

**PINE GROVE BOROUGH COUNCIL**  
**REGULAR MEETING MINUTES**  
**January 12, 2026**

**GENERAL ATTENDANCE**

Sgt. Yarmush  
Heath Machamer  
Brandon Stroupbauer  
Robert Miller

**COUNCIL ATTENDANCE**

**PRESENT:**

Leroy Bates, Council President  
Elaine Holley, Vice-President  
Debra Thompson, Pro-Tem  
Kyler Burke  
Skip Butler  
Ethel McMullen  
Aimmee Reilly-Left at 7:02pm  
Melissa Dyer, Borough Manager  
Willard Shiffer, Mayor  
Shane Hobbs, Solicitor

**ABSENT:**

---

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. A quorum was established.

**PUBLIC COMMENT PERIOD (1): None.**

**SOLICITOR'S REPORT:**

- **Old Meat Market/ Denning:** Solicitor Hobbs provided an update on the Old Meat Market. Solicitor Hobbs is waiting on the Power of Attorney document and then the deed can be signed over.
- **82 S. Tulpehocken Street:** Solicitor Hobbs stated that Marty Sowers is starting to issue non traffic citations.
- **eBikes and RV Parking:** Solicitor Hobbs stated he hasn't had a chance to finish these items.

**SCHEDULED VISITORS:**

- **Heath Machamer/ HNT Engineering:** Heath presented his proposed project to construct his new office on the parcel off Conrad Richter Drive. Heath Machamer will be looking to settle on the property the middle of February. Heath Machamer explained that a meeting will be setup with County Zoning to discuss the project

- further. Council further discussed. Borough Manager Dyer will setup a meeting with Susan Smith to discuss the proposed project.
- **HH&L: Report in file.** Bob Miller went over reports and discussed the new air packs and how they saved \$130,000.
  - **NEFD: Report in file.**
  - **COMMUNITY DEVELOPMENT, PARKS & RECREATION:**
    - a. **Pool Pass Donation:** Aimmee Reilly discussed the Pine Grove Elementary PTO requested a donation from the Recreation Board. Aimmee Reilly stated they would donate an individual season pass and family season pass.
    - b. **Pine Grove Pool Pals:** Aimmee Reilly stated the Pine Grove Pool Pals met and they will be working on obtaining their 501-3C and working on different fundraising that will go towards the community pool.
  - **MAYOR'S REPORT:**
    - Officer Yarmush read over the monthly report. Aimmee Reilly left the meeting at 7:02pm
    - Mayor Shiffer discussed QOL and junk cars.
    - Mayor Shiffer stated Christian Lengel was sworn in as District Magistrate. Debra Thompson discussed vehicles parking on sidewalks need to be addressed.
  - **COUNCIL MEMBER AND COMMITTEE REPORTS:**
    - **EXECUTIVE COMMITTEE:**
      - **Ordinance 476, Dedication Phase III:** Elaine Holley motioned to adopt Ordinance 476, Dedication of Phase III of Pine Vista Estates, seconded by Kyler Burke, carried by Council.
      - **JTA Borough Seat:** Skip Butler motioned to appoint Richard Tice to the borough seat for the Pine Grove Joint Treatment Authority for the term of January 2026-January 2031, seconded by Kyler Burke, carried by Council.
    - **PERSONNEL COMMITTEE:**
      - **Executive Session:** Skip Butler motioned to go into Executive Session to discuss legal matters at 7:09 p.m. seconded by Kyler Burke, carried by Council. Council returned from Executive Session at 7:34 p.m. with no further action taken.
    - **ADMINISTRATION, BUDGET & FINANCE COMMITTEE:**
      - **Approval of Minutes:** Passing the gavel, Council President Bates made a motion to accept the Minutes of the December 11, 2025 Regular Meeting, seconded by Kyler Burke, carried by Council.
      - **Approval of the Treasurer's Report:** Council President Bates made a motion to accept the Treasurer's Report for December, seconded by Skip Butler, carried by Council.
      - **Approval of Bills:** Council President Bates motioned to approve the Bill Approval List, seconded by Ethel McMullen, carried by Council.

- **PUBLIC WORKS COMMITTEE:**
  - **Streets & Water Report:** Report is in everyone's file.
  - **2026 Emergency Snow Removal:** Borough Manager Dyer stated no bids were received.
  - **HMI Upgrade Windows 11 Scada:** Borough Manager Dyer stated the SCADA system that controls the Chemical Building needs a Windows 11 upgrade. *Aimmee Reilly motioned to approve the Windows 11 upgrade to the Scada System at the Chemical Building, seconded by Elaine Holley, carried by Council.*
- **PROPERTY & NATURAL RESOURCES COMMITTEE:**
  - **TNC Update:** Council President Bates tabled this for February's meeting.
- **FLOOD MITIGATION COMMITTEE: None.**
- **PUBLIC SAFETY COMMITTEE:**
  - **Fire Company Merger:** Skip Butler stated they are working to setup a meeting with the Township Supervisors. Skip Butler stated they had a change in Supervisors and one Supervisor is currently out of state.
- **NEW BUSINESS:**
  - **PPL R-O-W Agreement:** Borough Manager Dyer is requesting a RIGHT-OF-WAY for two new poles and anchor guy on our two parcels along Pleasant Valley Road. *Elaine Holley motioned to approved the RIGHT-OF-WAY for two poles and anchor guy along Pleasant Valley Road, seconded by Skip Butler, carried by Council.*
- **PUBLIC COMMENT PERIOD: None.**
- **PRESS COMMENTS AND QUESTIONS: None.**

*Skip Butler made a motion to adjourn the meeting at 7:44 p.m., seconded by Elaine Holley, carried by Council.*

  
 \_\_\_\_\_  
 Melissa A. Dyer, Borough Manager