

REGULAR MEETING OF PALMERTON BOROUGH COUNCIL

HELD IN BOROUGH HALL COUNCIL CHAMBERS

THURSDAY, NOVEMBER 20, 2025, AT 7:00 P.M.

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Terry L. Costenbader, President of Council, called the duly advertised meeting to order at 7:00 p.m., with the following members present:

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|---------------------------------|---|
| Terry L. Costenbader, President | Jenny Y.C. Cheng, Solicitor             |
| Kris W. Hoffner, Vice-President | Don J. Herrmann, Mayor                  |
| Richard L. Nothstein            | Timothy Kromer, Police Chief            |
| Holly F. Hausman Sell           | Autumn Canfield, Borough Manager        |
| Andrew J. Hollywood             | Kimberly Rodrigues, Recording Secretary |
| William A. Gallagher            |   |
| Randolph Gursky                 |   |

VISITORS

Martin DeSousa, 669 Delaware Avenue; Bo Rodrigues, 523 Franklin Avenue; Jared Cebrosky, 816 Princeton Avenue; Christine Obrecht, 339 Lehigh Avenue; Larry Zawaly, 757 Delaware Avenue; TV-13 Cameraman; Terry Ahner, Times News.

PLEDGE OF ALLEGIANCE

CRUSADERS FOR A CAUSE DONATION

Larry Zawaly and Christine Obrecht presented a Fingerprint Laboratory to the Palmerton Police Department from the 19<sup>th</sup> Annual Crusaders for a Cause Carnival. Chief Kromer accepted the donation and expressed his appreciation to the organization for their help throughout the years.

HEARING OF VISITORS

None.

RATIFICATION OF MINUTES

On motion by Richard Nothstein, second by Holly Sell and voice vote, Council approved the October 23, 2025 regular meeting minutes.

PETITIONS AND COMMUNICATIONS

President Costenbader announced that a summary of the petitions and communications is available for public inspection in the Borough Office in the form of a weekly mail log.

REPORTS OF VARIOUS COMMITTEES AND OFFICES

- |                             |                                 |
|-----------------------------|---------------------------------|
| 1. Treasurer's Report       | 5. Moving Permit Report         |
| 2. Zoning Officer Report    | 6. Code Compliance Agent Report |
| 3. Police Department Report | 7. Street Supervisor Report     |
| 4. Fire Chief Report        |                                 |

President Costenbader announced that these are on file in the Borough Office for public inspection during regular business hours.

MANAGER'S REPORT

Autumn Canfield reported:

1. There will be an increase in 2026 property insurance for vehicle, equipment, and building maintenance.
2. The following projects have been completed in 2025: the 800 blocks of Alley H&J paving, following up a 2024 stormwater improvement project, roof replacement on one of our buildings, body worn cameras and motor video recording equipment purchased and implemented with police department, clearing a tree lot infested with Spotted Lantern Flies, implementation of a new finance system, tech upgrades, stormwater improvements and paving of a portion of MaryAnn Alley, cure in place pipe lining for sections of the sewer system as part of a multiyear project and the 3<sup>rd</sup> Street offset signal, which will require reviewing some timing concerns.
3. There are 2 projects expected to be completed before the end of the year include the paving of the south side of Mauch Chunk Road and fixing a collapsed stormwater pipe in Railroad Alley.

REPORTS OF STANDING COMMITTEES

FINANCE

Richard Nothstein reported:

1. On motion by Richard Nothstein, second by Andrew Hollywood and voice vote (Kris Hoffner abstained), Council approved Resolution 745-25 approving a Keystone Grant application for Palmerton Library renovations. A copy of the Resolution is attached to these minutes.
2. On motion by Richard Nothstein, second by Holly Sell and voice vote (Kris Hoffner abstained), Council approved Resolution 746-25 approving an LSA Grant application for Palmerton Library renovations. A copy of the Resolution is attached to these minutes.
3. On motion by Richard Nothstein, second by Andrew Hollywood and voice vote, Council approved Resolution 747-25 naming Kirk, Summa and Company as the 2026 auditing firm.
4. On motion by Richard Nothstein, second by Holly Sell and voice vote, Council authorized advertisement of the 2026 Budget.

PUBLIC RELATIONS/BOROUGH CODE

Holly Sell reported:

1. On motion by Holly Sell, second by Kris Hoffner and voice vote (Terry Costenbader abstained), Council approved a waiver from land development for Patrick Frank contingent upon an approved stormwater plan from Keystone Consulting Engineers. Holy Sell added this determination only pertains to this specific land development waiver request and stormwater. The alley is a separate matter.

BUILDINGS/RECREATION

Andrew Hollywood reported:

1. On motion by Andrew Hollywood, second by Richard Nothstein and voice vote, Council approved the following use request. The approvals are subject to scheduling and availability:

<u>Applicant</u>	<u>Facility</u>	<u>Purpose</u>
Knights of Columbus	Park	Nativity Scene
Palmerton/Towamensing AA Basketball	Gym	Basketball practice

PUBLIC SAFETY

Kris Hoffner reported:

1. On motion by Kris Hoffner, second by Richard Nothstein and voice vote, Council approved, retroactively, the fire police assistance request from the Palmerton Chamber/Christmas in the Park Committee for the Lighting of the Trees event on December 6, 2025.
2. On motion by Kris Hoffner, second by Holly Sell and voice vote, Council approved the fire police assistance request from Lehighton Borough for the Snowflake 5K on December 13, 2025.
3. On motion by Kris Hoffner, second by Richard Nothstein and voice vote, Council approved, retroactively, Kevin Buck as Officer in Charge from November 7, 2025, through November 11, 2025.

STREETS & SIDEWALKS

Randolph Gursky had no report.

SEWER/SOLID WASTE/WATER

William Gallagher had no report.

PERSONNEL

Terry Costenbader reported:

1. On motion by Terry Costenbader, second by Richard Nothstein, and voice vote Council authorized advertisement for a Public Works position.

#### DISPOSITION OF BILLS

On motion by Richard Nothstein, second by Holly Sell and voice vote, Council approved payment of the invoices and the check register as presented.

#### REPORT OF THE MAYOR

Don Herrmann reported:

1. A reminder to residents that with the changing of the clocks on November 1<sup>st</sup> please check batteries in smoke detectors and CO2 detectors. The cost of a battery could be the difference between life and death.
2. Thank you to the organizers of the Carbon County Veterans Day parade held in Lehighton this year on Sunday November 16<sup>th</sup>. It was nice to see the many people and organizations that came out to show their respects for our veterans who made this Country the greatest in the world. A special thanks to Mayor elect Rodrigues for filling in for me due to a death in my family.
3. A reminder that Christmas in the park will be held on Saturday December 6<sup>th</sup>. Come out and enjoy the festivities and support the local nonprofits. Above all, spend time with your family and enjoy the great food and company.
4. Thank you to the Palmerton, Lehighton and Jim Thorpe Police Department for their work with Operation Give a Gobbler and to all that donated. A reminder that the Bo Tkach Foundation turkey trot will be held on November 27<sup>th</sup> starting in the borough park. Thank you to all the organizers for their hard work.
5. With the holidays approaching, please keep those who suffer from depression during the holidays in your thoughts and prayers. Please consider donating your time and money to organizations like Valor so that they can help our veterans deal with PTSD and financial issues.

#### REPORT OF THE POLICE CHIEF

Timothy Kromer reported:

1. Thank you to Crusaders for a Cause for their generous donation, we really appreciate their support. When Christina approached me about the offer, I wanted to think of equipment that would benefit the entire Department, as well as the community. Detective Buck processes all of our evidence for developing latent prints. He has been using a modified old aquarium regularly as a fuming tank for many years. This new equipment will make this task much easier and greatly improve his ability to develop classifiable latent prints.
2. Today, Patrolman Leadbetter, Patrolman Green, and Detective Buck participated in the SS Palmer and Parkside lockdown drills. Thank you to the school district staff for including us in this exercise. It is a great opportunity for our officers to work with the students and staff and makes all of us more prepared in the event of an emergency.

3. National Night Out will be held on Tuesday, August 4<sup>th</sup>, 2026 in the Borough Park from 6-8:00 PM. If anyone is interested in participating in or sponsoring the event, please contact me.

#### ANNOUNCEMENTS

1. Kris Hoffner announced the Carbon County Council of Governments contributed \$7,000 to four local ambulance associations. Lehighon Ambulance received \$4,000 for the four stations they operate with Palmerton, Lake Harmony and Mahoning stations, all receiving \$1,000 each.
2. Holly Sell thanked the Police Department for their help with today's safety drill at school.
3. William Gallagher Congratulated the Palmerton United Veterans Organization for receiving first place in the Carbon County Veterans Day Parade for the most uniform presentation.
4. Richard Nothstein announced the Carbon County Community Fund raised over \$100,000 for the Carbon County Food Pantries and was proud of the community spirit.
5. Holly Sell announced November 21, 2025, is wear red for homelessness, in an effort to bring awareness to the unfortunate reality across the Commonwealth and Country.

#### ADJOURNMENT

On motion by Richard Nothstein, second by Holly Sell and voice vote, Council adjourned at 7:23 PM.

Respectfully submitted,

Kimberly A. Rodrigues  
Recording Secretary

Autumn Canfield  
Borough Manager