

**MINUTES OF SPRING GROVE BOROUGH  
COUNCIL MEETING  
January 4, 2016**

The Spring Grove Borough Council met in Regular Session on Monday, January 4, 2016. 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:**

Vincent Catalano  
William T. Gentzler  
Kyle E. Heidlebaugh  
Richard P. Legore  
Peter A. Lombardi  
James D. Graham

**ALSO PRESENT:**

Dolores J. Aumen, Mayor  
Andrew N. Shaffer, Borough Manager  
Melissa J. Helm, Adm. Assist/Recording  
Secty.- Arrived at 7:05  
Matthew Warfel, (ARRO Inc.)

**BOROUGH COUNCIL ABSENT:**

Michael H. Altland

**ALSO ABSENT:**

David Jones, Solicitor  
Mike Knouse, (ARRO Inc.)

**Public Comment / Visitors**

None

**Approval of Minutes**

**December 2015**

The minutes of the Regular Council Meeting held December 7, 2015 and the minutes of Committee meeting held on December 21, 2015 were presented to Council for their review. Kyle E. Heidlebaugh made a motion, seconded by James D. Graham, to approve the minutes as presented. Motion carried.

**Treasurer's Report**

**December 2015**

The Treasurer's Report for December 2015 with expenses totaling \$222,501.52 was presented for approval. James D. Graham made a motion to approve the report as presented, seconded by William T. Gentzler. Motion carried.

**President's Report**

None

## **Mayor's Report**

### Parking Enforcement Officer's Report –December 2015

The Parking Enforcement Officer's Report for December 2015 was presented to Council for their review.

### Southwestern Regional Police Activity Report – November 2015

The Police Activity Report for November 2015 submitted by the Southwestern Regional Police Department was presented to Council for their review.

### Southwestern Regional Police Department Financial Report – November 2015

The Financial Report of the Southwestern Regional Police Department for the month of November 2015 was presented to Council for their review.

### Southwestern Regional Police Department Board Minutes – November 2015

The Minutes of the Southwestern Regional Police Department Board meeting for the month of November 2015 were presented to Council for their review.

## **Manager's Report**

### End of Year Financial Report

Manager Shaffer presented to Council the End of Year Financial Report for 2015. He also pointed that the report is unaudited and subject to change.

## **ARRO Engineering**

### Phase II Community Park Update

#### Consider Approval of Application for Payment #4

Kyle E. Heidlebaugh made a motion, seconded by Vincent Catalano, to approve payment of Application for Payment #4 in the amount of \$29,128.46. Motion Carried.

#### Consider Approval of Change Order #2

Kyle E. Heidlebaugh made a motion, seconded by William T. Gentzler, to approve Change Order #2 in the amount of \$4,969.16. Motion Carried. It was noted that there will not be any payment of this amount at this time. It was explained that liquidated damages and any other change orders will be addressed in the Final Change Order (a compensating change order) and will be addressed at the end of the project. Motion Carried.

Wastewater Treatment Plant Expansion and Upgrade Status  
Engineer Warfel had nothing new to report at this time.

**Solicitor's Report**

Solicitor Jones was absent tonight. He had nothing new to report.

**Zoning & Codes Enforcement**

Zoning Officer's Report – December 2015

The Zoning Officer's Report for December 2015 was presented to Council for their review

Code Enforcement Report – December 2015

No new updates were available for Council for the month of December.

**Recreation**

Spring Grove Regional Parks & Recreation Center Meeting Minutes – November 2015

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

Spring Grove Regional Parks and Recreation Center Financial Report – November 2015

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

**Unfinished Business**

PSAB Pension Plan Statement – Month Ending November 2015

The Pension Plan Statement for the month ending November 2015 was presented to Council for their review.

**New Business**

None

### **Adjournment to Reorganization**

The meeting was adjourned at 7:20 PM.

At this time Council presented a Resolution of Recognition to William T. Gentzler and thanked William for his 20 years on commitment to Spring Grove Borough. Council also wished William much success in all of his future endeavors.

### **Reorganization – 2016-2017**

The newly elected members of Council for a four (4) year term were: Peter A. Lombardi, Kyle E. Heidlebaugh and Rebecca J. Stauffer. All having filed their Election Certificates with the Borough Manager, they presented themselves and received their Oath of Office, which was administered 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 2016-2017 term.

#### President

A nomination was heard 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 to nominate Kyle E. Heidlebaugh as Vice President. Hearing no further nominations, Mayor Aumen declared the nominations closed for the office of President.

#### President Pro-Tem

A nomination was heard to nominate Peter A. Lombardi as president Pro-Tem. Hearing no further nominations, Mayor Aumen declared the nominations closed for the office of President Pro-Tem.

Vincent Catalano made a motion, seconded by James D. Graham, 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:**

Vincent Catalano  
 Kyle E. Heidlebaugh  
 Richard P. Legore  
 Peter A. Lombardi  
 James D. Graham  
 Rebecca J. Stauffer

**BOROUGH COUNCIL ABSENT:**

Michael H. Altland

**ALSO PRESENT:**

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

**ALSO ABSENT:**

David Jones, Solicitor  
 Mike Knouse, (ARRO Inc.)

## New Business

Committee Chair Appointment

James D. Graham made a motion, seconded by Kyle E. Heidlebaugh, to approve the following committee appointments for 2016-2017:

**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	Vincent Catalano
Health & Sanitation	General Health Services & Refuse Collection & Disposal	Rebecca J. Stauffer
Highways	Streets, Alleys, Sidewalks, Curbs & Stormwater	Kyle E. Heidlebaugh
Municipalities	Sanitary Sewer	Peter A. Lombardi
Community Services	Recreation, Shade Trees, Library, VNA & Special Services	James D. Graham

James D. Graham made a motion, seconded by Kyle E. Heidlebaugh, to make the following board/commission/staff appointments: Motion Carried.

### Board/Commission/Staff Reappointments

<u>Name</u>	<u>Position</u>	<u>Term</u>
Andrew N. Shaffer	Manager (Secretary – Treasurer)	
David A. Jones	Solicitor	
ARRO Consulting	Engineer – General	
ARRO Consulting	Engineer - Sewer	
Dolores J. Aumen	Rep. Local Government Advisory Committee	2 Years – 12/31/17
Jen Morin	Police Board – Citizen At-Large	2 Years – 12/31/17
Kyle E. Heidlebaugh	Rep. Regional Parks and Recreation Center	5 Years – 12/31/20
Andrew N. Shaffer	Alternate – Local Government Advisory Committee	2 Years – 12/31/17
Andrew N. Shaffer	Rep. York Adams Tax Bureau	2 Years – 12/31/17
Rebecca J. Stauffer	Alternate – York Adams Tax Bureau	2 Years – 12/31/17
Andrew N. Shaffer	Rep. Tax Collection Committee	2 Years – 12/31/17
Rebecca J. Stauffer	Alternate – Tax Collection Committee	2 Years – 12/31/17
Andrew N. Shaffer	Delegate – PSAB	2 Years – 12/31/17
Dolores J. Aumen	Alternate - PSAB	2 Years – 12/31/17
Dolores J. Aumen	Shade Tree Commission	5 Years – 12/31/20
Peter A. Lombardi	Planning Commission	4 Years – 12/31/19
Michael H. Altland	Planning Commission	4 Years – 12/31/19
J.R. McManus	Property Maintenance Appeals Board	5 Years – 12/31/20
Dolores J. Aumen	Property Maintenance Appeals Board	5 Years – 12/31/20
Glenn Lauchman	Property Maintenance Appeals Board	5 Years – 12/31/20

#### 2016 Budget – Open for Reconsideration

There was no interest in reconsidering the 2016 Budget; therefore, the budget remains as approved at the December 7, 2015 meeting.

Hearing no further business, the meeting was adjourned until the Committee Meeting to be held Monday, January 18, 2015 at 7:00 P.M.

Adjournment was at 7:30 PM

Respectfully submitted,  
Melissa J. Helm