

Council President Robert Smith called the November 4, 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, Janet L. Gliem, Neil Ecker, Melinda Elnaggar, John Angstadt, Robert E. Guise, and Mayor Phil Wagner, and Robert Pantaleo phoned in.

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

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

Following guests: Present – Craig Zack; Engineer - KPI Technology, Thomas Kennedy, and Kellen Urban

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

ELNAGGAR MADE A MOTION TO APPROVE THE OCTOBER 7, 2025, REGULAR MEETING MINUTES, AND ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

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

- Zack provided an update on the E York Street water main project.
 - Guyer Brothers returned to the site to address the punch list items pointed out in the response to the substantial completion request, which included lawn and concrete restoration. A number of these items in the field were confirmed to be satisfactorily addressed, including water valve access issues and elevated curb boxes, by Borough staff in the field. However, there are a number of other administrative items that still need to be addressed before final payment can be recommended. A payment request was not submitted by Guyer Brothers this month.
 - As discussed at the last meeting, we reached out to Guyer Brothers to discuss the sewer line collapses due to the placement of the new water line and laterals above them. The invoices for the work were forwarded to Guyer Brothers for their consideration. At this time, Guyer Brothers has not yet responded, but has indicated they are taking the extra work into consideration.
 - It was discovered during the submission of reimbursement request # 6 to Pennvest that the full amount of the payment request from Guyer Brothers could not be fully processed due to the construction amount exceeding the budgeted amount. This occurred because the pavement square yardage billed significantly exceeded the estimated quantity. After further review, it appears that the estimated quantity was miscalculated as the paving provided did not exceed what would be expected per the contract documents.
 - After consulting with Pennvest on how best to address the above situation, and in the interest of making a timely payment to Guyer Brothers, it was decided to seek reimbursement for only the originally budgeted estimated quantity of paving as part of Guyer Brothers' payment request #6. A payment request was then submitted and approved by Pennvest for \$254,472, which is \$219,765 less than the approved amount of \$474,237. This difference is still due to Guyer Brothers and as previously approved, will now be sought for reimbursement from Pennvest as part of reimbursement request #7. Craig recommended Authority and Council make a motion to approve the submission of reimbursement request # 7 to Pennvest in the amount of \$219,765 for the E York Street Water Main Project.
 - In addition to the revised payment request, Pennvest advised us to prepare and submit a change order to move contingency funds over to the construction budget. The change order was quickly put together and signed by Nicole and Guyer Brothers. The change order was then submitted to PA DEP and Pennvest for their review and was subsequently approved, allowing for the transfer of contingency funds. Zack recommended that the Authority and Council make a motion to approve change order # 1 in the amount of \$219,765 to revise the overall payment.
 - For Pennvest projects, compensating change orders are required at the end of unit bid price projects to reconcile the actual to the estimated quantities. A compensating change order has been prepared revising the original estimated bid quantities and the change order to the final submitted quantities billed for. Zack recommended that the Authority and Council make a motion to approve change order # 2, the compensating change order, to reconcile the actual installed quantities to the estimated quantities resulting in a net deduction of \$89,090.
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- The overall construction amount exceeds the original bid amount by \$130,675 or nearly 9% due to the paving quantities. The overage amount is less than the change order amount due to reductions in other quantities included with the bid. The overage amount is also less than the contingency amount budgeted of \$145,891. The overall total construction amount is less than the sum of the construction and contingency budgeted amount by \$15,216.
- Zack advised that Shawn Decker has obtained his wastewater license, KPI has prepared the necessary paperwork to PA DEP to facilitate him becoming a certifier, which allows him to submit the monthly discharge monitoring reports electronically (eDMRs). Zack recommends that the Council make a motion to approve signatures and authorization of the submission of the required forms to PA DEP to allow Shawn Decker to submit eDMRs. Shaffer asked Zack if Ron Cooper and Craig were going to remain to the approved signatures and have access to submit reports. Zack confirmed that they will continue to be authorized to submit on the PA DEP site.

AUTHORITY: Redden recommended the following motions

- Make a motion to approve submission of reimbursement payment request #7 to Pennvest in the amount of \$219,765 for the E York Street water main project.
 - **LANDIS MADE A MOTION TO APPROVE SUBMISSION OF REIMBURSEMENT PAYMENT REQUEST #7 TO PENNVEST IN THE AMOUNT OF \$219,765 FOR THE E YORK STREET WATER MAIN PROJECT. WAGNER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Make a motion to approve change order #1 in the amount of \$219,765 to revise the overall payment quantities.
 - **LANDIS MADE A MOTION TO APPROVE CHANGE ORDER # 1 IN THE AMOUNT OF \$219,765 TO REVISE THE OVERALL PAYMENT QUANTITIES. VRANICH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Make a motion to approve change order #2, the compensating change order, to reconcile the actual installed quantities to the estimated quantities, resulting in a net deduction of \$89,090.
 - **LANDIS MADE A MOTION TO APPROVE CHANGE ORDER #2, THE COMPENSATING CHANGE ORDER, TO RECONCILE THE ACTUAL INSTALLED QUANTITIES TO THE ESTIMATED QUANTITIES, RESULTING IN A NET DEDUCTION OF \$89,090. VRANICH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

Authority left the meeting.

PLANNING COMMITTEE: Angstadt reported on:

- Angstadt advised that the Ridge Rentals Land Development Plan is extended until December 31, 2025. Angstadt asked Zack if he had heard an update on the land development plan. Zack replied that he has not heard anything about it. Zack advised that he would go with Tim to see what we should do for the December meeting if the council does not want to grant another extension. Angstadt wants Bob Sharrah to provide a detailed explanation for why they need another extension.

WATER COMMITTEE: Ecker reported on:

- Ecker read the October water report.
- In October, our water system pumped a total of 2,841,000 gallons, averaging 91,645 gal/day. That is a 4.54% decrease from September 2025 and a 6.60% increase from October 2024. Third quarter water loss was 24.7% (18 gal/min). Though the water loss has increased from last quarter, Ron & I do not believe we have a significant water leak. Two changes occurred that could contribute to the increase in water loss. 1st July saw a lot of water loss from the small leaks on East York Street until the transition to the new main on the 29th of July. 2nd, the reservoir was not always kept around maximum capacity, but now is, contributing a one-time increase of ~160,000 gallons of unmetered water. Overall, the water usage significantly declined in the months August, September, & October compared to July. The water loss should look better in the 4th quarter without July being an outlier due to the East York Street project.
- October's bacteria samples were taken on the 1st at 374 Heidlersburg Rd (G.V.M), 33 Musselman Ave (Boro Office), 366 Arendtsville Rd (Nutrien).

- In October, we had two final water meter readings (44 Kristi Ln & 33 Ridge Ave). On the 15th, Black's Water Conditioning calibrated 3 colorimeters.

Water Operator

Cole McClain

- Ecker recommended the following motions.
 - Make a motion to approve submission of reimbursement payment request #7 to Pennvest in the amount of \$219,765 for the E York Street water main project.
 - **ECKER MADE A MOTION TO APPROVE SUBMISSION OF REIMBURSEMENT PAYMENT REQUEST #7 TO PENNVEST IN THE AMOUNT OF \$219,765 FOR THE E YORK STREET WATER MAIN PROJECT. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
 - Make a motion to approve change order #1 in the amount of \$219,765 to revise the overall payment quantities.
 - **ECKER MADE A MOTION TO APPROVE CHANGE ORDER # 1 IN THE AMOUNT OF \$219,765 TO REVISE THE OVERALL PAYMENT QUANTITIES. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
 - Make a motion to approve change order #2, the compensating change order, to reconcile the actual installed quantities to the estimated quantities, resulting in a net deduction of \$89,090.
 - **ECKER MADE A MOTION TO APPROVE CHANGE ORDER #2, THE COMPENSATING CHANGE ORDER, TO RECONCILE THE ACTUAL INSTALLED QUANTITIES TO THE ESTIMATED QUANTITIES, RESULTING IN A NET DEDUCTION OF \$89,090. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

SEWER COMMITTEE: Gliem reported on:
Gliem read the October sewer report.

- Treated total 5,104,000 gallons
- - Average per day 164,645 gallons
- - Weekly BOD, CBOD, Phosphorus, Ammonia Nitrogen, TSS, & Fecal Coliform samples
- - Weekly nitrate-nitrite & total nitrogen samples
- - Monthly Copper & Zinc & Final Hardness samples
- - On the 3rd Control Systems was at sewer plant to replace a circuit board that controls bank A of the UV. Found plug was needed for a sensor
- - On the 17th Control Systems was at Sewer Plant to see why there was no UV intensity on the control panel UI.
- - On the 22nd took a faulty circuit board on the UV system to Total Tech Solutions. Total Tech replaced a resistor; the board needed an additional resistor. Resistors were ordered.
- - On the 24th took circuit board to Total Tech to have resistor soldered on the circuit board.
- - On the 27th Peck's Septic hauled out approximately 12 loads of sludge to empty Digester #1 for cleaning.
- - On the 28th Chamberlain and Wingert was at Sewer Plant to clean Digester #1.
- - On the 31st Control Systems installed the plug that had been ordered for Bank A of the UV. Control Systems was able to troubleshoot as well as restore the UV intensity display for both banks.

Shawn Decker

Waste Water Operator

- Gliem recommended that a motion be made to approve the signature and authorization of the submission of the required forms to PA DEP to allow Shawn Decker to submit the eDMRs.
 - **GLIEM MADE A MOTION TO APPROVE SIGNATURE AND AUTHORIZATION OF THE SUBMISSION OF THE REQUIRED FORMS TO PA DEP TO ALLOW SHAWN DECKER TO SUBMIT EDMRS. ELNAGGAR SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

FINANCE/PERSONNEL COMMITTEE: Smith Reported on:

- Smith recommended making a motion to approve the 2025 capital reserve budget transfers, in the amounts of \$7,000 for police car savings, \$2,000 for office equipment savings, \$8,000 for water truck fund savings, and \$10,000 for sewer line repairs total of \$27,000.
 - **SMITH MADE A MOTION TO APPROVE THE CAPITAL RESERVE TRANSFERS IN THE TOTAL AMOUNT OF \$27,000. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith recommended making a motion to approve the 2025 donations and AEA membership in the amounts of Adams Co Office of aging, \$500, Upper Adams Sr Center, \$500, Biglerville Garden Club, \$600, Adams County Economic Alliance Membership, \$200, and Adams Co Library System for \$1,000.
 - **SMITH MADE A MOTION TO APPROVE THE DONATIONS. ELNAGGAR SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith recommended making a motion to advertise the 2026 fee increase resolution.
 - **SMITH MADE A MOTION TO ADVERTISE THE 2026 FEE INCREASE RESOLUTION. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith recommended making a motion to approve and advertise the 2026 council meetings. Smith asked the council if the dates are good for all of them. Council concurred that the meeting dates are good for 2026.
 - **SMITH MADE A MOTION TO APPROVE AND ADVERTISE THE 2026 COUNCIL MEETINGS. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith recommended that the council approve and adopt the 2026 budget.
 - **SMITH MADE A MOTION TO APPROVE AND ADOPT THE 2026 BUDGET. ELNAGGAR SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith advised the council with Shawn Decker obtaining his wastewater license, we need to approve his salary increase to \$28.00 / hour, which was a part of his hiring contract.
 - **SMITH MADE A MOTION TO APPROVE SHAWN DECKERS' SALARY INCREASE TO \$28.00/HOUR FOR OBTAINING HIS WASTEWATER LICENSE. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith advised that we obtained only one bid for waste collection and recycling. There is a slight increase, and the contract is good for 3 years. The contract is valid April 1, 2026, and extends until March 31, 2029.
 - **SMITH MADE A MOTION TO EXECUTE THE WASTE COLLECTION 3-YEAR CONTRACT. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith advised that Samuel Biesecker is to be reappointed to the Zoning Hearing Board for a 5-year term. Samuel agreed to the reappointment.
 - **SMITH MADE A MOTION REAPPOINTING SAMUEL BIESECKER TO THE ZONING HEARING BOARD OF THE BIGLERVILLE BOARD TO SERVE A 5-YEAR TERM, TERM ENDING DECEMBER 31, 2030. ELNAGGAR SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith mentioned to the council that currently, the Borough does not offer paid bereavement days to the employees. Currently, employees need to take a vacation or a personal day when a family member dies. He asked if the council would like to possibly adopt a policy for this, paying employees to be off when a family member dies. Possibly 3 paid days, Smith added. After the discussion of the council asked that we obtain sample policies from other municipalities to assist them in making a decision. Smith also mentioned maternity/paternity leave that is not in the employee handbook. The council also recommended that we obtain samples on this subject as well. Shaffer agreed to obtain the samples for both and provide a summary of them at the December meeting.

PROPERTY/HIGHWAY COMMITTEE: Guise reported on:

- Guise advised that we obtained Jeff Shaffer's appraisal report for the old reservoir property. Shaffer's report indicated that the property value is \$2,500. Shaffer advised the council that we can send a letter of intent to the adjoining property owner to see if they have an interest in purchasing the property. The letter of intent would be reviewed by Bernie Yannetti, Shaffer advised. Ecker mentioned that it needs to be clear in the paperwork that the

property is bought as is. The Borough can't be responsible for anything after the property is sold. Shaffer mentioned that Bernie can include this in the paperwork for the buyer.

Craig Zack left the meeting.

SAFETY COMMITTEE: Pantaleo had no questions on the October police report. Police report attached

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

42	COMPLAINTS OR SERVICE CALLS			71	TRAFFIC STOPS	
48	TOTAL ARREST	45	TRAFFIC	3	CRIMINAL CHARGES	
1	INVESTIGATIONS		50	WARNINGS	148.25	Total Hours Worked Hartley
771	Miles Travelled Car 1	807	Miles Travelled Car 2		202.25	Total Hour Worked David

TRAFFIC ARRESTS	COMPLAINTS	CRIMINAL ARREST
10- Max Speed	7 – Assist EMS	DUI – Schedule 1
9 – Expired Registration	6 – Follow Up	DUI – Drugs General Impairment
8 – Expired Inspection	4 – Assist Law Enforcement	DUI – Drugs - Metabolite
6 – Obedience Traffic Ctr Devices	4 – Community Mtg/Special Event	
3 – Suspended Registration	3 – Reportable Crashes	
2 – Drivers Req to be Licensed	2 – Abandon Vehicle	
1 – Duties of Driver Emergency Veh	2 – Court	
1 – Parking Ticket	2 – Suspicious Activity	
1 – Prohibitions in Specified Places	1 – Information	
1 – Following to Closely	1 – 911 Hang up	
1 – Vehicle Turning Left	1 – Act 64 – Non active	
1 – Red Light Violation	1 – Burglar Alarm	
1 – Suspended License	1 – Animal Struck	
	1 – Child Custody Issue	
	1 – Noise Complaint	
	1 – Domestic Dispute	
	1 – Assault – non-active	
	1 – Reckless Driver	
	1 – Parade Escort	
	1 – Traffic complaint/Offense	

TYPE OF INVESTIGATIONS:

1	DUI
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STATUS OF INVESTIGATIONS FOR 2025

<u>19</u>	CLOSED ARREST
<u>2</u>	UNDER INVESTIGATION
<u>3</u>	CLOSED UNSOLVED
<u>0</u>	CLOSED UNFOUNDED
<u>0</u>	REFER TO OTHER AGENCY
<u>5</u>	PROSECUTION DECLINED

REPORTING OFFICER: CHIEF Craig A. Hartley

Hartley reported:

- Joe passed the National Child Passenger Safety Class. He can now install safety seats.
- At the medicine take-back in October, 10 boxes were collected.

ORDINANCE COMMITTEE: Elnaggar had nothing to report:

CODE/ZONING ENFORCEMENT REPORT: See attached August report.

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

COMPLAINTS

NAME	ADDRESS	NATURE OF COMPLAINT	DATE

List of Permits

NAME	ADDRESS	PERMIT	DATE	DATE
	45 Penn St	Occupancy		10/21
	33 Ridge Ave	Occupancy		10/28
	44 Krist Lane	Occupancy		10/21

INVESTIGATIONS/INSPECTIONS

NAME	ADDRESS	REASON	DATE	OUTCOME
	30 Penn St	Junk and debris. Sent notice		Property was cleaned up
	48 E Hanover St	Hole in driveway / Notice sent		Property was filled in
	Lot on alley #1	Grass and weeds. Notice was sent		Property was mowed
	41 Third St (old Knouse Foods cold storage)	Dangerous building. Sent notice to either tear down or have a structural engineer inspection		Pending
	17 S Main St	Junk vehicle. Sent notice.		Vehicle was removed
NAME	ADDRESS	REASON	CITATION	DATE

SIDEWALKS INSPECTIONS

NAME	ADDRESS	REASON	DATE	OUTCOME
	162 S Main St	Condition		
	37 N Main St	Condition		
	124 N Main St	Condition		

PAINT LIST

NAME	ADDRESS	REASON	DATE	OUTCOME

Signed By: *Wayne Smith*

Zoning / Code Enforcement Officer

- Shaffer asked the council how they would want to proceed with the letter that was sent to 41 Third Street when the 30 days from the date of the letter comes. Council recommended that we contact Bernie for advice on this matter. Shaffer agreed to contact Bernie for guidance on the situation.

Mayor: Mayor Phil reported on:

- 250th Celebration date has been moved to Saturday, 6/13/2025, parade kicking off at 1 PM.
- November 22nd is the turkey dinner at the fire hall from 12 PM– 2 PM or until sold out.
- Christmas decorations will be going up on Saturday, 11/29.
- Christmas Tree lighting will be either Friday, 12/5 or Friday, 12/12. Not sure on the date.

UNFINISHED BUSINESS:

- Adams County COG September meeting minutes were provided.
- NAREMA July 2025 meeting minutes were provided.

NEW BUSINESS: There was no new business to report.

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

ADJOURNMENT:

A MOTION WAS MADE BY GUISEAND SECONDED BY ELNAGGAR TO PAY THE BILLS AND ADJOURN THE MEETING AT 7:50 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	\$161,329.61	\$70,925.24	\$47,543.95	
DEPOSITS	\$20,799.88	\$47,980.65	\$30,785.13	
SUB TOTALS	\$182,129.49	\$118,905.89	\$78,329.08	
BILLS	\$108,303.42	\$54,592.47	\$30,377.48	
TOTALS	\$73,826.07	\$64,313.42	\$47,951.60	
PLGIT TRUST	\$751,051.76	\$429,120.04	\$35,038.60	
TITLE:	SPECIAL PLGIT HIGHWAY TRUST FUND	CAPITAL RESERVE PLGIT TRUST FUND	PUBLIC SAFETY POLICE PLGIT TRUST FUND	
BAL BRO FWD	\$118,340.77	\$265,860.47	\$276.02	
DEPOSITS	\$425.09	\$954.63	\$.93	
SUB TOTALS	\$118,765.86	\$266,815.10	\$276.95	
BILLS	\$0.00	\$0.00	\$0	
TOTAL TRUST (ONLY PLGIT)	\$118,765.86	\$266,815.10	\$276.95	
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	\$3,430.50	\$7,741.57	\$4,917.94	\$474.80
DEPOSITS	\$53,940.61	\$5,541.83	\$3,633.02	\$442.99
SUB TOTAL	\$57,371.11	\$13,283.40	\$8,550.96	\$917.79
BILLS	\$55,062.48	\$5,541.72	\$3,633.02	\$373.80
TOTALS	\$2,308.63	\$7,741.68	\$4,917.94	\$543.99

Signed,

Kelly Shaffer
Secretary/Treasurer