

**Meeting Minutes**  
**MILL HALL BOROUGH COUNCIL REGULAR MEETING**  
**July 22, 2025**

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

Guests in attendance: Breanna Hanley, Paul Mardis, Chris Miller, Melissa Raiger, Susan Dasch, Donald Grant, Angela Harding, Skip Fryer, David Miller

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**

- Breanna Hanley announce she will be taking a new job.
- Chris Miller asked if Council had any information on the possibility of Aldi coming into the Borough. Council members replied they too heard rumors but nothing factual.
- Melissa Raiger expressed concerns on a sidewalk letter she received. President Walker said it will be reviewed at the Sewer/Highway meeting.
- Angela Harding shared her concerns with heavy traffic and vehicles not following the speed limit on Beech Creek Avenue. She asked Council to be proactive in trying to find a solution to slow down the traffic on the street. President Walker said it will be discussed at the Sewer/Highway meeting.
- Donald Grant provided an update on trainings of officers. There was a heavy discussion on the unfulfilled training requirements of the officers at the Mill Hall Volunteer Fire Company.
- Skip Fryer questioned a storm drainage letter that was sent to him in 2023. President Walker said it will be reviewed at the Sewer/Highway meeting. He also asked if grants can be obtained for the sidewalks in the Borough.

**JUNE 24, 2025 MEETING MINUTES**

It was moved by Mr. Caris and seconded by Mr. Hetzel to approve the June 24, 2025 meeting minutes. Motion carried.

**PAYMENT OF BOROUGH BILLS**

It was moved by Mr. Hetzel and seconded by Ms. Kunes to approve the payment of bills. Motion carried.

**JULY 2025 FINANCIAL STATEMENTS**

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

**UNFINISHED BUSINESS**

It was moved by Mr. Hetzel and seconded by Mr. Berry to rescind the decision from the June 24, 2025 Council Meeting to vacate Charles Street. After lengthy discussion, the motions were withdrawn. It was moved by Mr. Hetzel and seconded by Ms. Kunes to table the decision. Motion carried.

It was moved by Mr. Caris and seconded by Ms. Kunes to table the decision to upgrade the surveillance system at the Mill Hall Community Park. Motion carried.

**NEW BUSINESS**

It was moved by Mr. Berry and seconded by Ms. Kunes to create a sub-committee to evaluate and meet with emergency service providers to look into possible solutions for the Borough to fill the requirements of Mill Hall Borough's ordinances. Roll call vote with all yes votes, President Walker abstained. Mr. Berry read a prepared statement. Motion carried.

It was moved by Mr. Caris and seconded by Ms. Houser to have Berkheimer also handle the Borough's Local Service Tax and Business Privilege Tax starting January 1, 2026. Upon this approval, Berkheimer will provide a contact and resolution to be reviewed and approved at the August Council meeting. Motion carried.

It was moved by Mr. Hetzel and seconded by Mr. Berry to send a letter to the Clinton County Sewer Authority asking them if they would consider taking the last piece of the force main sewer line owned by Mill Hall Borough. Motion carried.

It was moved by Mr. Caris and seconded by Mr. Berry to have our Solicitor send a letter to Keystone Central School District regarding continuing sewer issues in reference to Section 18 , sub sections 404, 409, 413 of the Mill Hall Borough Ordinance that was provided by the Borough's Engineer. Motion carried.

It was moved by Mr. Caris and seconded by Mr. Berry to ratify the vote to have Glenn O. Hawbaker resurface Grove Alley for \$6,785.00. Motion carried.

It was moved by Mr. Berry and seconded by Ms. Kunes to have an elevation survey on the pool, bathhouse and park bathroom. After a lengthy discussion, the motions were withdrawn. It was moved by Mr. Berry and seconded by Ms. Kunes to table the discussion until more information is received. Motion carried.

It was moved by Ms. Houser and seconded by Mr. Berry to have Solicitor Paul Ryan start the process of changing Ordinance relating to Riff Raff. Chapter 20, sub section 20-102 Definitions. Deletion and replacement with new definition. Motion carried.

Delete current:

Waste materials too large for collection in ordinary containers such as furniture, refrigerators, springs, mattresses, stoves, carpeting, tires, automotive parts and junk cars and the like, from residential, municipal, commercial and institutional premises in the Borough; and it shall not include refuse caused by repair, alteration or new construction of buildings or sidewalks, such as concrete, bricks, lumber, shingles and all other such type of building materials.

Replace with:

Waste and unused materials too large for collection in ordinary containers such as furniture, refrigerators, springs, mattresses, stoves, carpeting, tires, automotive parts, junk cars, assorted metals, plastics, windows, doors, siding, roofing, other building materials.

It was moved by Mr. Berry and seconded by Ms. Kunes to have Solicitor Paul Ryan start the process of changing Ordinance relating to Grass and Weeds. Chapter 10, section 10-103 Notice. Deletion and replacement with new. Motion carried.

Delete Current

The Borough Council, or any Officer or Employee of the Borough designated thereby for the purpose, is hereby authorized to give notice, three times over a two-week period in the newspaper or radio in April or May, to the owner or occupant, as the case may be, of any premises whereon grass, weeds or other vegetation is growing or remaining in violation of the provisions of § 101 of this Part 1, directing or requiring such occupant to remove, trim or cut such grass, weeds or vegetation, so as to conform to the requirements of this Part 1, within five days after issuance of such notice. In case any person, firm or corporation shall neglect, fail or refuse to comply with such notice, within the period of time stated therein, the Borough authorities may remove, trim or cut such grass, weeds or vegetation, and the cost thereof, together with any additional penalty authorized by law, may be collected by the Borough from such person, firm or corporation, in the manner provided by law, may be collected by the Borough from such person, firm or corporation, in the manner provided by law.

Replace with

The Borough Council, or any Officer or Employee of the Borough designated thereby for the purpose, is hereby authorized to give notice each year in a newspaper of general circulation within said Borough ordering the owner or occupant, as the case may be, of any premises whereon grass, weeds or other vegetation is growing or remaining in violation of the provisions of § 101 of this Part 1, directing or requiring such occupant to remove, trim or cut such grass, weeds or vegetation, so as to conform to the requirements of this Part 1, within five days after issuance of such notice. This shall be the only notice given. In case any person, firm or corporation shall neglect, fail or refuse to comply with such notice, within the period of time stated therein, the Borough authorities may remove, trim or cut such grass, weeds or vegetation, and the cost thereof, together with any additional penalty authorized by law, may be collected by the Borough from such person, firm or corporation, in the manner provided by law, may be collected by the Borough from such person, firm or corporation, in the manner provided by law.

It was moved by Mr. Hetzel and seconded by Mr. Berry to purchase seven signs stating Solicitation Permit Required in Mill Hall Borough to be placed at Beech Creek Ave, Route 64 by both Water St entrances, two on Pennsylvania Ave, Church Street and Willow Lane. Mr. Berry also stated that residents who do not want solicitation should post on their property no solicitation signs that a very visible. Motion carried.

## **SECRETARY/TREASURER REPORT**

Mrs. Bittner provided a written report to council.  
It was moved by Mr. Hetzel and seconded by Mr. Caris to have the Capital Reserve account as its own company in Quickbooks. This will provide a more accurate picture of the financials in the General Fund.  
Motion carried.

It was moved by Mr. Berry and seconded by Mr. Hetzel to create a Special Revenue account as its own company in Quickbooks for the pool renovation project. This will provide a more accurate picture of the financials in the General Fund. Motion carried.

## **PUBLIC WORKS FOREMAN REPORT**

Kevin Hoy said they were staying busy at the Park and handling any issues that come up in the Borough.

## **CHIEF OF POLICE REPORT**

Chief Coleman said they were staying busy. He also thanked Council for the Ordinance approvals that will greatly help them in doing their jobs.

## **COMMITTEE REPORTS**

**SEWER/HIGHWAY**-President Walker mentioned they had continued discussions on the water issues in the Borough and the forced main sewer line to Suburban Water.

**ORDINANCE**- Written report provided by Code Officer David Miller. Mr. Miller highlighted his activity for the month. He also spoke on the building permit at the Park Bathroom. A written Zoning report was provided by Light-Heigel for May and June's activity. It was noted that our permit fees don't cover the cost of Light-Heigel's fees. It was also discussed in length the complaints from the community on the time it takes for zoning permits.

**PARK & RECREATION**-Mr. Berry provided an overview of the discussions on the upcoming bid opening for the pool, the trespass letters that went out, and the CDBG funding.

**PERSONNEL**-President Walker provided an overview of discussions on the park custodian job description.

**SAFETY**- President Walker provided a written Fire Company report. He shared the safety discussion focused on heat safety and staying hydrated and out of the sun.

It was moved by Mr. Caris and seconded by Ms. Kunes to adjourn the meeting at 8:59pm.

Submitted by April Bittner, Secretary/Treasurer