

BOROUGH OF MARKLESBURG

November 3, 2025

Marklesburg Borough Council regular monthly meeting was held at the Borough Building on Monday, November 3rd, at 6:30 p.m. Present were council members: Ashley Hicks, Don Nicewonger, Brian Hunsicker, Wendi Hunsicker, Cathy Failor, Brian Sheaffer and Secretary Christine Yarnell. Public present: Marlin Hunsicker, Alexa Rosario, Deb States, Wayne Price, and Kevin Hoover.

Council president Ashley Hicks declared a quorum present. Ashley Hicks offered an invocation followed by the Pledge of Allegiance.

Minutes of previous Meeting: Minutes of the October meeting were reviewed. A roll call vote was taken. Brian Sheaffer, Cathy Failor and Don Nicewonger approved, and Brian Hunsicker and Wendi Hunsicker disagreed. Ashley Hicks abstained from voting since he was not present at the last meeting. Minutes were approved with the majority vote.

Treasurer/Secretary report: CD \$27,940.84; GF \$100,683.76; SF \$29,124.53; Grand Total \$157,749.13.

Treasurer's report was approved pending audit on a motion by Brian Hunsicker, seconded by Don Nicewonger and all approved by a voice vote.

Public Comment: None

Mayor's Report: None

Committee Reports: Brian Sheaffer reported on the Road Committee. He cleaned up branches and ditches in the Borough. Most of the clean up was done on Poplar Street

Authority – No report was available.

Unfinished Business:

1. Install fencing around recycling dumpster. Update: Commissioner Jeff Thomas did not attend this meeting to further explain their plans. Cathy will send a follow-up email to Alonso.
2. Post Office. Update: The EMC adjustor stated that the furnace/AC was not covered due to its age but that the flooring & ceiling damage will probably be covered. Currently, we have not received an official document statement.
3. Road transfer from Raystown Farms Development. Update? Brian Sheaffer will be meeting on December 6th.
4. Road repair by mailboxes. Update? Moving forward this will be removed from the agenda until we hear from the P.O. again.
5. Ordinances violation(s): Animals/property situation. Update. Deb States advised that she spoke to Cynthia Hoover. She advised that Cynthia did have Terminix at a cost of \$3000 to address the rat problem by setting traps. The trash has been removed from the porches and the back of the house. Neighbors are helping to remove the old appliances on the property. The problem is cleaned up, and she will continue to work with Cynthia. Ashley advised her to advise the Borough if they can provide any assistance.
6. Road Signs –Update of installation of signs: Brian Sheaffer was with PennDot when the signs were installed. Christine then called John at PennDot to notify him that the signs were installed. He stated that he would check them the next day. Waiting to hear back from him.
7. Road plan budget with PennDOT. Brian Sheaffer will be meeting PennDOT on Wednesday, November 5th.
8. Hire snow plowing for this winter. Any \$\$ update? Christine contacted Dustin Runk, and he confirmed his rate will be \$90/hour.
9. Answering Machine follow-up. Brian Sheaffer said the answering machine at the sewer was no good. Christine will contact Brightspeed for Quotes on adding VoiceMail.
10. Ambulance and EMT service concerns & suggestions. Nothing reported.
11. Budget 2026 review/approval. Make decision on tax millage & resolution. Before starting the Budget review Ashley mentioned that Christine has ended her position as of this meeting. A discussion with the

council started on raising the position's pay rate, etc. Brian Sheaffer made a motion that the mills stay at 1.35 and a resolution be adopted. Brian Hunsinger seconded the motion, and all agreed by a voice vote.

Brian Sheaffer made a motion to approve the preliminary budget with the update to the Secretary/Treasurer position to be posted and voted on next month.

12. Secretary job update. No offers currently. Christine stated that the November 3rd meeting was her last day as official MB Secretary/Treasurer.

New Business:

1. Review submitted building permits. Ryan Zillweger's building permit was reviewed & approved on a motion by Brian Hunsicker, seconded by Don Nicewonger, and approved by all in a voice vote.
2. Approval of new Authority members & Resignation of members. Larry Norris of the sewer authority resigned & Dylan Gutshall was approved to replace Larry's 2026 term on a motion by Brian Hunsicker, seconded by Don Nicewonger and approved by all by a voice vote. Brian Sheaffer of the sewer authority resigned & Carl Snare will finish Brian term through 2029 with approval on a motion by Cathy Failor, seconded by Don Nicewonger.
3. H.A. Thomson bonding for Treasurer. Christine said the bonding will need to be process with the next treasurer.
4. SWIF Audit is scheduled for Nov 11, 2025, between 11 AM & 1 PM to cover period from 8/2/24 to 8/2/25. Christine stated she will do the upcoming audit. She asked Cathy of the council to be present. Other council members were welcome to come as a witness. MaryLou Showalter will be available if needed.
5. Discuss Sunshine Law & Agenda items. Cathy asked that we discuss the agenda to make sure that it meets the Sunshine Law going forward. She asked for any areas that needed to be changed to comply. She asked for input from Marlin since he identified issues at the last meeting. He had no comment.
6. How to move forward without a Secretary/Treasurer. Much was discussed with no final solution. Wendi agreed to pick up the mail. Agenda will be created & posted by a council member before the Dec 1st meeting. Solicitor Wilson informed per phone call with Ashley that Council president & Vice President can sign the checks. Christine will contact Frederick Accounting to find out their rate to do the accounting and what they could do for the borough council on government forms (if needed). Christine stated she will be available for the transition (as needed).
7. Kevin Hoover advised that the Apple Alley sign needed repaired and it could be a safety issue. Brian Sheaffer said he will get the needed materials to make the repairs. Estimated cost is around \$100. This was approved on a motion by Brian Sheaffer, seconded by Cathy Failor, and approved by all by a voice vote.

Bills:

Bills for November	General Fund	State Fund
Brightspeed (EFT)	\$ 126.40	0
Christine Yarnell	\$ 219.27	0
PA State Association of Boroughs	\$ 121.00	
Tom Fouse	\$ 570.00	
Penelec – Office (EFT)	\$	
Penelec – Street Lighting (EFT)	\$	\$ 465.97
TOTAL	\$ 1036.67	\$ 465.97

Bills approved to be paid on a motion by Brian Hunsicker, seconded by Brian Sheaffer.

Communications/Other Business: None

Being no further business, the meeting was adjourned on a motion by Brian Hunsicker and seconded by Brian Sheaffer at 8:00 pm.

Christine Yarnell, Secretary