

**MINUTES OF SPRING GROVE BOROUGH  
COUNCIL MEETING  
January 6, 2014**

The Spring Grove Borough Council met in Regular Session on Monday, January 6, 2014. 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  
Peter A. Lombardi  
Kristin Phillips  
Samuel H. Spagnola  
Richard P. Legore

**ALSO PRESENT:**

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

**ALSO ABSENT:**

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

**BOROUGH COUNCIL ABSENT:**

**Public Comment / Visitors**

Ms. Jane Heller and Mr. Doug Hoke, representing the "Save the Hoke House", were present to address any progress that has been made in preserving the Old Library presently owned by Rutter's. Mr. Hoke informed Council that a meeting has been arranged with Scott Hartman, CEO of Rutter's Farm Store, on January 13 to discuss any alternatives to raising the building. Mr. Hoke inquired as to Council's intentions in regards to working with Rutter's and what type time line would be required for getting the building up to code.

**Approval of Minutes**

**December 2013**

The minutes of the Regular Council Meeting held December 2, 2013 and the Committee Meeting held December 16, 2013 were presented as distributed. Kyle E. Heidlebaugh made a motion, seconded by Peter A. Lombardi, to approve the minutes as presented. Motion carried.

**Treasurer's Report**

**December 2013**

The Treasurer's Report for December 2013 with expenses totaling \$125,938.43 was presented for approval. William T. Gentzler made a motion to approve the report as presented, seconded by Kyle E. Heidlebaugh. Motion carried.

**President's Report**

None

### **Mayor's Report**

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

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

#### Southwestern Regional Police Activity Report – November 2013

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

#### Southwestern Regional Police Department Financial Report – November 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 & December 2013

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

No one was present from Southwestern Regional Police Department to any questions.

### **Manager's Report**

#### End of Year Financial Report

Manager Shaffer presented the End of Year Financial Report to Council for their review. He also pointed out to Council that this report is an unaudited report and is subject to change.

### **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 reported to Council that on December 11, 2013, the Borough received a letter from the Glatfelter Company stating that the agreement that has been ongoing since the 1970's to receive flows from the Spring Grove Waste Treatment facility will not be continued as of June 2017. The Borough will receive a letter in June, 2014 that will allow three (3) years to begin discharging their own effluent. Presently, the Borough's waste treatment plant is not capable of removing nutrients such as nitrogen and phosphorus.

ARRO spoke with officials at Glatfelter's and they indicated that there would not be any negotiations on this matter. It is ARRO's intent to not pursue any further negotiations with Glatfelter's.

Engineer Warfel presented to Council a time table chart for the upgrade to the waste treatment plant. He plans to have the feasibility study figures to Manager Shaffer by the end of this week. He emphasized that time is of the essence in beginning the upgrade process in order to be able to be up and running by deadline.

### **Solicitor's Report**

Solicitor Dave Jones was not available for tonight's meeting.

### **Zoning & Codes Enforcement**

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

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

#### Code Enforcement Report –December 2013

The Code Enforcement Report, which shows code violations issued in the month of December 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 –November 2013

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

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

The Financial Report for the Spring Grove Regional Parks and Recreation Center for the month of November was not available.

### **Unfinished Business**

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

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

#### Adjournment for Reorganization

Adjournment was at 7:55 PM for the reorganization of Council.

### **Reorganization – 2014-2015**

At this time, the Oath of Office was administered to newly elected Mayor Dolores J. Aumen by Melissa Helm, Notary Public.

At this time, the newly elected members of Council for a four (4) year term were: Michael H. Altland, Kristen Phillips, Richard P. Legore, Edward Morin. All having filed their Election Certificates with the Borough manager, they presented themselves and received their Oath of Office, which was administrated by 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 2014-2015 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 Peter A. Lombardi, 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.

Kyle E. Heidlebaugh made a motion, seconded by Peter A. Lombardi, 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  
Richard P. Legore  
Edward Morin  
Kristin Phillips

#### **BOROUGH COUNCIL ABSENT:**

None

#### **ALSO PRESENT:**

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

#### **ALSO ABSENT:**

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

**Committee Chair Appointments**

<b><u>Committee</u></b>	<b><u>Duties</u></b>	<b><u>Council Member (Chair)</u></b>
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	Edward Morin
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	Kristin Phillips

**Board/Commission/Staff Reappointments**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Term</u></b>
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 – 12/31/15
Jen Morin	Police Board – Citizen At-Large	2 Years – 12/31/15
Andrew N. Shaffer	Alternate – Local Government Advisory Committee	2 Years – 12/31/15
Andrew N. Shaffer	Rep. York Adams Tax Bureau	2 Years – 12/31/15
William T. Gentzler	Alternate – York Adams Tax Bureau	2 Years – 12/31/15
Andrew N. Shaffer	Rep. Tax Collection Committee	2 Years – 12/31/15
William T. Gentzler	Alternate – Tax Collection Committee	2 Years – 12/31/15
Andrew N. Shaffer	Delegate – PSAB	2 Years – 12/31/15
Dolores J. Aumen	Alternate - PSAB	2 Years – 12/31/15
Richard P. Legore	Planning Commission Member	4 Years – 12/31/17
Robert W. Whyland	Shade Tree Commission	5 Years – 12/31/18
Matt Bollinger	WCREMA Director	

**2014 Budget – Open for Reconsideration**

There was no interest in reconsidering the 2014 Budget; therefore, the budget remains as approved at the December 5, 2013 meeting.

**Correspondence**

None

Hearing no further business, the meeting was adjourned until the Committee Meeting to be held Monday, January 20, 2014 at 7:00 P.M.

Adjournment was at 8:12 PM

Respectfully submitted,

Melissa J. Helm, Recording Secretary