

**PORT ROYAL BOROUGH COUNCIL
REORGANIZATION MEETING
January 5, 2025**

Members present were President Adam Bryner, Vice-President Glenda Leister, Council Members John Towsey, Nick Walters, Teresa Murphy Grace Goss, Daniel Stong and Mayor Travis Long.

Others present were Kimbra Jo Gray, Borough Secretary/Treasurer, Brian Book, Engineer CP Engineers, Becky Lock, Juniata Sentinel, and Bill Benner, owner of Third Street property.

FIRST ON THE AGENDA

Mayor Travis Long opened the meeting with the Pledge of Allegiance at 7:00 pm. He then opened the floor for nominations for Council President, Vice-President and Chairperson of Vacancy Board.

MOTION was made by John Towsey to keep Council President Adam Bryner and Vice-President Glenda Leister for the new term, 2nd by Grace Goss, approved by all, motion carried.

MOTION was made by Adam Bryner to nominate Glenda Leister to Chair the Vacancy Board for the new term, 2nd by Nick Walters, approved by all, motion carried.

Mayor Travis Long turn the meeting over to President Adam Bryner who continued the meeting.

MOTION was made by John Towsey to approve the meeting date (2nd Monday of each month) and time (6:30 pm) at the Borough Office located at 111 East Eighth Street for the year 2026, 2nd by Teresa Murphy, approved by all, motion carried.

MOTION was made by Glenda Leister to rehire Brough Employees Kimbra Jo Gray and Randy Williamson for the year 2026, 2nd by Nick Walters, approved by all, motion carried.

MOTION was made by Teresa Murphy to approve the payment of Borough bills as they come due, 2nd by Nick Walters, approved by all, motion carried.

MOTION was made by John Towsey to approve the Borough Fee Schedule for the year 2026, 2nd by Teresa Murphy, approved by all, motion carried.

MOTION was made by Glenda Leister to re-appoint Donald Zagurskie, Johnston & Zagurskie PC, as Borough Solicitor for the year 2026, 2nd by Grace Goss, approved by all, motion carried.

MOTION was made by Grace Goss to re-appoint members, Heather Hockenberry, Trent Brenneman and Zachary Bomberger to the Zoning Hearing Board, 2nd by John Towsey, approved by all, motion carried.

MOTION was made by Teresa Murphy to re-appoint Brian Book, CP Engineers, as the Borough Engineer for the year 2026, 2nd by Glenda Leister, approved by all, motion carried.

MOTION was made by Glenda Leister to rehire CPA Associated to complete the Borough Audit for 2025, 2nd by Teresa Murphy, approved by all, motion carried.

MOTION was made by Grace Goss to rehire Code Assessment Professionals for the year 2026, 2nd by Glenda Leister, approved by all, motion carried.

MOTION was made by Nick Walters to approve Minutes of the December meeting minutes, 2nd by Grace Goss, approved by all, motion carried.

MOTION was made by Glenda Leister to approve Borough Bills for the month of December, 2nd by Teresa Murphy, approved by all, motion carried.

Land Use – 302 Market Street – Upcoming Zoning Hearing Board
Third Street – Owner filed an appeal for reconsideration that was denied

Bill Benner was present to request information regarding his permits for a project on West Third Street. There were no updates to share.

Public Comments – There were no public comments.

Christmas Lights were a topic of discussion. Council members agreed to keep the lights on from 5 pm to 6 am until March 15th.

Brian Book, Engineer -- CP Engineers, LLC

2025 Borough Streets Project (PA Liquid Fuels) – A recommendation for payment to Cramer Paving in the amount of \$40,176.31 as the Final Application (first, last and only) was requested. The requested payment was reviewed on 12/31/25 and found to be correct.

MOTION was made by Glenda submit first, last and only payment in the amount of \$40,175.27 from the Liquid Fuels Fund to Cramer Paving for the 2025 Borough Streets Project contingent on proper documentation for tonnage, 2nd by Nick Walters, approved by all, motion carried.

DCED LSA Grant Applications – Main Street Road & Stormwater was submitted at \$390,625 and the Fire Company was submitted at \$637,615.

Juniata County Ag Society – Ag Barn Restroom & Stadium Bos Restrooms

JCAS is looking for additional grants for the Ag Barn Restroom.

Milford & Eighth Street

The only outstanding issue is that MidState Paving owes “Record Drawings”. Axis Surveying has completed this work.

MOTION was made by Grace Goss to accept the Engineers Report for December, 2nd by Teresa Murphy, approved by all, motion carried.

Maintenance Report

The Eighth Street sign by the Point Service Station has been damaged and needs replaced.

MOTION was made by John Towsey to approve the Maintenance Report for December, 2nd by Nick Walters, approved by all, motion carried.

OLD BUSINESS

Continuity of Operations Plan (COOP) – Juniata County Emergency Planning Committee is reaching out to assist all boroughs and townships with helping to implement the plan necessary to ensure that emergency funding will be readily available when needed. Discussion was tabled until a future meeting.

NEW BUSINESS

MOTION was made by Grace Goss to approve Kimbra Gray to prepare W2's and 1099's for 2025, 2nd by Teresa Murphy, approved by all, motion carried.

Information Purposes Only:

Grace Goss request approval of the council members to allow the Juniata Little Indians Committee to use the Borough Office. Members agreed as Grace is a member of the committee.

The issue of noise was brought up by a couple of concerned residents. The state police can respond for noise calls after 11 pm.

MOTION was made by John Towsey at 7:45 pm to adjourn the meeting, 2nd by Nick Walters, approved by all, motion carried.

Respectively Submitted,
Kimbra Jo Gray
Borough Secretary/Treasurer

Next Meeting: Monday, February 9, 2026, at 6:30 pm