

**2026 REORGANIZATION MEETING
COUNCIL FOR THE BOROUGH OF WEST MIDDLETOWN
MONDAY, JANUARY 05, 2026, 5:30 P.M.**

Pledge of Allegiance

The Reorganization Meeting of the Council for the Board of West Middletown Borough was held on January 05, 2026, at 5:30pm with President John Opal presiding.

President Opal called the meeting to order and opened with the Pledge of Allegiance to the American Flag.

The following members were in attendance: John Opal, Kevin Andrews, Naudette Baxter, John Curtis Norman and Angela Norman.

Mayor Lou Muth opened the nominations for President. John Curtis Norman was nominated by John Opal and Naudette Baxter seconded the motion. Show of hands elected John Curtis Norman.

President Curtis Norman opened the nominations for Vice President. Kevin Andrews was nominated by Angela Norman as Vice-president and Curtis Norman seconded the motion. Show of hands elected Kevin Andrews.

Curtis Norman opened the nominations for Solicitor. John Opal nominated Dennis Makel as Solicitor and Kevin Andrews seconded the motion. Show of hands appointed Dennis Makel.

Curtis Norman opened the nominations for people authorized to sign checks. Curtis Norman made a motion to approve Angela Norman, Kevin Andrews and John Opal.

Curtis Norman opened the nominations for appointment Building Inspector and Township Engineer. John Opal made a motion to appoint Harshman Group and Kevin Andrews seconded the motion. Show of hands appointed Harshman Group.

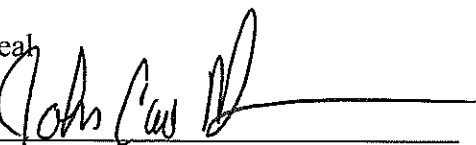
John Opal made a motion to recognize the Tax Collector as Beverly Paul and Naudette Baxter seconded the motion. Show of hands approved Beverly Paul.

All above agreed to serve in these capacities.

The Reorganization meeting was adjourned at 5:49 p.m. by Motion of Curtis Norman and seconded by Kevin Andrews.

Respectfully Submitted


Andrea L. White, Secretary

Seal

John Curtis Norman, President

**MINUTES FOR THE BOROUGH OF WEST
MIDDLETOWN COUNCIL MEETING
JANUARY 5, 2026**

The meeting of the Council for the Borough of West Middletown was held on Monday, January 5, 2026, immediately following the reorganization meeting with President John Curtis Norman presiding.

The following members were present: Curtis and Angela Norman, Kevin Andrews, Naudette Baxter and John Opal. Mayor Lou Muth and Assistant Secretary Ruth Brown were also present.

Curtis Norman made a motion which was seconded by John Opal to accept the minutes of the December 2025 meeting. Motion carried.

Angela Norman questioned the advertising bill and John Opal explained that Councils are required to advertise the meeting dates in the newspaper. Curtis Norman made a motion which was seconded by John Opal to approve payment of the bills as presented from the General Fund. Motion carried.

Curtis Norman made a motion which was seconded by John Opal to approve payment of the street light bill from the Roads Only account. Motion carried.

There was a question regarding the regular LSA account. John Opal explained that the money comes from gaming proceeds and that it can be used for various things.

An electrical engineer is needed to provide specs for the needed work at the pavilion. It will need to be put out for bid. The work will most likely cost approximately \$5000, and it is likely there will be money left from the park project which can be used to cover this expense.

The County is waiting on Harshman to provide the necessary information for the demolition of the Crupe house. Curtis will give Jerrod a call.

John explained that a new comprehensive needs to be done which covers the needs of the Borough and that is different from Hopewell, which is largely rural.

Angela Norman asked about the posting of the meetings and was advised that it is done by the Thursday prior to the meeting.

Lou Muth suggested that Council reach out to Penn Dot to see if they have plans for 844 as they would possibly do College Street at the same time. He will look into it.

John Opal answered numerous questions regarding grants and use of grant monies and announced that a new State LSA grant in the amount of \$86,000 has been approved.

It was announced that George Newson has requested to be on the agenda for the February meeting.

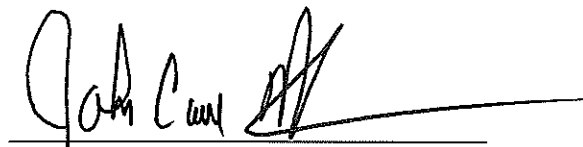
Curtis Norman made a motion which was seconded by John Opal to continue the meeting at the call of the President. Motion carried.

Curtis Norman reopened the meeting to read a letter from Ellen Armstrong which had been addressed to Council.

Curtis Norman and John Opal readjourned the meeting at the call of the President.

Meeting minutes submitted by Ruth Brown.

Seal

A handwritten signature in black ink, appearing to read "John Curtis Norman", is written over a horizontal line. The signature is stylized and cursive.

John Curtis Norman, President

**BOROUGH OF WEST MIDDLETOWN
BUSINESS MEETING
FEBRUARY 09, 2026**

Pledge of Allegiance

All meetings are voice recorded for administrative purposes.

Meeting called to order at 5:30 p.m. by Chairperson John Curtis Norman

Roll Call:

Present: Chairperson John Curtis Norman, Naudette Baxter, Angela Norman, Kevin Andrews, Solicitor Dennis Makel, Harshman Engineering Representative Shawn O'Dell, and Secretary/Treasurer Andrea White. Council Member John Opal is absent.

Public Comments:

George Newsome from the DCED spoke about how his position within the DCED can assist the borough in different ways.

Minutes:

Motion to accept the minutes of January 05, 2026, Council's Annual Reorganization Meeting, and the minutes of January 05, 2026, Council's regular monthly business meeting, subject to removing Patricia Skariot's name.

Motion: Kevin Andrews, 2nd Angela Norman

Vote: All present in favor

Engineer Report: Shawn O'Dell

- **Athletic Court Rehabilitation**
Obtained 2 grants for this from DCNR and Local LSA. This has been bid out and should be started in the spring. This should be completed by the end of April. El Grande is the contractor for the construction.
The asphalt on the courts will need to be painted. They found a Co-Stars vendor that can do the painting of the court. Since it is Co-Stars, it will not need to be bid out, and the grant will cover the cost.
- **College Street Sidewalk Design**
The Borough received a grant. The design is basically complete. The plan's drawings are about 80% complete, and specifications are about 50% complete. Once things are complete, the project can be bid.
The Council asked about sidewalks along Main Street. Mr. O'Dell explained that because it is a State Road they would need PennDOT permits for sidewalks, and there is nothing easy or cheap in dealing with this. The grants they were able to achieve funding wise we were capable of doing without dealing with PennDOT.

- 12 East Main Street Demolition

That may not proceed; there is some sort of financial issue. The county is telling RACW they don't want to provide the funds to demolish because it's too costly. Harshman can site them daily and take them back to court. The Solicitor suggests contacting the State Representative and State Senator's office about getting funding and following up with the daily citations, every week to file citations at the maximum fine.

Motion to approve and execute the Certification and release of Code Enforcement Demolition as presented by the Washington County Redevelopment Authority.

Motion: Kevin Andrews, 2nd Curtis Norman

Vote: All present in favor

- 83 East Main Street Demolition
- Redevelopment Authority Certification and Release for Code Enforcement Demotion

Motion to complete the Certification and Release.

Motion: Angela Norman, 2nd Kevin Andrews

Vote: All Yes

Road Report:

- Speed Limit Sign
- Discussion and Motion regarding the placement of the electronic speed limit sign.
This is tabled. Nothing can be done on Main Street unless permitted by the PennDOT.
It can be placed on a Borough Road.

Financial Report: File for review by Auditors

- Financial Reports – Council review and will file for review by the Auditors
- Bank Reconciliations: Council review and initial off
- Time Sheets – Council review and initial off
- Bills: Council review of bill lists as presented
- Discussion and Motion to pay the bills to be found true and correct.
There will be no motion at this time, no new bills have been presented.

- Borough Depository for 2026

Motion to utilize Washington Financial to be the Borough depository.

Motion: Kevin Andrews, 2nd Angela Norman

Vote: All present in favor

- Check Signatures

Motion to authorize Angela Norman, Kevin Andrews, and Andrea White to be the signatories.

Motion: Angela Norman, 2nd Kevin Andrews

Vote: All present in favor

- Online Banking
Motion to authorize the Borough to use online banking. [OBJ]
 Motion: Angela Norman, 2nd Kevin Andrews
 Vote: All present in favor

- Online Banking Authorized Users
Motion to authorize Naudette Baxter to have view only access to online banking.
 Motion: Angela Norman, 2nd Kevin Andrews
 Vote: All present in favor

- Borough Credit Card
Motion to authorize the Borough to obtain a credit card from the Borough depository with a limit of no more than \$1,000.00. [OBJ]
 Motion: Kevin Andrews, 2nd Angela Norman
 Vote: All present in favor

- Secretary/Treasurer
Motion to reaffirm the hiring of Andrea White as the Borough Secretary/Treasurer. Andrea White's position is considered a permanent part-time position.
 Motion: Kevin Andrews, 2nd Angela Norman
 Vote: All present in favor

- Salary Secretary/Treasurer
Motion to approve a monthly salary of \$350.00 net per month for the Borough Secretary/Treasurer.
 Motion: Kevin Andrews, 2nd Angela Norman
 Vote: All present in favor

- Secretary/Treasurer Bond
Motion to approve bonding and payment of the bond for the Secretary/Treasurer in the amount \$250,000.00.
 Motion: Kevin Andrews, 2nd Angela Norman
 Vote: All present in favor

- Funds Transfers Between Borough Accounts
Motion to authorize the Secretary/Treasurer to transfer funds between accounts.
 Motion: Angela Norman, 2nd Kevin Andrews
 Vote: All present in favor

- Elected Tax Collector Bond
Motion to approve bonding and payment of the bond for the Elected Tax Collector Beverly Paul in the amount of thirty (30%) percent of the estimated amount of collections.
 Motion: Angela Norman, 2nd Kevin Andrews
 Vote: All present in favor

- Public Officials Insurance
Motion to authorize the continuation/renewal of the Public Officials Insurance and add council members not already covered.
 Motion: Kevin Andrews, 2nd Naudette Baxter
 Vote: All present in favor

- Wage & EIT Tax Collector for 2026
Motion to reaffirm the appointment of Keystone Collections as the Borough's Wage and EIT Tax Collector for 2026.
 Motion: Angela Norman, 2nd Kevin Andrews
 Vote: All present in favor

- Borough Elected Auditors
 It appears that the open positions of Borough Elected Auditors have not been placed on the Municipal Ballot with the Washington County Elections office for some time. The Borough currently does not have any Elected or formally appointed Auditors.
Motion to appoint Judy Miller and Steve Dunlap to the positions of Borough Auditors for one year to audit the 2025 financial records.
 Motion: Angela Norman, 2nd Kevin Andrews
 Vote: All present in favor

- QuickBooks
Motion to authorize the purchase and monthly payment of QuickBooks Online. Cost \$20.14 for the first 3 months thereafter \$40.28 per month.
 Motion: Angela Norman, 2nd Naudette Baxter
 Vote: All present in favor

- Access to Accounts / Logins / Borough Reporting
Motion to authorize the Secretary/Treasurer to create or change any accounts, logins and passwords necessary to access any online accounts and give authorization to the Secretary/Treasurer to conduct and complete the activities, payments and reporting for the Borough. (Examples: PA Unemployment Site, Electronic Federal Tax Payment System, DCED Reporting Website, Keystone Collections, PA One Call, Act 13 Reporting Website, etc.)
 Motion: Angela Norman, 2nd Kevin Andrews
 Vote: All present in favor

- Automatic payment of bills from Borough Accounts / Credit Card.
Motion to authorize the Secretary/Treasurer to use the necessary bank accounts and credit card (if obtained) to set up automatic payments of bills as necessary.
 Motion: Angela Norman, 2nd Kevin Andrews
 Vote: All present in favor

- Office Equipment

Motion to authorize the purchase of office equipment not to exceed \$1,000.00.

Motion: Angela Norman, 2nd Kevin Andrews

Vote: All present in favor

- PO Box USPS

Motion to authorize the Secretary/Treasurer have possession of the Post Office Box key and to pick up mail from the West Middletown Post Office Box and any other parcels; Naudette Baxter will be authorized to pick up mail and any other parcels if the Secretary/Treasurer cannot do so.

Motion: Angela Norman, 2nd Kevin Andrews

Vote: All present in favor

- Mileage Rate

- **Motion** to set the mileage reimbursement at the Federal mileage rate for 2026.

Motion: Angela Norman, 2nd Kevin Andrews

Vote: All present in favor

Solicitors' Report:

- College Street Sidewalk Design Grant Project Easements
- Discussion and Motion to authorize the Solicitor to draft Easements.
This is tabled for next month.

Correspondence Review and Discussion:

None to report.

Old Business:

- The 2025 Statement of Financial Interest forms are due May 01, 2026.

New Business:

Some Business Items were not covered during the 2026 Borough Reorganization Meeting:

- Borough Open Records Officer

Motion to appoint Andrea White as the Borough Open Records Officer for 2026.

Motion: Angela Norman, 2nd Kevin Andrews

Vote: All present in favor

- Vacancy Board

- Discussion and Motion regarding the Vacancy Board for 2026.

This is tabled for next month.

- Set Regular Meeting Date and Times for 2026

Motion to hold and advertise that the Regular Meetings in the year 2026 are on the second Monday of each month at 5:00 p.m. except for October whereas the October regular meeting will be held on October 19, 2026, at 5:00 p.m. Budget Workshop Meetings will be held on Monday, October 19, 2026, at 4:00 p.m. and Monday, November 09, 2026, at 4:30 p.m. Office hours are by appointment only.

Motion: Angela Norman, 2nd Kevin Andrews

Vote: All present in favor

- Zoning Hearing Board (Zoning Solicitor) / Planning Commission

Motion regarding Borough Zoning Hearing Board (Zoning Solicitor) / Planning Commission Board This is tabled for next month.

- Borough Sewage Enforcement Officer

Motion to appoint the Washington County Sewage Council as the Sewage Enforcement Officer.

Motion: Kevin Andrews, 2nd Angela Norman

Vote: All present in favor

- Audio Recording of Meetings

Motion to audio record the Borough Meetings for administrative purposes, authorizing the secretary to delete the recordings when no longer needed in administrative capacity.

Motion: Angela Norman, 2nd Curtis Norman

Vote: All present in favor

- Discussion if there is a need to amend the agenda to discuss items not on the current agenda.

No amendment to the agenda needed.

Adjournment:

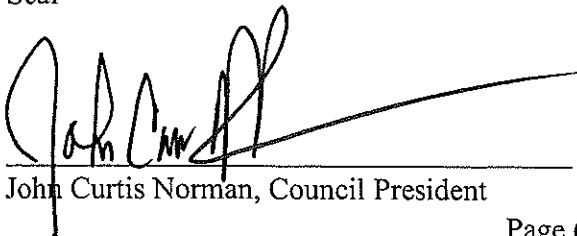
Motion to adjourn the meeting at 6:21 p.m.

Respectfully Submitted,



Andrea L. White
Secretary/Treasurer

Seal


John Curtis Norman, Council President

**BOROUGH OF WEST MIDDLETOWN
BUSINESS MEETING
MARCH 08, 2026**

Pledge of Allegiance

All meetings are voice recorded for administrative purposes.

Meeting called to order at 5:00 p.m. by Chairperson John Curtis Norman

Roll Call:

Present: Mayor Louis Muth, Chairperson John Curtis Norman, Angela Norman, Kevin Andrews, A Representative for Solicitor Dennis Makel and Secretary/Treasurer Andrea White. Council Person Naudette Baxter and John Opal were absent.

Public Comments:

Minutes:

Motion to accept the minutes of February 09, 2026, Council's regular monthly business meeting.

Motion: Angela Norman, 2nd Kevin Andrews

Vote: All present in favor

Engineer Report / Zoning and Code Enforcement:

- Athletic Court Rehabilitation
- College Street Sidewalk Design
- 12 East Main Street Demolition
- At the last meeting it noted that this may not proceed due to financial issues the County has with the project. It was suggested that Council contact State Representative and State Senator's offices about getting funding. Harshman was directed to cite the property owner daily and directed by the Solicitor to file the citations on a weekly basis at the maximum amount.
- 83 East Main Street Demolition
- Redevelopment Authority Certification and Release for Code Enforcement Demotion.
- The Certification and Release was approved at the last meeting. Status on signatures and forwarding to the RACW.
- General Discussion on open Grants and their status, funds in hand and to be received.

Road Report:

- Speed Limit Sign

- It was discussed at the last meeting that the sign cannot be placed on Main Street without PennDOT approval and permits.
- Discussion and Motion regarding the placement of the electronic speed limit sign. This is still being looked into.

Financial Report: File for review by Auditors

- Financial Reports – Council review and will file for review by the Auditors
- Bank Reconciliations: Council review and initial off
- Time Sheets – Council review and initial off
- Bills: Council review of bill lists as presented
Motion to pay the bills to be found true and correct.
 Motion: Angela Norman, 2nd Kevin Andrews
 Vote: All present in favor
- QuickBooks
Motion to reimburse the Secretary/Treasurer for the purchase of the monthly subscription to QuickBooks online for the Borough.
 Motion: Angela Norman, 2nd Kevin Andrews
 Vote: All present in favor
- Office Equipment
Motion to reimburse Angela Norman for office equipment purchased for the Borough.
 Motion: Kevin Andrews, 2nd Curtis Norman
 Vote: All present in favor
- Appointed Borough Auditors
- The 2025 financial records are ready for review by the current appointed auditors. They will be contacted to meet with the Secretary to schedule a time to review.

Solicitors' Report:

- College Street Sidewalk Design Grant Project Easements
Motion to authorize the Solicitor to draft Easements.
 Motion: Angela Norman, 2nd Kevin Andrews
 Vote: All present in favor

Correspondence review and discussion:

Old Business:

New Business:

- Vacancy Board
- Discussion and Motion regarding the Vacancy Board for 2026.
No motion at this time.

- Meeting Date and Times for 2026

A motion was made at the last meeting to change the time of the regular monthly meetings from 5:30 to 5:00. There has been discussion that the current Borough Building is not adequate to hold meetings. Hopewell Township will consider at its regular meeting held at 7:00 p.m. today to approve a short-term lease to allow for the Borough to hold meetings at the Municipal Building and to change the location of the Secretary's office to the Municipal Building.

Motion to change the location for the monthly meetings and location of the Borough Secretaries office subject to approval of the Hopewell Township Supervisors.

Motion: Angela Norman, 2nd Kevin Andrews

Vote: All present in favor

- Zoning Hearing Board (Zoning Solicitor) / Planning Commission
- Discussion and Motion regarding Borough Zoning Hearing Board (Zoning Solicitor) / Planning Commission Board
No motion at this time.

Motion to accept the resignation of Council Member John Opal effective immediately.

Motion: Angela Norman, 2nd Kevin Andrews

Vote: All present in favor

- Discussion if there is a need to amend the agenda to discuss items not on the current agenda.
No amendments are needed.

Adjournment:

Motion to adjourn the meeting at 5:40 p.m.

Motion: Angela Norman, 2nd Kevin Andrews

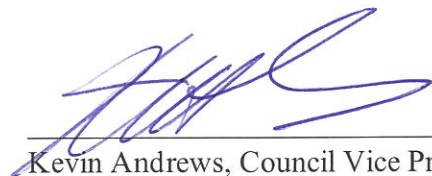
Vote: All present in favor

Respectfully Submitted,



Andrea L. White
Secretary/Treasurer

Seal



Kevin Andrews, Council Vice President

**BOROUGH OF WEST MIDDLETOWN
BUSINESS MEETING
APRIL 12, 2026**

Pledge of Allegiance

All meetings are voice recorded for administrative purposes.

Meeting called to order at 5:00 p.m. by Chairperson John Curtis Norman

Roll Call:

Present: Chairperson John Curtis Norman, Angela Norman, Kevin Andrews, Solicitor Dennis Makel and Secretary/Treasurer Andrea White. Mayor Louis Muth and Council Person Naudette Baxter absent.

Public Comments:

An ad was placed for interest in the vacant position for Council Member.

Motion to appoint Jay Humphry until the first Monday in January 2028 to fill the vacant position of Council Member as a result of Mr. John Opal's resignation.

Motion: Kevin Andrews, 2nd Angela Norman

Vote: All present in favor

Minutes:

Motion to accept the minutes of March 09, 2026, Council's regular monthly business meeting.

Motion: Kevin Andrews, 2nd Angela Norman

Vote: All present in favor

Engineer Report / Zoning and Code Enforcement:

- DCNR Grant #BRC-SC-30-216.P1 Park Rehabilitation and Accessibility Project (\$97,500.00)
LSA Contract # C000083461 (\$67,600.00)

A payment request has been submitted to DCNR.

- DCED Grant Project #83461 Contract # C000083461 Park Paving Project (Total Grant \$100,000). - El Grande
- Redevelopment Authority Community Development Block Grant Main Street Reconstruction Handicapped Accessibility Sidewalk Improvements
An easement has been signed for 30 West Main Street.

- LSA Statewide Program Stormwater Drainage Installation Project C000085642 (Total Grant \$68,931.00) – Project Completed in 2025

Motion to review and approve the bills as presented by KLH Engineering and to submit them to the DCED for payment.

Motion: Kevin Andrews, 2nd Angela Norman

Vote: All present in favor

- DCED LSA: Statewide grant Park Sidewalk Connection Project, Contract C000097110 (Grant Total \$86,836)
The grant documents were electronically signed online by Curtis Norman and Kevin Andrews. No funds have been received or requested to date for this grant.
- General Discussion on open Grants and their status, funds in hand and to be received.

Code Enforcement:

- 52 East Main Street – Property Maintenance
- 56 East Main Street – Property Maintenance
- 12 East Main Street – Violations / Demo
- 83 East Main Street – RACW Demolition
- AME Church Gutter:

Motion to authorize Harshman's to pursue action regarding the AME Church Gutter.

Motion: Angela Norman, 2nd Kevin Andrews

Vote: All present in favor

Motion to appoint to the IPMC Appeals Board Mark Craig, Rebecca Lowe and Kenneth McDougan.

Motion: Angela Norman, 2nd Kevin Andrews

Vote: All present in favor

Road Report:

- Speed Limit Sign
Motion to place the speed limit sign on College Street.
Motion: Angela Norman, 2nd Kevin Andrews
Vote: All present in favor

Financial Report: File for review by Auditors

- Financial Reports – Council review and will file for review by the Auditors
- Bank Reconciliations: Council review and initial off
- Time Sheets – Council review and initial off
- Bills: Council review of bill lists as presented
Motion to pay the bills to be found true and correct.
Motion: Kevin Andrews, 2nd Curtis Norman
Vote: All present in favor
- Appointed Borough Auditors

The 2025 Financial Audit was performed by the Appointed Borough Auditors
Motion to approve the 2025 Financial Audit as presented and to advertise the same.
Motion: Angela Norman, 2nd Kevin Andrews
Vote: All present in favor

- Discussion and Motion regarding setting a gross amount for the Secretary/Treasurer Salary.
Motion to set the Secretary/Treasurer Salary at \$500.00 per month gross.
Motion: Angela Norman, 2nd Kevin Andrews
Vote: All present in favor

Solicitors' Report:

- Hearings
- Appeals Board

Correspondence review and discussion:

Old Business:

- Vacancy Board
- Discussion and Motion regarding the Vacancy Board for 2026.

Motion: Angela Norman, 2nd Kevin Andrews
Vote: All present in favor

- Zoning Hearing Board (Zoning Solicitor) / Planning Commission
- **Discussion and Motion** regarding Borough Zoning Hearing Board (Zoning Solicitor) / Planning Commission Board
Motion to see if Hopewell Township's Zoning Hearing Board would serve as the Borough of West Middletown's Zoning Hearing Board.
Motion: Angela Norman, 2nd Kevin Andrews
Vote: All present in favor

New Business:

- Verizon Tower
- Lighthouse electric- pavilion fixed to help bring in more revenue
- McKean plumbing for the water for the pavilion and the septic alarm
- Firehall paperwork
- Get a cell phone to replace the landline
Motion to approve the purchase of a cell phone.
Motion: Angela Norman, 2nd Kevin Andrews
Vote: All present in favor

- R&K garbage for dumpster June 16th or 23rd for \$750.00
Motion to approve street pickup of garbage for June 16th or 23rd at a cost of \$750.00.
Motion: Kevin Andrews, 2nd Angela Norman
Vote: All present in favor
- Avella Community Days
- Discussion if there is a need to amend the agenda to discuss items not on the current agenda.
No amendments needed.

Adjournment:

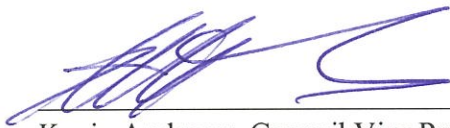
Motion to adjourn the meeting at 5:57 p.m.
Motion: Angela Norman, 2nd Kevin Andrews
Vote: All present in favor

Respectfully Submitted,



Andrea L. White
Secretary/Treasurer

Seal



Kevin Andrews, Council Vice President

**BOROUGH OF WEST MIDDLETOWN
BUSINESS MEETING
MAY 11, 2026**

Pledge of Allegiance

All meetings are voice recorded for administrative purposes.

Meeting called to order at 5:00 p.m. by Chairperson John Curtis Norman

Roll Call:

Present: Chairperson John Curtis Norman, Naudette Baxter, Angela Norman, Kevin Andrews, Joseph Umphrey and Solicitor Dennis Makel. Mayor Louis Muth attended towards the end of the meeting. Council Person Naudette Baxter and Secretary/Treasurer Andrea White absent.

Public Comments:

None

Minutes:

Motion to accept the minutes of April 13, 2026, Council's regular monthly business meeting.

Motion: Joseph Umphrey, 2nd Kevin Andrews

Vote: All present in favor

Engineer Report:

- DCNR Grant #BRC-SC-30-216.P1 Park Rehabilitation and Accessibility Project (\$97,500.00)
LSA Contract # C000083461 (\$67,600.00)
A payment from DCNR has been received
El Grande has submitted a payment application.
Motion to approve the payment application.
Motion: Angela Norman, 2nd Kevin Andrews
Vote: All present in favor
- DCED Grant Project #83461 Contract # C000083461 Park Paving Project (Total Grant \$100,000). -
El Grande has submitted a payment application
Motion to approve the payment application.
Motion: Kevin Andrews, 2nd Joseph Umphrey
Vote: All present in favor
- Redevelopment Authority Community Development Block Grant Main Street Reconstruction
Handicapped Accessibility Sidewalk Improvements
An easement has been signed for 30 West Main Street. The Solicitor is requesting a map to submit to the Courthouse with the Easement.
Continue this to next month. The Solicitor will contact the former Engineer for more information.

- LSA Statewide Program Stormwater Drainage Installation Project C000085642 (Total Grant \$68,931.00) – Project Completed in 2025
The DCED has provided a payment application for the payment of the remaining \$1,253.00 for engineering costs payable by the DCED.
- DCED LSA: Statewide grant Park Sidewalk Connection Project, Contract C000097110 (Grant Total \$86,836)
Correspondence was received from the PA Department of Labor and Industry regarding the need to request prevailing wage rates for the project. This request was forwarded to Harshman's.
- Flooding and Drainage Issues around 30 West Main Street – Grant Opportunities.
Motion to authorize Harshman's to proceed to investigate grant opportunities.
Motion: Kevin Andrews, 2nd Joseph Umphrey
Vote: All present in favor

- 52 East Main Street – Property Maintenance
- 56 East Main Street – Property Maintenance
- 12 East Main Street – Violations / Demo
- 83 East Main Street – RACW Demolition
Motion to authorize the Solicitor to ask the District Justice to recuse himself from everything that involves Mr. Hixenbaugh.
Motion: Curtis Norman, 2nd Joseph Umphrey
Kevin Andrews abstained.
Vote: Quorum Present, Motion Passed.

Motion to reissue a notice to Mr. Hixenbaugh from the Borough concerning potential injury to Fire Fighters accessing Mr. Hixenbaugh's property in the event of an emergency.
Motion: Curtis Norman, 2nd Joseph Umphrey
Kevin Andrews abstained.
Vote: Quorum Present, Motion Passed.

- AME Church Gutter:
- 17 College Street – Tenant Complaint
Motion for Harshman to do an inspection and the owners to pay a \$100.00 fee for the Inspection.
Motion: Curtis Norman, 2nd Kevin Andrews
Vote: All present in favor

Road Report:

- Speed Limit Sign – Status of Placement / PennDOT approval letter.

Financial Report: File for review by Auditors

- Financial Reports – Council review and will file for review by the Auditors
- Bank Reconciliations: Council review and initial off
- Time Sheets – Council review and initial off
- Bills: Council review of bill lists as presented
Motion to pay the bills to be found true and correct.
Motion: Joseph Uphrey, 2nd Kevin Andrews

Vote: All present in favor

Solicitors' Report:

- 30 West Main Street – Map for Easement submission.

Correspondence Review and Discussion:

None to report.

Old Business:

- Verizon Tower
- West Middletown Park Utility Service Upgrade – Lighthouse Electric has provided a quote for the service upgrade.
- Discussion and Motion regarding the quote for the West Middletown Park Utility Service Upgrade. No motion at this time, the Borough is seeking additional quotes.
- Vacancy Board

New Business:

- Ballfield Committee
- Park Rentals

Motion to have all ballpark rentals processed through the Borough website.

Residents will volunteer for cleanup as needed.

Motion: Curtis Norman, 2nd Kevin Andrews

Vote: All present in favor

- West Middletown Historic Revitalization Corporation Annual Report Notice.
This was not opened by the Borough. There is no bank account tied to it that the Borough is aware of.

Motion to take no action on this report and allow this to cease.

Motion: Joseph Umphrey, 2nd Kevin Andrews

Vote: All present in favor

- Status of Cell Phone
A cell phone was purchased. A plan for the cell phone needs to be set up and the existing landline cancelled.

- Discussion and Motion if there is a need to amend the agenda to discuss items not on the current agenda.

Motion to amend the agenda to include authorizing restitution for all code enforcement costs, to send a letter to Naudette Baxter asking for resignation, to pay Auditors Judy Miller and Steve Dunlap for the 2025 Financial Audit, and to send a letter regarding grass at the house next door to the Mayer.

Motion to authorize restitution for all code enforcement costs involved with the successful prosecution of any citations issued by the borough code enforcement officer.

Motion: Angela Norman, 2nd Curtis Norman

Vote: All present in favor

Motion to send a letter to Naudette Baxter asking for her resignation.

Motion: Angela Norman, 2nd Joseph Umphrey

Vote: All present in favor

Motion to pay auditors Judy Miller and Steve Dunlap \$50 each for the 2025 audit.

Motion: Angela Norman, 2nd Joseph Umphrey

Vote: All present in favor

Motion to send a letter regarding the grass at the house next door to the Mayor.

Motion: Angela Norman, 2nd Joseph Umphrey

Vote: All present in favor

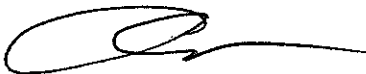
Adjournment:

Motion to adjourn the meeting at 6:36 p.m.

Motion: Angela Norman, 2nd Kevin Andrews

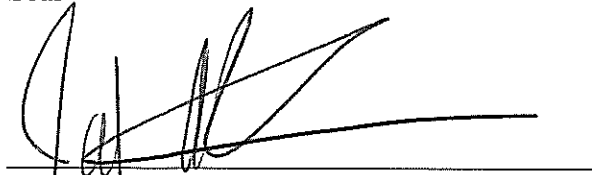
Vote: All present in favor

Respectfully Submitted,



Andrea L. White
Secretary/Treasurer

Seal



John Curtis Norman, Council President

**BOROUGH OF WEST MIDDLETOWN
BUSINESS MEETING
JUNE 08, 2026**

Pledge of Allegiance

All meetings are voice recorded for administrative purposes.

Meeting called to order at 5:00 p.m. by Vice Chairperson Kevin Andrews.

Roll Call:

Present: Chairperson Naudette Baxter, Kevin Andrews, Joseph Umphrey Solicitor Dennis Makel and Secretary/Treasurer Andrea White present. Council Person Curtis Norman, Angela Norman and Mayor Louis Muth absent.

Public Comments:

A resident addressed an incident that occurred to her personally between herself and another resident in the Borough. She was directed by the Council to file a complaint with the State Police regarding her concerns as the Borough has no enforcement capabilities regarding what could be done.

Minutes:

- Discussion and Motion to accept the minutes of May 11, 2026, Council's regular monthly business meeting.

Motion to table the minutes.

Motion: Joseph Umphrey, 2nd Kevin Andrews

This will be tabled, as the meeting minutes are not yet available for review.

Engineer Report:

- DCNR Grant #BRC-SC-30-216.P1 Park Rehabilitation and Accessibility Project (\$97,500.00)
LSA Contract # C000083461 (\$67,600.00)
El Grande has submitted a payment application.
- DCED Grant Project #83461 Contract # C000083461 Park Paving Project (Total Grant \$100,000). -
El Grande has submitted a payment application
- Redevelopment Authority Community Development Block Grant Main Street Reconstruction
Handicapped Accessibility Sidewalk Improvements
An easement has been signed for 30 West Main Street. The Solicitor is requesting a map to submit to the Courthouse with the Easement.
- LSA Statewide Program Stormwater Drainage Installation Project C000085642 (Total Grant \$68,931.00) – Project Completed in 2025
A payment application has been forwarded to the DCED for the payment of the remaining \$1,253.00 for engineering costs payable.
- DCED LSA: Statewide grant Park Sidewalk Connection Project, Contract C000097110 (Grant Total \$86,836)

Correspondence was received from the PA Department of Labor and Industry regarding the need to request prevailing wage rates for the project. This request was forwarded to Harshman's.

- Flooding and Drainage Issues around 30 West Main Street – Grant Opportunities.
The Redevelopment Authority of Washington County is being contacted regarding opportunities for this project.

- West Middletown Park Utility Service Upgrade – American 250 / American Spirit Grant Program – West Middletown Borough Park Recreation Enhancement Project.

Motion to authorize the electrical work at the Ballpark not to exceed \$25,000.00 subject compliance with all government regulations and the providing of all appropriate bonds to the Borough.

Motion: Kevin Andrews, 2nd Joseph Umphrey

Vote: All present in favor

Motion that any additional grant monies be utilized for any other purpose allowable by the grant.

Motion: Joseph Umphrey, 2nd Kevin Andrews

Vote: All present in favor

Motion to confirm resolution 06-08-26 which was executed by Borough Officials prior to this meeting.

Motion: Kevin Andrews, 2nd Naudette Baxter

Vote: All present in favor

Code Enforcement:

- 52 East Main Street – Property Maintenance
A reinspection is scheduled, violations remain.
- 56 East Main Street – Property Maintenance
A reinspection is scheduled, violations remain.
- 12 East Main Street – Violations / Demo
The citations have been withdrawn, as the attorneys are communicating with the RACW to demolish the structure. The new notice was sent.
- 83 East Main Street – RACW Demolition
A title search is being completed.
- 38 East Main Street
A reinspection is scheduled, violations remain.
- AME Church Gutter:
- 17 College Street – Tenant Complaint
- Rental Property Inspections discussion.

Road Report:

- Speed Limit Sign – Status of Placement / PennDOT approval letter.
The sign is up on College Street.

Financial Report: File for review by Auditors

- Financial Reports – Council review and will file for review by the Auditors
- Bank Reconciliations: Council review and initial off
- Time Sheets – Council review and initial off
- Bills: Council review of bill lists as presented

Motion to pay the bills to be found true and correct.

Motion: Kevin Andrews, 2nd Naudette Baxter

Vote: All present in favor

Solicitors' Report:

- 30 West Main Street – Map for Easement submission.
The Solicitor's office will try to record the easement without a map.

Correspondence Review and Discussion:

- The County is updating its 2021 Hazard Mitigation Plan. The County asks for the Borough Cooperation in providing information.
Kevin Andrews attended a meeting with the County to gather information.

Old Business:

- Verizon Tower
- R&K will provide garbage pickup on June 16th.
- Grass Mowing.
The Solicitor will provide a release form for volunteers.

New Business:

- Ballfield Committee
Rentals are handled through the Borough Website.

- Records
Motion to adopt a Resolution declaring the Borough's intent to follow the schedules and procedures for the destruction of records as set forth in the Municipal Records Manual Approved December 16, 2008, as amended March 28, 2019.

Motion: Kevin Andrews, 2nd Joseph Umphrey

Vote: All present in favor

Motion to approve the destruction of records as per the Municipal Records Manual.

Motion: Kevin Andrews, 2nd Joseph Umphrey

Vote: All present in favor

- Park Rentals
Motion to set the fee for the Pavilion Rental at \$25.00 for residents with a \$25.00 refundable deposit and \$50.00 for non-residents with a \$50.00 refundable deposit.

Motion: Kevin Andrews, 2nd Joseph Umphrey

Vote: All present in favor

- Discussion and Motion if there is a need to amend the agenda to discuss items not on the current agenda.
No motion needed.

Adjournment:

Motion to adjourn the meeting at 5:45 p.m.

Motion: Kevin Andrews, 2nd Joseph Umphrey

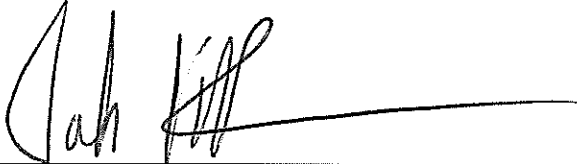
Vote: All present in favor

Respectfully Submitted,



Andrea L. White
Secretary/Treasurer

Seal



John Curtis Norman, Council President

**BOROUGH OF WEST MIDDLETOWN
BUSINESS MEETING
JULY 13, 2026**

Pledge of Allegiance

All meetings are voice recorded for administrative purposes.

Meeting called to order at 5:00 p.m. by Chairperson Curtis Norman.

Roll Call:

Present: Chairperson Curtis Norman, Vice Chairperson Kevin Andrews, Angela Norman, Joseph Umphrey, Solicitor Dennis Makel and Secretary/Treasurer Andrea White present. Council Person Naudette Baxter and Mayor Louis Muth absent.

Public Comments:

Minutes:

Motion to accept the minutes of May 11, 2026, and June 08, 2026, Council's regular monthly business meetings.

Motion: Angela Norman, 2nd Kevin Andrews

Vote: All present in favor

Engineer Report:

- DCNR Grant #BRC-SC-30-216.P1 Park Rehabilitation and Accessibility Project (\$97,500.00)
LSA Contract # C000083461 (\$67,600.00)
El Grande has submitted payment applications
Trussa Painting has submitted a payment application.
The Borough needs to receive more money from the grant to pay all the invoices submitted.
Motion to approve payment applications from Contractors as approved by Harshman Engineering.
Motion: Angela Norman, 2nd Kevin Andrews
Vote: All present in favor
- DCED Grant Project #83461 Contract # C000083461 Park Paving Project (Total Grant \$100,000).
El Grande has submitted a payment application.
Motion to approve payment applications from Contractors as approved by Harshman Engineering.
Motion: Curtis Norman, 2nd Joseph Umphrey
Vote: All present in favor
- Redevelopment Authority Community Development Block Grant Main Street Reconstruction
Handicapped Accessibility Sidewalk Improvements
- Flooding and Drainage Issues around 30 West Main Street – This is being addressed through the Redevelopment Authority

- LSA Statewide Program Stormwater Drainage Installation Project C000085642 (Total Grant \$68,931.00) – Project Completed in 2025
A payment application has been forwarded to the DCED for the payment of the remaining \$1,253.00 for engineering costs payable. The Borough received the remaining payable costs from the State. This Grant will be completed and closed out.
- DCEAD LSA: Statewide grant Park Sidewalk Connection Project, Contract C000097110 (Grant Total \$86,836.
Easements are needed for this project. The Engineer and Solicitor will work together on this.
- West Middletown Park Utility Service Upgrade – American 250 / American Spirit Grant Program – West Middletown Borough Park Recreation Enhancement Project
This is in the early phase.

Code Enforcement:

- 52 East Main Street – Property Maintenance
Notices were sent, a letter was received from the property owner's attorney and a reinspection is scheduled. Violations remain. Citation packet sent to the Solicitor.
- 56 East Main Street – Property Maintenance
Notices were sent, a letter was received from the property owner's attorney, and a reinspection is scheduled for the property. Violations remain. Citation packet sent to the solicitor.
- 12 East Main Street – Violations / Demo
Attorneys are communicating with RACW to demolish the structure. The new notice was sent.
- 83 East Main Street – RACW Demolition
Submitted to the RQACW for demolition.
- AME Church Gutter - 38 East Main Street – Property Maintenance
Notices were sent; a reinspection is scheduled. An e-mail was received from the property owner stating he would fix the violations. A reinspection is scheduled. Citation packet sent to the Solicitor.
- 17 College Street – Tenant Complaint
A letter was received from the owner of the property outlining the actions they have taken to remedy the complaints.
The tenants have moved out.
- Rental Property Inspections discussion.

Road Report:

No Report

Financial Report: File for review by Auditors

- Financial Reports – Council review and will file for review by the Auditors
- Bank Reconciliations: Council review and initial off
- Time Sheets – Council review and initial off
- Bills: Council review of bill lists as presented

Motion to pay the bills to be found true and correct.

Motion: Angela Norman, 2nd Kevin Andrews

Vote: All present in favor

- The Borough received a listing of properties within the Borough that are scheduled to be sold at the Upset Sale – Wednesday, September 30, 2026. They are requesting that the list be reviewed to determine if there are any liens for these listed properties to be certified concerning claims or judgements in order that the same may be included in the sale price.
- The Borough has been issued Credit Cards from Washington Financial Bank. The new telephone has been set up and will be charged to the new credit card monthly.
The new Borough telephone number is 412-997-6668.

With it being the year of the Bicentennial, it was questioned what the money in the Bicentennial Account will be used for. It was agreed that it will be transferred to the General Fund as spent and allocated to park-related expenses.

Motion to allocate the Bicentennial Funds to park-related expenses and transfer the funds to the General Fund.

Motion: Angela Norman, 2nd Kevin Andrews

Vote: All present in favor

Solicitors' Report:

- 30 West Main Street – Map for Easement submission.
- Liability Release for Individuals working on Borough Property.
The Solicitor's office provided a form.

Correspondence Review and Discussion:

- The County is updating its 2021 Hazard Mitigation Plan. The County asks for the Borough Cooperation in providing information.
Kevin Andrews attended a meeting with the County to gather information and will attend future meetings.

Old Business:

- Verizon Tower
No Update

New Business:

- Discussion and Motion if there is a need to amend the agenda to discuss items not on the current agenda.
No motion needed.

Adjournment:

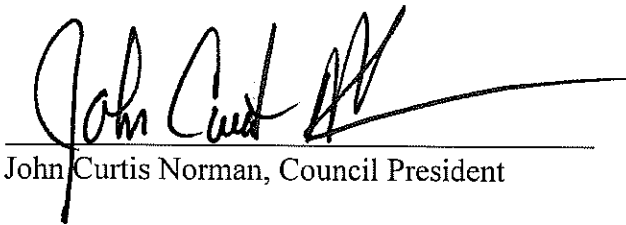
Motion to adjourn the meeting at 5:42 p.m.
Motion: Curtis Norman, 2nd Kevin Andrews
Vote: All present in favor

Respectfully Submitted,



Andrea L. White
Secretary/Treasurer

Seal



John Curtis Norman, Council President

**BOROUGH OF WEST MIDDLETOWN
BUSINESS MEETING
AUGUST 10, 2026**

Pledge of Allegiance

All meetings are voice recorded for administrative purposes.

Meeting called to order at 5:00 p.m. by Chairperson Curtis Norman.

Roll Call:

Present: Chairperson Curtis Norman, Vice Chairperson Kevin Andrews, Angela Norman, Joseph Umphrey, Solicitor Dennis Makel and Secretary/Treasurer Andrea White present. Mayor Louis Muth appeared at 5:23 p.m.

Public Comments:

Chief Yancosek spoke regarding part-time police service for the Borough to address traffic issues and concerns.

Minutes:

Motion to accept the minutes of July 13, 2026, Council's regular monthly business meetings.

Motion: Angela Norman, 2nd Kevin Andrews

Vote: All present in favor

Engineer Report:

- DCNR Grant #BRC-SC-30-216.P1 Park Rehabilitation and Accessibility Project (\$97,500.00)
LSA Contract # C000083461 (\$67,600.00)
This project is finished. The Borough has not received all grant funds to pay contractors and to close out the grant.
- DCED Grant Project #83461 Contract # C000083461 Park Paving Project (Total Grant \$100,000).
The Borough is waiting for El Grande to submit final invoices to close out this project.
- Redevelopment Authority Community Development Block Grant Main Street Reconstruction
Handicapped Accessibility Sidewalk Improvements
The Borough is trying to secure easements necessary to start the project.
- LSA Statewide Program Stormwater Drainage Installation Project C000085642 (Total Grant \$68,931.00) – Project Completed in 2025
This grant has been closed out.
- DCEAD LSA: Statewide grant Park Sidewalk Connection Project, Contract C000097110 (Grant Total \$86,836.
- Flooding and Drainage Issues around 30 West Main Street – Grant opportunities.
It was mentioned that there have been some drainage complaints at the Memorial.

- West Middletown Park Utility Service Upgrade – American 250 / American Spirit Grant Program – West Middletown Borough Park Recreation Enhancement Project.
Work is complete. The Borough has not received any grant funds to pay contractors.
Motion to approve a payment application at the recommendation of Harshman Engineering from Campbell Excavation in the amount of \$4,000.00 payable from grant funds.
Motion: Angela Norman, 2nd Kevin Andrews
Vote: All present in favor.

The Borough has not received any grant funds to pay contractors.

- County and State LSA Grant opportunities.
Terri with Harshman's sent an e-mail regarding applying for funds. The Borough would like to apply for a new office building.

Code Enforcement:

- 52 East Main Street – Property Maintenance
Violations remain, awaiting plea.
- 56 East Main Street – Property Maintenance
Violations remain, awaiting plea.
- 12 East Main Street – Violations / Demo
Violations remain, awaiting plea.
- 83 East Main Street – RACW Demolition
The demolition is under contract with R. McCutcheon Excavating. A September start and completion date is anticipated.
- AME Church Gutter - 38 East Main Street – Property Maintenance
The gutter is still hanging.
- 17 College Street – Tenant Complaint
The tenants have moved out.
- 19 Main Street – A letter was sent regarding the grass
- General Violation Letters sent during the month.
Motion to reaffirm the sending of violation letters.
Motion: Angela Norman, 2nd Curtis Norman
Vote: All present in favor.

Road Report:

No Report

Financial Report: File for review by Auditors

- Financial Reports – Council review and will file for review by the Auditors
- Bank Reconciliations: Council review and initial off
- Time Sheets – Council review and initial off
- Bills: Council review of bill lists as presented

Motion to pay the bills to be found true and correct.

Motion: Curits Norman, 2nd Jay Umphrey

Vote: All present in favor

- The Borough received a listing of properties within the Borough that are scheduled to be sold at the Upset Sale – Wednesday, September 30, 2026. They are requesting that the list be reviewed to determine if there are any liens for these listed properties to be certified concerning claims or judgements in order that the same may be included in the sale price.
The Borough Office is looking into this.

Solicitors' Report:

- Easements – Status
Originals are needed to record at the Courthouse.

Motion to add to the agenda to accept the resignation of Naudette Baxter.

Motion: Curits Norman, 2nd Kevin Andrews

Vote: All present in favor

Motion to accept the resignation of Naudette Baxter from the Borough Council.

Motion: Curits Norman, 2nd Kevin Andrews

Vote: All present in favor

Correspondence Review and Discussion:

- The County is updating its 2021 Hazard Mitigation Plan. The County asks for the Borough Cooperation in providing information.
Kevin Andrews will attend the meetings.

Old Business:

- Verizon Tower
Verizon is pursuing putting the tower in Hopewell Township.

New Business:

- Park Signs
The signs will be purchased.

- Discussion and Motion if there is a need to amend the agenda to discuss items not on the current agenda.

No further amendments are needed.

Adjournment:

Motion to adjourn the meeting at 5:52 p.m.

Motion: Curtis Norman, 2nd Angela Norman

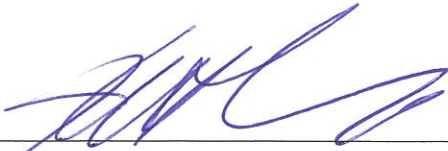
Vote: All present in favor

Respectfully Submitted,



Andrea L. White
Secretary/Treasurer

Seal



Kevin Andrews, Council Vice President