

**MINUTES OF SPRING GROVE BOROUGH
COUNCIL MEETING
July 17, 2023**

The Spring Grove Borough Council met for a regular session on July 17, 2023. President Rebecca Stauffer called the meeting to order at 7:00 PM.

BOROUGH COUNCIL PRESENT:

Rebecca Stauffer

Phillip Klocek

Kevin March

Darrell Ledford

Peter Lombardi

Robert Whyland

Kristina Morton - present at 7:33 PM.

ALSO PRESENT:

Beverly Hilt, Mayor

Scott Miller, Director of Community Development

Nicolle Ruth, Executive Assistant

Peter Ruth, Solicitor

Collin Fox, ARRO Engineer

Visitors

Brent Auchey, Friendship Hose Fire Co.

Garrett Strouse, Friendship Hose Fire Co.

Chief Damon

Heather Bitner

Lauren Conklin

Invocation and Pledge to the Flag

Public Comment

Heather Bitner – Spoke on behalf of the York County Planning Commission. Made a presentation on the 2025 Transportation Improvement Plan.

Chief Damon – Presented Navigating Crime Watch through York County Regional website.

Lauren Conklin – Shared that she was applying for the position of administrative assistant.

Meeting Minutes

Minutes from June 19, 2023, meeting was presented. Darrell Ledford made a motion to approve the minutes. Kevin March seconded the motion. The motion passed unanimously.

Treasurer's Report

1. Expenses in May totaled \$682,900.56. Reconciliation and Budget vs Actual reports were provided. Peter Lombardi motioned to approve reports. Phillip Klocek seconded the motion. The motion passed unanimously.
2. President Rebecca Stauffer suggested that the Council table the review of June's expenses to next month's meeting. Phillip Klocek made a motion to table June's financials. Robert Whyland seconded the motion. The motion passed unanimously.

Administrative Reports

President

President Rebecca Stauffer presented organizational structure proposal and timeline. Robert Whyland motioned to assign a salary of \$60,000.00 to Borough Secretary – Business Manager (Nicolle Ruth) and a salary of \$70,000.00 to Borough Secretary – Operations Manager (Scott Miller) effective immediately. Peter Lombardi seconded the motion. The Motion passed unanimously.

Mayor

No Comment

Friendship Hose Fire Company

President Brent Auchey reported that the fire company is having a fundraiser on September 02, 2023. Which will include Crabs, Fried Chicken, Pulled Pork, Corn on the Cob, Hush Puppies, Fries, and Cole Slaw.

Chief Garrett Strouse reported that Friendship Hose Fire Company responded to 22 calls in the month of June.

At the request of the Fire Department, 3 council members and Borough staff will join the Department for an annual review on 7/24/2023 at 1:30 PM.

Police

Board minutes and call logs were provided in Council's packet.

Engineering Report

North Loop Interceptor

- Phase 1 has been completed.
- Phase 2 is in early discussion.

GIS

- ARRO is working to transition the staff's dashboards to the current ESRI model of an "experience".

MS4

- ARRO is near completion of the 2022 – 2023 MS4 Annual Report.

Solicitor

- Planning Commission Meeting has been rescheduled to August 3rd at 7:00 PM at the Spring Grove Borough Municipal Building.

Zoning, Code, & Parking Enforcement Reports

Reports were provided and discussed.

Recreation

Council discussed the Services Agreement draft with the YMCA of the Roses and Parks and Recreation.

Committee Reports

Personnel committee conducting interviews for administrative assistant.

President Rebecca Stauffer suggested going on recess for 10 minutes at 8:36 PM. Council returned from recess at 8:53 PM

New Business

1. Council considered approval of Sludge Hauling bids. Robert Whyland made the motion to accept Kline's bid of \$224,248.85. Peter Lombardi seconded the motion. The motion passed unanimously.
1. Council considered approval of ESRI Renewal Quote. Phillip Klocek made the motion to approve. Darrell Ledford seconded the motion. The motion passed unanimously.
2. Council discussed quotes to reseal the municipal building's parking lot. Phillip Klocek made the motion to accept Shorner's quote. Peter Lombardi seconded the motion. The motion passed unanimously.
3. Council considered approving of the Community Park Phase 3 Improvements Certificate of Substantial Completion by ARRO. Kristina Morton made a motion to approve. Phillip Klocek seconded the motion. The motion passed unanimously.
4. Council considered appointing Scott Miller and Nicolle Ruth as co-Borough Secretaries. Peter Lombardi made the motion to approve. Darrell Ledford seconded the motion. The motion passed unanimously.
5. Council considered appointing Nicolle Ruth as Spring Grove Borough Treasurer. Darrell Ledford made the motion to approve. Kevin March seconded the motion. The motion passed unanimously.
6. Council considered appointing Scott Miller and Nicolle Ruth as Chief Administrative Officers for the PSAB pension plan. Peter Lombardi made the motion to approve. Robert Whyland seconded the motion.
7. Council considered appointing Nicolle Ruth as an authorized signatory on all monetary accounts. Peter Lombardi made the motion to approve. Robert Whyland seconded the motion. The motion passed unanimously.
8. Council considered approval of the North Loop Interceptor Certificate of Substantial Completion Change Order #1. Peter Lombardi made the motion to approve. Kevin March seconded the motion. The motion passed unanimously.
9. Council considered adding the item of Pay Application #4 to the agenda. Kristina Morton made the motion to approve. Phillip Klocek seconded the motion. The motion passed unanimously.
10. Council considered approving Pay Application #4 from Community Park Project Phase 3, in the amount of \$154,292.29. Peter Lombardi made the motion to approve. Robert Whyland seconded the motion. The motion passed unanimously.

Old Business

1. Council discussed comprehensive plan bids. Robert Whyland made the motion to proceed with the HRG bid. Peter Lombardi seconded the motion. The motion passed unanimously.
2. Council considered consultant's budget preparation project proposal. Peter Lombardi made the motion to proceed with the proposal. Phillip Klocek seconded the motion. The motion passed unanimously.
3. Council discussed the veteran banner program. Darrell Ledford will be meeting with the Public Works Department to discuss the next steps.
4. Council considered approval of Ordinance 03-2023 Parking Ticket Fines. Robert Whyland made the motion to approve. Darrell Ledford seconded the motion. The motion passed unanimously.
5. Council considered advertising Councilmember compensation revision per Borough Code. Phillip Klocek made the motion to authorize advertisement. Kristina Morton seconded the motion. The motion passed unanimously.

Correspondence and Other Business

1. Council discussed quotes to repave.
 - a. East Church Street
 - b. East Railroad Street

Council has tabled the discussion until Borough staff speaks with T.I.P.

2. Council was provided copies of Annual Audit and Financial Report (DCED- CLGS- 30) December 31, 2022, prepared by SEK.
3. Council discussed Tree Lighting Ceremony.
4. Council discussed permitting private property sewer lines.
5. Re-Opening of Community Park to be held 7/21/2023 from 7:00 PM to 9:00 PM.
6. Council discussed sending a board member to the Recreation Regional Board Meeting on 8/8/2023 at 1:00 PM. Kristina Morton and Phillip Klocek will attend the meeting.
7. Meeting with Baseball Association July 25, 4:00 pm at East College Ave Park.

Adjournment

Peter Lombardi made the motion to adjourn the meeting. The motion was seconded by Phillip Klocek.

President Rebecca Stauffer adjourned the meeting at 10:00 pm.

The next meeting is scheduled for August 21st, 2023, at 7:00 pm at the Borough building.

Respectfully Submitted,

Nicolle Ruth, Borough Secretary – Treasurer & Business Manager.