



Borough of Spring Grove

Mayor Beverly R. Hilt

Borough Council

Rebecca J. Stauffer, *President*

Peter A. Lombardi, *Vice-President*

Robert W. Whyland, *President Pro-Tempore*

Kristina N. Ruby

Phillip M. Klocek

Kevin E. March

Darrell A. Ledford

**Spring Grove Borough Council
Meeting Minutes
Borough Office – 1 Campus Avenue
December 18, 2023, at 7:00 P.M.**

The Spring Grove Borough Council met for a regular session on December 18th, 2023. President Rebecca Stauffer called the meeting to order at 7:02 PM.

BOROUGH COUNCIL PRESENT:

Rebecca Stauffer
Phillip Klocek
Kevin March
Darrell Ledford
Peter Lombardi
Robert Whyland
Kristina Ruby

ALSO PRESENT:

Beverly Hilt, Mayor
Scott Miller, Operations Manager
Nicolle Ruth, Business Manager
Danielle Robison, Administrative Assistant

Visitors

Garrett Strouse, Friendship Hose Fire Co.
Tracy Crouse
Paige Gembe
Zona Smith

Pledge of Allegiance

Public Comment

No Comment

Meeting Minutes

Minutes from November 6, 2023, Committee meeting was presented. Darrell Ledford made a motion to approve the minutes. Peter Lombardi seconded the motion. The motion passed.

Minutes from November 20, 2023, regular Council meeting was presented. Darrell Ledford made a motion to pass. Peter Lombardi seconded the motion. The motion passed.

Treasurer's Report

Expenses in October totaled \$156,728.98. Budget vs. actual report was provided. Peter Lombardi made a motion to approve. Phillip Klocek seconded the motion. The motion passed.

Expenses in November totaled \$824,164.23. Budget vs. actual report was provided. Phillip Klocek made a motion to approve. Kevin March seconded the motion. The motion passed.

Administrative Reports

President

President Rebecca Stauffer suggested going into an executive session regarding personnel. Peter Lombardi made a motion to go into executive session. Bob seconded the motion. Council went into executive session at 7:07 PM and came out of executive session at 7:22 PM.

Mayor

Mayor Beverly Hilt commented on the last YCRD meeting. She encouraged council members to attend Legal Update hosted by Stock and Leader in January.

Friendship Hose Fire Company

Garrett Strouse stated the fire company received a charitable donation which will be used for bunk beds. 2023 reports should be available at the next meeting.

Police

No Comment

Solicitor

Not Present

Engineering Report

North Loop Interceptor Phase 2

- Staff submitted required paperwork and documents for grants. Staff is working with the utility company to have utility poles moved.

GIS

- Rental inspections will begin in March 2024.

MS4

- No illicit discharge was reported for the month of November. Residents are urged to submit a notification form if they believe illicit discharge is identified (non-stormwater flow entering the stormwater system).

Developments

- Requirements for adoption of Spring Forge Development Phase 4. Borough staff have sent the letter to the developer. Currently, we are waiting for the response to the requirements.

Zoning, Code, & Parking Enforcement Reports

No Comment

Wastewater Treatment Plant Report

Improvements continue to be made at the plant. So far, the annual cost savings is estimated to be \$27,000.

- A motion was made by Robert Whyland for council to consider adding item # 8 to New Business

to consider approval of drafting an intergovernmental agreement with Jackson Township to operate Wastewater Treatment Facility. Darrell Ledford seconded the motion. The motion passed. This was added under new business action item 8.

Recreation

Reports will be moving to quarterly in the new year.

Committee Reports

The Halloween Parade Committee will be meeting on January 17, 2024, to start planning the 2024 Halloween Parade. After expenses, the profit from the 2023 Halloween parade was around \$9,000. The Christmas Tree Lighting Committee met on December 11, 2023, to discuss how the Tree Lighting went. Around 2,000 residents attended the event. The committee will meet sometime in January to discuss the 2024 Tree Lighting.

Old Business

1. Council considered approval of purchasing a new sewer billing software program-Diversified for \$25,640. Peter Lombardi made a motion to approve. Kristina Ruby seconded the motion. The motion passed.
2. Council considered approval of Republic Services' proposal to transition residents from regular trash cans to totes starting February 1, 2024. Peter Lombardi made a motion to approve. Kristina Ruby seconded the motion. The motion passed.
3. Council considered approval of Ordinance 06-2023, amend zoning ordinance for electronic variable message signs. Robert Whyland made a motion to approve. Darrell Ledford seconded the motion. The motion passed.

New Business

1. Council considered approval of Danielle Robison's successful completion of the 90-day probationary period, start regular employment, and increase the hourly rate from \$20.00 to \$21.00 per hour. Kristina Ruby made a motion to approve. Phillip Klocek seconded the motion. The motion passed.
2. Council considered Resolution 18-2023, which sets the wage and salary schedule for 2024. Phillip Klocek made a motion to approve. Darrell Ledford seconded the motion. The motion passed.
3. Council considered approval of Resolution 19-2023, which establishes the miscellaneous fee schedule for 2024. Robert Whyland made a motion to approve. Peter Lombardi seconded the motion.
4. Council considered approval of Resolution 20-2023, which maintains real estate tax rates for 2024. Kristina Ruby made a motion to approve. Darrell Ledford seconded the motion. The motion passed.
5. Council considered approval of the 2024 budget. Peter Lombardi made a motion to pass. Robert Whyland seconded the motion. The motion passed.
6. Council considered authorizing the advertisement of 2024 meeting notice. Phillip Klocek made a motion to approve. Kristina Ruby seconded the motion. The motion passed.

7. Council considered approval of the 2024 holiday schedule. Kristina Ruby made a motion to approve. Phillip Klocek seconded the motion. The motion passed.
8. Council considered approval of drafting an intergovernmental cooperation agreement with Jackson Township to operate the Wastewater Treatment Facility. Phillip Klocek made a motion to approve. Robert Whyland seconded the motion. The motion passed.

Correspondence and Other Business

No Comment

Adjournment

Phillip Klocek made the motion to adjourn the meeting. The motion was seconded by Kevin March. The motion passed. President Rebecca Stauffer adjourned the meeting at 8:10 PM. The next Council meeting (Reorganization and Committee meeting) is scheduled for January 2, 2024, at 7:00 PM at the Borough Office.

Respectfully Submitted,
Danielle Robison, Administrative Assistant