

**MINUTES OF SPRING GROVE BOROUGH
COUNCIL MEETING
August 15, 2022**

The Spring Grove Borough Council met for Regular Session on August 15, 2022. President Rebecca Stauffer called the meeting to order at 7:00 pm.

BOROUGH COUNCIL PRESENT

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

ALSO PRESENT:

Beverly Hilt, Mayor
Kim Hackett, Borough Manager
Scott Miller, Director of Community Development
Becky Magnani, Adm. Asst/Recording Secretary
Peter Ruth, Solicitor
Collin Fox, Scientist, ARRO

BOROUGH COUNCIL ABSENT:

None

ALSO ABSENT:

Matt Warfel, Engineer, ARRO

Invocation and Pledge to the Flag

Visitors

Sergeant Ray Krzywulak, YCRPD
Tracy Haper, Non-resident
Brent Auchey, Friendship Hose Fire Co.
Matthew Coyne, Friendship Hose Fire Co.

Public Comment

Deacon Tom Ballinger, Sacred Heart Parish, spoke about growing a dinner event for area First Responders. He was given contact information for Mayor Hilt and Council member Kristina Morton.

Resident Linda Legore expressed concerns about fire response in the Borough. She specifically referred to the response time during the car fire on Main Street. Matt Coyne reported that Friendship Hose was dispatched at 7:21 AM. The engine responded and arrived at 7:31. At 7:35 the fire was marked "under control." A shortage of emergency volunteers was discussed. Bob Whyland mentioned looking into a Tax Relief incentive system for active volunteers. Manager Kim Hackett stated that she has a contact for this system, and it is a lengthy process.

Meeting Minutes

Bob Whyland made a motion to approve the July 18, 2022 minutes as they were amended after distribution to the Council. Pete Lombardi seconded the motion. There was no discussion, and motion carried unanimously.

Treasurer's Report

Expenses totaling \$105,903.61 – Councilman Phillip Klocek motioned to approve the 2022 July Treasurer's Report. Bob Whyland provided a second. Motion passed unanimously. Discussion included an explanation of the health insurance deductible reimbursement. Questions about deposits and expenses without codes on the treasurer's report were also posed. Manager Hackett assured Council that every deposit and expense is coded in QuickBooks. Council members were reminded that accounts are reported on a cash basis.

Administrative ReportsPresident

Rebecca Stauffer expressed thanks to staff and volunteers for their hard work to make Smoke in the Grove a successful event. Feedback from the community was outstanding. Additionally, congratulations were offered to Back to Roots Produce for winning the Evening Sun's Readers' Choice Award.

Mayor

Mayor Bev Hilt thanked Council for the opportunity to go to a conference in Lancaster. Deputy Chief Rizzo sent the mayor and surrounding churches informative support regarding prevention of hate crimes. Mayor Hilt emphasized the importance of cameras to assist police departments in finding persons of interest.

Mayor Hilt opened the floor to Friendship Hose Fire Company. Chief Matt Coyne presented their monthly call reports. There were 5 calls in the Borough, 2 in Jackson Two, 2 in North Codorus, 1 to East Manchester, 1 to West York Borough, and 1 to Heidelberg. Chief Coyne answered questions about mutual aid vs. automatic response calls. Brent Auchey reported they are hoping to light the new bell tower and plan a dedication ceremony to include the new engine. The Ladies' Auxiliary was thanked for refurbishing the bell and helping to make the bell tower possible.

Sergeant Ray Krzywulak was present to answer questions on the monthly YCRPD report. The police department has acquired a trailer for their equine department. Kristina Morton asked about recent vandalism downtown. The individuals responsible were identified and charges were filed.

The Mayor reviewed last month's calls made by Spring Grove Area Ambulance. The organization is working to find a new accountant.

Engineering Report

Scientist Collin Fox reported that there were no action items to bring before Council. He provided updates on the following projects:

Main Street

- An August 1 meeting was held with Penn Dot, JVI, ARRO and the Borough. Penn Dot and JVI are keeping the Borough informed on the pedestrian signal. JVI is working with the manufacturer to repair the fence on the retaining wall at West Jackson.
- The Borough will take care of concerns regarding manhole covers, as well as backfill along the fencing and top of the wall that was not completed.
- The Borough is planning to power wash the sidewalk in the area of the car fire discussed tonight, and replace the expansion joints in that area.

MS4/Stormwater

- Council Member Whyland expressed concerns about blocked storm water inlets in new portions of the development on Monocacy Trail. Scientist Collin Fox reported that those storm water drains are not currently online. Those drains have been inspected and connected to the storm water system. Scientist Fox acknowledged that the ENS controls have been in place for an unusually extended period of time, but there is specific circumstance in this case.
- Scientist Fox identified the new storm water basins on a map.
- ARRO continues to update the draft of the MS4 Annual Report. The 2021-2022 reporting period is complete, so all activities for the reporting period have been completed.
- ARRO is providing a draft of the stormwater ordinance document based on the Model 2022 Ordinance, as required by the PA DEP. Members of Borough Council, staff, and the public are welcome to review and comment on the proposed document. The goal for completion of the ordinance is September, however, DEP has stated that we are compliant because the process has begun.
- MCM 1 - Public Education and Outreach: ARRO has reviewed the municipal website to ensure MS4 educational material availability.
- No illicit discharge has been reported from the public.
- ARRO provided Scott Miller with language for 1 failed BMP inspection, and started the process to get all BMPs in good standing the Borough.
- Regarding information for pool owners once the new ordinance goes in to effect: DEP released documents that state owners should do one of two things:
 - Dechlorinate water and let it permeate onto their grass before it reaches property lines.
 - Discharge into clean outs. Scientist Fox recommended permits if the Borough takes this route.
 - Council Member Kristina Morton requested that the Borough release educational information regarding this topic.

Development Plan Reviews

- 305 Greenwood Road: at this time, only administrative comments remain (I.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund)
- 302 Greenwood Road: at this time, only administrative comments remain (I.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund)
- 309 Greenwood Road: at this time, only administrative comments remain (I.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund)

North Loop Interceptor

- ARRO is waiting to receive approval from the York County Conservation District for the erosion and sediment control and construction-phase stormwater work.
- The bidding documents were advertised on July 18, 2022. Bidding is being managed on PennBid and will be opened on August 19. Pre-bid meeting was held at the Borough office on August 3.
- The Borough is using a small project grant. Construction will proceed as far as the grant allows.

GIS

- ARRO continues to provide as-needed GIS support to Borough office staff and public works/maintenance staff.
- The Borough's current balance for Public Notification System SMS notifications is \$28.81 (started with \$100.00 initially in 2021). ARRO suggested we replenish the account sometime in Q3/Q4 of 2022.

Community Park - Phase 3

- ARRO is providing Construction Management for this project, including a pre-construction meeting held on July 20th, along with review of RJI's and shop submittals from the contractor. Construction began August 1, 2022.

Code Enforcement

- Director Scott Miller is executing all Code Enforcement work. His monthly report is included in the packet.

Solicitor

Attorney Ruth presented the Stormwater Management Ordinance, which aligns with DEP's model ordinance. The approval of authorization to advertise is listed under New Business.

Attorney Ruth presented a review of the Intergovernmental Agreement for the EMA between Jackson Township, Heidelberg, and the Spring Grove Borough. The ordinance has been advertised. It requires the appointment of 2 individuals from the municipality to serve as board members. The board will name a coordinator, prepare/approve a budget,

and disseminate budget to the municipalities. All municipalities will share cost equally. Jackson Township will act as the steward, paying and seeking reimbursement.

Councilman Bob Whyland motioned to add to the agenda the approval of the IGA for EMA between Jackson Township, Heidelberg Township, and Spring Grove Borough. Councilman Pete Lombardi seconded the motion. There was no discussion. Motion passed unanimously.

Bob Whyland made a motion to approve the IGA for EMA between Jackson Township, Heidelberg Township, and Spring Grove Borough. Kristina Morton seconded the motion. Discussion included that this agreement existed previously and was very successful. Motion passed unanimously.

Solicitor Ruth discussed a new tax law applying to anyone who has purchased a home within the last year. These homeowners may not be charged interest on delinquent tax bills within a 12 month period if they have not received a tax bill. Attorney Ruth will prepare a resolution so the Borough can satisfy the obligations of this law.

Zoning & Codes Enforcement

Ryan Homes has completed 10 homes; 25 are in process. The new starts have slowed down quite a bit as many homes are being finished.

Dunkin' Donuts is hoping to open mid to end of September. PennDot is requiring the property to install a stormwater/drainage system and curb.

Property owner of 45 W. Highland has been issued multiple fines.

The erosion of Kinsley's swale along 116 in front of Kennie's Markets was discussed. Scott Miller suggested that people at the County level may be able to provide some support in this process with Kinsley.

Recreation

Kristina Morton presented the minutes from the last SGRPRC meeting. She discussed a Mad Hatter Tea Party. Santa has been booked for the parade and tree lighting. There is an open position on the board to represent Paradise Township. SGRPRC is hiring for childcare positions.

Mayor Hilt reported that the group met to discuss the YMCA/SGRPRC collaboration. Looking forward, we will no longer have an Intergovernmental Agreement. Per capita fees will support YMCA discounts for residents of participating municipalities and ensure that municipalities have support pursuing grants. SGRPRC will remain a separate division of the YMCA. Kate King will be available to continue municipalities with grant writing and other services. There will no longer be a board specific to SGRPRC; only a YMCA Spring Grove Branch board.

Settlement for conveyance of the building to the YMCA is scheduled for 8/31/22.

Committee Reports

Council member Bob Whyland reported that the 5 year Attorney General audit has come up for the previously existing South West Regional Police Department. The audit needs to be completed before the end of August.

Kristina Morton made a motion to add the following to the agenda: Approval of the appointment of Councilman Whyland to the South West Regional Police Board for a term to expire at the end of 2022. Phil Klocek seconded. Motion passed unanimously.

Councilman Pete Lombardi moved to appoint Councilman Whyland to the South West Regional Police Board for a term to expire at the end of 2022. A second was provided by Councilman Kevin March. There was no discussion; the motion passed unanimously.

New Business

Council considered approval of the 2023 minimum municipal obligation to the Non-Uniformed Pension Plan in the amount of \$40,537. Pete Lombardi made the motion; Darryl Ledford provided a second. Council Member Whyland asked if this amount was budgeted, and the answer was "yes." The motion passed unanimously.

Council considered the approval of authorization to advertise the Stormwater Management Ordinance. Councilwoman Kristina Morton motioned to advertise the ordinance; Councilman Phillip Klocek seconded the motion. There was no discussion; motion passed unanimously.

Council considered approval of contract termination for MDIA inspection services. The Borough is seeking to replace these services with inspections provided by Commonwealth Code Inspection Service, Inc. for a lesser cost. A contract with Commonwealth Code Inspection Service, Inc. will be presented to Council in September. Councilman Pete Lombardi made a motion to approve the contract termination with MDIA. Councilman Bob Whyland seconded. There was no discussion; motion passed unanimously.

Manager Hackett discussed the agreements with the Jefferson Codorus Joint Sewer Authority. Currently, two separate IGAs exist. The first outlines shared services for wastewater operator and Public Works staff. The second agreement is a financial/bookkeeping agreement for the Borough to bill for sewer services and collect payments. Jefferson has informed the Borough that they will be terminating the agreement for shared operator services as of January 1, 2023. Jefferson was happy with the quality of services, but is seeking a less costly alternative. The Authority has asked the Borough to continue with finances and bookkeeping. Manager Hackett does not feel it is in the Borough's best interests to financially manage these services for a plant that is managed by someone else. She recommended that the Borough terminate the bookkeeping agreement with the Authority as well. Resolution of these IGAs and a plan to transition finances will be added to the September agenda.

Scott Miller presented the parking ordinance for rental properties. There is an issue with Glatco Credit Union's rentals, where tenants have no parking spaces. The Borough Staff would like to approach Glatco about dissolving their "grandfather" status that relieved the Credit Union from complying with the parking ordinance. Council Member Bob Whyland pointed out that many other properties were also "grandfathered" into excusal from compliance with the parking ordinance. No action was taken

Old Business

The land lease with Friendship Hose Fire Company for the property at 65 S. Main St. was discussed. The solicitor reviewed some changes to the lease. Friendship Hose will consider the revisions, and this lease will be presented for Council's approval at the September meeting.

Manager Hackett has information on an insurance quote from Keller Brown. Kristina Morton motioned to table the discussion on Keller Brown until the September meeting. Phillip Klocek seconded the motion. The motion passed.

Kristina Morton updated Council on the progress of the Halloween Parade. Manager Hackett and Director Miller are applying for permits.

Correspondence and other business

- A. Smoke in the Grove profit and loss will be presented at the September meeting.
- B. Review of the Roth's Church Rd. Project meeting on August 11 - there was no update.
- C. Stock and Leader is holding an Employment Law Seminar on September 22 from 12-2 PM. Cost is \$50 for the session to attend in person or virtually.
- D. Pumpkin Trail Save the Date was presented in Council's packet.

Kristina Morton made a motion to adjourn the meeting. Phillip Klocek seconded the motion. Motion passed unanimously. The meeting adjourned at 9:22 PM.

The next meeting is scheduled for September 19, 2022 at 7:00 pm at the Borough building.

Respectfully Submitted,

Rebecca Stauffer
Council President