

Council President Robert Smith called the October 7, 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, and Mayor Phil Wagner. John Angstadt, 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 – Cole McClain, Water Operator, Police Chief, Craig Hartley.

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

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

ELNAGGAR MADE A MOTION TO APPROVE THE SEPTEMBER 2, 2025, REGULAR MEETING MINUTES AND SEPTEMBER 23, 2025, BUDGET WORKSHOP MINUTES. 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 completed the paving and concrete restoration work. A walk-through inspection was conducted with Guyer Brothers, and a punch list of items was generated that will need to be addressed before final payment.
 - A meeting was held with PennDOT on September 26th to review the paving work done on E. York Street. After inspecting it, PennDOT deemed the work satisfactory with no additional requirements.
 - Zack explained that there was another incident on E York Street with another collapsed sewer pipe, a lateral in this case, located directly below the newly installed water line. This was corrected under an emergency HOP. The liability for addressing this issue is not clear due to the age and condition of the terra cotta pipe. Zack recommended that the Council should consider televising the sewer line and laterals before paving of the road by PennDOT next year to determine if there are any additional problems that have not yet become apparent.
 - 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 for a total payment amount of \$474,237.00.

AUTHORITY: Redden recommended the following motions.

- Make a motion to accept the 2024 audit for Biglerville Borough and Authority and authorize to advertise its availability at the office for review.
 - **LANDIS MADE A MOTION TO ACCEPT THE 2024 AUDIT FOR BIGLERVILLE BOROUGH AND AUTHORITY AND AUTHORIZE TO ADVERTISE ITS AVAILABILITY AT THE OFFICE FOR REVIEW. WAGNER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Make a motion to approve and submit payment request # 6 from Guyer Brothers Inc. for \$474,237.00 for the E. York Street Water main project and submit to Penn vest.
 - **WAGNER MADE A MOTION TO APPROVE PAYMENT REQUEST #6 TO GUYER BROTHERS INC. AND THE SUBMISSION TO PENNVEST IN THE AMOUNT OF \$474,237.00 FOR THE E YORK STREET WATER MAIN PROJECT. LANDIS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

PLANNING COMMITTEE: Smith reported on:

- Smith advised that the Ridge Rentals Land Development Plan is extended until December 31, 2025.

WATER COMMITTEE: Ecker reported on:

- Ecker read the September water report.

In September, our water system pumped a total of 2,976,000 gallons, averaging 96,000 gal/day. That is a 4.75% increase from August 2025 and a 21.87% increase from September 2024.

September's bacteria samples were taken on the 9th at 374 Heidlersburg Rd (G.V.M), 38 W York St (Adams County Surplus), and 366 Arendtsville Rd (Nutrien).

In September, water meters were read for the 3rd quarter, and we had two final water meter readings (70 Clearview Ln & 265 E York St).

Utilizing a new version of meter reading software on the phone increasing efficiency. The software also enables an hour-by-hour visual of water usage over a period of time, aiding in detecting water leaks past the water meter.

Water Operator (in training)

Cole McClain

Redden and Landis exited the meeting.

- Ecker advised that the last round of backflow letters needs to be sent out. This would include Hillcrest and the end West side of town. Elnaggar asked about an ordinance for the non-compliant backflow residents. Council concurred that we would discuss that in the Spring of 2026.
 - **ECKER MADE A MOTION TO SEND OUT THE FINAL ROUND OF BACKFLOW LETTERS FOR COMPLIANCE WITH THE BACKFLOW PROGRAM. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
 - **ECKER MADE A MOTION TO APPROVE PAYMENT REQUEST #6 TO GUYER BROTHERS INC. AND THE SUBMISSION TO PENNVEST IN THE AMOUNT OF \$474,237.00 FOR THE E YORK STREET WATER MAIN PROJECT. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

SEWER COMMITTEE: Gliem reported on:

Gliem read the September sewer report.

- - Treated total 3,782,000 gallons
- - Average per day 126,067 gallons
- - Weekly BOD, CBOD, Phosphorus, Ammonia Nitrogen, TSS, & Fecal Coliform samples
- - Weekly nitrate-nitrite & total nitrogen samples
- - Monthly Copper & Zinc & Final Hardness samples
- - Updated S.O.P. for sewer plant has been completed. It has been reviewed by Ron Cooper as well as emailed to Cody Hoy, our sanitarian.
- - New fridge was ordered, old one was not keeping proper temp for samples. A NIST approved thermometer has been installed in the fridge as requested by our sanitarian.
- - On the 3rd of September there was sewer main collapse on N Main St in front of Thielemann's Antiques. Chamberlain and Wingert performed the repair.
- - On the 17th of September Chamberlain and Wingert replaced all the UV bulbs in both banks A & B. It was at this time that it was discovered the control board for bank A was not working. A new one was ordered from Trojan UV.

- On the 29th of September the display screen for the UV system was changed out, the old one was severely weathered.
- - On the 30th there was a collapse in the sewer lateral for 115 E York St. Chamberlain and Wingert performed the repairs.

Shawn Decker

Water/Wastewater Operator

- Gliem asked McClain if he had anything to add. McClain advised that the control panel that was ordered is still not working; however, they have contacted Control Systems, and they will be out working on the panel and get it working. They are still using the old control panel.
- Gliem recommended that a quote was obtained from Front Runner Construction to repair/seal the roof on the lower building at the sewer treatment plant.
 - **GLIEM MADE A MOTION TO ACCEPT THE QUOTE FROM FRONT RUNNER CONSTRUCTION FOR \$3,500 TO HAVE THE ROOF AT THE LOWER BUILDING AT THE SEWER TREATMENT PLANT REPAIRED AND RESEALED. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

Craig Zack exited the meeting.

FINANCE/PERSONNEL COMMITTEE: Smith Reported on:

- Smith recommended making a motion to accept the 2024 Borough and Authority Audit and advertise its availability at the office for review.
 - **SMITH MADE A MOTION TO ACCEPT THE 2024 AUDIT FOR BIGLERVILLE BOROUGH AND AUTHORITY AND AUTHORIZE TO ADVERTISE ITS AVAILABILITY AT THE OFFICE FOR REVIEW. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
 - **SMITH MADE A MOTION TO APPROVE AND TO ADVERTISE THE LAYOUT OF THE 2026 BUDGET. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith mentioned to the council about the resolution that was discussed at the September meeting in regard to having a procedure to dispose of items that belong to the Borough that are worth less than \$2,000. He said that Bernie reviewed the resolution, and he approved.
 - **SMITH MADE A MOTION TO ADOPT AND ADVERTISE THE RESOLUTION FOR THE PROCEDURE FOR DISPOSAL OF BOROUGH ITEMS THAT ARE WORTH UNDER \$2,000. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
 - **SMITH MADE A MOTION TO ACCEPT CRAIG HARTLEY'S EMPLOYEE CONTRACT. ELNAGGAR SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
 - **SMITH MADE A MOTION TO HIRE CHARLES STUART AS A PART-TIME POLICE PATROL OFFICER AT \$22.00 PER HOUR. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith asked Mayor Phil Wagner to perform the oath of office for Charles Stuart. Mayor Phil swore Charles in as a PT Police Patrol Officer.
 - **SMITH MADE A MOTION TO APPROVE THE REVISED EMPLOYEE ORGANIZATION CHART. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
 - **SMITH MADE A MOTION TO ADVERTISE TAX RESOLUTION WITH NO INCREASE IN 2026. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

PROPERTY/HIGHWAY COMMITTEE: Smith reported on:

- Smith mentioned that Jeff Shaffer will have concluded the report for the old reservoir and that it will be discussed at the November meeting.
- Smith advised the council that there is a John Deere tractor at the sewer plant that needs to be disposed of. The tractor does not run, and it will be too costly to repair.
 - **SMITH MADE A MOTION TO DISPOSE OF THE JOHN DEERE UNFIXABLE TRACTOR AT THE SEWER TREATMENT PLANT. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith mentioned that KPI is obtaining information on the Borough Streets to be tarred and chipped for the grant application for the LSA PA State Grant.

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

OCTOBER 7, 2025, MINUTES – REGULAR MEETING

PAGE 256

**MONTHLY ACTIVITIES REPORT FOR
(SEPTEMBER 2025)**

58	COMPLAINTS OR SERVICE CALLS			48	TRAFFIC STOPS
34	TOTAL ARREST	28	TRAFFIC	6	CRIMINAL CHARGES
4	INVESTIGATIONS	30	WARNINGS	114	Total Hours Worked Hartley
467	Miles Travelled Car 1	471	Miles Travelled Car 2	145	Total Hour Worked David

TRAFFIC ARRESTS	COMPLAINTS	CRIMINAL ARREST
9 – Max Speed	12 – Follow ups	1 – Endangering Welfare of Child
7 – Expired Registration	4 – Warrant Service	1 – Simple Assault
5 – Obedience Traffic Control Device	4 – Assist EMS	2 - Harassment
3 – Expired Inspection	3 - County Court	2 – Disorderly Conduct
1 – Suspended License	3 – Animal Complaint	
1 – Required Financial Resp	4 – Suspicious Activity Progress	
1 – Red Light	2 – Harassment	
1 – Drivers Required to b Licensed	2 – Parking Complaint	
	2 – Building Check	
	2 – Disabled Vehicle in Traffic	
	2 – Foor Patrol	
	1 – Abandon Vehicle	
	1 – Act 64 Drugs	
	1 – Burglar Alarm	
	1 – Assist PD	
	1 – Community Meeting	
	1 – Domestic	
	1 – DUI	
	1 – Assault Non Active	
	1 – Hit & Run	
	1 – Burglary Non Active	
	1 – Fight	
	1 – Found Body Deceased Person	
	1 – Info	
	1 - Missing Person	
	1 – Traffic Issue	
	1 - Threats	

TYPE OF INVESTIGATIONS:

2	Disorderly Conduct
1	Harassment
1	DUI

STATUS OF INVESTIGATIONS FOR 2025

19	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 reported:

- Drug Take Back is October 25th from 10 am – 2 Pm at the fire hall.
- Joe signed up for a 4-day car seat training at the end of October.
- Kelly and Joe are working on a police grant to purchase a new Chevy Tahoe.

ORDINANCE COMMITTEE: Elnaggar had nothing to report:

CODE/ZONING ENFORCEMENT REPORT: See attached August report.

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

COMPLAINTS

NAME	ADDRESS	NATURE OF COMPLAINT	DATE

List of Permits

NAME	ADDRESS	PERMIT	DATE	DATE
	155 Penn St	Shed		9/25
	112 S Main St	Cement Pad		9/16
	18 Penn St	Addition		9/9

INVESTIGATIONS/INSPECTIONS

NAME	ADDRESS	REASON	DATE	OUTCOME
	73 S Main St	Junk and debris front porch		Sent Notice / Conditions did not improve. Sent final letter / Filed citation / Citation Paid
	73 S Main St	Junk and debris along house		Sent Notice
	150 S Main St	Junk vehicle		Sent notice / Vehicle was removed
	161 W York St	Grass and weeds		Sent notice / Grass was cut back
	157/159 E York St	Junk and debris		Sent notice / Junk was removed
	17 S Main St	Junk vehicle		Sent notice
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

- Council concurred with the addresses on the sidewalk list and authorized Wayne to mail letters to the property owners.

MAYOR: Phil Wagner announced the following:

- 250th Anniversary is moving along; the next committee meeting is going to be on October 27th at 6:30 at the Biglerville Borough office.
- Trick or Treat will be on Friday, October 31st, from 6 PM - 8 PM.
- Apple City FFA will be having a trunk or treat event at the High School Parking lot on October 31st from 6 PM to 8 PM. They are encouraging other businesses to take part.

UNFINISHED BUSINESS:

- Adams County COG August meeting minutes were provided.
- NAREMA July 2025 meeting minutes were provided.
- Ecker said that he heard back from Knouse Foods in regard to the Borough office. He said that Knouse advised that there have not been any decisions made on a path forward where the Musselman House property would be split off onto its own to be donated or sold. They do tell potential buyers of the contracts/ leases that they currently have and ask them to honor them. Ecker said that Knouse understands the council's concerns with the property, and they would keep us updated.

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 ELNAGGAR AND SECONDED BY ECKER 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	\$127,135.35	\$97,912.62	\$77,745.39	
DEPOSITS	\$109,739.57	\$39,361.93	\$85,578.20	
SUB TOTALS	\$236,874.92	\$137,274.55	\$163,323.59	
BILLS	\$75,545.31	\$59,496.47	\$116,343.91	
TOTALS	\$161,329.61	\$77,778.08	\$46,979.68	
PLGIT TRUST	\$745,718.54	\$427,598.48	\$34,913.22	
TITLE:	SPECIAL PLGIT HIGHWAY TRUST FUND	CAPITAL RESERVE PLGIT TRUST FUND	PUBLIC SAFETY POLICE PLGIT TRUST FUND	
BAL BRO FWD	\$117,922.11	\$264,920.27	\$275.10	
DEPOSITS	\$418.66	\$67,940.20	\$.92	
SUB TOTALS	\$118,340.77	\$332,860.47	\$276.02	
BILLS	\$0.00	\$67,000.00	\$0	
TOTAL TRUST (ONLY PLGIT)	\$118,340.77	\$265,860.47	\$276.02	
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	\$2,343.84	\$7,741.43	\$4,917.94	\$101.00
DEPOSITS	\$53,961.93	\$5,541.86	\$3,633.02	\$84,509.98
SUB TOTAL	\$56,305.77	\$13,283.29	\$8,550.96	\$84,610.98
BILLS	\$52,875.27	\$5,541.72	\$3,633.02	\$84,136.18
TOTALS	\$3,430.50	\$7,741.57	\$4,917.94	\$474.80

Signed,

Kelly Shaffer
Secretary/Treasurer