

Council President Robert Smith called the August 5, 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 Pantaleo, and Mayor Phil Wagner. Robert E. Guise and Melinda Warren-Elnaggar were absent.

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

Borough Employees Present – Doug Hays, Sewer/Water Operator, Police Patrolman Joe David

Following guests Present – Craig Zack; Engineer - KPI Technology, Paul Royer; Candidate for Judge of the Adams County Court of Common Pleas, Barbara Buckley; Adams County Library System.

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

ANGSTADT MADE A MOTION TO APPROVE THE JULY 1, 2025, REGULAR MEETING MINUTES. PANTALEO 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.

- Paul Royer introduced himself to the council and everyone at the meeting. He stated that he grew up in Adams County, and Royer mentioned he has spent his entire adult life in the courtroom and helping everyday Americans with various legal issues. Royer announced that he is on the November ballot for the Democratic ticket and encouraged everyone to vote for the person they believe will do the best job for Adams County.
- Barbara Buckley from the Adams County Library System (ACLS) introduced herself to the council and everyone at the meeting. Barbara explained the ACLS to everyone. She stated the following key points.
 - The ACLS has been a vital part of our community for 80 years. While the way we access and use information has evolved, our mission has remained constant: to provide Adams County residents with access to materials and information that support formal and lifelong learning, enrichment, and enjoyment.
 - Today, the ACLS is proud to serve the community with convenient locations in Biglerville, Carroll Valley, East Berlin, Gettysburg, Littlestown, and New Oxford.
 - Visits to Adams County Libraries result in significant financial savings for local residents. For example, in 2024, residents of Biglerville saved \$219,080 simply by borrowing books from the library rather than purchasing them from a bookstore. ACLS hosted 89 separate programs at the Biglerville Library in 2024.
 - ACLS offers free library cards and programs to all residents. Services include access to books, DVDs, sound recordings, digital content, and more. Currently, more than one-third of Adams County residents hold an ACLS card.
 - ADCL receives vital support from 18 local municipalities, with an average contribution of \$2,000 per year. This funding helps us maintain the high quality of services we offer to the people of Adams County.
 - As a non-profit organization, we rely on fundraising to cover significant portion of our operating budget. We hope you'll consider a contribution to the ACLS in your 2026 budget so that we can continue to bring these resources and community connections to area residents.

Barbara thanked the council for our time and she 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 on E York Street has been completed, with over 1,000 lineal feet installed last month in addition to more valves and the remaining fire hydrant.
 - Payment request # 4 from Guyer Brothers, Inc. was submitted 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 \$316,438.00. Zack recommended that the Authority and Council make a motion to approve payment request # 4 to Guyer Brothers, Inc. in the amount of \$316,438.00 for the E. York Street water main project.

- The payment request from Guyer Brothers, Inc. will be forwarded to Adams County Office of Planning and Development for reimbursement from the CDBG grants awarded for this project. This request will exceed the amount of funds remaining of \$95,522.60, meaning that the funds will be requested for reimbursement from Pennvest.
- A separate payment request will also be sent to Pennvest accounting for the other sources (CDBG), but is now requesting \$220,915.40 reimbursement. It is recommended that the Authority and the Council make a motion to approve submission of reimbursement request #4 to Pennvest in the amount of \$220,915.40 for the E York Street water main improvement project.
- Zack provided an update on the sewer operations since Bollinger's resignation in July.
 - KPI has continued to assist with the transition to a new sewer operator. KPI prepared, submitted, and was approved by PA DEP, the paperwork to formally change the available operator and modify the certifiers for the eDMR system.
 - Ron Cooper is now the operator of record for the sewer plant and is certified to submit the monthly eDMRs. Zack mentioned that he is also now approved, if necessary, to submit eDMR reports as well.

AUTHORITY: Landis recommended the following motions

- Landis requested that Authority members make a motion to approve payment request #4 in the amount of \$316,438.00. and submission to Adams County for reimbursement of the invoice from Guyer Brothers, Inc. for \$95,522.70 is the remaining balance of the multi-grant money. The remaining balance of the payment request will be provided by Pennvest.
 - **WAGNER MADE A MOTION TO APPROVE PAYMENT REQUEST #4 FOR \$316,438.00, AND SUBMISSION TO ADAMS COUNTY FOR REIMBURSEMENT, INVOICE FROM GUYER BROTHERS INC. OF \$95,522.70 FOR THE EAST YORK STREET WATER MAIN REPLACEMENT PROJECT. THE AMOUNT OF \$95,522.70 IS THE REMAINING BALANCE OF THE MULTI-GRANT MONEY. THE REMAINING BALANCE OF THE PAYMENT REQUEST WILL BE PROVIDED BY PENNVEST. VRANICH SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Landis requested that Authority members make a motion to approve submission of reimbursement request #4 to Pennvest for the remaining balance of payment request #4 in the amount of \$220,915.30 for the East York Street Water Main Improvements.
 - **VRANICH MADE A MOTION TO APPROVE SUBMISSION OF REIMBURSEMENT REQUEST #4 TO PENNEVEST FOR REMAINING BALANCE OF PAYMENT REQUEST #4 IN THE AMOUNT OF \$220,915.30 FOR THE EAST YORK STREET WATER MAIN IMPROVEMENT PROJECT. WAGNER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

Authority Members exited the meeting.

PLANNING COMMITTEE: Angstadt reported on:

- Ridge Rentals' land development plan was extended until 9/30/25, and there is no update at this time. Angstadt stated that if Ridge Rentals needs to file for an extension in September, a representative should attend the September meeting to explain the progress of the plans. Angstadt asked Shaffer to request someone to attend the September meeting.

WATER COMMITTEE: Ecker reported on:

- Ecker read the June water report.

In July, our water system pumped a total of 3,786,000 gallons, averaging 122,129 gal/day. That is a 33.5 % increase from July 2024 and an 11.1 % increase from June 2025.

July's bacteria samples were taken on the 5th at 33 Musselman Ave. (boro office), 110 South Main Street. (7-11 store), and 38 West York Street (Adams County Surplus).

On the July 11th annual HAA5s and TTHM's samples were taken at the Biglerville Elementary School. These tests determine the level of by-products of drinking water chlorination.

We had to replace one of our DR300 Chlorine Pocket Colorimeter for \$711.00. We need the councils' approval to pay the bill.

On the 29th, Guyer Brothers did the tie-in for Musselman Ave. and the new East York Street water main. Doug does a preflushing of hydrants in the area of the tie-ins. He found the fire hydrant across from the boro office inoperable. It needs to be replaced.

Water /Wastewater Operator
Doug Hays

- Ecker advised that a motion need to be made to approve payment request # 4 from Guyer Brothers, Inc., invoice in the amount of \$316,438.00 and the submission to Adams County for reimbursement in the amount of \$95,522.70 for the East York Street water main replacement project. The remaining balance of the payment request will be provided by Pennvest.
 - **ECKER MADE A MOTION TO APPROVE PAYMENT REQUEST # 4 AND SUBMISSION TO ADAMS COUNTY FOR REIMBURSEMENT, INVOICE FROM GUYER BROTHERS, INC. IN THE AMOUNT OF \$316,438.00 FOR THE EAST YORK STREET WATER MAIN REPLACEMENT PROJECT. PANTALEO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Ecker requested that Authority members make a motion to approve submission of reimbursement request #4 to Pennvest for the remaining balance of payment request #4 in the amount of \$220,915.30 for the East York Street Water Main Improvements.
 - **ECKER MADE A MOTION TO APPROVE SUBMISSION OF REIMBURSEMENT REQUEST #4 TO PENNEVEST FOR REMAINING BALANCE OF PAYMENT REQUEST #4 IN THE AMOUNT OF \$220,915.30 FOR THE EAST YORK STREET WATER MAIN IMPROVEMENT PROJECT. PANTALEO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Ecker asked Shaffer to explain the new auto reader gun and software program that the employees would like to upgrade to for meter reading. Shaffer explained that LB Water has a new software program for reading water meters. Its so user-friendly and much more efficient to use. Shaffer explained that in order to use the new software, we would need to order a new auto gun. The current gun that we have is not Bluetooth. We need that capability to use the new software. Our auto gun is an older version. Shaffer mentioned that the cost of a new auto gun is \$2,310. The cost for the new software is \$4,000/year and will not renew until next year. We currently pay \$3,700/year; however, the current software is going up in 2026 to \$4,500. Shaffer recommended to move to the new software and purchasing a new auto gun.
 - **ECKER MADE A MOTION TO UPGRADE THE WATER METER READING SOFTWARE IN THE AMOUNT OF \$4,000 AND PURCHASE A NEW AUTO GUN FOR \$2,310 FROM LB WATER. PANTALEO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

SEWER COMMITTEE: Gliem reported on:

- Gliem read the June sewer report.
- Treated total 6,976,000 gallons
- - Average per day 225,032 gallons
- - Weekly BOD, CBOD, Phosphorus, Ammonia Nitrogen, TSS, & Fecal Coliform samples
- - Weekly nitrate-nitrite & total nitrogen samples
- - Monthly Copper & Zinc & Final Hardness samples
- - Quarterly E.Coli
- - The backup generator at the S.T.P. was filled with diesel fuel.
- - On the 15th during one of these power outages the U.P.S. (Uninterrupted Power Supply) at the S.T.P. failed overnight. The U.P.S. is a backup power for the computer that runs the plant. The only operational equipment that worked was the raw pumps. Ron & Doug ran the plant manually till we could find the problem and bypass the U.P.S. We called Ketterman Electric to make sure the U.P.S. was the problem. They had a new one installed in a couple days. It was also sample day. All the test results were good except for the fecal count was high because of the high rate of flow going through the U.V. system.
- - On the 23rd Pecks Septic Tank Service cleaned the prereact zone at the S.T.P.

- - On the 24th Chamberlin & Wingert cleaned & serviced the lift station.
- -On the 28th Chamberlin & Wingert were at the S.T.P. to pull the comminutor. About 7 weeks ago the wiper blade broke. The comminutor weighs several hundred pounds and the wiper is on the bottom. Ross Industries was in the same days to pick it up for repair.

Ron Cooper

Water/Wastewater Operator

Zack exited the meeting at this time.

FINANCE/PERSONNEL COMMITTEE: Smith Reported on:

- Smith called an executive session at 7:30 PM.
- The council meeting was back in session at 8:10 PM.
- Smith discussed the possibilities of raising taxes for 2026. Council concurred that they wanted the taxes to remain the same with no increase for 2026.
- Smith advised that the date for the budget workshop needs to be set. Council discussed dates.
 - **SMITH MADE A MOTION TO SET THE DATE OF SEPTEMBER 23RD FOR THE 2026 BUDGET WORKSHOP AT 6:00 PM AT THE BOROUGH OFFICE AND TO ADVERTISE THE DATE AND TIME. PANTALEO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith mentioned that Tyrone Township has finalized a draft memorandum of understanding for the use of Tyrone's emergency response truck by NAREMA agencies. The draft memo can be modified if necessary. After the desired changes to the memo have been made, it will be signed by Tyrone and will then be forwarded to NAREMA members for signing. We need to make a motion to approve the draft and authorize Kelly Shaffer and me to sign the final MOU.
 - **SMITH MADE A MOTION TO APPROVE THE DRAFT AND AUTHORIZE MYSELF AND KELLY SHAFFER TO EXECUTE THE FINAL MOU. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith introduced Shawn Decker to the council. Smith added that Decker took a tour at the STP.
 - **SMITH MADE A MOTION TO APPROVE THE STRAW VOTE TAKEN ON 7/14/2025 TO HIRE SHAWN DECKER FOR THE WASTEWATER OPERATOR POSITION AT A RATE OF \$27.00 PER HOUR. PANTALEO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith advised the council that Shaffer reviewed the current personnel policy/handbook. Kelly and myself agreed that with new employees coming on board that the handbook needed to be revised/updated. Bernie reviewed the updates and he approved all the modifications.
 - **SMITH MADE A MOTION TO APPROVE THE REVISIONS AND ADDITIONS TO THE EMPLOYEE HANDBOOK. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
 - **SMITH MADE A MOTION TO APPROVE THE STRAW VOTE TAKEN ON 7/21/2025 FOR ADVERTISING THE WATER OPERATOR POSITION.**

PROPERTY/HIGHWAY COMMITTEE: Smith advised that there is nothing to report.

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

**BIGLERVILLE POLICE DEPARTMENT
MONTHLY ACTIVITIES REPORT FOR**

(July 2025)

43	COMPLAINTS OR SERVICE CALLS			56	TRAFFIC STOPS	
48	TOTAL ARREST	46	TRAFFIC	2	CRIMINAL CHARGES	
3	INVESTIGATIONS		45	WARNINGS	172.25	Total Hours Worked Hartley
505	Miles Travelled Car 1	725	Miles Travelled Car 2		144	Total Hour Worked David

COMPLAINTS / SERVICE CALLS	TRAFFIC ARREST	CRIMINAL ARREST
5 – Burglar Alarm	7 – Max Speed	1 – DUI General Impairment
4 – Asst EMS	12 – Unregistered vehicle	1 – Disorderly Conduct
4 – Follow up Investigation	3 – Expired Inspection	
3 – Noise Disturbances	6 – Driving Under Suspension	
2 – Community Meeting / Event	1 – Driving Under Susp DUI	
2 – Domestic	5 – Req Financial Resp	
2 – DUI	3 – Drivers Required to be Lic.	
2 – Reckless Driver Active	4 – Suspended Registration	
2 – Reportable Crash	1 – Permitting Violation of Title	
2 – Traffic Hazard	1 – Obedience Traffic Control De	
2 – Utility Calls	1 – Restriction Alcohol Beverage	
2 – Suspicious Activity	1 – Operations on Streets ATV	
1 – 911 Hang up	1 – Misuse of Registration	
1 – Assist PD		
1 – County Court		
1 – Disabled Vehicle in Traffic		
1 – Assault/Rape Non active		
1 – Hit & Run		
1 – Information		
1 – Lost/Missing person		
1 – Suicide Attempt/Assist EMS		
1 – Vehicle Pursuit		
1 – Warrant Service		

TYPE OF INVESTIGATIONS:

2	DUI
1	Disorderly Conduct

STATUS OF INVESTIGATIONS FOR 2025

14	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

- David reported that the drug take back will be Saturday, October 25th at the Biglerville Fire Department from 10 AM-2 PM.
- David and Shaffer discussed with the council about participating in National Night Out in 2026. Shaffer recommended that if the council agrees, we should plan to budget for the event for next year. Council concurred that this would be a great thing to do for our community.
- David mentioned to the council that we have received another complaint about parking on the corner of Penn & Ditzler Avenue. He suggested that the borough try to paint the curbs yellow 30' each way on the curbs. Council asked if this should be done at all stop sign intersections, so it's consistent. Gliem mentioned that other stop signs in that area could be done too. Council concurred that this is a good idea and to proceed with painting the curbs to see if this helps with the issue. Smith asked who would paint the lines. Ecker stated that he would help the police department in painting the curbs. Ecker asked David to get with him with the list of intersections.

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- **PANTALEO MADE A MOTION APPROVING THE PAINTING ALL APPLICABLE CURBS WITH YELLOW PAINT 30' SECTIONS. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

- Pantaleo asked Hays about the fire hydrants that are currently not working. Hays stated that the one on N Main Street is scheduled to be fixed and that he will contact Chamberlin and Wingert about the two at the Biglerville Elementary School.
- Shaffer advised that our traffic maintenance company, Signal Service, was out to evaluate the traffic signals to see if they have a connection to be hooked up to a generator. The Main & York Street traffic signal light has a generator interface, and Main & Hanover Street does not. Signal Service provided a quote to install a generator cabinet and cable so the traffic signal at Main & Hanover Streets can be hooked up to a generator. Shaffer advised the council that this could be budgeted for 2026. This is not an urgent matter.

ORDINANCE COMMITTEE: Smith had nothing to report.

CODE/ZONING ENFORCEMENT REPORT: See attached June report.

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

COMPLAINTS

NAME	ADDRESS	NATURE OF COMPLAINT	DATE

List of Permits

NAME	ADDRESS	PERMIT	DATE	DATE
	35 Hillcrest Dr	Generator	7/15/2025	
	114 E York St	Occupancy / Failed inspection due to unsafe conditions	7/15/2025	
	24 W Hanover St	Parking pad	7/15/2025	
	157 S Main St	Electrical upgrade	7/15/2025	

INVESTIGATIONS/INSPECTIONS

NAME	ADDRESS	REASON	DATE	OUTCOME
	63 Fourth St	Junk and debris		Extension
	50 Penn St	Grass and weeds		Notice sent / Weeds cut
	73 S Main St	Junk and debris		Notice sent / cleanup progressing
	Lot on Penn St	Grass and weeds		Notice sent / Cleaned up
	85 W York St	Bushes over sidewalk		Sending notice
	34 High St	Fence condition		Sending notice
	14 High St	Brush pile		Sending notice

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

Mayor: Phil Wagner announced the following:

- The mayor advised that we have received some money from donors for the 250th celebration.
- Saturday 8/9 is Stuff the Jeep from 10:30 – 12:30 at Kennies Market for the Upper Adams food pantry.

UNFINISHED BUSINESS:

- Adams County COG June meeting minutes were provided.

NEW BUSINESS: Smith reported.

- Smith mentioned that the Borough office still does not have a Borough office sign. Knouse Foods was to fix the original sign that was damaged by one of the storms this summer, but has not done so. He mentioned that Shaffer is obtaining quotes to include in the 2026 budget for a new sign.
- Smith asked who wanted to mention the cracks in Borough streets. Gliem spoke up and said that there are streets in the Borough that have severe cracks and that we need to consider doing something about the roads. Angstadt added that some of the cracks are too big for sealing. They need to be tarred and chipped, possibly. They mentioned finding out who tarred, chipped, and sealed, and obtaining a quote to see what the cost would be. Shaffer advised that she would ask Craig to go out with her and look at the streets and get an idea of what streets need to be done. Shaffer also said she would check with local municipalities to see who they have used.

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

ADJOURNMENT:

A MOTION WAS MADE BY PANTALEO AND SECONDED BY ECKER TO PAY THE BILLS AND ADJOURN THE MEETING AT 8:45 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	\$154,787.04	\$57,656.45	\$78,500.81
DEPOSITS	\$27,553.08	\$77,209.67	\$579,356.06
SUB TOTALS	\$182,340.12	\$134,866.12	\$657,856.87
BILLS	\$51,639.21	\$76,037.54	\$601,981.59
TOTALS	\$130,700.91	\$58,828.58	\$55,875.28
PLGIT TRUST	\$742,968.26	\$424,540.98	\$34,661.41
TITLE:	SPECIAL PLGIT HIGHWAY TRUST FUND	CAPITAL RESERVE PLGIT TRUST FUND	PUBLIC SAFETY POLICE PLGIT TRUST FUND
BAL BRO FWD	\$132,014.95	\$262,966.23	\$273.18
DEPOSITS	\$488.11	\$976.90	\$.96
SUB TOTALS	\$132,503.06	\$263,943.13	\$274.14
BILLS	\$1,775.00	\$0	\$0
TOTAL TRUST (ONLY PLGIT)	\$130,728.06	\$263,943.13	\$274.14
ACCOUNT TITLE:	PAYROLL ACNB FUND (No PLGIT)	AUTHORITY ACNB FUND (No PLGIT)	AUTHORITY #2 STP PROJECT 2017- ACNB FUND (No PLGIT)
BAL BRO FWD	\$2,785.86	\$7,741.07	\$4,917.94
DEPOSITS	\$62,153.16	\$5,541.90	\$3,633.02
SUB TOTAL	\$64,939.02	\$13,282.97	\$8,550.96
BILLS	\$57,492.37	\$5,541.72	\$3,633.02
TOTALS	\$7,446.65	\$7,741.25	\$4,917.94

Signed,

Kelly Shaffer
Secretary/Treasurer