuss Personnel and Borough owned property at 9:38 PM. No action is expected upon reconvening

Council reconvened into Public Session at 9:57 PM. After discussion, the consensus was to conduct the next scheduled Council meeting via Zoom on October 19, 2020. Council adjourned at 10:39 PM.

Respectfully Submitted,

***Velda Frey***

Recording Secretary