

Council President Robert Smith called the December 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, Janet L. Gliem, Neil Ecker, Melinda Elnaggar, John Angstadt, Robert E. Guise, and Mayor Phil Wagner, and Robert Pantaleo was absent.

Borough Employees Present – Cole McClain, Water Operator, Police Chief, Craig Hartley.

Following guests: Present – Thomas Kennedy, Natalie Spadacino, Alana Anderson, Marisa Conners, Dylann Eck, Maribel Alvarez

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

ELNAGGAR MADE A MOTION TO APPROVE THE NOVEMBER 4, 2025, REGULAR MEETING MINUTES, AND ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

BOROUGH ENGINEER REPORT: Craig Zack; KPI Technology was absent from the meeting. His report was provided to the council and stated the following.

East York Street Updates:

- KPI continues to work with Guyer Brothers on the close-out of the contract and final payment.
- Based on some input from PennDOT, the Council and the Authority may wish to hold retainage through the winter months to ensure the paving placed holds up.

Ridge Rentals:

- After receiving no response to Kelly's request for a written extension request and further explanation on the reasons for the delay for this plan, we spoke with the agent directly for the developer and indicated that the council will likely deny the plan without good reason to extend it.
- While the decision is solely dependent on the desires of the Council, they may wish to consider a motion to deny the plan based on the inactivity and non-resolution of issues with PennDOT.

PLANNING COMMITTEE: Angstadt reported on:

- Angstadt addressed the council on the Ridge Rentals Land Development plan. Angstadt advised that the permits expire on 12/31/2025 and that the developer's representative did not provide an update or an extension letter. Shaffer weighed in, saying that Ridge Rentals does have funds in an escrow account for the project. But an update has not been provided. Angstadt mentioned extending it until January 5, 2026, in hopes that they would provide an update to the Borough office. Shaffer agreed to let the developers' engineers know we need answers. Council will decide at the January meeting how to proceed.
 - **ANGSTADT MADE A MOTION EXTENDING THE RIDGE RENTALS LAND DEVELOPMENT PLAN TO JANUARY 5, 2026. ELNAGGAR 2ND THE MOTION. MOTION CARRIED UNANIMOUSLY.**

WATER COMMITTEE: Ecker reported on:

- Ecker read the November water report. Ecker had no questions on the water report.
- In November, our water system pumped a total of 2,764,000 gallons, averaging 92,133 gal/day. That is a 2.79% decrease from October 2025 and a 6.73% increase from November 2024.
- November's bacteria samples were collected on the 4th at 374 Heidlersburg Rd (G.V.M), 33 Musselman Ave (Boro Office), and 110 South Main St (7-11 store).
- In November, we had one final water meter reading (74 Ditzler Ave). On the 20th, Lawco calibrated Wells 5 & 7. Well 6's calibration was rescheduled to sometime in December because they required a different calibration tool.

Water Operator

Cole McClain

SEWER COMMITTEE: Gliem reported on:

Gliem read the November sewer report. Gleim had no questions on the sewer report.

- Treated total of 4,316,000 gallons
 - Average per day: 143,867 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 4th Peck’s Septic hauled out 4 loads of sludge from the sewer plant.
 - On the 6th Fronrunner Construction was at the sewer plant to repair the roof of the influent building. They replaced the roofing screws and sealed the roof to keep it from leaking. No more leaks currently.
 - On the 6th Ketterman Electric came to the sewer plant to look at the office light in the lab; the light was not working. They had to order parts for the light.
 - On the 17th Chamberlain and Wingert were at the sewer plant to see why one of the blades of UV lights on Bank B was not working. They replaced a fuse, which we now have on hand for future repairs when needed.
 - On the 17th Bobby Guise picked up the John Deere riding mower at the sewer plant.
 - On the 18th Process Masters was at the sewer plant to inspect chemicals; they filled chemical 4239.
- On the 25th Ketterman Electric replaced the light they had ordered for the sewer plant in the lab area.

Shawn Decker

Waste Water Operator

FINANCE/PERSONNEL COMMITTEE: Smith Reported on:

- Smith advised that a motion needs to be made to adopt the 2026 fee increases that will take effect on January 1st.
 - **SMITH MADE A MOTION TO ADOPT THE 2026 FEE INCREASES THAT GO INTO EFFECT JANUARY 1, 2026. ECKER 2ND THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith mentioned Fred Nelson is willing to be reappointed to the Authority board for another 5-year term.
 - **SMITH MADE A MOTION TO REAPPOINT FRED NELSON TO THE AUTHORITY BOARD, A 5-YEAR TERM THAT WILL END THE FIRST MONDAY OF JANUARY 2031. ELNAGGAR SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith advised that at the November meeting, it was discussed revising the current bereavement policy for employees. Shaffer updated the policy, and it was provided to the council. He asked the council what their thoughts were of the draft updated policy. Council concurred that the changes were approved to add to the employee handbook. Council wanted to add to the policy that employees may be required to provide documentation of a death for the bereavement to be approved. Once added it can be added to the policy handbook.
 - **SMITH MADE A MOTION TO ADOPT THE UPDATED BEREAVEMENT POLICY AND ADD IT TO THE CURRENT EMPLOYEE POLICY. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith advised that the Borough needs to sign a resolution with the PA 250 committee so they can participate in our 250th event and we obtain free advertising through the state of the event. He mentioned we need to sign the resolution.

- **SMITH MADE A MOTION TO APPROVE AND AUTHORIZE THE BOROUGH TO SIGN THE AMERICA250PA RESOLUTION. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Smith mentioned that Shaffer came up with a new policy for reporting equipment and vehicle repairs that employees will need to follow starting January 1, 2026. This is so we have proper documentation for all repairs and expenditures. Smith advised that a copy was provided to each council member for review. Smith mentioned that the requests will be sent to Shaffer and reviewed and approved through Shaffer, Council president, or the full council, depending on the cost and extent of the repair.
 - **SMITH MADE A MOTION TO APPROVE THE EMPLOYEE POLICY FOR REPORTING EQUIPMENT AND VEHICLE REPAIRS THAT NEED TO BE DONE AND FUNDING REQUESTS FOR THE REPAIRS.**

PROPERTY/HIGHWAY COMMITTEE: Guise reported on:

- Guise advised that the Borough office obtain a Letter of Intent from the adjoining property owner of the old reservoir. They gave the Borough an offer of \$2500 to purchase the piece of land from the Borough.
 - **GUISE MADE A MOTION TO ACCEPT THE LETTER OF INTENT FROM ISAAC AND LISA FRAZIER IN THE AMOUNT OF \$2,500 TO PURCHASE THE OLD RESERVOIR. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

SAFETY COMMITTEE: Smtih had no questions on the November police report. Police report attached

**BIGLERVILLE POLICE DEPARTMENT
MONTHLY ACTIVITIES REPORT FOR**

(NOVEMBER 2025)

22	COMPLAINTS OR SERVICE CALLS	49	TRAFFIC STOPS		
32	TOTAL ARREST	32	TRAFFIC	0	CRIMINAL CHARGES
2	INVESTIGATIONS	31	WARNINGS	114	Total Hours Worked Hartley
814	Miles Travelled Car 1	468	Miles Travelled Car 2	132	Total Hour Worked David

TRAFFIC ARRESTS	COMPLAINTS	CRIMINAL ARREST
14 – Max Speed	3 – Follow up	No criminal arrests in November
6 – Expired Inspection	2 – Information	
4 – Expired Registration	2 – Community Meetings	
2 – Operation following suspension	2 – Trespassing	
2 – Obedience Traffic Ctrl Devices	1 – Disturbance	
3 – Driving on Suspended License	1 – Lock out	
1 – Required Financial Responsibility	1 – Drug activity Report	
	1 – Burglar Alarm	
	1 – Assist Law Enf.	
	1 – County Court	
	1 – Noise Complaint	
	1 – Open Door	
	1 – Body Found	
	1 – Vehicle Repo	
	1 – Theft	
	1 – Utility Call	
	1 – Welfare check	

TYPE OF INVESTIGATIONS:

1	Theft
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1	Criminal Trespass
NOTE: The Biglerville Borough Police Department has decided to no longer pursue the Act 287g program/ Training with the Department of Homeland Security. Homeland Security has been notified, and they have officially withdrawn our application for training.	

DECEMBER 2, 2025, MINUTES – REGULAR MEETING

STATUS OF INVESTIGATIONS FOR 2025

<u>19</u>	CLOSED ARREST
<u>2</u>	UNDER INVESTIGATION
<u>3</u>	CLOSED UNSOLVED
<u>1</u>	CLOSED UNFOUNDED
<u>0</u>	REFER TO OTHER AGENCY
<u>6</u>	PROSECUTION DECLINED

REPORTING OFFICER: CHIEF Craig A. Hartley

ORDINANCE COMMITTEE: Elnaggar reported on:

- Elnaggar advised that a data center ordinance has been drafted. Butler Township and Arendtsville Borough recently adopted data center ordinances. Council was provided a copy of the draft for review. Elnaggar mentioned sending this draft to Bernie for review. Elnaggar requested that this be added to the January 1, 2026, agenda.

CODE/ZONING ENFORCEMENT REPORT: See attached November t report.
BIGLERVILLE ZONING / CODE ENFORCEMENT
MONTHLY ACTIVITIES REPORT FOR
(November 2025)

COMPLAINTS

NAME	ADDRESS	NATURE OF COMPLAINT	DATE

List of Permits

NAME	ADDRESS	PERMIT	DATE	DATE
	124 S Main St	Demo	11/18	
	3 E York St	Patio Roof	11/25	
	86 W York St	Remodeling	11/18	
	74 Ditzler Ave	Occupancy	11/03	

INVESTIGATIONS/INSPECTIONS

NAME	ADDRESS	REASON	DATE	OUTCOME
	41 Third St (old Knouse Foods cold storage)	Dangerous building. Sent notice to either tear down or have a structural engineer inspection		Pending on site meeting
	125 Fifth St	Junk vehicle. Sent notice.		

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

Mayor: Mayor Phil reported on:

- 250th Celebration – we received a \$5,000 donation from the Upper Adams Jaycees. Gliem asked if fundraisers can be done to raise money for the 250th event. Shaffer advised that she would check with Bernie on this.
- Christmas Tree lighting at the Biglerville Fire Department will be held on Friday, 12/5 at 6:30 PM.

UNFINISHED BUSINESS:

- Adams County COG October meeting minutes were provided.
- ACTCC November 2025 meeting minutes were provided.

NEW BUSINESS:

- Smith presented John Angstadt with an appreciation certificate for his time served on the borough council. John was on the Borough Council for 17 years.
- Smith introduced new council members who will take their seats in January 2026. Smith introduced Natalie Spadacino and Tom Kennedy. Each member introduced themselves.

ANNOUNCEMENTS:

- Christmas luncheon for employees will be held on Wednesday, December 17th at the American Legion at noon.

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

ADJOURNMENT:

A MOTION WAS MADE BY GUISE AND SECONDED BY ELNAGGAR TO PAY THE BILLS AND ADJOURN THE MEETING AT 7:35 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	\$73,853.47	\$64,313.42	\$47,951.60	
DEPOSITS	\$46,790.14	\$64,666.57	\$312,956.57	
SUB TOTALS	\$120,643.61	\$128,979.99	\$360,908.17	
BILLS	\$42,155.30	\$48,980.81	\$282,479.36	
TOTALS	\$78,488.31	\$79,999.18	\$78,428.81	
PLGIT TRUST	\$744,528.46	\$420,508.24	\$27,132.35	
TITLE:	SPECIAL PLGIT HIGHWAY TRUST FUND	CAPITAL RESERVE PLGIT TRUST FUND	PUBLIC SAFETY POLICE PLGIT TRUST FUND	
BAL BRO FWD	\$118,765.86	\$266,815.10	\$276.95	
DEPOSITS	\$395.93	\$27,968.87	\$.87	
SUB TOTALS	\$119,161.79	\$294,781.97	\$277.82	
BILLS	\$0.00	\$0.00	\$0	
TOTAL TRUST (ONLY PLGIT)	\$119,161.79	\$294,781.97	\$277.82	
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	\$2,308.63	\$7,741.68	\$4,917.94	\$543.99
DEPOSITS	\$45,361.43	\$5,541.87	\$3,633.02	\$255,259.97
SUB TOTAL	\$47,670.06	\$13,283.55	\$8,550.96	\$255,803.96
BILLS	\$44,334.51	\$5,541.72	\$3,633.02	\$254,914.99
TOTALS	\$3,335.55	\$7,741.83	\$4,917.94	\$888.97

Signed,

Kelly Shaffer
Secretary/Treasurer