

Council President Robert Smith called the July 1, 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, Robert E. Guise, Robert Pantaleo, Melinda Warren-Elnaggar, and Mayor Phil Wagner.

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

Borough Employees Present – Doug Hays; Sewer/Water Operator, Police Chief Craig Hartley

Following guests Present – Craig Zack; Engineer - KPI Technology

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

**PANTALEO MADE A MOTION TO APPROVE THE JUNE 3, 2025, REGULAR MEETING MINUTES. GLIEM 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. He stated that the installation of the 8” water main has been nearly completed, including some areas in the square. There were over 1300 lineal feet installed in June in addition to numerous valves and fire hydrants. Water service laterals will now begin to be installed.
  - 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 recommended to be approved minus the required 10% retainage for a total payment amount of \$239,039.10. The Payment request from Guyer Brothers, Inc. will be forwarded to the Adams County Office of Planning and Development for reimbursement from the CDBG grants awarded for this project. As reported last month, a separate payment request must also be sent to Pennvest, indicating that other sources (CDBG) will be used to pay the contractor and will not seek reimbursement for the payment request from the contractor.
- Zack advised with the absence of the lead wastewater operator at the wastewater treatment facility, KPI has been assisting with the transition and preparing the necessary paperwork to PA DEP to facilitate the change.
  - A new certifier will be required to submit the monthly discharge monitoring reports electronically (eDMRs). The Council and Authority should make a motion authorizing signature and submission of the eDMR Permittee Registration Form for Modifying Certifiers of facilities currently using a eDMR and the change of available operator form.

**AUTHORITY:** Landis recommended the following motions

- Landis requested that Authority members make a motion to approve payment request #3 and the submission to Adams County for reimbursement invoice from Guyer Brothers, Inc. for \$239,039.10 for the East York Street water main replacement project.
  - **WAGER MADE A MOTION TO APPROVE PAYMENT REQUEST #3 AND THE SUBMISSION TO ADAMS COUNTY FOR REIMBURSEMENT FOR THE GUYER BROTHERS, INC. INVOICE IN THE AMOUNT OF \$239,039.10 FOR THE EAST YORK STREET WATER MAIN PROJECT. VRANICH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Landis requested that Authority members make a motion to approve submission of reimbursement request # 3 to Pennvest for \$0.00 for the East York Street water main improvement project to document the use of another source of funding.
  - **VRANICH MADE A MOTION TO APPROVE SUBMISSION OF REIMBURSEMENT REQUEST #3 TO PENNEVEST FOR \$0.00 FOR THE EAST YORK STREET WATER MAIN IMPROVEMENT PROJECT TO DOCUMENT THE USE OF OTHER SOURCE OF FUNDING. WAGNER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

**PLANNING COMMITTEE:** Angstadt reported on:

- Ridge Rentals' land development plan was extended until 9/30/25 and there is no update.

**WATER COMMITTEE:** Ecker reported on:

- Ecker read the June water report.

In June, our water system pumped a total of 3,256,000 gallons, averaging 108,533 gal/day. That is a 16.4 % increase from May 2025 and a 22.9 % increase from June 2024.

June's bacteria samples were taken on the 4<sup>th</sup> at 374 Heidlersburg Road (G.V.M.), 33 Musselman Ave. (boro office), and 110 South Main Street. (7-11 store).

We had three final water meter readings in June. 54, Fourth Street, 44 West Hanover Street and 345 Arendtsville Road

On June 18<sup>th</sup>, Chamberlin & Wingert repaired a water leak on the square

Water /Wastewater Operator

Doug Hays

- Ecker advised that a motion need to be made to approve payment request # 3 from Guyer Brothers, Inc., and the submission to Adams County for reimbursement in the amount of \$239,039.10 for the East York Street water main replacement project.
  - **ECKER MADE A MOTION TO APPROVE PAYMENT REQUEST # 3 AND SUBMISSION TO ADAMS COUNTY FOR REIMBURSEMENT, INVOICE FROM GUYER BROTHERS, INC. IN THE AMOUNT OF \$239,039.10 FOR THE EAST YORK STREET WATER MAIN REPLACEMENT PROJECT. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Ecker advised that a motion needed to be made to approve the submission of reimbursement request # 3 to Pennvest in the amount of \$0.00 for the East York Street water main replacement project to document the use of other sources of funding.
  - **ECKER MADE A MOTION TO APPROVE SUBMISSION OF REIMBURSEMENT REQUEST # 3 TO PENNVEST IN THE AMOUNT OF \$0.00 FOR THE EAST YORK STREET WATER MAIN REPLACEMENT PROJECT. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

**SEWER COMMITTEE:** Gliem reported on:

- Gliem read the June sewer report.
- Treated total 7,966,000 gallons
- - Average per day 266,000 gallons
- - Weekly BOD, CBOD, Phosphorus, Ammonia Nitrogen, TSS, & Fecal Coliform samples
- - Weekly nitrate-nitrite & total nitrogen samples
- - Monthly Copper & Final Hardness samples
- - We had a sewer main clog between 3<sup>rd</sup> and 4<sup>th</sup> St. After unclogging and televising, we found tree roots were the cause. We worked with Chamberlain & Wingert to find a solution. We decided to replace approx. 140 feet of 8" clay (terracotta) main with 8" SDR 35. The property owner at 125 4<sup>th</sup> St. had some sewage backup into the building.
- - We lost power at the lift station with all the outages last week. We had Chamberlain & Wingert here to pump out the station in the mornings, and bring it to the STP and unload, until power was restored.

Kevin Bollinger

Water/Sewer Operator

- **GLIEM MADE A MOTION APPROVING FOR ROB SMITH TO SIGN PAPERWORK ALLOWING SOMEONE ELSE TO COMPLETE THE eDMRs FOR PA DEP AND TO NOTIFY DEP OF THE CHANGE OF OPERATOR. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

Zack exited the meeting at this time.

**FINANCE/PERSONNEL COMMITTEE:** Smith Reported on:

- Smith called an executive session at 7:15 PM.
- The council meeting was back in session at 7:35 PM.
- Smith advised that the Borough did not have Rules of Decorum in place for public meetings. He advised the draft and asked the council if they concurred with adopting the policy.
  - **SMITH MADE A MOTION TO ADOPT THE RULES OF DECORUM POLICY FOR PUBLIC MEETINGS. ELNAGGAR SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith explained that the participating in municipalities involved with the 250<sup>th</sup> anniversary event will be signing a Memorandum of Understanding. He advised that Kelly Shaffer and he will need to have the authority to sign the MOU with the municipalities to have a fully executed document.
  - **SMITH MADE A MOTION TO ENTER THE AGREEMENT AND FOR ROB SMITH AND KELLY SHAFFER TO EXECUTE THE MOU.**
- Smith confirmed that each council member was notified of the resignation of Kevin Bollinger, Wastewater Operator.
  - **SMITH MADE A MOTION TO ACCEPT KEVIN BOLLINGER'S RESIGNATION LETTER. HIS LAST DAY WILL BE JULY 6, 2025. PANTALEO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- **SMITH MADE A MOTION TO APPROVE THE STRAW VOTE TAKEN ON 6/9/2025 TO ADVERTISE FOR A WASTEWATER OPERATOR. PANTALEO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith advised the council that with the resignation of Kevin Bollinger, Shaffer explained to him that there is no written policy on a payout for unused vacation and personal days. Shaffer researched past employees to determine if this had been something that had been done in the past. To formalize this practice, as the current personnel policy does not explicitly confirm it, Shaffer drafted the vacation and personal day payout policy to ensure clarity and avoid future questions regarding the procedure. The council concurred that this needed to be added to the personnel policy.
  - **SMITH MADE A MOTION TO APPROVE ADDING THE VACATION AND PERSONAL DAY LEAVE PAYOUT TO OUR CURRENT PERSONNEL POLICY. ELNAGGAR SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith explained that with the resignation of Kevin Bollinger, Ron Cooper, owner of Coopers Choice Operations was contacted to assist the Borough as an interim Wastewater Operator until the position is filled. He is a licensed operator, Smith explained. Ron met with Kevin, Craig Zack, Gliem, and Shaffer to review the current processes and Kevin's duties. Smith advised that Ron will be billing the Borough on a month-by-month basis at \$2,000 per month. Emergencies will be billed at \$100 per hour.
  - **SMITH MADE A MOTION TO ACCEPT RON COOPER, COOPERS CHOICE OPERATIONS AS THE INTERIM WASTEWATER OPERATOR AT A RATE OF \$2,000/MONTH ON A MONTH-BY-MONTH BASIS UNTIL THE POSITION IS FILLED. EMERGENCY RATE IS \$100/HOUR. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

**PROPERTY/HIGHWAY COMMITTEE:** Guise reported on:

- Guise requested a motion to mail letters out to the part-time snowplow operators who worked for the Borough last year to see if they are willing to do it again for the 2025-2026 winter season. He mentioned we should also check with Butler Township to see if we can purchase our antiskid and salt from them again for the 2025-2026 season.
  - **GUISE MADE A MOTION TO SEND LETTERS TO PT SNOWPLOW OPERATORS FOR THE 2025-2026 WINTER SEASON AND RENEW THE CONTRACT WITH BUTLER TOWNSHIP FOR THE ANTISKID/SALT FOR 2025-2026. PANTALEO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

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

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

|     |                             |     |                       |       |                            |
|-----|-----------------------------|-----|-----------------------|-------|----------------------------|
| 40  | COMPLAINTS OR SERVICE CALLS |     |                       | 39    | TRAFFIC STOPS              |
| 28  | TOTAL ARREST                | 20  | TRAFFIC               | 8     | CRIMINAL CHARGES           |
| 5   | INVESTIGATIONS              | 27  | WARNINGS              | 134.5 | Total Hours Worked Hartley |
| 490 | Miles Travelled Car 1       | 649 | Miles Travelled Car 2 | 134.5 | Total Hour Worked David    |

| COMPLAINTS / SERVICE CALLS       | TRAFFIC ARREST                   | CRIMINAL ARREST        |
|----------------------------------|----------------------------------|------------------------|
| 5 – Follow up                    | 7 – Maximum Speed                | 2 – Aggravated Assault |
| 4 – County Court                 | 4 – Expired Inspection           | 2 - Burglary           |
| 3 – Assist EMS                   | 3 – Expired Inspection           | 2 – Simple assault     |
| 3 – Fraud                        | 2 – Obedience to Traffic Ctl Dev | 1 - Harassment         |
| 2 - Information                  | 1 – Drivers Req to be Licensed   | 1 – Criminal Trespass  |
| 2 – Parking Complaint            | 1 – Req financial Responsibility |                        |
| 2 – Utility                      | 1 – Parking Violation            |                        |
| 1 – Fire Alarm                   | 1 – Suspended License            |                        |
| 1 – Animal Complaint             |                                  |                        |
| 1 – Animal Struck                |                                  |                        |
| 1 – Damage Vandalism             |                                  |                        |
| 1 – Child Endangerment           |                                  |                        |
| 1 – Criminal Mischief Not Active |                                  |                        |
| 1 - Domestic                     |                                  |                        |
| 1 – Assault / Rape               |                                  |                        |
| 1 – Hit & run                    |                                  |                        |
| 1 – PFA Firearm Relinquishment   |                                  |                        |
| 1 – Found Property               |                                  |                        |
| 1 – Harassment                   |                                  |                        |
| 1 – Ordinance Violation          |                                  |                        |
| 1 – PFA Service                  |                                  |                        |
| 1 – Missing Person               |                                  |                        |
| 1 – Reckless Driver              |                                  |                        |
| 1 – Suspicious Activity          |                                  |                        |
| 1 - Theft                        |                                  |                        |
|                                  |                                  |                        |
|                                  |                                  |                        |
|                                  |                                  |                        |

**TYPE OF INVESTIGATIONS:**

|   |                                      |
|---|--------------------------------------|
| 1 | Fleeing, Obstruction & DUI           |
| 1 | Aggravated Assault & Burglary        |
| 1 | Theft by Deception                   |
| 1 | Access Device Fraud                  |
| 1 | Criminal Mischief/Disorderly Conduct |

**STATUS OF INVESTIGATIONS FOR 2025**

|    |                       |
|----|-----------------------|
| 11 | CLOSED ARREST         |
| 2  | UNDER INVESTIGATION   |
| 2  | CLOSED UNSOLVED       |
| 0  | CLOSED UNFOUNDED      |
| 0  | REFER TO OTHER AGENCY |
| 5  | PROSECUTION DECLINED  |
|    |                       |
|    |                       |

REPORTING OFFICER: CHIEF Craig A. Hartley

**ORDINANCE COMMITTEE:** Elnaggar reported on

- that the draft Motor Vehicles and Traffic – General Regulations amendment has been reviewed by Bernie Yannetti. She asked if the Council is ready to advertise the amendment to the ordinance. Council discussed the amendment, and they are not in agreement of the draft. The council is concerned with the violation section of the amendment. With many conversations relating to the violation section, Hartley advised the council that he would research the violation section and have a schedule for the fines and violations. Hartley advised that he will provide the changes to Shaffer, and she can then send to Bernie Yannetti for his review. Hartley said it will be ready for the August meeting.
  - ELNAGGAR MADE A MOTION AUTHORIZING HARTLEY TO AMEND THE VIOLATION SECTION OF THE AMENDED ORDINANCE AND AUTHORIZING BERNIE YANNETTI TO REVIEW THE DRAFT. PANTALEO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

**CODE/ZONING ENFORCEMENT REPORT:** See attached June report.

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

**COMPLAINTS**

| NAME | ADDRESS | NATURE OF COMPLAINT | DATE |
|------|---------|---------------------|------|
|      |         |                     |      |

**List of Permits**

| NAME | ADDRESS        | PERMIT       | DATE      | DATE |
|------|----------------|--------------|-----------|------|
|      | 142 W York St  | Solat panels | 6/17/2025 |      |
|      | 53 Kristi Lane | Fence        | 6/17/2025 |      |
|      | 326 E York St  | Fence        | 6/10/2025 |      |
|      | 23 High St     | Solar panels | 6/3/2025  |      |
|      | 23 Penn St     | Patio        | 6/3/2025  |      |

**INVESTIGATIONS/INSPECTIONS**

| NAME | ADDRESS      | REASON                        | DATE     | OUTCOME                              |
|------|--------------|-------------------------------|----------|--------------------------------------|
|      | 63 Fourth St | Junk and debris               |          | See pictures                         |
|      | 50 Penn St   | Grass and weeds               |          | Notice sent                          |
|      | 17 Fourth St | Junk and debris / Sent notice |          | Property was cleaned up              |
|      | 23 Marie Ln  | Pool put up without permit    |          | Notice sent / Permit was applied for |
|      | 73 S Main St | Junk and debris               |          | Notice sent                          |
|      |              |                               |          |                                      |
|      |              |                               |          |                                      |
| NAME | ADDRESS      | REASON                        | CITATION | DATE                                 |

Signed By: Wayne Smith Zoning/Code Enforcement Officer

- Smith advised the council that 63 Fourth Street junk and debris extension is due to expire. He asked the council how they would like to proceed. The council concluded that the owner of the property is making progress and agreed to another extension for cleaning up the junk and debris on the property. The council stated that a 9-month extension should be granted.
  - **ECKER MADE A MOTION GIVING THE PROPERTY OWNER AT 63 FOURTH STREET A 9-MONTH EXTENSION FOR THE CLEANING UP OF JUNK AND DEBRIS ON THE PROPERTY. PANTATLEO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. ROBERT E. GUISE ABSTAINED FROM THE VOTE.**

**Mayor** Phil Wagner announced the following:

- The mayor advised that the next 250<sup>th</sup> anniversary committee meeting will be held in October.
- The mayor advised that the UA Jaycees and the Oakside Community Park will be split into two separate entities. A town hall was held at the Biglerville Fire Department on June 25<sup>th</sup>.

**UNFINISHED BUSINESS:**

- Adams County COG May meeting minutes were provided.
- NAREMA MARCH draft meeting minutes.

**NEW BUSINESS:** Smith reported there was no new business.

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

**ADJOURNMENT:**

**A MOTION WAS MADE BY GUISE AND SECONDED BY PANTALEO TO PAY THE BILLS AND ADJOURN THE MEETING AT 8:30 p.m. MOTION CARRIED UNANIMOUSLY.**

| <b>ACCOUNT TITLE:</b>               | <b>GENERAL ACNB<br/>FUND with PLGIT</b>         | <b>SEWER<br/>ACNB FUND with<br/>PLGIT</b>     | <b>WATER<br/>ACNB FUND with<br/>PLGIT</b>                              |
|-------------------------------------|---|---|--|
| <b>BAL BRO FWD</b>                  | <b>\$199,866.07</b>                             | <b>\$111,822.55</b>                           | <b>\$194,838.20</b>  |
| <b>DEPOSITS</b>                     | <b>\$47,299.98</b>                              | <b>\$1,590.13</b>                             | <b>\$52,380.40</b>   |
| <b>SUB TOTALS</b>                   | <b>\$247,166.05</b>                             | <b>\$113,412.68</b>                           | <b>\$247,218.60</b>  |
| <b>BILLS</b>                        | <b>\$92,379.01</b>                              | <b>\$55,756.23</b>                            | <b>\$168,787.57</b>  |
| <b>TOTALS</b>                       | <b>\$154,787.04</b>                             | <b>\$57,656.45</b>                            | <b>\$78,431.03</b>   |
| <b>PLGIT TRUST</b>                  | <b>\$740,218.68</b>                             | <b>\$422,982.56</b>                           | <b>\$34,533.12</b>   |
| <b>TITLE:</b>                       | <b>SPECIAL PLGIT<br/>HIGHWAY TRUST<br/>FUND</b> | <b>CAPITAL RESERVE<br/>PLGIT TRUST FUND</b>   | <b>PUBLIC SAFETY<br/>POLICE PLGIT<br/>TRUST FUND</b>                   |
| <b>BAL BRO FWD</b>                  | <b>\$133,125.43</b>                             | <b>\$262,026.04</b>                           | <b>\$272.26</b>  |
| <b>DEPOSITS</b>                     | <b>\$475.02</b>                                 | <b>\$940.19</b>                               | <b>\$.92</b>   |
| <b>SUB TOTALS</b>                   | <b>\$133,600.45</b>                             | <b>\$262,966.23</b>                           | <b>\$273.18</b>  |
| <b>BILLS</b>                        | <b>\$1,585.20</b>                               | <b>\$0</b>                                    | <b>\$0</b>   |
| <b>TOTAL TRUST<br/>(ONLY PLGIT)</b> | <b>\$132,014.95</b>                             | <b>\$262,966.23</b>                           | <b>\$273.18</b>  |
| <b>ACCOUNT TITLE:</b>               | <b>PAYROLL ACNB<br/>FUND<br/>(No PLGIT)</b>     | <b>AUTHORITY ACNB<br/>FUND<br/>(No PLGIT)</b> | <b>AUTHORITY #2<br/>STP PROJECT<br/>2017- ACNB FUND<br/>(No PLGIT)</b> |
| <b>BAL BRO FWD</b>                  | <b>\$2,073.96</b>                               | <b>\$7,740.93</b>                             | <b>\$4,917.94</b>  |
| <b>DEPOSITS</b>                     | <b>\$42,490.00</b>                              | <b>\$5,541.86</b>                             | <b>\$3,633.02</b>  |
| <b>SUB TOTAL</b>                    | <b>\$44,563.96</b>                              | <b>\$13,282.79</b>                            | <b>\$8,550.96</b>  |
| <b>BILLS</b>                        | <b>\$41,858.10</b>                              | <b>\$5,541.72</b>                             | <b>\$3,633.02</b>  |
| <b>TOTALS</b>                       | <b>\$2,705.86</b>                               | <b>\$7,741.07</b>                             | <b>\$4,917.94</b>  |

Signed,

Kelly Shaffer  
Secretary/Treasurer