



# 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

November 18, 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 November 18, 2024. President Kevin March called the meeting to order at 7:00 PM.

### **BOROUGH COUNCIL PRESENT:**

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

### **ALSO PRESENT:**

Scott Miller, Operations Manager  
Nicolle Ruth, Business Manager  
Danielle Robison, Administrative Assistant  
Beverly Hilt, Mayor  
Peter Ruth, Solicitor  
Bronson Ritenour, JCP  
Collin Fox, Engineer

### **BOROUGH COUNCIL ABSENT:**

Peter Lombardi

### **Visitors**

Brent Auchey, Friendship Hose Fire Co.  
Officer Good, YCRPD  
Dorian Ritenour  
Tracy Crouse  
Flo Ford  
Shane Shaffer

### **Pledge of Allegiance**

### **Public Comment**

No Comment

### **Meeting Minutes**

The October 7, 2024, Committee Meeting Minutes were presented. Phillip Klocek made a motion to approve the minutes. Darrell Ledford seconded the motion. The motion passed.

The October 21, 2024, Regular Council Meeting Minutes were presented. Kristina Ruby made a motion to approve the minutes. Phillip Klocek seconded the motion. The motion passed.

The October 28, 2024, Budget Workshop Meeting Minutes were presented. Darrell Ledford made a motion to approve the minutes. Tyler White seconded the motion. The motion passed.

### **Treasurer's Report**

September, October, and November's Reconciliation Reports were unavailable. The reports will be provided at the December meeting.

### **Administrative Reports**

#### **President**

No Comment

#### **Mayor**

No Comment

### **Friendship Hose Fire Company**

Brent Auchey stated the department responded to 27 calls in the month of October. The utility vehicle is in the process of having the lighting and lettering done.

### **Police**

Officer Good stated they responded to 40 calls for service. They spent 7 hours and 15 minutes doing foot patrol throughout the borough.

### **Solicitor**

No Comment

### **Engineering Report**

Stormwater/MS4-ARRO reviewed and approved two stormwater plans for new construction in the Spring Forge Development.

**Rutters #50**-Rutters is still waiting on the Highway Occupancy Permit from PennDot.

### **Zoning, Code, & Parking Enforcement Reports**

Robert Whyland inquired about why the Zoning Hearing Board Meeting scheduled for November 21, 2024, was canceled. Scott Miller advised the Historical Society was the delaying factor.

### **Wastewater Treatment Plant Report**

No Comment

### **Recreation**

Mayor Beverly Hilt stated The Rail Trail will be presenting Spring Grove Regional Parks and Recreation with their 2024 York County Rail Trail Organization Award at their Holiday Gathering on Wednesday, December 11, 2024.

## **Committee Reports**

The Halloween Parade Committee will meet in January to start planning the 2025 Halloween Parade. Kristina Ruby and Nicolle Ruth are working on getting a financial report together for the next council meeting.

The Christmas Tree Lighting Committee is scheduled to meet on November 25, 2024, to finalize event details.

## **New Business**

- 1) Council went into an executive session at 7:19 PM regarding personnel. Council came out of executive session at 8:18 PM.
- 2) Council considered approving the advertisement of the 2025 budget. Robert Whyland made a motion to approve with the understanding that the 5% raises are not automatically approved. Tyler White seconded the motion. The motion passed.
- 3) Council considered approval of the 2025 holiday schedule. Staff confirmed the holidays listed are federal holidays and the dates listed are the approved dates per the employee handbook. Kristina Ruby made a motion to approve. Robert Whyland seconded the motion. The motion passed.
- 4) Council considered approval of the 2025 meeting schedule. Staff confirmed that all dates listed are Mondays except for September 2, 2025, which is a Tuesday. Kristina Ruby made a motion to approve. Darrell Ledford seconded the motion. The motion passed.
- 5) Council considered approval of Resolution 08-2024, which establishes the miscellaneous fee schedule for 2025. Staff confirmed the only change is the Refuse-Collection fee which will be \$95.00 per quarter. Phillip Klocek made a motion to approve. Kristina Ruby seconded the motion. The motion passed.
- 6) Council considered approval of Resolution 09-2024, which establishes amending the established Stormwater Assessment Charge of \$30.50 per quarter. Tyler White made a motion to approve. Darrell Ledford seconded the motion. The motion passed.
- 7) Council considered approval of Resolution 10-2024, which establishes the Wage & Salary Schedule for 2025. Robert Whyland made a motion to table until the December meeting. Phillip Klocek seconded the motion. The motion passed.
- 8) Council considered approval of Resolution 11-2024, Fixing Tax Rates for 2025. Staff confirmed tax rate is 6 mils. Kristina Ruby made a motion to approve. Darrell Ledford seconded the motion. The motion passed.
- 9) Council considered approval of the PFM sewer rate study for a flat fee at a cost of \$12,500.00. Tyler White made a motion to approve. Phillip Klocek seconded the motion. The motion passed.
- 10) Council considered approval of Pixelle crosswalk upgrades. Pixelle would like to add lights, a speed bump, and new paint. Staff clarified the borough's only responsibility is to paint. Robert Whyland made a motion to approve under the condition that a traffic study will be conducted. Kristina Ruby seconded the motion. The motion passed. Staff will reach out to Warehaus regarding the next steps.

11) Council considered approval of Markle Security Services security upgrades for the Borough Office for \$18,500. Tyler White asked to table the conversation until a third quote could be obtained.

12) Council considered approval of the refuse contract with Republic Services for 2025. Kristina Ruby made a motion to approve. Tyler White seconded the motion. The motion passed.

### **Correspondence and Other Business**

#### **Adjournment**

Kristina Ruby motioned to adjourn, seconded by Phillip Klocek. President Kevin March adjourned the meeting at 9:10 PM. The next Regular Council Meeting is scheduled for December 16, 2024, at 7:00 PM at the Borough Office.

Respectfully Submitted,  
Danielle Robison, Administrative Assistant