

**MINUTES OF SPRING GROVE BOROUGH  
COUNCIL MEETING  
December 2, 2013**

The Spring Grove Borough Council met in Regular Session on Monday, December 2, 2013. 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  
Kyle E. Heidlebaugh  
Kristin Phillips  
Samuel H. Spagnola  
Richard P. Legore

**BOROUGH COUNCIL ABSENT:**

Peter A. Lombardi

**ALSO PRESENT:**

Andrew N. Shaffer, Borough Manager  
Dolores J. Aumen, Mayor  
Melissa J. Helm, Adm. Assist/Recording Secty.  
Matthew Warfel, (ARRO Inc.)  
Peter Ruth, Solicitor

**ALSO ABSENT:**

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

**Public Comment / Visitors**

None

**Approval of Minutes**

**November 2013**

The minutes of the Regular Council Meeting held November 4, 2013 and the Committee Meeting held November 18, 2013 were presented as distributed. Kyle E. Heidlebaugh made a motion, seconded by William T. Gentzler, to approve the minutes as presented. Motion carried.

**Treasurer's Report**

**November 2013**

The Treasurer's Report for November 2013 with expenses totaling \$386,803.36 was presented for approval. William T. Gentzler made a motion to approve the report as presented, seconded by Michael H. Altland. Motion carried.

**President's Report**

None

## **Mayor's Report**

### Parking Enforcement Officer's Report – November 2013

The Parking Enforcement Officer's Report for November 2013 was presented to Council for their review.

### Southwestern Regional Police Activity Report – October 2013

The Police Activity Report for October 2013 submitted by the Southwestern Regional Police Department was presented to Council for their review.

### Southwestern Regional Police Department Financial Report – October 2013

The Financial Report of the Southwestern Regional Police Department for the month of October 2013 was presented to Council for their review.

### Southwestern Regional Police Department Board Minutes – November 2013

The Minutes of the Southwestern Regional Police Department Board meeting for the month of November 2013 were presented to Council for their review.

Officer Jack Greene was present to answer any questions.

### Consider Approval of the 2014 SWRPD Budget

William T. Gentzler made a motion, seconded by Kyle E. Heidlebaugh, to approve the 2014 Southwestern Regional Police Budget in the amount of \$335,856.51. Motion Carried.

## **Manager's Report**

### Audit Services

Manager Shaffer reported to Council that he spoke with Jackson Township regarding SF & Company auditing services. The Township is pleased with their services and SF & Company acquainted themselves quickly to their accounting system. William T. Gentzler made a motion, seconded by Kyle E. Heidlebaugh, to accept the auditing services of SF & Company. The proposal covered the years 2013 at a cost of (\$5,750), 2014 at a cost of (\$5,950) and 2015 at a cost of (\$6,000). Motion Carried.

## **Engineer's Report**

### **C.S. Davidson, Inc.**

Engineer Mike Knouse was not present for tonight's meeting as he had nothing to report.

### **ARRO Engineering**

Engineer Matt Warfel was present at tonight's meeting but he had nothing to report.

### **Solicitor's Report**

Solicitor Peter Ruth was in attendance due to the absence of Solicitor Jones.

### **Zoning & Codes Enforcement**

#### Zoning Officer's Report – November 2013

The Zoning Officer's Report for November 2013 was presented to Council for their review.

#### Code Enforcement Report –November 2013

The Code Enforcement Report, which shows code violations issued in the month of November 2013, as well as the status of any outstanding violations, was presented to Council for their review.

### **Recreation**

#### Spring Grove Regional Parks & Recreation Center Meeting Minutes –October 2013

The Minutes of the Spring Grove Regional Parks and Recreation Meeting for the month of October, 2013 were presented to Council for their review.

#### Spring Grove Regional Parks and Recreation Center Financial Report – October 2013

The Financial Report for the Spring Grove Regional Parks and Recreation Center for the month of October was presented to Council for their review.

#### Consider Approval of the 2014 Budget

William T. Gentzler made a motion, seconded by Michael H. Altland, to approve the budget for 2014. Motion Carried.

### **Unfinished Business**

#### PSAB Pension Plan Statement – Month Ending October 2013

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

### **Executive Session**

Council convened into executive session at 7:15 PM to discuss a personnel matter. They reconvened at 7:45 PM.

### **New Business**

#### Consider Approval of Resolution 3-2013, Setting the Miscellaneous Fee Schedule for 2014

William T. Gentzler made a motion, seconded by Kyle E. Heidlebaugh, to approve the Miscellaneous Fee Schedule for 2014. Motion Carried.

Consider Approval of Resolution 4-2013, Establishing the Wage and Salary Schedule for 2014

Kyle E. Heidlebaugh made a motion, seconded by Michael H. Altland, to approve Resolution 4-2013, which establishes the Wage and Salary Schedule for 2014. A Roll Call Vote was taken. Voting Aye: Michael H. Altland, Kyle E. Heidlebaugh, Kristen Phillips, Kyle E. Heidlebaugh, Richard P. Legore. Voting Nay: William T. Gentzler and Samuel H. Spagnola. Motion Carried.

Consider Approval of Ordinance 1-2013, Establishing the Real Estate Tax Rate at 3.75 mills for 2014

William T. Gentzler made a motion, seconded by Kyle E. Heidlebaugh, to approve Ordinance 1-2013, which establishes the Real Estate Tax Rate at 3.75 mills for 2014. Motion Carried.

Consider Approval of the 2014 Budget

William T. Gentzler made a motion, seconded by Michael H. Altland, to approve the budget for the Borough for the year 2014. Motion Carried.

Consider Approval of Resolution 5-2013, Adopting the 2013 York County Hazard Mitigation Plan

Kyle E. Heidlebaugh made a motion, seconded by William T. Gentzler, to approve Resolution 5-2013, which adopts the mitigation plan prepared by York County. Motion Carried.

Consider Approval of the 2014 Holiday Calendar

William T. Gentzler made a motion, seconded by Michael H. Altland, to approve the Borough's Holiday Calendar for 2014. Motion Carried.

Consider Authorizing Advertisement of the 2014 Meeting Schedule

Kyle E. Heidlebaugh made a motion, seconded by Kristen Phillips, to authorize the advertisement of the 2014 Meeting Schedule for the Borough. Motion Carried.

Consider Approval of the Third Amendment of the Intergovernmental Agreement

William T. Gentzler made a motion, seconded by Michael H. Altland, to approve the Third Amendment to the Intergovernmental Agreement between Spring Grove Borough, Jackson and Paradise Townships and the Spring Grove Area School District. The amendment clarifies the at large members and residence requirements along with the voting power and quorum requirements to conduct business for the board for the purpose of obtaining the Spring Grove Regional Parks and Recreation 501C3- Non Profit status. Motion Carried.

**Correspondence**

Hearing no further business, the meeting was adjourned until the Committee Meeting to be held Monday, December 16, 2013 at 7:00 P.M.

Adjournment was at 7:50 PM

Respectfully submitted,

Melissa J. Helm  
Recording Secretary