

**MINUTES OF SPRING GROVE BOROUGH
COUNCIL MEETING
December 19, 2022**

The Spring Grove Borough Council met for regular session on December 19, 2022. President Rebecca Stauffer called the meeting to order at 7:00 PM.

BOROUGH COUNCIL PRESENT:

Rebecca Stauffer
Phillip Klocek
Robert Whyland
Kristina Morton
Kevin March
Darrell Ledford

ALSO PRESENT:

Beverly Hilt, Mayor
Scott Miller, Director of Community Development
Zach Gulden, Borough Manager
Nicolle Ruth, Candidate for Executive Assistant
Peter Ruth, Solicitor

PRESENT VIA ZOOM:

Peter Lombardi

Visitors

Sergeant Ray Krzywulak - YCRPD
Matthew Coyne, Friendship Hose Fire Co.
Garrett Strouse, Friendship Hose Fire Co.

Invocation and Pledge to the Flag

Public Comment

No comment.

Meeting Minutes

Minutes from the November 21, 2022, meeting were presented. Robert Whyland made a motion to approve the minutes, Kevin March seconded the motion. There was no discussion, and the motion passed unanimously.

Treasurer's Report

Expenses in November totaled \$980,721.31. Budget vs actual reports were provided. Kristina Morton motioned to approve the report. Darrell Ledford seconded the motion. There was no discussion, and the motion passed unanimously.

Administrative Reports

President

President Stauffer praised the council, fire department, and police department for all of their help with the tree lighting event. She states she received a lot of positive feedback from the community and had the most council presence at the event that she has ever seen.

President Stauffer also recognized Borough Manager, Zach Gulden for his hard work on collecting delinquent sewer/trash/refuse bills since he has been employed with the borough. When Zach started there was around \$100,000 in late bills. He has since followed the proper notice and shut off process to bring that number down to \$8,520.48.

Kevin March asked if there were any avenues for assistance with paying these bills that we could provide with residents. Zach said he does provide LIHEAP information with notices and help from local churches is available if residents reach out.

Mayor

Mayor Beverly Hilt thanked Becky Stauffer, Robert Whyland, and Peter Lombardi for their assistance in the borough office during staff changes. She then opened the floor for agency representatives to give their reports.

Friendship Hose Fire Company

Friendship Hose reported 24 calls in October, 3 of which were in Spring Grove Borough. The fire company began keeping track of their man hours per month, not including volunteer hours which are tracked separately. There were 44-man hours this month.

Police

Sergeant Ray Krzywulak had no comment or report. End of year financials were provided to council via email for review.

Mayor Beverly Hilt asked Sergeant Krzywulak if he had any information on a traffic incident during the tree lighting but he was unsure of the incident as he was helping block off traffic at a different area.

Spring Grove Ambulance

Letter of termination included in meeting packet for council. Spring Grove Ambulance will be dissolving as of January 31, 2023 and WellSpan EMS, LLC will begin providing coverage in the area. WellSpan will be taking over the leases at the Northern York County Regional Police substation in Porters as well as the current station located at the York Airport. WellSpan will be reaching out to municipalities with more information in the coming months.

Garret Strouse from Friendship Hose Fire Company who also sits as a member of the current Spring Grove Ambulance board stated that there are a lot of positives with this transition. He

also stated that he wanted people to know that just because the EMS service will now be run through WellSpan, that does not mean that you can only go to a WellSpan hospital.

Engineering Report

MS4

- Annual MS4 Report Submitted to PA DEP in September 2022. o ARRO had a meeting with Borough Staff to review 2022-2023 MS4 requirements and outline action items. A meeting in January is scheduled to assess program progress and review completed action items.
- MCM 3 – Illicit Discharge Detection and Elimination: No illicit discharges reported in the borough this month.

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 is working with the Borough to prepare an application for the H2O grant. This grant, if awarded to the project, would help to pay for much of the inflation-based increases in project cost and for increased project oversight.
- ARRO is recommending that the Borough Council adopt a resolution for inclusion with the application. A draft of the resolution has been provided to Zach Gulden

GIS

- ARRO continues to provide as-needed GIS support to Borough office staff and public works/maintenance staff.
- 250 Registered Users to date for Public Notification System.
- The Borough's current balance for SMS notifications is \$93.89
- ARRO will send e-mail's to previously registered landlords/property managers in the Borough with the 2023 rental property registration instructions in December 2022.
- ARRO provided Borough staff with a map of Borough parcels to confirm any parcels that should receive 2022 rental property registration instructions via standard mail.
- ARRO backed up the Borough's rental property and code enforcement databases (monthly; reoccurring)

Community Park - Phase 3

- Commonwealth is currently reviewing the latest Romtec plan revisions. Once Building Permit has been issued, an updated schedule with the contractor to re-mobilize/continue work will be determined.

- Shiloh Paving & Excavating has completed the removal of landfill waste soil stockpiles from the project site and has hauled materials to an approved dump site.
- ARRO has facilitated discussions with PA DEP Waste Management to obtain any required actions needed to continue construction activities for project. PA DEP requests that excavations where soil cap to landfill has been removed, that it's 2-ft. soil cap be reinstated during restorations.
- ARRO has made modifications to the stormwater management facilities to help limit exposure to landfill waste and additional work to haul off-site.
- ARRO is currently waiting on an updated schedule from the contractor for re-starting site activities. Schedule updates will be provided to Borough for review when provided. Anticipated that work will start back up by March 2023.

Solicitor

Solicitor Ruth worked with the personnel committee to review the employee handbook. Solicitor Ruth also provided an update on the legality of council members writing parking tickets in the borough. After review, he recommended this not be a task given to council members due to the fact that appeals could be made to the council after a ticket was given, thus causing a conflict for the writing party. He advised that the police department and/or public works remain in charge of this process.

Zoning & Code Enforcement

Director of Community Development Scott Miller provided his monthly report in the Council packet. He reported that a Remax Office and a Tobacco Shop are going into the empty store fronts in the Kennies Shopping Plaza. He also reports that Close Quarters Armory and Springwood Builders have occupied properties on Main St.

Recreation

A meeting to discuss the concept plans of the pocket park was held on December 2nd with representatives of the fire company, Kate King, Karla Schweitzer, Farrell & Assocs, Zach Gulden, Mayor, and Scott Miller. The group discussed general ideas and discussed having some sort of statue built out of old Pixelle machine parts as a historical aspect. Kate King is reaching out to the school district to see if this is something the art students would be interested in helping with. Future planning meetings to follow.

New Business

- A. Council considered hiring Nicolle Ruth as the Executive Assistant with a start date effective January 3, 2023, at a rate of \$20.00 per hour, and an insurance stipend of \$12,000 per year if opting out of health/vision/dental benefits. Peter Lombardi made a motion to approve. Kristina Morton seconded the motion. There was no discussion, and the motion passed unanimously.

- B. Council considered approval of Resolution 12-2022 which maintains real estate tax rates for 2023 at the current milage rate of 6. Phillip Klocek made a motion to approve. Darrell Ledford seconded the motion. There was no discussion, and the motion passed unanimously.
- C. Council considered approval of Resolution 13-2022 which sets the wage and salary schedule for 2023 with a 3% wage increase across the board. Kristina Morton made a motion to approve. Kevin March seconded the motion. There was no discussion, and the motion passed unanimously.
- D. Council considered approval of Resolution 14-2022 which establishes the miscellaneous fee schedule for 2023. Phillip Klocek made a motion to approve. Kristina Morton seconded the motion. There was no discussion, and the motion passed unanimously.
- E. Council considered approval of Resolution 15-2022 which establishes the sewer rates for 2023 with a 5% increase. Philip Klocek made a motion to approve. Kristina Morton seconded the motion. There was no discussion, and the motion passed unanimously.
- F. Council considered approval of Resolution 16-2022 which establishes the stormwater management assessment rate for 2023. Kevin March made a motion to approve. Darrell Ledford seconded the motion. There was no discussion, and the motion passed unanimously.
- G. Council considered approval of the 2023 budget. Kristina Morton made a motion to approve. Robert Whyland seconded the motion. There was no discussion, and the motion passed unanimously.
- H. Council considered approval of Resolution 17-2022 which authorizes the submission of a H2O Grant from the Commonwealth Financing Authority in the amount of \$208,518 for the North Loop Interceptor Upgrade Project. Robert Whyland made a motion to approve. Darrell Ledford seconded the motion. There was no discussion, and the motion passed unanimously.
- I. Council considered approval of the holiday calendar for 2023 which added four additional federally recognized holidays. Kristina Morton made a motion to approve. Darrell Ledford seconded the motion. After discussion, the motion passed 4-3.
- J. Council considered authorizing advertisement of the 2023 meeting notice. Robert Whyland made a motion to approve. Phillip Klocek seconded the motion. There was no discussion, and the motion passed unanimously.
- K. Council considered appointing Michael Treadway to the Planning Commission with a term of December 19, 2022 – December 19, 2026. Darrell Ledford made a motion to approve. Robert Whyland seconded the motion. Michael will be added to the temporary planning commission until there are enough members to make an official planning commission. Motion passed unanimously.

Old Business

- A. 2023 Smoke in the Grove discussion and action – Andrew Shaffer was not in attendance at this meeting to discuss Smoke in the Grove with council, but Zach Gulden conveyed that Mr. Shaeffer is concerned the borough is no longer interested in hosting the event. Mr. Shaeffer proposed that New Freedom Borough would be willing to buy the event supplies and equipment for a total of \$9,000. After extensive discussion, council decided that staff would discuss with Mr. Shaeffer the potential of a contract for the event to remain in Spring Grove. Council will discuss the continuance of the event after receiving Mr. Shaffer's reply.

Correspondence and other business

- A. Correspondence from the York County Rail Trail Authority – Memorandum of understanding that it is the borough’s responsibility to maintain the newly paved portion of the Trolley Trail.

Phillip Klocek made a motion to adjourn the meeting. Kevin March seconded the motion to adjourn. Motion passed unanimously. The meeting adjourned at 9:11 PM.

The next meeting is scheduled January 19, 2023 at 7:00 pm at the Borough building.

Respectfully Submitted,
Kristina Morton, Council Member