

**MINUTES OF SPRING GROVE BOROUGH
COUNCIL MEETING
October 17, 2022**

The Spring Grove Borough Council met for Regular Session on October 17, 2022. President Rebecca Stauffer called the meeting to order at 6:01 PM.

BOROUGH COUNCIL PRESENT

Rebecca Stauffer
Peter Lombardi
Robert Whyland
Kristina Morton
Kevin March
Darrell Ledford

ALSO PRESENT:

Beverly Hilt, Mayor
Scott Miller, Director of Community Development
Becky Magnani, Adm. Asst/Recording Secretary
Peter Ruth, Solicitor
Collin Fox, Scientist, ARRO
Zachary Gulden, Candidate for Borough Manager
Kim Hackett, Former Borough Manager (present after 7:50)

BOROUGH COUNCIL ABSENT:

Phillip Klocek

Invocation and Pledge to the Flag

Visitors

Corporal Officer Curt Hempfing - YARPD
Tracy Haper, Non-resident, Spring Grove Historical Society
Matthew Coyne, Friendship Hose Fire Co.
Vaughn Rimel, non-resident, representing the Estate of Ken Eckerd Sr.
Brian Winemiller, resident
Kate King, SGRPRC

Public Comment

Kate King, Director of SGRPRC, presented the intergovernmental organization's budget proposal for the year 2023.

Mr. Vaughn Rimel of Hanover spoke to Council on behalf of the Estate of Ken Eckerd, Sr. regarding parcel 85-000-02-0299.A0-00000 on York Avenue. Mr. Rimel has offered to "gift" the property to the Borough. The Borough is in the process of conducting a title search on the property and gathering other information. The topic will be revisited at the meeting November 21, 2022.

Mr. Brian Winemiller of North Water Street spoke to Council about several concerns.

1. Excessive speed on N. Water St. – Council agreed that Public Works needs to move a speed radar sign to this location immediately.

2. The apartments on Constitution and Water St. have multiple overflowing trash cans and need a dumpster. Mr. Collin Fox will check to see if the property is required to recycle, and Scott Miller will investigate why the property does not have a dumpster.
3. There is limited parking on Water St. Mr. Winemiller suggested that each household be issued 2 parking permits for street parking. Non-residents are no longer a problem parking there, according to Mr. Winemiller.
4. Snow emergencies – Mr. Winemiller asked that cars be towed if they do not move off the street during a “snow emergency.”
5. Excessive dog excrement at the Met Ed overflow property.

President Stauffer asked Mr. Winemiller if he would be willing to serve on the Zoning Hearing Board. He said he would consider it.

Meeting Minutes

Minutes from the September 19, 2022, meeting was presented. Kristina Morton requested to amend the Correspondence section regarding the Halloween parade to state, “There will not be a Halloween parade this year. It will be considered again next year.” Darrell Ledford made a motion to approve the amended minutes, Pete Lombardi seconded the motion. There was no discussion, and the motion passed unanimously.

Treasurer’s Report

Expenses in September totaled \$459,787.11. No cash-flow report or budget vs. Actual report was completed or submitted by former Manager Kim Hackett, so Bob Whyland motioned to table the Treasurer’s Report until the November 21 meeting. Kristina Morton seconded the motion. There was no discussion, and the motion passed unanimously. September’s financials will be revisited at the November meeting.

Administrative Reports

President

An executive session was held 10/10/22 at 6:30 PM for purposes of discussing employee and personnel related matters. No action was taken.

Spring Grove Area School District’s homecoming parade on 10/6 and SGRPRC Pumpkin Trail on 10/14 were both exciting and well attended community events. President Stauffer praised the events, reported positive community feedback, and thanked those organizations, staff, and volunteers involved.

Mayor

Mayor Bev Hilt opened the floor for agency representatives to report. Matt Coyne presented the Friendship Hose Fire Company Report. Friendship Hose reported 14 calls in September with 4.4

personnel per call, 2 motor vehicle accidents with injuries, 1 brush fire, 1 med assist, 1MVA with no injuries, 1 MVA with entrapment, 1 gas leak, and 1 automatic fire alarm. 4 calls were in the Borough of Spring Grove. The new fire engine is in service. The old engine has been sold to Mount Wolf.

Police

Corporal Officer Curt Hempfing provided an activity report of September's police activity to Council.

Spring Grove Ambulance – Mayor Hilt reports that the agency is in a better financial state. There were 66 missed calls this month, and 2 were 911 call center errors. There were around 99 calls responded to.

Rail Trail Update

Mayor Hilt reports progress on the Rail Trail. A company has been hired to pick up the rails through Bair Station and work will begin shortly. Three grants were received for this project.

Engineering Report

Scientist Collin Fox provided updates on the following projects:

Main Street

- PennDOT has sent the Borough the final invoice for the Main Street Improvements for the amount of \$347,263.13. This is the amount that was expected, and ARRO recommends Council consider approval of payment for the received invoice.

MS4/Stormwater

- ARRO has submitted the MS4 Annual Report.
- MCM3 – Illicit Discharge Detection and Elimination: No illicit discharges were reported from the public.

Development Plan Reviews

- 530 Monocacy Trail: 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 has received approval from the York County Conservation District for the erosion and sediment control and construction-phase stormwater work.
- Per direction from Council, Wexcon was awarded the complete Phase I of the contract for the price of \$617,225.00. Notice to proceed has been issued to contractor to commence on October 5, 2022, with associated preliminary scheduling and preconstruction meeting yet to be determined.

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 \$15.77 (started with \$100.00 initially in 2021). ARRO suggested we replenish the account sometime in Q3/Q4 of 2022. There are currently 247 registered users for the Public Notification System.
- ARRO backed up the Borough's rental property and code enforcement data bases (monthly; reoccurring).

Community Park - Phase 3

- The project is currently on hold while building permit comments are being addressed by Romtec. Testing is also being done for acceptance of excavated landfill materials to be transported off-site to a DEP approved landfill site.
- Water and sanitary sewer service laterals have been installed to new building location; building foundation excavation has been started.
- Change Order No.2 has been received by Shiloh Paving & Excavating for \$11,421.92. This change order is to load and haul trash laden spoils excavated from the site.
- ARRO has processed Change Order No.2 which covers the required removal and transport of landfill waste excavated from site to comply with PADEP Waste Management practices.
- Shiloh Paving & Excavating has completed site cleanup of landfill waste stockpiles from the project site. Work is currently on-hold until issues with Romtec building permit have been resolved.
- The Borough has received an invoice from Republic Services for the disposal of municipal waste, including soils from the park site. The invoice is in total \$19,371.70 with \$17,410.40 being for removal of the material from the site. ARRO recommends that Council consider approval of payment for the invoice.
- Contact has been initiated with PA DEP Waste Management to review design and to discuss any additional actions required to continue with construction activities. Currently, the PA DEP is indicating that the soil cap will need to be recertified at the completion of the project by submitting a Form 37 document. This is a one-page document that ARRO can complete and seal.

Code Enforcement

- ARRO has completed the process 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.
- ARRO has completed the drafts for the electronic versions of the Zoning and Building applications to ease review.
- June 2022 – EXTERIOR CODE ENFORCEMENT
 - Initial Code Enforcement Inspections Performed – September 2022: 5
 - Code Enforcement Re-inspections performed – September 2022: 3
 - Properties Issued Code Violations – September 2022: 13

- Quality of Life Tickets issued – September 2022: 0
- June 2022 RENTAL PROPERTY MANAGEMENT
 - Rental Property Registrations (2022) Submitted – As of September 2022: 97
 - Rental Property Annual Registration Fee Paid – As of September 2022: 78
 - Tenant Surveys Submitted- As of September 2022: 1

Solicitor

Solicitor Ruth had no updates on the Volunteer Service Tax Credit program. Matt Coyne, representing Friendship Hose Fire Department is very interested in the Council pursuing this tax credit program. Solicitor Ruth will collaborate with the Borough's volunteer service agencies and report back to Council with more information at the next meeting.

Zoning & Code Enforcement

Director of Community Development Scott Miller provided his monthly report in the Council packet. He reported that Dunkin' Donuts is operating.

The Sunoco property has a newly placed donation bin. Additionally, a storage unit at Hardee's has been on the property for over a year. Scott Miller will follow up on both issues.

The Predix Properties Tax appeal hearing, originally scheduled for October 12, is to be rescheduled for the beginning of November. The Borough should receive a notice of the rescheduled hearing and have a 30-day appeal period.

Recreation

August minutes, financial report, and proposed budget were presented to Council.

Committee Reports

The Personnel Committee finished interviews for Borough Manager position. The committee recommends hiring Zachary Gulden, MPA to fill the position.

New Business

- A. Council considered hiring Zachary Gulden, MPA as Spring Grove's Borough Manager with a start date effective October 26, 2022, and a salary of \$85,000. Pete Lombardi made a motion to approve, Bob Whyland seconded the motion; Motion passed.
- B. Pete Lombardi motioned to amend the agenda to include Council considering the authorization of a monthly insurance stipend of \$1250.00 per month, which shall be distributed bi-weekly to Borough Manager Zach Gulden if he opts out of the Borough's health, dental, and vision insurance coverage during his term of employment. Kevin March seconded the motion to add to the agenda. Motion passed and the item was added to the agenda.
- C. Pete Lombardi made a motion to authorize a monthly insurance stipend of \$1250.00 to be distributed biweekly to Borough Manager Zach Gulden during the duration of his employment if he opts out of the Borough's health, dental, and vision coverage. Kristina Morton seconded the motion. Motion passed.

- D. Council considered appointing Zachary Gulden, MPA as Spring Grove's Borough Secretary. Kristina Morton made a motion to approve, Darrell Ledford seconded the motion; Motion passed.
- E. Council considered appointing Zachary Gulden, MPA as Spring Grove Borough's Treasurer. Pete Lombardi made a motion to approve, Bob Whyland seconded the motion; Motion passed.
- F. Bob Whyland made a motion to amend agenda appointing Zach Gulden as Open Records Officer and Agency contact for FEMA (Resolutions 2022-8 and 2022-9). Darrell Ledford seconded the motion. There was no discussion; Motion passed, and the item is added to the agenda.
- G. Kristina Morton made a motion to appoint Zach Gulden as Open Records Officer and Agency contact for FEMA (Resolutions 2022-8 and 2022-9). Pete Lombardi provided a second. There was no discussion; Motion passed.
- H. Council considered approval of the 2023 SPCA contract. Pete Lombardi made a motion to approve the 2023 SPCA contract in the amount of \$1,116.52. Darrell seconded the motion. The motion passed.
- I. Council considered approval of SGRPRC 2023. Kristina Morton made a motion to approve the SGRPRC 2023 budget proposal; Pete Lombardi seconded the motion. There was no discussion and the motion passed.
- J. Council considered appointing the Borough Manager Zach Gulden as the Chief Administrative Officer for the PSAB Pension Plan effective October 26, 2022. Pete Lombardi made the motion; Darrell Ledford provided a second. There was no discussion, and the motion passed.
- K. Council considered increasing bond coverage on the Borough Manager. Bob Whyland made a motion to increase bond coverage on the Borough Manager to \$750,000. Kristina Morton seconded the motion. There was no discussion. Motion passed.
- L. Council considered approval of payment of \$347,263.13 to the PA Department of Transportation for the Main Street Improvement Project invoice dated 9/22/2022. Pete Lombardi made a motion to approve the payment. Darrell Ledford provided a second. There was no discussion. Motion passed.
- M. Council considered approval of payment of \$19,371.70 to Republic Services for disposal of soils from the Spring Grove Community Park and sludge from the waste water treatment plant. Pete Lombardi motioned to approve payment. Kristina Morton seconded the motion. There was no discussion. Motion passed.
- N. Council considered approval of a Retainer Contract with Klugh Animal Control Services Contract including the retainer fee of \$250. Pete Lombardi made a motion to approve the contract. Darrell Ledford provided a second. It was noted that Klugh Animal Control Services deals with enforcement and works under the state dog warden. Motion passed and the contract was approved.

Old Business

- A. Karla Schweitzer Farrell & Assocs. for Professional Services for Main Street "Pocket Park" contract was presented to Council. Scott Miller reported that in order to obtain

grant money for the project, the Borough needs a designed plan. Pete Lombardi made a motion to table the contract. Kristina Morton seconded the motion to table. Motion to table passed.

- B. Eagle Scout Response to Bronson Ritenour – Becky Magnani will contact the Mr. Ritenour and give him Kate King’s contact information for project possibilities.
- C. Council’s consideration of parcel 85-000-02-0299.A0-00000 on York Avenue to the Borough by V. Rimel was addressed during public comment when Mr. Rimel was present. Topic will be revisited November 21.

Correspondence and other business

- A. *General Municipal Pension System State Aid*: The Borough received \$31,082.71 from the Commonwealth of PA for our General Municipal Pension System State Aid. We budgeted for a \$20,000 allocation. These funds bring our MMO to \$8,531.29 for the year 2022. Without this funding, our obligation would have been \$39,614.
- B. *Keystone Insurer’s Group*: We received our 2022 dividend check in the amount of \$6,316 from our Workers’ Compensation carrier.
- C. *Fulton Bank*: Debt service invoice received in the amount of \$379,156.45 to be paid on or before November 15, 2022.
- D. *Kennie’s Markets*: will attend November meeting for recognition of Smoke in the Grove sponsorship.
- E. *Trick or Treat*: October 31, 6-8 PM. Please turn on your porch light to participate.

Council took a recess at 7:40 PM. Council reconvened at 7:50 PM.

Review of 2023 Budget Proposal

Former Manager Kim Hackett was present after the recess to discuss the draft of the 2023 budget she began preparing. Council discussed the budget message and revenues sections of the budget draft. Many questions remain.

Pete Lombardi made a motion to adjourn the meeting. Kevin March seconded the motion to adjourn. Motion passed unanimously. The meeting adjourned at 9:37 PM.

The next meeting is scheduled October 24, 2022 at 6:00 pm at the Borough building.

Respectfully Submitted,

Rebecca Stauffer
Council President