

**Meeting Minutes**  
**MILL HALL BOROUGH COUNCIL REGULAR MEETING**  
**November 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: David Miller, Kim Shainline, Lee Powers, Megan Lucas

Media in attendance: Laura Tarantella

Staff in attendance: Brandon Coleman, April Bittner, Ryan Kunes

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

**Guest Comments**

- Kim Shainline – shared details on the 2026 Goodwill Hose Ambulance subscription drive
- Lee Powers – questioned his invoice from the Borough. Council agreed on an amount of \$701.00.

**OCTOBER 28, 2025 MEETING MINUTES**

It was moved by Mr. Berry and seconded by Mr. Hetzel to accept the October 28, 2025 meeting minutes. Motion carried.

**PAYMENT OF BOROUGH BILLS**

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

**NOVEMBER 2025 FINANCIAL STATEMENTS**

It was moved by Mr. Evers and seconded by Ms. Kunes to approve the November 2025 Financial Statements. Motion carried.

**UNFINISHED BUSINESS**

It was moved by Mr. Berry and seconded by Mr. Caris, at accept the Intergovernmental Cooperation Agreement between Mill Hall Borough and the City of Lock Haven for fire protection services. Roll call vote with all yes votes. Anthony Walker and Michelle Kune abstained. Motion carried.

It was moved by Ms. Houser and seconded by Mr. Evers to adopt Resolution #2025-20 and #2025-21 relating to Berkheimer handling the Borough's Earned Income Tax. Motion carried.

It was moved by Mr. Berry and seconded by Mr. Evers to adopt ordinance 2025-21 relating to Outdoor Burning. Motion carried.

It was moved by Mr. Berry and seconded by Mr. Evers to adopt ordinance 2025-22 relating to Recognition of Fire Company. Roll call vote with all yes votes. Anthony Walker and Michelle Kune abstained. Motion carried.

It was moved by Mr. Evers and seconded by Mr. Hetzel to accept the 2026 Budgets.

**NEW BUSINESS**

It was moved by Mr. Evers and seconded by Ms. Houser to combine 2026 committee meetings as follows: Safety/Personnel 3<sup>rd</sup> Wednesday, Park/Ordinance 2<sup>nd</sup> Wednesday, Sewer/Highway 2<sup>nd</sup> Monday. Motion carried.

Council reviewed the 2026 Fee Schedule that will be voted on by resolution at the December 16, 2025 Council Meeting.

It was moved by Mr. Berry and seconded by Mr. Hetzel to purchase and set-up a display screen for Council meetings and committee meetings. Borough staff will purchase and install the TV. Databit will connect and train on streaming at a cost of \$150. Purchase will be split between General Fund, Sewer Fund, and Liquid Fuels. Motion carried.

It was moved by Mr. Hetzel and seconded by Ms. Houser to amend resolution 2025-22B to designate Anthony Walker and April Bittner to execute documents & agreements pertaining to the DCED Statewide Local Share Assessment Grant for a 2026 Ford Super Duty F600 to increase grant request amount. Motion carried.

It was moved by Mr. Evers and seconded by Mr. Hetzel to pay for winter truck maintenance for the spreader in the amount of \$2,185.50 out of Liquid Fuels. Motion carried.

It was approved by Mr. Hetzel and seconded by Mr. Evers to pay for Plow Markers for the snow plow in the amount of \$179.00 out of Liquid Fuels. Motion carried.

It was approved by Mr. Caris and seconded by Ms. Kunes to adopt the City of Lock Haven's Ordinance no 854 and amendment 2025-07 relating to Industrial Pretreatment Program. Motion carried.

It was moved by Ms. Houser and seconded by Mr. Evers to advertise for letters of interest to fulfill a two year vacancy on Mill Hall Borough Council. Motion carried.

It was moved by Mr. Evers and seconded by Ms. Kunes to approve a request from Albright Land Surveying LLC to add one sewer EDU for a residential property at 221 Dry Run Road, Howard, PA. Motion carried.

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

Ms. Bittner provided a written report to council.

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

Jet truck is back, storm sewers need to be cameraed and mapped, F550 back but not working well, ready for snow

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

Chief Coleman announced they are busy and with the holiday season approaching to check on family and friends

#### **COMMITTEE REPORTS**

SEWER/HIGHWAY-Mr. Caris shared the committee discussed the jet truck, holiday lights are up, Light-Heigel wants the Borough's right of way maps, Suburban Water fixed the road after the line break

ORDINANCE- written report provided by Light-Heigel, written report provided by Dave Miller

PARK & RECREATION-Mr. Berry shared discussions on the pool and the baseball representatives in attendance

PERSONNEL-Ms. Houser shared discussions on combining committee meetings

SAFETY- written report was provided by the Mill Hall Volunteer Fire Company. Chief Coleman shared discussions on annual reports due, qualifications coming up, changing hours due to the holiday, Pennsylvania Ave accident.

#### **ANNOUNCEMENTS:**

Ms. Bittner asked if Council wanted to change the December Personnel and Safety Committee meetings since they are scheduled after the Council Meeting. Both will be moved to December 10, 2025.

At 8:15pm, Council entered into executive session to discuss a personnel matter.

At 8:30pm, Council closed the executive session.

It was moved by Mr. Hetzel and seconded by Mr. Caris for Mill Hall Borough Council to authorize the Public Works Foreman, Ryan Kunes, to act on behalf of Council for the purpose of bidding on a municipal vehicle on MuniBid, including submitting bids and carrying out all necessary actions related to the bidding process, in accordance with the guidelines established by Borough Council. In addition, Council authorizes April Bittner, Borough Secretary/Treasurer, to create a check for payment if the bid is accepted. Motion carried.

It was moved by Mr. Caris and seconded by Mr. Evers to adjourn the meeting at 8:40pm.

Submitted by April Bittner, Secretary/Treasurer