

Council President Robert Smith called the December 3, 2024 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, Melinda Warren-Elnaggar, Neil Ecker, Rob Pantaleo, Robert E. Guise, and Mayor Phil Wagner

Authority Members Present – Nicole Redden, Michael Landis, Fred Nelson, Phil Wagner, Erik Vranich was absent

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

Following guests Present – Craig Zack; KPI Technology, McKenzie Johnson; Wellspan Mental Health Co-Responder

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

ELNAGGAR MADE A MOTION TO APPROVE NOVEMBER 5, 2024 REGULAR MEETING MINUTES. PANTALEO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

CITIZENS TO BE HEARD:

- McKenzie Johnson introduced herself as the Co-Responder for Wellspan Health to the council and attendees of the meeting. McKenzie explained that she assists on mental health calls and will assist the police department with a mental health crisis. She explained that her ideal goal is to divert the situation to prevent from taking the person to the hospital or prison. She works on the west side of Adams County. She can be contacted through county dispatch.

Johnson left the meeting.

AUTHORITY: Redden recommended the following motions.

- **MOTION TO AWARD THE BID FOR E YORK STREET WATER PROJECT TO GUYER BROTHERS. THE AMOUNT OF THE BID CAME IN AT \$1,458,918.00. WAGNER MADE THE MOTION TO PROVIDE THE NOTICE OF INTENT AND NOTICE TO AWARD THE BID FOR E YORK STREET WATER PROJECT TO GUYER BROTHERS IN THE AMOUNT OF \$1,458,918.00. LANDIS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- **MOTION FOR EXTENSION OF LEASE AGREEMENT WITH BIGLERVILLE BOROUGH AUTHORITY BY A 5TH SUPPLEMENTAL LEASE TO BE PREPARED BY BERNIE YANNETTI. NELSON MADE THE MOTION FOR THE EXTENSION OF THE LEASE AGREEMENT. LANDIS SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- **MOTION OF ADVERTISEMENT AND ENACTMENT OF ORDINANCE AND GUARANTY AGREEMENT FOR INCURRENCE OF LEASE RENTAL DEBT. LANDIS MADE THE MOTION FOR ADVERTISEMENT AND ENACTMENT OF ORDINANCE. WAGNER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- **MOTION TO ADOPT THE REQUIRED RESOLUTION OF BIGLERVILLE BOROUGH AUTHORITY TO BORROW FUNDS FROM PENNVEST. WAGNER MADE THE MOTION TO BORROW FUNDS FROM PENNVEST. NELSON SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

PLANNING COMMITTEE: Angstadt reported on:

- Angstadt advised that there are no updates on Ridge Rentals, the land development plan was extended until 2/28/25.
- Monteleone Property will have a feasibility study done by KPI. Monteleone is requesting sewer service. The property is in Butler Township.
- Biglerville Heights 2 will have a feasibility study done by KPI. The property is in Butler Township.
- Zack advised that both feasibility studies will take about a month or so.

SEWER COMMITTEE: Gliem reported on:

- Gliem read the November sewer report.

- Treated total 3,991,000 gallons

- Average per day 133,000 gallons
- Weekly BOD, CBOD, Phosphorus, Ammonia Nitrogen, TSS, & Fecal Coliform samples
- Weekly nitrate-nitrite & total nitrogen samples
- Monthly Copper & Final Hardness samples
- We serviced all 5 blowers at the STP this month
- We replaced the yard hydrant that was leaking at the STP

Kevin Bollinger
Water/Sewer Operator

- Gliem advised that the SBR upgrade is happening this week at the sewer plant. We will need to pay the remaining invoice for the upgrade.
 - **GLIEM MADE A MOTION TO PAY THE AQUA-AEROBIC INVOICE IN THE AMOUNT OF \$10,871.00 FOR THE CONTROL PANEL UPGRADE INSTALL AT THE STP UPON THE COMPLETION OF THE UPGRADE AND RECEIPT OF THE INVOICE. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

WATER COMMITTEE: Ecker reported on:

- Ecker read the November water report

In November, our water system pumped a total of 2,578,000 gallons averaging 85,933 gal/day. That is an 3.7 % increase from November 2023 and a 0.04 % decrease from October 2024.

November's bacteria samples were taken on the 5th at 374 Heidlersburg Road (G.V.M.), 33 Musselman Ave. (boro office), and 110 South Main Street (7-11 store)

On the 22nd the chlorinator at Well #5 stopped working. The main gearbox locked up. We installed our spare we were going to install at Well #6. We need to buy one to replace the spare. Kelly has a price for the replacement.

Doug wrote his version of section 26-207 of the water ordinance. (attached)

Water /Wastewater Operator
Doug Hays

- Ecker advised council that the E York Street Bid opening was held on 11/26. Guyer Brothers submitted the lowest bid. Ecker advised that we need to make motions for the project.
 - **ECKER MADE A MOTION TO PROVIDE THE NOTICE OF INTENT AND NOTICE TO AWARD THE BID FOR E YORK STREET WATER PROJECT TO GUYER BROTHERS IN THE AMOUNT OF \$1,458,918.00. PANTALEO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
 - **ECKER MADE A MOTION FOR EXTENSION OF LEASE AGREEMENT WITH BIGLERVILLE BOROUGH AUTHORITY BY A 5TH SUPPLEMENTAL LEASE TO BE PREPARED BY BERNIE YANNETTI. PANTALEO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
 - **ECKER MADE A MOTION FOR ADVERTISEMENT AND ENACTMENT OF ORDINANCE AND GUARANTY AGREEMENT FOR INDURRENCE OF LEASE RENTAL DEBT. ELNAGGAR SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
 - **ECKER MADE A MOTION TO ADOPT THE REQUIRED RESOLUTION OF BIGLERVILLE BOROUGH AUTHORITY TO BORROW FUNDS FROM PENNVEST. GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
 - **ECKER MADE A MOTION TO AUTHORIZE BERNIE YANNETTI TO DRAFT AN ORDINANCE TO RAISE WATER RATES OR A WATER DEBT FEE, DEPENDING ON THE PENNVEST LOAN AMOUNT. PANTALEO SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- Ecker asked Zack to provide an update on the E York Street project. Zack advised that due to the length of time that has passed after the approval of the E York Street project the HOP has expired. PennDOT advised to reapply for the HOP to keep the paperwork straight.

- Zack advised council that he has been working on the self-liquidating debt record for the project, as required for the Pennvest funding to show the repayment can indeed be made. Zack continued to state that for this debt to be self-liquidating, it will be necessary to significantly increase the water rates. Ecker asked what significant was. Zack replied about doubling the current water rate. Council discussed the possible options in lieu of increasing the rates. An option discussed was adding a water debt fee like what was established for sewer. Ecker stated that the rates were increased in January 2024 \$2.00 per unit. Zack mentioned that the debt records he was working with were the old rates and not the new rates. Ecker mentioned it is difficult to know the numbers we must work with until we know how much we are going to borrow and what the monthly payment will be. Gliem mentioned about using General funds if needed. Council concurred that this needs to be a future discussion if needed after the Pennvest meeting to be held on 12/5.

FINANCE/PERSONNEL COMMITTEE: Smith Reported on:

- **SMITH, CHAIR OF FINANCE AND PERSONNEL MADE A MOTION TO APPROVE THE 2025 BUDGET AND TO INCREASE THE BUDGET AMOUNT TO \$1200 FOR LINE ITEM #410.001 NAREMA EXPENSES. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- **SMITH, CHAIR OF FINANCE AND PERSONNEL MADE A MOTION TO APPOINT EUGENE SHAFFER TO ZONING HEARING BOARD (TERM ENDS DECEMBER 31, 2027). GLIEM SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- **SMITH, CHAIR OF FINANCE AND PERSONNEL MADE A MOTION TO APPOINT MICHAEL LANDIS TO THE AUTHORITY AS SECRETARY/TREASURER (TERM ENDS 1ST MONDAY OF 2030). ANGSTADT SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**
- **SMITH, CHAIR OF FINANCE AND PERSONNEL MADE A MOTION TO APPROVE THE ENGAGEMENT LETTER FROM MUSSELMAN & CREAGER FOR THE 2025 AUDIT YEAR. ECKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.**

PROPERTY/HIGHWAY COMMITTEE: Guise had nothing to report.

SAFETY COMMITTEE: Pantaleo had no questions on the police report. Pantaleo asked Chief Hartley if he had anything to add. Hartley stated that the UASD had a meeting with the new security guard today.

**BIGLERVILLE POLICE DEPARTMENT
MONTHLY ACTIVITIES REPORT FOR
(NOVEMBER 2024)**

36	COMPLAINTS OR SERVICE CALLS			38	TRAFFIC STOPS
24	TOTAL ARREST	24	TRAFFIC	0	CRIMINAL CHARGES
2	INVESTIGATIONS	28	WARNINGS	?	PSP HANDLED CALLS
836	TOTAL MILES TRAVELED		238	TOTAL HOURS WORKED	
98	Hartley	140	David		

COMPLAINTS / SERVICE CALLS	TRAFFIC ARREST	CRIMINAL ARREST
9 – Follow up Investigations	14 – Max Speed	None for November
3 – County Court	5 – Expired Inspection	
2 – Building Check	2 – Unregistered Vehicle	
2 – Domestic (Non Active)	1 – Suspended License	
2 – Information	1 – Drivers Required Licensed	
2 – Threats	1 – Req Financial Responsibility	
2 – Welfare Check		
1 – New Call		
1 – 911 Hangup		
1 – Assist EMS		
1 – Noise Complaint (Active)		

1 – Noise Complaint (Non-Active)		
1 – Domestic (Active)		
1 – Reckless Driver		
1 – Suspicious Activity (Non-Active)		
1 – Suicide Attempt–EMS Dispatched		
1 – Trespass		
1 – Vehicle Lockout		
1 – Vehicle Pursuit		
1 – Warrant Service		
1 – Welfare Check		

TYPE OF INVESTIGATIONS:

1	Terroristic Threat
1	Trespass

STATUS OF INVESTIGATIONS FOR 2024

26	CLOSED ARREST
1	UNDER INVESTIGATION
5	CLOSED UNSOLVED
0	CLOSED UNFOUNDED
2	REFER TO OTHER AGENCY
1	CLOSED IN HOUSE

REPORTING OFFICER: CHIEF Craig A. Hartley

ORDINANCE COMMITTEE: Elnaggar reported on:

- Elnaggar advised council that she and Doug came up with an amendment to the current water ordinance. They added definitions to the current ordinance and added a section for responsibility for condition of service line; curb to premises. Hays stated that he wrote his addition notes the way he did so they had an ordinance to support them and to enforce the repairs. She would like for the amended ordinance to go to Bernie for his review. Council concurred that the amendment should be done to the ordinance.
- ELNAGGAR MADE A MOTION FOR THE AMENDED WATER ORDIDIANCE TO BE SENT TO BERNIE YANNETTI FOR HIS REVIEW OF THE AMENDEMENT. PANTALEO SECONDED THE MOTION. MOTION CARRIED UNANIMOULSY.**

CODE/ZONING ENFORCEMENT REPORT: See attached report.

**BIGLERVILLE ZONING/CODE ENFORCEMENT
MONTHLY ACTIVITIES REPORT FOR
(November 2024)**

COMPLAINTS

NAME	ADDRESS	NATURE OF COMPLAINT	DATE

List of Permits

NAME	ADDRESS	PERMIT	DATE APPLIED	DATE
	103 E York St	Fence		11/12/24

--	--	--	--	--

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

UNFINISHED BUSINESS:

PAGE 169

- Adams County COG October meeting minutes were provided

MAYOR: Mayor Phil Wagner announced the following:

- Tree lighting will be held on Friday 12/13 at 6:30 PM.
- Christmas lights will be hung on Saturday 12/7 on Main St and York St.
- Thomas Country Store rentals – there are 3 unites that will be rented and people moving into.
- Update on the clock on the square – Have the lights on but it still not running.
- ACBA Recap – MT Joy Township Solar ordinance was discussed at the last ACBA meeting. The presentation was very informative and council may want to look at the ordinance and see if we should add anything to the borough ordinance. He added he could provide the presentation details to them if they wanted them.

NEW BUSINESS: Smith reported on:

- Smith advised that the employee Christmas luncheon will be held on Wednesday December 18th at the borough office at 12 pm.
- Smith advised the borough office would like to begin distributing a quarterly or bi-quarterly newsletter. What does council think of this? Shaffer explained that this would be available on Facebook and on the borough website. Shaffer added that it would include borough news/updates etc. Shaffer mentioned that we would ask the departments and council if they have anything to add to the newsletter. Council liked the idea.

A MOTION WAS MADE BY GUISE AND SECONDED BY ELNAGGAR TO PAY THE BILLS AND ADJOURN THE MEETING AT 8:35 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	\$90,675.96	\$97,519.78	\$69,538.33
DEPOSITS	\$33,607.29	\$113,048.11	\$61,195.54
SUB TOTALS	\$124,283.25	\$210,567.89	\$130,733.87
BILLS	\$50,923.14	\$91,222.50	\$36,560.71
TOTALS	\$73,360.11	\$119,345.39	\$94,173.16
PLGIT TRUST	\$722,232.85	\$374,192.94	\$33,649.64
TITLE:	SPECIAL PLGIT HIGHWAY TRUST FUND	CAPITAL RESERVE PLGIT TRUST FUND	PUBLIC SAFE POLICE PLGIT TRUST FUND
BAL BRO FWD	\$103,162.21	\$255,229.31	\$265.62
DEPOSITS	\$407.70	\$1,010.04	\$.99
SUB TOTALS	\$103,569.91	\$256,239.35	\$266.61
BILLS	\$0.00	\$0	\$0
TOTAL TRUST (ONLY PLGIT)	\$103,569.91	\$256,239.35	\$266.61
ACCOUNT TITLE:	PAYROLL ACNB FUND (No PLGIT)	AUTHORITY ACNB FUND (No PLGIT)	AUTHORITY #2 STP PROJECT 2017- ACNB FUND (No PLGIT)
BAL BRO FWD	\$1,531.75	\$7,739.70	\$4,917.94
DEPOSITS	\$55,947.89	\$5,541.95	\$3,633.02
SUB TOTAL	\$57,479.64	\$13,281.65	\$8,550.96
BILLS	\$54,395.19	\$5,541.72	\$3,633.02
TOTALS	\$3,084.45	\$7,739.93	\$4,917.94

Signed,

Kelly Shaffer
Secretary/Treasurer