

**MINUTES OF SPRING GROVE BOROUGH  
COUNCIL MEETING  
June 20, 2022**

The Spring Grove Borough Council met for Regular Session on Monday, June 20th, 2022. President Rebecca Stauffer called the meeting to order at 7:00pm.

**BOROUGH COUNCIL PRESENT**

Rebecca J. Stauffer  
Robert Whyland  
Peter Lombardi  
Phillip Klocek  
Kristina Morton – remote  
Kevin March  
Darrell Ledford

**ALSO PRESENT:**

Beverly Hilt, Mayor  
Kim Hackett, Borough Manager  
Scott Miller, Director of Community Development  
  
Peter Ruth, Solicitor  
Collin Fox, Scientist, ARRO

**BOROUGH COUNCIL ABSENT:**

**ALSO ABSENT:**

Becky Magnani, Adm. Asst/Recording Secretary  
Matthew Warfel, Engineer, ARRO

**Invocation and Pledge to the Flag**

**Public Comment/Visitors**

Lieutenant Tobin Zech, York County Regional Police Department  
Brent Auchey, Friendship Hose Company  
Garrett Strouse, Friendship Hose Company

Robert Whyland opened discussion regarding the clarification and recording of meeting motions. Attorney Peter Ruth will clarify the motions prior to Council approval moving forward.

**Meeting Minutes**

A motion was made to approve the May 16, 2022, meeting minutes as amended per Council discussion by Peter Lombardi with Phillip Klocek providing a second. The motion carried unanimously.

**Treasurer's Report**

Expenses totaling \$433,259.27 – a motion was made to approve by Phillip Klocek with a second made by Robert Whyland; the motion carried unanimously.

**Motion to add discussion item to agenda**

President Rebecca Stauffer asked to have a motion brought forward to amend the agenda under New Business to include the discussion of Administrative Assistant job title and description. Peter Lombardi made the motion to amend the agenda under New Business to include the discussion of the Administrative Assistant's job title and description. Darrell Ledford provided a second and the motion carried unanimously.

## **Administrative Reports**

### President

No report

### Mayor

Mayor Hilt opened the floor for the representatives from Friendship Hose Fire Company to present their report. Brent Auchey discussed the land lease for the Pocket Park and the presentation at their next executive meeting. Brent updated Council on the bell tower construction. He also detailed the trash issue with the rental property next to the Fire Department. Borough staff will contact the owners to resolve the situation as needed. Garrett Strouse reviewed the call and incident reports. 28 calls taken with 8 in the Borough last month.

Lte. Zech reviewed the activity report in the Borough since our last meeting. The criminal mischief suspects have been identified and the department is working on closing the case. Kristina Morton asked about the negative hours on the report and Lte. Zech clarified that these are hours the department will need to service the Borough. He also discussed the new Mounted Police Unit at York County Regional. The department is working with local trainers and businesses to secure facilities, funding, and other needs. There has been considerable interest by the officers. Currently a horse trailer (priced at \$55,000) is under negotiation and funds are being sought.

Executive session called at 7:36 pm to discuss security issues in the Borough and services. Session ended at 7:56 pm.

EMA plan continues to be evaluated. The next meeting is August and a new agreement will be drafted.

## **Engineering Report**

### MS4/Stormwater

- MS4 –
  - Collin Fox extended his gratitude to Robert Whyland and Scott Miller for meeting to discuss stormwater initiatives in the Borough on June 20.
  - ARRO continues to update the draft MS4 Annual Report
  - ARRO has reviewed the Borough of Spring Grove Stormwater Ordinance for compliance with 2022 requirements and is working to prepare the draft ordinance for review.
  - ARRO has performed BMP inspections with Scott Miller for May 20<sup>th</sup>.

- ARRO to draft violation letter(s) to owners of non-compliant BMPs.
- ARRO has updated the yearly Municipal Employee Training documentation and presentations.

#### Development Plan Reviews

- ARRO working with Scott Miller on Spring Forge plan reviews.

#### North Loop Interceptor

- ARRO is working with the Borough and Borough Solicitor to secure construction easements for the project.
- The DEP Water Quality Management Permit for construction of the interceptor has not yet been issued. In recent correspondence with PA DEP, they believe it will be issued by the end of the month (no concerns with the project; just timing on their end).
- ARRO is waiting to receive approval from the York County Conservation District for the erosion and sediment control and construction-phase stormwater work.
- ARRO is requesting approval from the Borough to advertise the project for bid in early July. ARRO will assist the Borough in managing the bid through PennBid.
- *Motion by Peter Lombardi for Council to authorize ARRO to advertise the North Loop project for bid in July. Phil Klocek second and carried unanimously.*

#### Borough Park - Phase 3

- ARRO has received the executed contract agreement from the Borough and a Notice to Proceed has been provided to the Contractor. Manager Hackett will discuss the Professional Service Agreement under New Business.

#### Code Enforcement

- ARRO has begun discussions to upgrade the Spring Grove system to a Cloud based system to increase the ease of updates to the system and allow access from any computer.
- Scott Miller, with assistance on high volume days from ARRO, has completed 91 rental inspections in the month of May.

#### GIS

- ARRO continues to provide as-needed GIS support to Borough office staff and public works/maintenance staff.
- 237 Registered Users to date for Public Notification System.
  - Approximately \$6,000.00 saved since switching from Nixel based system to the Borough's current system.

- The Borough's current balance for SMS notifications is \$30.00 (started with \$100.00 initially in 2021). ARRO suggest we replenish the account sometime in Q3/Q4 of 2022.

### **Solicitor**

Attorney Ruth presented the Roadway Improvement Agreement for the improvements made by the Rail Trail Authority on Hosiery Alley. Council concerns included the lack of highway aid funds to maintain the roadway along with the use by residents along the alley as the surface is not installed for heavy traffic usage. Further action under New Business.

### **Zoning & Codes Enforcement**

Director Miller reported that the Dunkin Donuts will open mid-July at this point. Council inquired as to the vacancies at Spring Forge Plaza and the Shipley property on Rt 116. Scott reported that the Shipley Property is under review by a company who owns other service/convenience stores.

### **Recreation**

The summer guide and other program flyers are included in the packet. The Codorus event over the weekend was successful and Roths Church Road project continues to move forward.

Manager Hackett informed Council of a Strategic Planning call she and Director Miller participated in for the YMCA of the Roses.

### **Committee Reports**

Kristina Morton reported that the Community Development committee met and created the Friends Flyer. Borough staff to post on social media, website, and distribute to local businesses. The Committee is investigating the possibility of holding parades again in the Borough and Kristina will be contacting the Lions Club president.

### **New Business**

Council to approve Professional Services Agreement with ARRO Engineering for services for the Community Park Phase 3.

- Robert Whyland made a motion to approve the Professional Services Agreement with ARRO Engineering for services for the Community Park; Peter Lombardi made a second; the motion carried unanimously.

Council to consider approval of Roadway Improvement Agreement for Rail Trail surface at Hosiery Alley.

- Peter Lombardi made a motion to provide the Roadway Improvement Agreement to the Rail Trail Authority for their comment and approval; Kevin March seconded the motion; the motion carried unanimously.

Council to review and approve easements for the North Loop Interceptor

- Robert Whyland made a motion to approve the easement for Paul and Kim Godfrey and to authorize Council President Stauffer to execute the agreement; Darrell Ledford provided the second; the motion carried unanimously.
- Peter Lombardi made a motion to approve the easement for Steven Hogan and to authorize President Stauffer to execute the agreement; Phillip Klocek made a second; the motion carried unanimously.
- Phillip Klocek made a motion to approve the easement for Jackson Township and to authorize President Stauffer to execute the agreement; Peter Lombardi made a second; the motion carried unanimously.
- Robert Whyland made a motion to approve the easement for Glenn Lauchman and to authorize President Stauffer to execute the agreement; Darrell Ledford made a second; the motion carried unanimously.
- Kevin March made a motion to approve the easement for Robin and Deborah Mauck and to authorize President Stauffer to execute the agreement; Peter Lombardi made a second; the motion carried unanimously.

The easement agreement for Pixelle Specialty Solutions was modified by their attorney and presented to Attorney Ruth. The modified agreement is under review by our solicitor and will be presented at the July 18<sup>th</sup> meeting. The easement for Predix Properties will also be presented for approval at this same meeting.

Council to consider approval of handicap parking space for James and Connie Hamilton, residents of 56 N Water Street.

- A motion was made by Robert Whyland to approve one handicap parking space for James and Connie Hamilton; Phillip Klocek seconded; the motion carried unanimously.

Discussion regarding the recording of motions in meeting minutes and approval and execution of agreements by Council.

- The recording of motions is referenced in the beginning of the meetings. Robert Whyland made a motion that any agreement between the Borough and an individual or entity is presented to Council at a regular meeting and is reflected in the meeting minutes. Said agreement is to be approved by Council for signature and execution; Peter Lombardi made a second; the motion carried unanimously.

Council to discuss the Administrative Assistant job title and description

- Manager Hackett asked for a change in Rebecca Magnani's title to better reflect her duties and responsibilities. There are no changes in her compensation, however, the personnel committee will review the job requirements and update them accordingly. Her title will change to Administrative Services Manager.

### **Old Business**

Property on S Water Street owned by Darrell Sterner was brought to the attention of Council at the May 16 meeting, however, the discussion was not pursued due to the need to subdivide the parcel for a parking lot for Borough purchase and use. Scott

Miller and Mayor Hilt reviewed the lack of parking and need on Water Street, as well as other areas of the Borough. Director Miller is going to contact Mr. Sterner to discuss the value of the property as well as reach out to a local realtor for guidance on value. Information will be brought to Council at a future date.

The zoning map amendment process was reviewed by Attorney Ruth and the public will have the opportunity for comment at our July 18<sup>th</sup> meeting.

**Correspondence and other business**

Kristina Morton reviewed the Friends Flyer. Borough staff will continue to post and market the flyer.

The Real Estate Report and the SGRPRC guides and events were mentioned for review in packet.

A motion was made by Phillip Klocek to adjourn the meeting and Peter Lombardi made the second; the motion carried unanimously.

The meeting adjourned at 9:08 pm and the next meeting is scheduled for July 18<sup>th</sup> at 6:30 pm at the Borough building.

Respectfully Submitted,

Kim Hackett  
Borough Manager