

Meeting Minutes
MILL HALL BOROUGH COUNCIL REGULAR MEETING
March 24, 2026

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

Guests in attendance: none

Media in attendance: Laura Tarantella

Staff in attendance: April Bittner, Kevin Hoy

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

Guest Comments

- none

FEBRUARY 24, 2026 MEETING MINUTES

It was moved by Mr. Walker and seconded by Mr. Hetzel to accept the February 24, 2026 meeting minutes. Motion carried.

PAYMENT OF BOROUGH BILLS

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

MARCH 2026 FINANCIAL STATEMENTS

It was moved by Ms. Kunes and seconded by Ms. Houser to approve the March 2026 Financial Statements. Motion carried.

UNFINISHED BUSINESS

It was moved by Mr. Hetzel and seconded by Mr. Caris to appoint the following Planning Commission members with terms listed. Motion carried.

- Tom Johnson, Derek Berry, John Toot: December 31, 2029
- Elizabeth Lynch, Harry Rippey: December 31, 2027

It was moved by Ms. Houser and seconded by Mr. Renninger to adopt Ordinance 2026-02 relating to Grass and Weed penalties. Motion carried.

It was moved by Mr. Caris and seconded by Ms. Kunes to adopt Ordinance 2026-03 relating to Snow and Ice Removal penalties. Motion carried.

Held a Pool discussion on core boring. It was moved by Mr. Walker and seconded by Mr. Caris to hire CMT Labs to core bore 4-5 areas of the pool. Motion carried.

NEW BUSINESS

It was moved by Mr. Hetzel and seconded by Ms. Kunes to renew annual flood insurance renewal with Assurant for \$15,000 of building coverage and \$10,000 of content coverage at \$1,370. Motion carried.

It was moved by Mr. Caris and seconded by Mr. Walker allow Haven Wood Bat Classic Baseball Tournament to be held on the large field on May 30-31, June 6-7, June 13-14, June 20-21. Motion carried.

It was moved by Ms. Houser and seconded by Mr. Walker to partner with the Clinton County Solid Waste Authority on their Residential Tire Collection Event on May 8 and May 9 at the recycling center in McElhattan. The Borough will hold a collection on Thursday, May 7 from 7am-2pm and Friday, May 8 from 7am-11am at the Borough Building. Limit is 12 tires per resident in the Borough. Not open to tire dealers, service station operators, repair garages, tire sales outlets or similar facilities. Tire collection includes rims. Must complete manifest to drop off. Motion carried.

It was moved by Mr. Hetzel and seconded by Mr. Renninger to approve the road closed between Water Street and Pennsylvania Avenue (Peale Ave in front of Fire Hall) on July 11, 2026 from 10am-1pm for the Kiwanis Club of Bald and Nittany Valleys Annual Kids Day. Motion carried.

It was moved by Mr. Caris and seconded by Mr. Walker to approve a request from Mark's Custom Meats to add one sewer EDU for an expansion to their location at 4101 Nittany Valley Drive, Howard, PA for a utility/warehouse space. Motion carried.

It was moved by Ms. Houser and seconded by Mr. Caris to purchase automatic security locks for the newly renovated Park Bathrooms at a cost not to exceed \$800. Paid for out of Park Equipment Replacement line. Motion carried.

It was moved by Mr. Houser and seconded by Mr. Renninger to have the Borough's Solicitor create an ordinance of the Mill Hall Borough Code with respect to Outdoor Furnaces. Motion carried.

It was moved by Caris and seconded by Mr. Renninger to start the use of a time clock for employees. Roll call vote: Hetzel-no, Walker-no, Caris-yes, Kunes-yes, Renninger-yes, Houser-yes, Berry-yes. Motion carried with Yes vote.

It was moved by Mr. Walker and seconded by Ms. Houser approve to the changes to the Personnel Policy with regard to PTO and emergency related activities. Motion carried.

It was approved by Ms. Houser and seconded by Ms. Kunes 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. Hetzel and seconded by Mr. Caris to continue having Derek Berry attend the Lock Haven Fire Advisory Board meetings relating to regionalized emergency management and have Council participate in the DCED feasibility study. Motion carried.

It was moved by Mr. Caris and seconded by Ms. Houser to have Public Works get quotes to weld the door at the Pump Station and to send a letter to Pat McGhee. Motion carried.

Held a discuss on ditch berming in the Borough. It was moved by Mr. Caris and seconded by Mr. Walker to table the discussion. Motion carried.

It was moved by Mr. Walker and seconded by Mr. Hetzel to send a letter to property owners at 114 Palmer Ave regarding their complaint. Motion carried.

It was moved by Mr. Walker and seconded by Mr. Caris to stop sewer service at 229 Frederick St. Motion carried.

It was moved by Mr. Walker and seconded by Ms. Kunes to add agenda item: Consider approval for Woodward Elementary School to use the Mill Hall Community Park for their end of the year school field trip on April 29. They will only need to reserve pavilion's #1 and #2 that day. No Charge. Motion carried.

It was moved by Mr. Hetzel and seconded by Ms. Kunes to approve Woodward Elementary School to use the Mill Hall Community Park for their end of the year school field trip on April 29. They will only need to reserve pavilion's #1 and #2 that day. No Charge. Motion carried.

EMPLOYEE REPORTS

- SECRETARY/TREASURER-Ms. Bittner provided an updated written report noting some changes from her original report.
- PUBLIC WORKS-Mr. Hoy shared some upcoming projects that they will working on.
- POLICE-none

COMMITTEE REPORTS-each chair provided an overview of their committee meetings.

SEWER/HIGHWAY-Chair Caris

ORDINANCE-Chair Evers

- ZONING REPORT-written report provided by Light-Heigel
- CODE REPORT-none

PARK & RECREATION-Chair Berry

PERSONNEL-Chair Walker

SAFETY-Chair Evers

- FIRE COMPANY-written report provided by Lock Haven Fire Department

ANNOUNCEMENTS

Ms. Bittner shared the security camera were installed in the maintenance area.

Ms. Bittner shared the Park bathrooms will be completed this week.

It was moved by Ms. Houser and seconded by Ms. Kunes to move to an Executive Session to discuss a personnel matter at 8:10pm.

It was moved by Mr. Walker and seconded by Mr. Renninger to return to the Regular Scheduled Meeting at 8:35pm.

ADJOURNMENT

Motion to adjourn by Mr. Walker and seconded by Mr. Caris at 8:36pm

Submitted by April Bittner, Secretary/Treasurer