

**MINUTES OF SPRING GROVE BOROUGH
COUNCIL MEETING
January 3, 2012**

The Spring Grove Borough Council met in Regular Session on Tuesday, January 3, 2012. President Richard P. Legore led those in attendance in a word of prayer and Pledge to the Flag. The meeting was called to order at 7:00 PM.

BOROUGH COUNCIL PRESENT:

Michael H. Altland
William T. Gentzler
Peter A. Lombardi
Curtis J. Spagnola
Samuel H. Spagnola
Richard P. Legore

ALSO PRESENT:

Andrew N. Shaffer, Borough Manager
Dolores J. Aumen, Mayor
Melissa J. Helm, Adm. Assist/Recording Secty
Nathan Conklin, II, Jr. Councilperson
Ben Baltzer, (C.S. Davidson, Inc.)

BOROUGH COUNCIL ABSENT:

Neal J. Doyle

ALSO ABSENT:

Dave Jones, Solicitor
Mike Knouse, (C.S. Davidson, Inc.)
Matthew Warfel, (Arro Inc.)

Public Comment / Visitors

None

Approval of Minutes

December 2011

The minutes of the Regular Council Meeting held December 5, 2011 and the Committee Meeting held December 19, 2011 were presented as distributed. William T. Gentzler made a motion, seconded by Peter A. Lombardi, to approve the minutes as presented. Motion carried.

Treasurer's Report

December 2011

The Treasurer's Report for December 2011 with expenses totaling \$184,643.21 was presented for approval. Michael H. Altland made a motion to approve the report as presented, seconded by Samuel H. Spagnola. Motion carried.

President's Report

President Legore took this opportunity to thank Council for all of their good efforts in 2011 and he looks forward to another good year in 2012.

Mayor's Report

Parking Enforcement Officer's Report –December 2011

The Parking Enforcement Officer's Report for December 2011 was presented to Council for their review.

Southwestern Regional Police Activity Report – November 2011

The Police Activity Report for November 2011 submitted by the Southwestern Regional Police Department was presented to Council for their review.

Southwestern Regional Police Department Financial Report – November 2011

The Financial Report of the Southwestern Regional Police Department for the month of November 2011 was presented to Council for their review.

Southwestern Regional Police Department Board Minutes – December 2011

The Minutes of the Southwestern Regional Police Department Board meeting for the month of December 2011 were presented to Council for their review.

Manager's Report

End of the Year Financial Report

Manager Shaffer presented an end of the year financial report to Council for their review. He reminded Council that it is an unaudited version and does not include any items on any of December's bank reconciliations.

Public Works Employee Search

Manager Shaffer reported to Council that as of this date the Borough has received thirty eight (38) resumes for the public works position. President Legore, Peter A. Lombardi and he will review the resumes and select who they wish to interview and schedule those interviews.

Engineer's Report

C.S. Davidson, Inc.

Engineer Ben Baltzer was present in the absence of Mike Knouse.

2012 Street Improvement Project

William T. Gentzler made a motion, seconded by Peter A. Lombardi, authorizing C.S. Davidson, Inc. to begin the design phase and to prepare contract documents for the 2012 Street Improvements Project for Hoke Street from Elm Avenue to North Walnut Street for surface repair as well as base repair. Engineer Baltzer reported that the estimated cost for the project would be approximately \$90,000. Motion carried.

ARRO Engineering, Inc.

2012 Main Street Sewer Rehabilitation Project Update

Engineer Warfel was not present at tonight's meeting. Manager Shaffer reported that he received the draft design for the manhole rehabilitation project. He reviewed it and it seemed acceptable. It was basically the same material used on Water Street. ARRO Engineering is still moving forward with the design phase.

Solicitor's Report

Solicitor Jones was absent from tonight's meeting.

Zoning & Codes Enforcement

Zoning Officer's Report – December 2011

The Zoning Officer's Report for December 2011 was presented to Council for their review.

Code Enforcement Report –December 2011

The Code Enforcement Report, which shows code violations issued in the month of December 2011, as well as the status of outstanding violations, was presented to Council for their review.

Rental Property Inspection Report – December 2011

The Rental Property Inspection Report for the month of December was presented to Council for their review.

RecreationSpring Grove Regional Parks & Recreation Center Meeting Minutes – November and December 2011

The minutes of the Regional Parks and Recreation Center Board meeting for the months of November and December 2011 were presented to Council for their review.

Sliding Doors – Community Center

Councilman Gentzler reported to Council that the sliding doors in the gym at the Community Center are not working properly. An estimate was obtained in the amount of \$1,200 to replace the five hinges. The Spring Grove Parks and Recreation Board requested that Council approve the payment of \$1,200 for the project and that those funds be approved to be paid out of the Capital Campaign Account. William T. Gentzler made the motion, seconded by Michael H. Altland, to approve the payment out of Capital Campaign funds in the amount of \$1,200 to fix the stage doors. Motion carried. Mayor Aumen suggested that there be some rules/regulations in place as to who can open and close those doors.

Unfinished BusinessPSAB Pension Plan Statement – Month Ending November 2011

Manager Shaffer presented the monthly report of the Municipal Retirement Trust to Council for their review.

Friendship Hose Company #1

Fire Chief Keith Kerchner was present to give a brief report on the number of calls for fire and ambulance service in 2011.

Adjournment for Reorganization

Adjournment was at 7:17 PM for the reorganization of Council.

Reorganization – 2012-2013

At this time, the newly elected members of Council for a four (4) year term were: William T. Gentzler, Peter A. Lombardi and Kyle E. Heidlebaugh. All having filed their Election Certificates with the Borough manager, they presented themselves and received their Oath of Office, which was administered by Mayor Dolores J. Aumen.

Election of Officers

After the administration of the Oath of Office, Mayor Aumen called the meeting to order. Mayor Aumen called for the nominations of Council President, Vice President and President Pro Tem open for the 2012-2013 term.

President

A nomination was heard by William T. Gentzler to nominate Richard P. Legore as Council President. Hearing no further nominations, Mayor Aumen declared the nominations closed for the office of President.

Vice President

A nomination was heard by Michael H. Altland to nominate William T. Gentzler as Vice-President. Hearing no further nominations, Mayor Aumen declared the nominations closed for the office of Vice-President.

President Pro-Tem

A nomination was heard by Richard P. Legore to nominate Michael H. Altland as President Pro-Tem. Hearing no further nominations, Mayor Aumen declared the nominations closed for the office of President Pro-Tem.

Samuel H. Spagnola made a motion, seconded by William T. Gentzler to accept the nominations for President, Vice President and President Pro Tem. Motion carried.

At this time, Mayor Aumen congratulated the re-elected officers and turned the gavel over to President Richard P. Legore.

BOROUGH COUNCIL PRESENT:

Michael H. Altland
William T. Gentler
Kyle E. Heidlebaugh
Peter A. Lombardi
Curtis J. Spagnola
Samuel H. Spagnola
Richard P. Legore

BOROUGH COUNCIL ABSENT:

None

ALSO PRESENT:

Andrew N. Shaffer, Borough Manager
Dolores J. Aumen, Mayor
Melissa J. Helm, Adm. Assist/Recording Secty
Nathan Conklin, II, Jr. Councilperson
Ben Baltzer, (C.S. Davidson, Inc.)

ALSO ABSENT:

Dave Jones, Solicitor
Mike Knouse, (C.S. Davidson, Inc.)
Matthew Warfel, (Arro Inc.)

New Business

Committee Chair Appointment

A motion was made by William T. Gentzler, seconded by Kyle E. Heidlebaugh. With the motion carrying, the following appointments were made for 2012-2013:

<u>Committee</u>	<u>Duties</u>	<u>Council Member (Chair)</u>
Personnel	Employee Relations	Richard P. Legore
General Government	Administration, Budget & Finance, Tax Collection & Municipal Buildings	Michael H. Altland
Persons & Property	Police, Civil Preparedness, Planning & Zoning	Samuel H. Spagnola
Health & Sanitation	General Health Services & Refuse Collection & Disposal	William T. Gentzler
Highways	Streets, Alleys, Sidewalks, Curbs & Stormwater	Kyle E. Heidlebaugh
Municipalities	Sanitary	Peter A. Lombardi
Community Services	Recreation, Shade Trees, Library, VNA & Special Services	Curtis J. Spagnola

Board/Commission/Staff Reappointments

A motion was made by Kyle E. Heidlebaugh, seconded by Peter A. Lombardi. With the motion carrying, the following board/commissions/staff appointments were made:

<u>Name</u>	<u>Position</u>	<u>Term</u>
Andrew N. Shaffer	Manager (Secretary – Treasurer)	
David A. Jones	Solicitor	
C.S. Davidson, Inc.	Engineer – General	
ARRO Consulting	Engineer - Sewer	
Dolores J. Aumen	Rep. Local Government Advisory Committee	2 Years – 12/31/13
Paul Rohrbaugh	Police Board – Citizen At-Large	2 Years – 12/31/13
Andrew N. Shaffer	Alternate – Local Government Advisory Committee	2 Years – 12/31/13
Andrew N. Shaffer	Rep. York Adams Tax Bureau	2 Years – 12/31/13
William T. Gentzler	Alternate – York Adams Tax Bureau	2 Years – 12/31/13
Andrew N. Shaffer	Rep. Tax Collection Committee	2 Years – 12/31/13
William T. Gentzler	Alternate – Tax Collection Committee	2 Years – 12/31/13
Andrew N. Shaffer	Delegate – PSAB	2 Years – 12/31/13
Dolores J. Aumen	Alternate - PSAB	2 Years – 12/31/13
Paul Rohrbaugh	Property Maintenance Appeals Board Member	5 Years – 12/31/16
Michael H. Altland	Planning Commission Member	4 Years – 12/31/15
Peter A. Lombardi	Planning Commission Member	4 Years – 12/31/15

2012 Budget – Open for Reconsideration

There was not interest in reconsidering the 2012 Budget; therefore, the budget remains as approved at the December 5, 2011 meeting.

Correspondence

None

Hearing no further business, the meeting was adjourned until the Committee Meeting to be held Monday, January 16, 2012 at 7:00 P.M.

Adjournment was at 7:30 PM

Respectfully submitted,

Melissa J. Helm, Recording Secretary