

**Meeting Minutes**  
**MILL HALL BOROUGH COUNCIL REGULAR MEETING**  
**March 25, 2025**

Council Members in attendance: Derek Berry, Tom Bossert, Derek Caris, Tom Evers, Richard Hetzel, Karen Houser, Michelle Kunes, Anthony Walker.

Guests in attendance: Jeff Snyder, Matt Croak, Lenny Long, Dave Turner, Deb Glover, Dan Glover, Bob Dwyer, Joanne Heimer

Media in attendance: Bree Hanley/The Express

Staff in attendance: Brandon Coleman, April Bittner, Kevin Hoy

The regular meeting of the Mill Hall Borough Council was called to order at 7:00pm by President Walker.

**Guest Comments**

Clinton County Recreation Advisory Committee-\$2000 check presentation to the Mill Hall Community Pool.

Dave Turner – James was unable to make the meeting but his father presented a check for \$2,475.64 which was left over from James's fundraising for the Memorial. James is requesting we use the proceeds for upkeep at the Memorial.

Commissioner Jeff Stover- discussed the snow removal on the County owned bridge that is in Mill Hall Borough. He presented Council with a contract for \$75 per day.

**FEBRUARY 25, 2025 MEETING MINUTES**

It was moved by Mr. Evers and seconded by Mr. Hetzel to approve the February 25, 2025 meeting minutes. Motion carried.

**MARCH 12, 2025 MEETING MINUTES**

It was moved by Mr. Caris and seconded by Mr. Berry to approve the March 12, 2025 meeting minutes. Motion carried.

**PAYMENT OF BOROUGH BILLS**

It was moved by Mr. Hetzel and seconded by Mr. Evers to approve the payment of bills for March 2025. Motion carried.

**MARCH 2025 FINANCIAL STATEMENTS**

It was moved by Ms. Kunes and seconded by Mr. Evers to accept the March 2025 financial statements. Motion carried.

**UNFINISHED BUSINESS**

It was moved by Mr. Hetzel and seconded by Mr. Caris to adopt Ordinance 2025-3-25 that amends Part 1 of Chapter 4 of the Mill Hall Borough Code of Ordinance with respect to dangerous structures, section 4-106 from Borough Council to Appeals Board. Motion carried.

It was moved by Mr. Berry and seconded by Mr. Evers to have Stiffler McGraw and Associates serve as the Mill Hall Borough Engineer. Motion carried.

**NEW BUSINESS**

It was moved by Ms. Houser and seconded by Ms. Kunes to hire Donald Miller as Park Custodian to start employment on March 31, 2025. Motion carried.

It was moved by Mr. Hetzel and seconded by Mr. Berry to adopt Resolution 2025-03-25 declaring Mill Hall Borough's intent to follow the schedules and procedures for disposition of records maintained by the Borough as set forth in the Municipal Records Manual. Motion carried.

It was moved by Ms. Houser and seconded by Mr. Caris to advertise Mill Hall Borough's Grass & Weed Ordinance: *Attention Mill Hall Borough Residents – Weeds, grass, and other non-edible vegetation are not to exceed a height of eight inches upon your property. This is in Ordinance Chapter 10, Part 1 #101 through #104. This is the only notice you will receive. Mill Hall Police Department. Motion carried.*

It was moved by Mr. Caris and seconded by Ms. Kunes to approve Harger Charities Navy Seal Run to start at Mill Hall Borough bridge on Route 150 starting at 9am on May 4, 2025. Mill Hall Borough Police Department to provide traffic control. Motion carried.

It was moved by Mr. Berry and seconded by Ms. Houser to approve the Iron Man Competition to run through Mill Hall Borough on Sunday, June 15, 2025. Beech Creek Avenue and Water Street will be utilized. Mill Hall Borough Police Department to provide traffic control. Motion carried.

It was moved by Mr. Caris and seconded by Ms. Houser to spend \$4,589.92 of Liquid Fuels funds for purchase of Bulk Ice Control Salt. Motion carried.

It was moved by Mr. Evers and seconded by Ms. Houser to pay the annual flood insurance renewal with Assurant for \$100,000 of building coverage and \$10,000 of content coverage at \$1321.00. Motion carried.

It was moved by Mr. Berry and seconded by Mr. Hetzel to waive all pavilion rental fees for Mill Hall Elementary's school wide picnic on May 29, 2025 with a June 2 rain date. They are requesting use of the entire park. Motion carried.

It was moved by Mr. Berry and seconded by Ms. Kunes to have the Borough Solicitor amend section 1-704 Training Requirements of the Mill Hall Borough Code of Ordinance with respect to fire company training activities. President Walker requested a roll call vote. All yes votes with President Walker abstaining. Motion carried.

It was moved by Mr. Hetzel and seconded by Mr. Berry to have the Borough Solicitor amend section 16-102 Park Hours of the Mill Hall Borough Code of Ordinance with respect to changing park hours. Motion carried.

It was moved by Ms. Kunes and seconded by Ms. Houser to purchase 16 No Parking, Stopping, or Standing signs for Ben Avenue, W Peale Avenue, and Kyler Avenue. Motion carried.

President Walker provided an overview of the sewer and storm water issues at 354 & 364 Main Street for the Floating Feathers addition. There is a concern that the proposed addition may be in the floodway.

#### **SECRETARY/TREASURER REPORT**

Mrs. Bittner provided a written report to council. She also mentioned the new web site is live.

#### **PUBLIC WORKS FOREMAN REPORT**

Public Works Foreman provided a written report to council. Mr. Hoy was available for questions.

#### **CHIEF OF POLICE REPORT**

Chief Coleman thanked council for the new garage door. He mentioned that Castanea Township is holding a Senior Scam Prevention program on May 20<sup>th</sup>.

#### **COMMITTEE REPORTS**

SEWER/HIGHWAY-President Walker highlighted items discussed during the Sewer/Highway meeting including: jersey barriers at BEN Avenue, Grove Alley paving, Church/Water Street washout, street sweeping, Girard Street cross pipe, KCSD meeting.

ORDINANCE- Written report provided by Roger Hoy.

PARK & RECREATION-President Walker highlighted items discussed during the Park & Recreation meeting including: community pool, baseball fields, parking issues, bleachers, fencing, bathroom update.

PERSONNEL-President Walker mentioned the only topic of discussion was the selection of a new Borough Engineer.

SAFETY- President Walker highlighted items discussed during the Safety meeting including: summer maintenance season, park hours. President Walker provide a written report on the Mill Hall Fire Company activities and asked for questions.

#### **GOOD OF THE ORDER**

Nothing to report.

It was moved by Mr. Evers and seconded by Ms. Kunes to adjourn the meeting at 8:00pm.

Submitted by  
April Bittner, Secretary/Treasurer