

**MINUTES OF SPRING GROVE BOROUGH
COUNCIL MEETING
April 18, 2022**

The Spring Grove Borough Council met for Regular Session on Monday, April 18th, 2022. Vice-President Peter Lombardi called the meeting to order at 7:00pm.

BOROUGH COUNCIL PRESENT

Robert Whyland
Peter Lombardi
Phillip Klocek
Kristina Morton
Kevin March
Darrell Ledford

BOROUGH COUNCIL ABSENT:

Rebecca J. Stauffer

ALSO PRESENT:

Beverly Hilt, Mayor
Kim Hackett, Borough Manager
Becky Magnani, Adm. Asst/Recording Secretary
Scott Miller, Director of Community Development

Peter Ruth, Solicitor
Matthew Warfel, Engineer, ARRO
Collin Fox, Scientist, ARRO

ALSO ABSENT:

Invocation and Pledge to the Flag

Public Comment/Visitors

Officer Hempfing, York County Regional Police
Brent Auchey, Friendship Hose Company
Garrett Strouse, Friendship Hose Company

Officer Hempfing reported that he had no action items for council and reviewed the police blotter for Spring Grove Borough.

Brent Auchey and Garrett Strouse reported that the bingo fundraiser on Thursday evenings continue to be held and the sugar cookie sale will happen later this month. Garrett also reviewed the fire calls in the Borough and surrounding areas.

Meeting Minutes

Administrative Assistant Magnani advised that meeting minutes were updated to reflect spelling corrections on two words as well as indicating that Kristina Morton and Rebecca Stauffer attended a meeting via Zoom. Robert Whyland requested that the agreement referenced under New Business for the motion to ratify the agreement between Spring Grove Borough and Spring Grove Area School District be attached to the minutes. A motion was made to approve the minutes with the above revisions from March 21, 2022

by Robert Whyland with Kristina Morton providing a second. The motion carried unanimously.

Treasurer's Report

Expenses totaling \$360,923.77 – a motion was made to approve by Robert Whyland with a second made by Phillip Klocek; the motion carried unanimously.

Administrative Reports

President

Vice President Lombardi had no action items for council.

Mayor

Mayor Hilt reported that Jackie Heffner was able to hire an office assistant and that the ambulance club appreciated the quarterly donation.

Borough Staff Reports

- JCJSA updates: audit performed April 11 – 12 at the Borough office; JCJSA bills moved from monthly to quarterly; Manager Hackett is working with the Authority on the Bond refinance; the wastewater operator will perform sewer inspections for the new housing development; Manager Hackett and Administrative Assistant Magnani are managing the delinquent accounts and shut off notices.
- Rental Inspections: ongoing and utilizing public works staff for inspections; the inspections are 2/3 completed and most of the fees have been collected (well ahead of 2021).
- Financial report: Spring Grove audit fieldwork is completed and the auditors are waiting on final close out figures for the Main Street project; ARPA funding report will be submitted by the end of April.
- Ryan Homes: submitted 23 applications to date and figures for tapping fees, stormwater assessment fees, and permit revenue were reviewed.

Engineering Report

Main Street Improvements

- PennDOT has completed an initial summary of funding and the final costs of the project.
- PennDOT is planning to close out the project soon.

MS4/Stormwater

- MS4 –
 - Scientist Fox provided a presentation on MS4 (Municipal Separate Storm Sewer System)
 - MCM 1 – Public Education and Outreach
 - ARRO updated the Borough's public education and outreach plan for the 2021-2022 draft report.
 - ARRO has created documentation to assist the Borough in picking and working alongside potential stormwater partners.
 - MCM 2 – Public Participation and Involvement

- Scientist Fox provided a presentation on MS4 (Municipal Separate Storm Sewer System)
- MCM 3 – Illicit Discharge Detection and Elimination
 - No illicit discharges reported from the public.
 - ARRO has updated the MS4 mapping documents.
- MCM 5 – Post-Construction Stormwater Management
 - ARRO and the Borough drafted letters to be sent to property owners with stormwater management facilities requesting annual maintenance records for 2022. Letters were sent to property owners. The Borough will compile submitted maintenance records and follow up with property owners that do not respond to the Borough's letters.
 - ARRO has reviewed the Borough of Spring Grove Stormwater Ordinance for compliance with 2022 requirements.

North Loop Interceptor

- ARRO is working with the Borough to secure construction easements for the project.

WWTP Operations:

- ARRO continues to provide operations consulting assistance to the WWTP operator.

GIS

- ARRO continues to provide as-needed GIS support to Borough office staff and public works/maintenance staff.
- 232 Registered Users to date for Public Notification System.
- ARRO updated/corrected rental registrations that were incorrectly entered into the program.
- ARRO updated the failed rental property inspection report and letter format as requested by code enforcement staff.
- ARRO backed up the Borough's rental property and code enforcement databases.
- Borough Staff (i.e. Scott Miller) are now using the notification system effectively on their own.

Borough Park - Phase 3

- The project was advertised on [PennBid](#) the week of March 7th. A pre-bid meeting is scheduled for March 31st with a bid opening on April 11.
- Two bids received; Shiloh Paving & Excavating (\$496,060.00) and Kinsley Construction (\$577,981.00)
- ARRO has prepared a letter to the Borough recommending Intent to Award to the apparent low bidder, Shiloh Paving and Excavation. To be discussed under New Business.

Code Enforcement

- Scott Miller, with assistance from ARRO, has completed 57 rental inspections in the month of March.
- Scott Miller, with assistance from ARRO, is working to remove rental properties from the program in cases where they are no longer rental properties (i.e., properties being sold to tenants)
- March 2022 - EXTERIOR CODE ENFORCEMENT
 - Initial Code Enforcement Inspections Performed - March 2022: 6
 - Code Enforcement Re-Inspections Performed - March 2022: 0
 - Properties Issued Code Violations - March 2022: 8
 - Quality of Life Tickets Issued - March 2022: 2
- March 2022 - RENTAL PROPERTY MANAGEMENT
 - Rental Property Registrations (2022) Submitted - As of March 2022: 2
 - Rental Property Annual Registration Fee Paid - As of March 2022: 2
 - Tenant Surveys Submitted - As of March 2022: 0

Solicitor

Council to consider motion to authorize the advertisement of Ordinance 1-2022:

AN ORDINANCE OF SPRING GROVE BOROUGH, YORK COUNTY, PENNSYLVANIA, AMENDING AN INTERMUNICIPAL COOPERATION AGREEMENT WITH THE JEFFERSON CODORUS JOINT SEWER AUTHORITY TO INCLUDE THE INSPECTION OF NEWLY INSTALLED OR REPAIRED LATERAL PLUMBING CONNECTIONS UNDER THE DUTIES OF THE AUTHORITY'S SHARED EMPLOYEE

Robert Whyland made a motion to approve with Phillip Klocek providing a second; the motion passed unanimously.

Zoning & Codes Enforcement

See above

Recreation

Spring Grove Regional Parks and Recreation – the food truck event and Easter egg hunt were held last weekend.

Committee Reports

None at this time.

New Business

Park development at 65 S Main Street concept review. Council to consider approval of a land lease with the Friendship Hose Fire Company. No action taken.

Consider approval of \$2,750 expenditure from the Community Development Fund for site concept plan which will allow Borough staff to seek grant funding for the Pocket Park at 65 S Main Street – to be tabled until after the lease agreement.

Council to consider motion to award bid for Community Park Phase 3 to lowest and acceptable contractor subject to receipt of insurance and bonding: Shiloh Paving & Excavation. Phillip

Klocek made a motion to approve with Kristina Morton providing a second. The motion passed unanimously.

Old Business

Discussion of Smoke in the Grove event

Correspondence and other business

Donation acknowledgement from Windy Hill on the Campus

Rail Trail donation letter and construction update

Spring Grove Clean Up day

The meeting adjourned at 9:14pm and the next meeting is scheduled for May16th at 7:00pm at the Borough building.

Respectfully Submitted,

Becky Magnani

Recording Secretary