

**PINE GROVE BOROUGH COUNCIL
REGULAR MEETING MINUTES
November 20, 2025**

GENERAL ATTENDANCE

Sgt. Yarmush
Jake Dinger

COUNCIL ATTENDANCE

PRESENT:

Leroy Bates, Council President
Elaine Holley, Vice-President
Kyler Burke, Pro-Tem
Skip Butler
Aimmee Reilly
Debra Thompson
Melissa Dyer, Borough Manager
Willard Shiffer, Mayor

ABSENT:

Devin Lymaster
Shane Hobbs, Solicitor

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 Devin Lymaster and Solicitor Shane Hobbs. A quorum was established.

PUBLIC COMMENT PERIOD (1): None.

SOLICITOR'S REPORT: None.

SCHEDULED VISITORS:

- HH&L:** None.
- NEFD:** None.

MAYOR'S REPORT:

- Officer Yarmush read over the monthly report.
- Mayor Shiffer discussed a Handicapped Parking Request for 260 S. Tulpehocken Street. *Aimmee Reilly motioned to approve the handicapped parking request pending the review of the police and streets department, seconded by Elaine Holley, carried by Council.*
- Mayor Shiffer asked about the ordinances for RV's parking and e-Bikes. Borough Manager Dyer stated she was waiting to hear back from Solicitor Hobbs on drafts for these. Borough Manager Dyer will email Shane requesting an update.
- Mayor Shiffer discussed the PP&L work on S.R. 443/ S. Tulpehocken Street today at the south end of town. Mayor Shiffer stated he will be filing complaint against

the 3rd party that PPL hired due to their lack of staff for directing traffic, etc. Mayor Shiffer stated one of our police officers directed traffic all day for this company.

○ **COUNCIL MEMBER AND COMMITTEE REPORTS:**

○ **EXECUTIVE COMMITTEE:**

- **Christmas Bird Count:** Skip Butler motioned to allow Dave Krueel to do his annual Christmas Bird Count on Sunday, December 14th, seconded by Elaine Holley, carried by Council.
- **Resolution # 09-25, LSA Statewide Grant:** Borough Manager Dyer stated this grant is for the roof replacement and upgrade the front doors to be ADA compliant. Skip Butler motioned to approve Resolution# 09-25, LSA Statewide Grant to replace the Borough Office Roof and upgrade the front doors to be ADA compliant, seconded by Elaine Holley, carried by Council.

○ **PERSONNEL COMMITTEE:**

- **Executive Session:** Kyler Burke motioned to go into Executive Session to discuss legal and personnel matters at 6:14 p.m. seconded by Aimmee Reilly, carried by Council. Council returned from Executive Session at 6:48 p.m.
Skip Butler motioned to allow Borough Manager Dyer to research and work with Solicitor Hobbs regarding the property located at 0 Mill Alley, seconded by Debra Thompson, carried by Council.
Aimmee Reilly motioned to allow Borough Manager Dyer to work with Solicitor Hobbs on 82 S. Tulpehocken Street code violations, seconded by Debra Thompson, 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 October 9, 2025 Regular Meeting, seconded by Kyler Burke, carried by Council.
- **Approval of Minutes:** Council President Bates made a motion to accept the Minutes of the October 20, 2025 Budget Meeting, seconded by Skip Butler, carried by Council.
- **Approval of the Treasurer's Report:** Council President Bates made a motion to accept the Treasurer's Report for October, seconded by Kyler Burke, carried by Council.
- **Approval of Bills:** Council President Bates motioned to approve the Bill Approval List, seconded by Kyler Burke, carried by Council.

○ **PUBLIC WORKS COMMITTEE:**

- **Streets & Water Report:** Report is in everyone's file.

○ **PROPERTY & NATURAL RESOURCES COMMITTEE: None.**

○ **FLOOD MITIGATION COMMITTEE: None.**

○ **PUBLIC SAFETY COMMITTEE:**

- **Code Official/ UCC:** Borough Manager Dyer stated Marty's report is in everyone's file.
- **Fire Companies:** Skip Butler provided an update regarding the merger with North End Fire Department, Suedberg Fire Company and Ravine Fire Company. Council further discussed. Skip Butler will reach out to the Township Supervisors to discuss the merger, etc.
- **COMMUNITY DEVELOPMENT, PARKS & RECREATION:**
 - **Pool:** Aimmee Reilly stated she submitted the final paperwork to receive the remaining funds for the Step into Swim Grant. Aimme Reilly discussed getting quotes for new windows and doors for the concession stand.

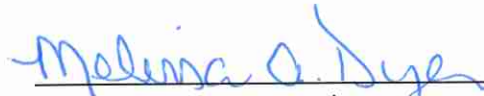
○ **NEW BUSINESS:**

- **2024 Audit:** Borough Manager Dyer stated everyone has a copy of the 2024 Audit in their folder. Debra Thompson questioned the bullet points in the Management Letter of the 2024 Audit. Borough Manager Dyer will reach out to our auditor for more information.

○ **PUBLIC COMMENT PERIOD:** None.

○ **PRESS COMMENTS AND QUESTIONS:** None.

Skip Butler made a motion to adjourn the meeting at 7:15 p.m., seconded by Elaine Holley, carried by Council.



Melissa A. Dyer, Borough Manager