

**PINE GROVE BOROUGH COUNCIL  
REGULAR MEETING MINUTES  
August 15, 2024**

**GENERAL ATTENDANCE**

Brandon Stroupbauer-HH&L  
Lee Strubhar-NEFD  
Sgt. Beau Yarmush  
Brooke Lutz  
Amanda Lutz

Gary Hatter  
Cheyenne Lehman  
Eric Seitzinger  
Stephen Frantz  
Earl Kreiser

**COUNCIL ATTENDANCE**

**PRESENT:**

Leroy Bates, Council President  
Elaine Holley, Vice President  
Kyler Burke, Pro-Tem  
Skip Butler

**Devin Lymaster arrived at 6:29pm**

Willard Shiffer, Mayor

Melissa Dyer, Borough Manager

**Shane Hobbs, Solicitor arrived at 6:23pm**

**ABSENT:**

Aimmee Reilly

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Council President Bates called the meeting to order at 6:00 p.m. All stood for the Pledge of Allegiance. Roll call was taken with all members of Council being present with the exception of Aimmee Reilly. A quorum was established.

**○ PUBLIC COMMENT PERIOD (1):**

- **Gary Hatter:** G. Hatter asked the status of the Streets Ordinance. Council President Bates stated it is listed on the agenda for later discussion.

**○ SOLICITOR'S REPORT:**

- **S.R. 125 Water Line:** Solicitor Hobbs stated he will work on the easement for the S.R. 125 Water Line. Solicitor Hobbs hopes to have it finalized for the September meeting.
- **66 E. Pottsville Street:** Solicitor Hobbs stated that 66 E. Pottsville Street was sold to the original bidder from Hazleton for approximately \$5,500.00.
- **QOL and Non-Compliant Properties:** Solicitor Hobbs provided an update on the civil action complaints against 108/110 S. Tulpehocken Street and 82 S. Tulpehocken Street. Mayor Shiffer stated the property owner had paid his QOL tickets. Council further discussed.

Mayor Shiffer mentioned Summit Station had activity and wasn't sure if Marty was aware because there was a Stop Work Order. A. Lutz provided an update to council and she will reach out to Marty on the status.

○ **SCHEDULED VISITORS:**

- **Cheyenne Lehman:** C. Lehman stated she works with the Open Door Project and Steve Frantz has asked her to attend the meeting with him to request an additional crosswalk on S. Tulpehocken Street. C. Lehman did state there is heavy foot traffic for the programs they host at the Open Door Project for kids. The closest crosswalk to Open Door Project is Snyder Avenue or the Red Light. Council further discussed. Kyler Burke motioned to look into possibly adding another crosswalk on South Tulpehocken Street, seconded by Debra Thompson, carried by Council. Shane Hobbs entered the meeting at 6:24pm.
- **Eric Seitzinger/ Berkshire Hathaway:** E. Seitzinger discussed the possibility of selling 27 acres on Bergers Road and possible options with the property. Council further discussed. This has been tabled. Devin Lymaster entered the meeting at 6:29pm
- **Stephen Frantz:** S. Frantz stated he brought up around five years ago possibly adding an additional crosswalk on S. Tulpehocken Street. He stated the stairs of the barber shop are the center point in between the Red Light and H.R. Block. Council President Bates stated that council made motion to look into possibly adding an additional crosswalk to South Tulpehocken Street. Council President Bates stated we would have to obtain permission from the property owners since the Borough doesn't own the sidewalks.
- **Brooke & Amanda Lutz:** B. Lutz is having a garage installed on his property but needs to request a variance due to being in a flood zone. B. Lutz stated they have been approved for the planning and zoning permit. Solicitor Hobbs read the stipulations/ guidelines that will need to be followed. Council further discussed. Skip Butler motioned to allow the variance to build a garage no more than 600 sf along with following the floodplain ordinance, seconded by Devin Lymaster, carried by Council.
- **HH& L:** B. Strouphauer provided updates to council about the Carnival and upgrades to the banquet hall.
- **NEFD:** Report is in everyone's file. L. Strubhar provided an update on the National Night Out/ Safety Night Out.

○ **MAYOR'S REPORT:**

- Sgt. Yarmush read over the monthly report.
- Mayor Shiffer discussed The Nature Conservancy and conservation easement again. Council further discussed. Secretary/Treasurer Dyer will email the documents and appraisal information to all of council again for review.
- Mayor Shiffer stated a Handicapped Parking request was received. Council further discussed and tabled to next month.

○ **COUNCIL MEMBER AND COMMITTEE REPORTS:**

- EXECUTIVE COMMITTEE:
  - **Resolution # 08-24:** Skip Butler motioned to adopt Resolution #07-24, appointment of Debra Thompson as council member, seconded by Kyler Burke, carried by Council.
  - **Executive Session:** Devin Lymaster motioned to enter into Executive Session at 7:14pm to discuss personnel matters, seconded by Skip Butler, carried by Council. Pine Grove Borough Council returned from Executive Session at 7:38pm.
- PERSONNEL COMMITTEE:
  - **Ord. 470 Borough Manager Ordinance:** Elaine Holley motioned to adopt Ordinance 470, Borough Manager Ordinance, seconded by Devin Lymaster, carried by Council.  
Elaine Holley motioned to appoint Melissa Dyer as the Borough Manager for Pine Grove Borough effective immediately, seconded by Devin Lymaster, carried by Council.
- ADMINISTRATION, BUDGET & FINANCE COMMITTEE:
  - **Approval of Minutes:** Passing the gavel, Council President Bates made a motion to accept the Minutes of the July 11, 2024 Regular Meeting, seconded by Devin Lymaster, carried by Council.
  - **Approval of the Treasurer's Report:** Council President Bates made a motion to accept the Treasurer's Report for July, seconded by Devin Lymaster, carried by Council.
  - **Approval of Bills:** Council President Bates motioned to approve the Bill Approval List, seconded by Skip Butler, carried by Council.
- PUBLIC WORKS COMMITTEE:
  - **Streets & Water Report:** Reports are in everyone's file.
  - **Winter Maintenance Agreement:** Borough Manager Dyer stated we received our Winter Maintenance Agreement with PennDOT. The Winter Maintenance Agreement renews every five years. Kyler Burke motioned to adopt the Winter Maintenance Agreement with PennDOT, seconded by Elaine Holley, carried by Council.
  - **4<sup>th</sup> Street Paving:** E. Kreiser stated a quote was received for repair to 4<sup>th</sup> Street. Council further discussed and requested two more quotes for the repair.
  - **Compost Site:** E. Kreiser stated they were able to make more room at the compost site. Council further discussed. Devin Lymaster motioned to look into pricing for an electronic gate, seconded by Skip Bulter, carried by Council.  
Debra Thompson motioned to look into the cost to hire a seasonal worker to watch over the compost site, seconded by Kyler Burke, carried by Council.
  - **Tires:** Borough Manager Dyer stated there is a fall recycling program through County that we can possibly have the tires removed. Borough

Manager Dyer stated it costs \$2.00 per tire. We are looking at \$600.00 to remove the tires. Council further discussed. Devin Lymaster motioned to move forward with the tire removal through the County recycling event, seconded by Skip Butler, carried by Council.

- **Guilford Mills Water Usage:** E. Kreiser stated we are having issues with large draw downs of water during 2<sup>nd</sup> and 3<sup>rd</sup> Shift. The water tank by Chemical Building dropped to 16'. Council further discussed. Borough Manager Dyer and Solicitor Hobbs will work together on a letter to be sent to the Plant Manager at Guilford Mills.

- **PROPERTY & NATURAL RESOURCES COMMITTEE:**

- **Berger Road Property:** Tabled.
- **Timber Bids:** Skip Butler motioned to advertise for timber bids for parcel off of Mountain Road, seconded by Kyler Burke carried by Council.

- **FLOOD MITIGATION COMMITTEE:**

- **Flood Mitigation:** E. Holley gave an update on the Flood Mitigation meetings she has been attending. E. Holley stated she noticed several trees down in the creek.
- **Stormwater:** Council President Bates asked Dave Kavitski to determine our top two areas with the worst stormwater issues. Council President Bates briefly discussed a stormwater fee.

- **PUBLIC SAFETY COMMITTEE:**

- **Streets Ordinance/ Wideawake Street:** Solicitor Hobbs stated there are five amendments to the Streets Ordinance. Council further discussed amendments and discussed the possible crosswalk on South Tulpehocken Street. Solicitor Hobbs will have a new draft in September.

- **COMMUNITY DEVELOPMENT, PARKS & RECREATION:**

- **Pool:** Borough Manager Dyer stated that Casey would like to use Veteran's Memorial Drive on May 30<sup>th</sup> for a Summer Kick Off Event and on August 16<sup>th</sup> for a Back-To-School Event. Council will be closing Veteran's Memorial Drive during the summer months in 2025. K. Burke discussed doing additional work at the canal plus looking into a walking path around the canal for residents.

- **NEW BUSINESS:**


- **ADA Compliant Website:** Borough Manager Dyer stated a law was passed that you must have your website ADA compliant by April 2027. The cost to update plus the year fee for the website is \$1,100.00. Council further discussed and will do upgrades closer to 2027.

- **PUBLIC COMMENT PERIOD:**

- **Gary Hatter:** G. Hatter asked if we are starting the process for the legal proceedings for the Streets Ordinance. Council President Bates stated there are a few other things we would like to add to the ordinance as well.

○ PRESS COMMENTS AND QUESTIONS: None.

Skip Butler made a motion to adjourn the meeting at 8:23 p.m., seconded by Devin Lymaster, carried by Council.

  
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Melissa A. Dyer, Borough Manager