**MOUNTVILLE BOROUGH COUNCIL**

**MEETING MINUTES**

**April 14, 2025**

A meeting of the Mountville Borough Council was held on Monday, April 14, 2025, at 1900 hrs. in the Mountville Borough Hall at 21 E. Main Street, Mountville, PA 17554.

The following Council members were present:

* Theresa Baker, Jonah Eastep, Christine Eshleman, Danny Good, Phil Kresge, Rick Spiegel and Mayor Steve Mitchell. Lenny Heisey was absent.
* Also, present were West Hempfield Township Police Chief Jason Jay, Mountville Fire Company Fire Chief Dean Gantz and Borough Manager Derrick Millhouse.

The meeting was called to order at 1900 hrs. by Council President P. Kresge who then gave an invocation and led the Pledge of Allegiance.

President Kresge addressed the visitors in the room. He advised them of the public comment sections of the meeting, and if anyone wished to be heard during those times, they could stand, state their name, and address, and then address the Council.

**Agenda Additions**

* None

**Public Comment**

* None

**Recognition of Visitors**

* White, Rudy - Accountants – Phil Rudy and Sean Carl – Presentation and approval of the 2024 audit.
  + *D. Good moved to approve the 2024 audit report as presented.* C. Eshleman seconded the motion. Council was in accord and the motion carried.

**Meeting Minutes and Financial Reports**

* *T. Baker moved to accept the minutes of the March 10, 2025 meeting as distributed*. C. Eshleman seconded the motion. Council was in accord and the motion carried.
* *R. Speigel moved to accept the financial reports and fund distributions as presented*. T. Baker seconded the motion. Council was in accord and the motion carried.

**Public Safety – Police/Fire**

Chairperson – R. Spiegel

* Chairperson Spiegel recognized WHTPD Chief J. Jay who reviewed the report for the previous month.
  + Mayor Mitchell inquired about the higher amount of parking tickets issued during the previous month.
  + Mayor Mitchell had questions about the central booking being considered as part of the new correctional facility in Lancaster County.
* Chairperson Spiegel recognized Mountville Fire Chief D. Gantz who reviewed the report for the previous month.
  + The annual Fund Drive letter is being worked on.

**Public Safety – Planning/Zoning**

Chairperson – L. Heisey

* It was reported that 1 building and 4 zoning permits were issued for this reporting period with 1 building permit issued thus far in April.
* Sam Meckley of Rettew Associates will be transitioning from his position as Zoning/Building Code official with Mountville Borough to another position within Rettew but will still be involved with the Borough in another capacity. He introduced Kelly Helsel who will be taking over the role as the Borough Zoning/Building Code official.
  + Numerous Council members expressed their gratitude to Sam for his outstanding work and professionalism and his dedication to the Borough over the past ten years.

**Public Safety – Health/Sanitation**

Chairperson – T. Baker

* Trash Service
  + 2nd quarter bills have been sent out with payments due on April 15, 2025.

**General Government – Personnel**

Chairperson – P. Kresge

* Borough Council received a letter of interest from Jim Bachman for a pending open position on the Authority Board. As of this meeting the Borough office has been made aware of Ed Schopf’s letter of resignation to the Authority, however that letter has not been presented to the Borough.
* In the future, it has been suggested that Authority resignations and appointments be given first to the Borough Council for consideration and approval and then forwarded to the Authority for their approval.
  + *C. Eshleman moved to accept the letter of interest from James Bachman to serve on the Mountville Borough Authority Board pending the receipt of the letter of the resignation from Ed Schopf. T. Baker seconded the motion.* Council was in accord and the motion carried.

**General Government - Budget**

Chairperson – C. Eshleman

* The Auditors have suggested that as a checks and balances protocol, financial reports be validated by a second party.
* C. Eshleman has accepted the responsibility of verifying the expense reports that are generated. She checks the reports and initials them to verify that the checks written are legitimate expenses for the Borough.

**General Government – Public Outreach**

Chairperson – P. Kresge

* No Report

**General Government – Building Committee**

Chairperson – P. Kresge

* No Report

**Public Works – Streets**

Chairperson – D. Good

* Spring Street
  + Initial letters were sent in March to adjacent property owners of Spring Street. Manager Millhouse reported that no comments, either positive or negative, have been received from that correspondence.
  + The next step will be to discuss the official notification process. This will include certified letters to adjacent property owners and newspaper advertising for a meeting to discuss the vacation of Spring Street.
  + The consensus of Council was to have the certified letters sent out along with the advertising of a meeting to be held in July to propose/discuss the vacation.
* Road Maintenance - Repairs to several Borough streets
  + Bids are due on Tuesday, April 29th, with bid opening on Wednesday, April 30th. The bid award will take place at the May 12th Council meeting.

**Public Works - Parks and Recreation**

Chairperson – J. Eastep

* Veterans Memorial Park Improvement Plan
  + There is a group of Veterans who are required to do community service to work off some time as part of their parole. Manager Millhouse was contacted by one such Veteran who asked about any projects within the Borough.
  + Manager Millhouse came up with a project for various improvements and enhancements to the VMP. The project has an estimated cost of $2,500.00 for materials and additional costs that could push the cost to $5,000.00. All work will be completed at no charge to the Borough. The project has been approved by the probationary office manager and the Veterans court judge.
  + Ed Benner, Borough Public Works employee and Veteran, is interested in overseeing the project.
  + *J. Eastep moved to approve up to $5,000.00 for VMP park improvements to be performed by the Lancaster County Adult Probation and Parole Veteran’s Court Program. D. Good seconded the motion.* Council was in accord and the motion carried.
* Borough Park Playground Project
  + River Valley is seeking direction to move forward with the design plans for the proposed Borough Park playground project.
  + *J. Eastep moved to move forward with the design project for the Mountville Borough Community Park*. C. Eshleman seconded the motion. Council was in accord and the motion carried.

**Engineer’s Report**

* Spring Hill Basin -Phase II project update
  + Sam Meckley reported the project is underway and is approximately at the mid-point on the construction schedule. Work should be completed sometime in May.

**Manager’s Report**

* Manager Millhouse reviewed the suggested recommendations from the Auditors and how they will be or already have been addressed.

**Mayor’s Report**

* No Report

**Unfinished Business**

* None

**New Business**

* Fire Company Consolidation – Legal Counsel
* West Hempfield and Mountville Fire Companies are moving forward with the consolidation and have come to the point where an attorney is necessary to generate paperwork to form a new fire company. The funds to cover the legal fees should be provided by the Borough and not the Fire Company.
* *D. Good moved to retain Michael Miller from Eckert Seamans to provide legal counsel for the West Hempfield and Mountville Fire Departments merger. R. Spiegel seconded the motion*. Council was in accord and the motion carried.

**Public Comment**

* None

**Miscellaneous**

* *P. Kresge moved to cancel the April 28, 2025, Borough Council meeting.* R. Spiegel seconded the motion. Council was in accord and the motion carried.

**With no further business, the meeting was adjourned at 2013 hrs.**

Respectfully submitted,

Derrick J. Millhouse

Manager/Secretary

Gallery: (listing only those who signed in)

Julissa Rodriguez - LNP