



Borough of Spring Grove

Mayor Beverly R. Hilt

Borough Council

Kevin E. March, *President*

Peter A. Lombardi, *Vice-President*

Robert W. Whyland, *President Pro-Tempore*

Kristina N. Ruby

Phillip M. Klocek

Tyler S. White

Darrell A. Ledford

Spring Grove Borough Council

Regular Meeting Minutes

Borough Office – 1 Campus Avenue

September 16, 2024, at 7:00 P.M.

Borough Secretaries

Nicolle E. Ruth

Scott P. Miller

The Spring Grove Borough Council met for a regular session on September 16, 2024. President Kevin March called the meeting to order at 7:00 PM.

BOROUGH COUNCIL PRESENT:

Kevin March
Peter Lombardi
Robert Whyland
Tyler White
Kristina Ruby
Darrell Ledford
Phillip Klocek

ALSO PRESENT:

Scott Miller, Operations Manager
Nicolle Ruth, Business Manager
Beverly Hilt, Mayor
Bronson Ritenour, JCP
Sarah Doyle, Solicitor (filling in for Peter Ruth)

Visitors

Garrett Strouse, Friendship Hose Fire Co.
Carrie Poff, Business Information Group
Matt Weachter, Business Information Group
Dorian Ritenour
Teri Miller

Pledge of Allegiance

Public Comment

Teri Miller spoke in favor of holding Wesley Sensenig responsible for paying all fines due to the borough in full. Mrs. Miller stated the grass is not being cut out back at 23 N Water St.

Carrie Poff and Matt Weachter from Business Information Group proposed their IT Managed Services SOW and the 3CX Phone System. Both Carrie and Matt addressed questions from council members about their company, the managed services proposal, and phone system.

Meeting Minutes

Minutes from the August 5, 2024, Committee Meeting was presented. Peter Lombardi made a motion to approve the minutes. Darrell Ledford seconded the motion. The motion passed.

Minutes from the August 19, 2024, Regular Council Meeting was presented. Darrell Ledford made a motion to approve the minutes. Kristina Ruby seconded the motion. The motion passed.

Treasurer's Report

Expenses in July totaled \$273,337.03. Budget vs. actual report was provided. A discussion occurred about a specific utility payment on the report. Tyler White made a motion to approve. Robert Whyland seconded the motion. The motion passed.

Expenses in August totaled \$154,329.84. Budget vs. actual report was provided. Peter Lombardi made a motion to approve. Phillip Klocek seconded the motion. The motion passed.

Administrative Reports

President

No Comment

Mayor

Mayor Beverly Hilt stated at a recent EMA/EMS meeting the board approved to donate \$60,000 each to fire police in Heidelberg Township, Jackson Township, and Spring Grove Borough. The funds may only be used for personal protective equipment.

Friendship Hose Fire Company

Garrett Strouse stated borough staff should receive a letter from Jackson Township seeking approval for their assistance on October 3, 2024.

Mr. Strouse informed council and staff that the ISO Survey results will be out in approximately 6 months. The survey which is conducted every 5 years is based on a scale of 1-10. Friendship Hose Fire Company currently sits at a 4. He does not anticipate an increase or decrease in that number.

Police

Not Present

Solicitor

No Comment

Engineering Report

Not Present

Zoning, Code, & Parking Enforcement Reports

Council and staff discussed the units at Spring Grove Hotel being considered apartments. If the lease agreement does not exceed 30 days, the units are not considered an apartment. The owner agreed to stop advertising the units as apartments and change the number of days in the lease agreement.

Wastewater Treatment Plant Report

A new server was purchased for the sewer plant this week. The system used to keep the treatment plant functioning was not compatible with the server any longer and was causing alarms to trigger.

Staff received the first round of samples from Caputo Brothers. A second set of samples will be taken before determining the next steps.

Recreation

The July meeting minutes were presented. Mayor Beverly Hilt provided an update on the relocation of Spring Grove Regional Parks and Recreation during construction.

Committee Reports

The Halloween Parade Committee will meet on September 25, 2024.

The Christmas Tree Lighting Committee will meet on September 25, 2024, following the Halloween Parade Committee meeting.

Old Business

1. Council approved Danielle Robison's yearly evaluation and giving her a \$2.00 raise, which would take her hourly rate from \$21.00 to \$23.00. Tyler White made a motion to approve. Robert Whyland seconded the motion. The motion passed.
2. Council awarded Republic Services the trash contract for 2025. Peter Lombardi made a motion to approve. Robert Whyland seconded the motion. The motion passed.
3. Council discussed and compared the quotes for managed services from Business Information Group, Morefield IT, and Doceo. Robert Whyland made a motion to approve Business Information Group's proposal. Peter Lombardi seconded the motion. The motion passed.
4. Kristina Ruby made a motion to terminate the current contract with Doceo effective October 31, 2024. Phillip Klocek seconded the motion. The motion passed.
5. Council discussed approving 3CX Phone System for the office. Peter Lombardi made a motion to approve. Tyler White seconded the motion. The motion passed.

Correspondence and Other Business

1. Council and staff discussed what should or should not be included in meeting minutes moving forward as some members would like more detailed minutes while others would like less detail. Staff suggested only documenting actions taken during the meeting in accordance with the Sunshine Act. Recording the meetings and making the recordings available was also suggested to reference the exact conversations that took place.

Adjournment

Kristina Ruby made a motion to adjourn the meeting. Peter Lombardi seconded the motion. The motion passed. President Kevin March adjourned the meeting at 9:01 PM. The next Regular Council Meeting is scheduled for October 21, 2024, at 7:00 PM at the Borough Office. Prior to the Regular Council Meeting

there will be a Budget Workshop at 6:00 PM.

Respectfully Submitted,
Danielle Robison, Administrative Assistant