

Council President Robert Smith called the September 2, 2025, regularly scheduled council meeting of the Biglerville Borough Council to order at 7:00 p.m. with the following in attendance:

Borough Council Members Present - Robert Smith, John Angstadt, Janet L. Gliem, Neil Ecker, Melinda Elnaggar, and Mayor Phil Wagner. Robert E. Guise and Robert Pantaleo were absent.

Borough Authority Members Present – Nicole Redden, Michael Landis, Phil Wagner. Erik Vranich and Fred Nelson were absent.

Borough Employees Present – Shawn Decker, Sewer Operator, Police Chief, Craig Hartley.

Following guests: Present – Craig Zack; Engineer - KPI Technology, Bob Sharrah – Sharrah Design Group, Inc., Cole McClain, Kellen Urban, Adam Toms, Anna Kalinowski, Jamey Lerew – Biglerville Fire Department, Chris MacBeth – Biglerville Fire Department.

PLEDGE OF ALLEGIANCE: President Robert Smith led those present in the Pledge of Allegiance.

ANGSTADT MADE A MOTION TO APPROVE AUGUST 5, 2025, REGULAR MEETING MINUTES. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

CITIZENS TO BE HEARD:

The Council President introduced the public comment period and called for citizens to be heard.

- Bob Sharrah, Sharrah Design Group, requested that the council consider an extension of the Canner Storage land development plan. He stated that they are currently working with PennDOT. He stated that the issue is locating the entrance by the railroad tracks. PennDOT wants them to move the entrance down, but Bob stated that moving it could create other problems. Bob requested a 3-month extension. Angstadt asked Sharrah requesting another 3-month extension. Sharrah replied, Yes, they are hopeful to have this resolved by the end of the year.
- Chris MacBeth and Jamey Lerew addressed the council with the proposed 2026 budget for the Biglerville Fire Department. MacBeth advised that they set up a committee to purchase a new tanker. Lerew added that they will need to purchase tires for 2 of the fire apparatus and that the cost is \$6,000 per truck.

Bob Sharrah, Chris MacBeth, and Jamey Lerew exited the meeting.

BOROUGH ENGINEER REPORT: Craig Zack; KPI Technology reported on:

- Zack provided an update on the E York Street water main project.
 - Zack advised that the installation of the water service laterals was completed. Guyer is wrapping up the installation porting of the project. Concrete restoration of the sidewalks has been completed, and trench restoration paving is scheduled for the week after the Labor Day holiday.
 - Zack had conversations with PennDOT. He stated, it appears the overall milling and overlay of E York Street will not take place until the spring of next year.
 - Guyer Brothers Inc. has submitted a draft payment request for review and approval for the work done since the last payment request. This request was reviewed, and he recommends that it be approved for a total payment amount of \$84,072.00. The payment request will not be forwarded to Adams County Office of Planning and Development for reimbursement from the CDBG grants awarded for this project, as they have been exhausted. The payment request will, however, be sent to Pennvest for reimbursement.
 - Zack advised that Guyer Brothers Inc. has submitted the substantial completion certificate. Zack requested that a motion from the Authority be made to authorize Nicole Redden to sign the certificate.

AUTHORITY: Redden recommended the following motions.

- Make a motion to approve and submit payment request # 5 from Guyer Brothers Inc. for \$84,072.00 for the E. York Street water main project.
 - **LANDIS MADE A MOTION TO APPROVE SUBMISSION OF REIMBURSEMENT REQUEST #5 TO PENNVEST IN THE AMOUNT OF \$84,072.00 FOR THE E YORK STREET WATER MAIN PROJECT. WAGNER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Redden requested a motion to provide her with authorization to sign the submitted substantial completion certificate for Guyer Brothers, Inc.

- **WAGNER MADE A MOTION AUTHORIZING NICOLE REDDEN TO SIGN THE SUBSTANTIAL COMPLETION REPORT FROM GUYER BROTHERS; INC. LANDIS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

Authority Members exited the meeting.

PLANNING COMMITTEE: Angstadt reported on:

- **ANGSTADT MADE A MOTION TO EXTEND THE CANNER STORAGE LAND DEVELOPMENT PLAN UNTIL DECEMBER 31, 2026. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

WATER COMMITTEE: Ecker reported on:

- Ecker read the June water report.
- In August, our water system pumped a total of 2,841,000 gallons, averaging 91,645 gal/day. That is a 25 % decrease from July 2025 and a 12 % increase from August 2024. The reason we have a 25% decrease from July to August is the old East York Street water main was taken offline on July 29th. Over the two previous months, we saw many small leaks that were not running down the street. These leaks were going to be eliminated when the line was abandoned. It was not worth spending time and money to address them. Second-quarter water loss was 13.5%. (9 gal./min.). The 3rd quarter water loss should look better because of the East York Street project.
- All the pipe and pipe fittings that are not being kept for inventory were returned to L/B Water. All the inventory we kept is being stored at the Well # 5 sampling point building on the Beecherstown Road.
- August’s bacteria samples were taken on the 13th at 38 West York Street (A.R.M. of Biglerville), 366 Arendtsville Road. (Nutrien), 110 South Main Street. (7-11 store).
- We had two final water meter readings in August. 60 Kristi Lane and 50 Penn Street
- On the 26th, Ketterman Electric installed an U.P.S. (Uninterrupted Power Supply) at Well #7. We've been having trouble with the power dropping out at the control panel. Before, we had to reset the panel manually. The U.P.S. will eliminate downtime when the well should be running.
- In August, the fire hydrant at the intersection at Rice and North Main was replaced. One of the hydrants at the elementary school had some broken parts. L/B Water and Chamberlin & Wingert personnel made the repairs. The other hydrant at the elementary school that a neighboring fire company said needed attention, Doug could not find anything wrong. It works fine. The hydrant at 33 Musselman is still out of service.

Doug Hays
Water /Wastewater Operator

- **ECKER MADE A MOTION TO APPROVE SUBMISSION OF REIMBURSEMENT REQUEST #5 TO PENNVEST IN THE AMOUNT OF \$84,072.00 FOR THE E YORK STREET WATER MAIN PROJECT. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

SEWER COMMITTEE: Gliem reported on:

- Gliem read the June sewer report.
- Treated total 4,217,000 gallons.
- - Average per day 136,032 gallons
- - Weekly BOD, CBOD, Phosphorus, Ammonia Nitrogen, TSS, & Fecal Coliform samples
- - Weekly nitrate-nitrite & total nitrogen samples
- - Monthly Copper & Zinc & Final Hardness samples
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- - On the 7th the 20-yard dumpster was picked up and hauled away, there was 11.3 tons of sludge in the dumpster.

- - On the 20th Peck’s hauled 3 loads at 4,400 gals/per load of sludge out of digester #1
- -On the 27th there was a DEP visit. Cody Hoy, our Sanitarian along with Doug Hays, Ron Cooper, Shawn Decker, Janet Gliem, Kelly Shaffer, and Guy Ketterman were in attendance. We discussed the new UPS that was installed after the old one failed in overnight hours of the 15th of July. Cody was satisfied with the UPS and said it meets our need for uninterrupted power at the sewer plant.
- - Cody Hoy also suggested that we get a NIST approved thermometer for the sample refrigerator at the plant. That has been installed and is in operation now.

Shawn Decker
Water/Wastewater Operator

Zack exited the meeting at this time.

FINANCE/PERSONNEL COMMITTEE: Smith Reported on:

- Smith introduced Cole McClain as the new water operator who will start on Wednesday, September 3, 2025. Cole graduated from Shippensburg University.
- Smith called an executive session at 7:30 PM.
- The council meeting was back in session at 8:00 PM.
 - **SMITH MADE A MOTION TO HIRE COLE MCCLAIN AS THE WATER OPERATOR AT \$25.00 PER HOUR. COLE WILL START ON WEDNESDAY, SEPTEMBER 3, 2025. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith advised that the MMOs have been completed. This is required for each pension plan to inform the governing board of the municipality of the plan’s expected financial obligation for the coming year. The obligation must be met with general fund monies or any other general state aid to municipal pensions to which we may be entitled under Act 205. MMO amounts are: Police \$26,042, Non-Uniform \$25,330, Cash Balance Pan \$60.00.
 - **SMITH MADE A MOTION TO ACCEPT THE MMO’S FOR 2026 PMRS PENSION AMOUNTS FOR POLICE, \$26,042, NON-UNIFORM, \$25,330, AND FOR NON-UNIFORM N2 PLAN CASH ACCOUNTS \$60.00. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith advised that Doug Hays has provided his resignation letter. His last day will be September 25, 2025.
 - **SMITH MADE A MOTION TO ACCEPT DOUG HAYS’ RESIGNATION LETTER. DOUG WILL RETIRE ON SEPTEMBER 25, 2025. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
 - **MOTION TO APPOINT KELLY SHAFFER BOROUGH MANAGER IN ADDITION TO HER CURRENT ROLE AS SECRETARY/TREASURER, WITH AN INCREASE OF \$2.00 PER HOUR TO HER CURRENT SALARY. ELNAGGAR SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

PROPERTY/HIGHWAY COMMITTEE: Smith reported on:

- We can obtain an appraisal report from Jeff Shaffer for the old reservoir property. This will cost \$395 in addition to the \$250 that we have incurred from Jeff Shaffer. Shaffer explained that the council could announce at the November meeting there intention to sell the old reservoir property and could begin to accept letters of intent to purchase the property. Following the November meeting, letters could be sent to adjoining property owners to gauge their interest in acquiring the property. The adjoining property owners would need to submit a letter of intent that includes their offer amount. Council concurred with having Shaffer complete the appraisal report.
- Smith advised that Hartley and Shaffer went out and looked at the Borough streets to observe which streets need to be tar/chipped and fog-sealed. The list they provided includes Ridge, Marie, Penn, High, Ditzler, Diane, Hillcrest, and Fourth Street. Shaffer explained that the Borough could apply for a grant for the street project and complete the project in 2026. This project would need to be budgeted, and it would be better to plan this for 2026.
 - **ANGSTADT MADE A MOTION TO AUTHORIZE KELLY SHAFFER AND KPI TO APPLY FOR THE PA LOCAL SHARE GRANT, ADOPTION OF THE REQUIRED RESOLUTION, AUTHORIZATION FOR SIGNATURE ON THE FUNDING COMMITMENT LETTER, AND ANY OTHER ACTIONS NECESSARY TO COMPLETE THE APPLICATION BY THE FUNDING DEADLINE FOR THE 2026 ROAD IMPROVEMENT PROJECT.**
- Smith mentioned that we have an old tractor that is non-repairable, which we would like to dispose of.
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- SMITH MADE A MOTION TO DISPOSE OF THE NON-REPAIRABLE OLD TRACTOR. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

SAFETY COMMITTEE: Smith had no questions on the August police report. Police report attached.

**BIGLERVILLE POLICE DEPARTMENT
MONTHLY ACTIVITIES REPORT FOR
(AUGUST 2025)**

33	COMPLAINTS OR SERVICE CALLS	50	TRAFFIC STOPS		
33	TOTAL ARREST	25	TRAFFIC	8	CRIMINAL CHARGES
2	INVESTIGATIONS	35	WARNINGS	131.75	Total Hours Worked Hartley
384	Miles Travelled Car 1	783	Miles Travelled Car 2	153	Total Hour Worked David

TRAFFIC ARRESTS	COMPLAINTS	CRIMINAL ARREST
8 – Max Speed	4 – Follow up investigations	1 – DUI General Alcohol
5 – Expired Registration	4 – Community Meetings / Events	1 – DUI Highest Rate
2 – Expired Inspection	4 – Assist Law Enforcement	1 – DUI General Drugs
2 – Drivers Required to be Licensed	3 – Domestic Disturbance	1 – DUI Controlled Substance
1 – Suspended License – DUI	3 – Court	1 – Endanger Welfare of Child
1 – Red Light Violation	2 – Harassment	1 – Simple Assault
1 – Driving Right Side of Roadway	2 – Information	1 – Harassment
1 – Roadways laned for Traffic	2 – Reckless Driver	1 – DUI Combination
1 – Careless Driving	1 – Fire Alarm	
1 – Restrictions on Alcoholic Beverage	1 – Burglary	
1 – Suspended Registration	1 – 911 Hang up	
1 – Obedience Traffic Control Device	1 – Stray Animal	
	1 – Assist EMS	
	1 – Building Lockout	
	1 – Child Custody	
	1 – Trespassing	
	1 – Public Service	

TYPE OF INVESTIGATIONS:

1	Simple Assault & Endangering
1	Burglary

STATUS OF INVESTIGATIONS FOR 2025

15	CLOSED ARREST
2	UNDER INVESTIGATION
3	CLOSED UNSOLVED
0	CLOSED UNFOUNDED
0	REFER TO OTHER AGENCY
5	PROSECUTION DECLINED

REPORTING OFFICER: CHIEF Craig A. Hartley

- Hartley advised the council that he is waiting on Greg Ketterman to get with him for the 2nd traffic light and a generator connection. He will obtain a quote.
- Smith advised Council that the police would like to purchase a new police cruiser in 2026. There is the State Local Share Grant that we could use for the purchase of a new vehicle for the police department.

- **SMITH MADE A MOTION TO AUTHORIZE KELLY SHAFFER AND KPI TO APPLY FOR THE PA LOCAL SHARE GRANT, ADOPTION OF THE REQUIRED RESOLUTION, AUTHORIZATION FOR SIGNATURE ON THE FUNDING COMMITMENT LETTER, AND ANY OTHER ACTIONS NECESSARY TO COMPLETE THE APPLICATION BY THE FUNDING DEADLINE FOR THE PURCHASE OF A NEW POLICE VEHICLE.**

ORDINANCE COMMITTEE: Elnaggar reported on:

- Elnaggar advised that she took a ride on Marie Lane to see the situation with the campers parked on the streets and causing a restricted lane. She said that there were no campers parked on the street when she went by; however, she commented that she can see how it would be tight traveling through them when they are both parked along the street, and with the box trucks parked there would add to the congestion. Angstadt commented that the campers are parked in their side yards. Elnaggar advised the council that she wants the possible amendment of Chapter 15. Motor Vehicles and Traffic to be removed from future agendas. If this topic were to come up again, it would be addressed accordingly. Council concurred to remove this topic from the October agenda.

CODE/ZONING ENFORCEMENT REPORT: See attached August report.

**BIGLERVILLE ZONING / CODE ENFORCEMENT
MONTHLY ACTIVITIES REPORT FOR
(August 2025)**

COMPLAINTS

NAME	ADDRESS	NATURE OF COMPLAINT	DATE

List of Permits

NAME	ADDRESS	PERMIT	DATE	DATE
	265 E York St	Occupancy	8/26/2025	

INVESTIGATIONS/INSPECTIONS

NAME	ADDRESS	REASON	DATE	OUTCOME
	73 S Main St	Junk and debris		Notice sent / Conditions did no improve. Sent final letter / Filed citation
	85 W York St	Bushes over sidewalk		Sending notice
	32 High St	Fence condition		Sending notice / Weeds were cleaned up
	Lot on Penn St	Bushes into alley and grass and weeds		Sending notice / Property was cleared
	150 S Main St	Junk vehicle		Sent notice
	161 W York St	Grass and weeds		Sent notice
	157/159 E York St	Junk and debris		Sent notice
	17 S Main St	Junk vehicle		Sent notice
	85 W York St	Grass and weeds		Sent notice
NAME	ADDRESS	REASON	CITATION	DATE

**Signed By: Wayne Smith
Zoning/Code Enforcement Officer**

Mayor: Phil Wagner announced the following:

- We have received more sponsors for the 250th next year. It's coming along, the mayor mentioned.
- Apple Harvest is the first 2 weekends in October.
- Fall Fest at the Biglerville Fire Hall will be September 10 to the 13th.
- Trick or Treat will be on Friday, October 31st. from 6 PM to 8 PM.

UNFINISHED BUSINESS:

- Adams County COG July meeting minutes were provided.

NEW BUSINESS: The mayor reported.

- The mayor advised that a resident who lives on Penn Street mentioned to him about speeding on Penn Street. Hartley responded and mentioned that they will monitor the area for speeding and possibly paint lines on the street to create a speed zone.

TREASURER'S REPORTS: Bill reports were provided to the council.

ADJOURNMENT:

A MOTION WAS MADE BY ANGSTADT AND SECONDED BY GLIEM TO PAY THE BILLS AND ADJOURN THE MEETING AT 8:32 p.m. MOTION CARRIED UNANIMOUSLY.

ACCOUNT TITLE:	GENERAL ACNB FUND with PLGIT	SEWER ACNB FUND with PLGIT	WATER ACNB FUND with PLGIT	
BAL BRO FWD	\$130,700.91	\$58,828.58	\$55,875.28	
DEPOSITS	\$36,832.37	\$70,810.32	\$381,393.80	
SUB TOTALS	\$167,533.28	\$129,638.90	\$437,269.08	
BILLS	\$40,397.93	\$32,552.67	\$359,523.69	
TOTALS	\$127,135.35	\$97,086.23	\$77,745.39	
PLGIT TRUST	\$745,718.54	\$426,099.82	\$34,789.74	
TITLE:	SPECIAL PLGIT HIGHWAY TRUST FUND	CAPITAL RESERVE PLGIT TRUST FUND	PUBLIC SAFETY POLICE PLGIT TRUST FUND	
BAL BRO FWD	\$130,728.06	\$263,943.13	\$274.14	
DEPOSITS	\$444.05	\$977.14	\$.96	
SUB TOTALS	\$131,172.11	\$264,920.27	\$275.10	
BILLS	\$13,250.00	\$0	\$0	
TOTAL TRUST (ONLY PLGIT)	\$117,922.11	\$264,920.27	\$275.10	
ACCOUNT TITLE:	PAYROLL ACNB FUND (No PLGIT)	AUTHORITY #1 ACNB FUND (No PLGIT)	AUTHORITY #2 STP PROJECT 2017- ACNB FUND (No PLGIT)	AUTHORITY #3 2025 Water PROJECT- ACNB FUND (No PLGIT)
BAL BRO FWD	\$7,446.65	\$7,741.25	\$4,917.94	\$101.00
DEPOSITS	\$34,541.18	\$5,541.90	\$3,633.02	\$0.00
SUB TOTAL	\$41,987.83	\$13,283.15	\$8,550.96	\$101.00
BILLS	\$39,643.99	\$5,541.72	\$3,633.02	\$0
TOTALS	\$2,343.84	\$7,741.43	\$4,917.94	\$101.00

Signed,

Kelly Shaffer
Secretary/Treasurer