

Meeting Minutes
MILL HALL BOROUGH COUNCIL REGULAR MEETING
August 26, 2025

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

Guests in attendance: Chris Miller, Laura Jameson, Dan Duck, Frank Miceli, Elisabeth Lynch, Bill Strunk, Evan Duck, 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

- Dan Duck questioned Council's decision on Charles Street. President Walker informed him that everything was turned over to the Borough's Solicitor for review.
- Elisabeth Lynch provided insight on the Beech Creek Avenue Speed Bump and potential traffic study. She also mentioned grease traps and lines have been cleaned at CMMS and MH Elementary.

JULY 22, 2025 MEETING MINUTES

It was moved by Mr. Berry and seconded by Mr. Caris to accept the July 22, 2025 meeting minutes. Motion carried.

AUGUST 6, 2025 SPECIAL MEETING MINUTES

It was moved by Mr. Evers and seconded by Mr. Berry to accept the August 6, 2025 special meeting minutes. Motion carried.

PAYMENT OF BOROUGH BILLS

It was moved by Mr. Evers and seconded by Mr. Caris to approve payment of bills. Motion carried.

AUGUST 2025 FINANCIAL STATEMENTS

It was moved by Mr. Evers and seconded by Mr. Hetzel to approve the August 2025 Financial Statements. Motion carried.

UNFINISHED BUSINESS

It was moved by Mr. Hetzel and seconded by Mr. Evers to have Berkheimer to serve as the Borough's Local Service Tax administrator starting January 1, 2026. The following resolutions and agreements were adopted by a roll call all yes vote.

Local Service Tax

Resolution 2025-10 – Tax Hearing Officer

Resolution 2025-11 – Executive Collector

Resolution 2025-12 - Authorized Representative

Resolution 2025-13 - Delinquent Taxes

Agreement

It was moved by Mr. Caris and seconded by Ms. Kunes to have Berkheimer to serve as the Borough's Business Privilege Tax administrator starting January 1, 2026. The following resolutions and agreements were adopted by a roll call all yes vote.

Business Privilege Tax

Resolution 2025-14 – Tax Hearing Officer

Resolution 2025-15 – Executive Collector

Resolution 2025-16 – Authorized Representative

Agreement

It was moved by Ms. Kunes and seconded by Mr. Hetzel to adopt Ordinance 2025-19 relating to Grass and Weeds. Motion carried.

It was moved by Mr. Berry and seconded by Ms. Houser to adopt Ordinance 2025-20 relating to Riff Raff. Motion carried.

Discussion of Pool/Bathhouse Bids. It was moved by Mr. Evers and seconded by Mr. Berry to reject the bids for the Pool & Bathhouse. Motion carried.

NEW BUSINESS

It was moved by Mr. Caris and seconded by Mr. Evers to approve the Approval of Financial Requirement and Minimum Municipal Obligation Budget for 2026 for Mill Hall Borough's Pension Plan at \$4,000 per full time employee (4) and \$1,300 in administrative expense totaling \$17,300. \$1,200 decrease from 2025. Motion carried.

It was moved by Mr. Hetzel and seconded by Mr. Evers to adopt Resolution 2025-17 relating to Establishing Procedures for the Payment of Bill Between Public Meetings. Council will still receive a complete list of bills paid. Motion carried with Karen Houser opposing.

It was moved by Mr. Evers and seconded by Mr. Caris to adopt Resolution 2025-18 to extend the expiration date of Central Clinton County Water Filtration Authority's Articles of Incorporation. Motion carried.

It was moved by Mr. Evers and seconded by Mr. Hetzel to spend \$14,380 of Liquid Fuels funds for patch work on Girard St, Hobson St, Church St, and Arch St. Motion carried.

It was approved by Mr. Berry and seconded by Mr. Evers to spend up to \$1,000 of Liquid Fuels funds for Quickbooks renewal and computer maintenance. Motion carried.

It was moved by Mr. Berry and seconded by Mr. Caris to ratify the approval to have Alpha Space Control, LLC do line painting in the Borough for \$2,112.00. Motion carried.

It was moved by Mr. Evers and seconded by Ms. Kunes to request a traffic study for Beech Creek Avenue from PennDot. Motion carried.

SECRETARY/TREASURER REPORT

Mrs. Bittner provided a written report to council. She reminded Council to lock in the October Budget review dates.

PUBLIC WORKS FOREMAN REPORT

Kevin Hoy said there was a water line break on Arch & Dewey St on Monday night. He and Ryan were out with Suburban Water assisting with the fix. Suburban Water will be fixing the entire intersection. He also inquired about purchasing some street post signs on municibid. The jet truck is back and fixed. 3" trash pump needs replaced.

CHIEF OF POLICE REPORT

Chief Coleman said the speed bump will be removed September 5 for the traffic study. The department is busy closing out some big cases. They are busy with school being back in.

COMMITTEE REPORTS

SEWER/HIGHWAY-none

ORDINANCE- Written report provided by Code Officer David Miller. Mr. Miller highlighted his activity for the month. Written report was provided by Zoning Officer Cody Briggs with Light-Heigel.

PARK & RECREATION-Ms. Kunes provided an overview of the discussions on the upcoming bid opening for the pool, park floodway, and post ball meeting.

PERSONNEL-President Walker provided an overview of discussions on the park custodian position and the upcoming budget.

SAFETY- Bill Strunk and Even Duck provided a report of activities that happened at the Fire Company since the Safety Committee meeting. They are hoping to start Fire Fighter 1 training soon.

ANNOUNCEMENTS: none

It was moved by Mr. Caris and seconded by Mr. Berry to adjourn into an Executive Session to discuss a legal matter at 7:55pm. Motion carried.

It was moved by Mr. Caris and seconded by Mr. Evers to adjourn the Executive Session and return to the regular Council meeting at 8:25pm. Motion carried.

It was moved by Mr. Berry and seconded by Ms. Houser to have President Walker carry out directions from the Executive Session. Motion carried.

It was moved by Mr. Hetzel and seconded by Mr. Evers to adjourn the meeting at 8:30pm.

Submitted by April Bittner, Secretary/Treasurer