

**MINUTES OF SPRING GROVE BOROUGH  
COUNCIL MEETING  
December 5, 2016**

The Spring Grove Borough Council met in Regular Session on Monday, December 5, 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  
Kyle E. Heidlebaugh  
Richard P. Legore  
Peter A. Lombardi  
James D. Graham  
Rebecca J. Stauffer

**ALSO PRESENT:**

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

**BOROUGH COUNCIL ABSENT:**

David B. Kile

**ALSO ABSENT:**

Mike Knouse, (ARRO Inc.)

**Public Comment / Visitors**

Mr. Daniel Hamme, 417 Monocacy Trail, was present to inquire as to whether Council had reached a decision regarding his request for a change in their billing for sewer/refuse for their property. Manager Shaffer explained that Council decided not to change the way they are billed at this time. Mr. Hamme also inquired whether one of his refuse billings could be eliminated. Solicitor Ruth recommended that Mr. Hamme submit a written request to Council for their consideration.

**Approval of Minutes**

**November 2016**

The Minutes of the Regular Council Meeting held November 7, 2016 and the Committee Meeting held November 21, 2016 were presented to Council for their review. Kyle E. Heidlebaugh made a motion, seconded by Rebecca J. Stauffer, to approve the minutes as presented. Motion Carried.

**Treasurer's Report**

**November 2016**

The Treasurer's Report for November 2016 with expenses totaling \$1,070,168.26 was presented for approval. Peter A. Lombardi made a motion to approve the report as presented, seconded by Kyle E. Heidlebaugh. Motion carried.

**President's Report**

President Legore took this opportunity to wish everyone a Merry Christmas.

## **Mayor's Report**

### Parking Enforcement Officer's Report –November 2016

The Parking Enforcement Officer's Report for November 2016 was presented to Council for their review.

### Southwestern Regional Police Activity Report –October 2016

The Police Activity Report for October 2016 submitted by the Southwestern Regional Police Department was verbally presented to Council. Sergeant Greene was present to answer any questions.

### Southwestern Regional Police Department Financial Report – November 2016

The Financial Report of the Southwestern Regional Police Department for the month of November 2016 was not available for presentation at tonight's meeting.

### Southwestern Regional Police Department Board Minutes – November 2016

The Minutes of the Southwestern Regional Police Department Board meeting for the month of November 2016 was not available for presentation at tonight's meeting.

## **Manager's Report**

Manager Shaffer took this opportunity to thank everyone for their help with the Christmas Tree Lighting Ceremony.

## **Community Development**

Mr. John McLucas gave a brief update of Community Development

## **ARRO Engineering**

### Wastewater Treatment Plant Expansion and Upgrade Status

Engineer Warfel updated Council on the progress at the waste treatment plant. Everything is on schedule for a completion date of June 2017.

### Consider Approval of Application for Payment #10

Kyle E. Heidlebaugh made a motion, seconded by Peter A. Lombardi, to approve Application for Payment #10 to Quandel Construction Group, Inc. in the amount of \$1,215,830.93. Motion Carried.

### Consider Approval of Change Order #5 (Deduct Change Order)

Vincent Catalano made a motion, seconded by James D. Graham, to approve Change Order #5 for a Deduct Change Order in the amount of \$2,768.09 to Quandel Construction Group, Inc. Motion Carried.

Campus Avenue Sewer Rehabilitation Project  
Consider Approval of Application for Payment #1

Kyle E. Heidlebaugh made a motion, seconded by James D. Graham, to approve Application for Payment #1 in the amount of \$267,094.19 to National Water Main Cleaning Company. Motion Carried. It was noted that this payment is for 90% of the work. Motion Carried.

## **2016 Street Projects**

Engineer Warfel gave a brief update on the 2016 Street Projects.

Main Street Improvements

Engineer Warfel advised Council that this would be addressed under New Business.

MS4 Status

Engineer Warfel advised Council that all the information on the existing BMP's has been submitted to the County. He noted that it is his understanding that the response from other municipalities has not been very strong.

## **Solicitor's Report**

Jefferson Agreement

Solicitor Ruth reported that a draft agreement was circulated between Jefferson Borough and Spring Grove Borough for Zoning and Codes Enforcement services. He has reviewed the agreement and is in agreement of the language. According to the agreement, the current zoning/codes officer for Spring Grove Borough will provide services at a rate of \$35.00/hour, billed in one tenth increments. The agreement will need to be approved by Ordinance. Kyle E. Heidlebaugh made a motion, seconded by Rebecca J. Stauffer, to authorize Solicitor Ruth to draft the Ordinance and place the advertisement for approval at January Council meeting. Motion Carried. It was also noted that the motion would include approval subject to Solicitor Ruth's final review of the agreement.

## **Zoning & Codes Enforcement**

Zoning Officer's Report – November 2016

The Zoning Officer's Report for November 2016 was presented to Council for their review

Code Enforcement Report – October 2016

There were no updates for November for Code Enforcement.

## **Recreation**

Spring Grove Regional Parks & Recreation Center Meeting Minutes – October 2016

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

Spring Grove Regional Parks and Recreation Center Financial Report – October 2016

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

Spring Grove Regional Parks and Recreation Center Improvement Plan Update

Councilwoman Rebecca J. Stauffer updated Council on a meeting she had with Executive Director, Kate King, Spring Grove Regional Parks and Recreation Board President John Dickert, and Financial Director Sandy Kriener regarding a financial debt repayment plan for money they owe the Borough.

After a lengthy discussion, Council agreed to accept an arrangement of:

1. First payment of \$15,000, to be paid in January, 2017.
2. Weekly ACH withdrawals for the Recreation Director Salary
3. Monthly ACH withdrawals for utilities with 15 days for money to be deposited into an account on the 15<sup>th</sup> of the month.
4. Second payment of \$23,000 to be paid in April.

Consider Approval of the 2017 Budget

James D. Graham made a motion, seconded by Rebecca J. Stauffer, to approve the 2017 Budget for the Spring Grove Regional Parks and Recreation Center. A Roll Call Vote was taken. Voting Aye: Rebecca J. Stauffer, Kyle E. Heidlebaugh, Richard P. Legore, Peter A. Lombardi, James D. Graham, and Vincent Catalano. Motion Carried.

**New Business**

Consider Approval of Ordinance No. 3-2016, Authorizing the Intergovernmental Agreement for the Intergovernmental Insurance Cooperative

Kyle E. Heidlebaugh made a motion, seconded by Vincent Catalano, to approve Ordinance No. 3-2016, authorizing the Borough to enter into an Intergovernmental Agreement for the Intergovernmental Insurance Cooperative for Health, Dental and Vision insurance for Borough employees, effective January 1, 2017. Motion Carried.

Consider Approval of Ordinance No. 4-2016, Establishing the Stormwater Assessment Program

Kyle E. Heidlebaugh made a motion, seconded by Peter A. Lombardi, to approve Ordinance No. 4-2016 which establishes the Stormwater Assessment Program effective January 1, 2017. Motion Carried.

Consider Approval of Resolution No. 9-2016, Establishing the Wage and Salary Schedule for 2017

Kyle E. Heidlebaugh made a motion, seconded by Vincent Catalano, to adopt Resolution No. 9-2016, which establishes the wage and salary schedule for 2017 with the exception of the Spring Grove Regional Parks and Recreation Center Executive Director's salary, which was tabled for further discussion at Committee Meeting. Motion Carried.

Consider Approval of Resolution No-10-2016, Approving the Grant Application to the Multi-Modal Transportation Fund.

Kyle E. Heidlebaugh made a motion, seconded by Peter A. Lombardi, to adopt Resolution No. 10-2016, which authorizes the Borough to submit application for a Multi-Modal Transportation Fund Grant of \$206,500.00. Motion Carried.

Consider Approval of Ordinance No. 5-2016, Setting the Tax Rate for 2017

Kyle E. Heidlebaugh made a motion, seconded by Peter A. Lombardi, to approve Ordinance No. 5-2016, which set the tax rate for 2017 at a rate of 4.75 mills. Motion Carried.

Consider Approval of 2017 Budget

Kyle E. Heidlebaugh made a motion, seconded by Peter A. Lombardi, to approve the 2017 Budget for Spring Grove Borough. Motion Carried.

Consider Authorizing Advertisement of the 2017 Meeting Schedule

Vincent Catalano made a motion, seconded by Kyle E. Heidlebaugh, authorizing the advertisement of the 2017 Meeting Schedule, leaving in the Committee Meeting dates for June, July and August. Solicitor Ruth informed Council that in the event those meetings are cancelled for lack of a quorum, that cancellation notice can be posted to the front door. Motion Carried.

Consider Approval of the 2017 Holiday Calendar

Kyle E. Heidlebaugh made a motion, seconded by Peter A. Lombardi, to approve the 2017 Holiday Calendar. Motion Carried.

**Correspondence**

PSAB Pension Plan Statement- Month Ending October 2016

The PSAB Pension Plan Statement for the month of October was not available for presentation to Council.

Hearing no further business, the meeting was adjourned until the Committee Meeting to be held Tuesday, January 3, 2017 at 7:00 P.M.

Adjournment was at 8:51 PM

Respectfully submitted,  
Melissa J. Helm  
Recording Secretary