

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL

2 April 18, 2017

3

4		PRESENT	ABSENT
5	Beverly L. Hackenberg, Council President	X	
6	Tod M. Steese, Vice President	X	
7	Troy A. Berkheiser, Council Member	X	
8	Paul E. Bottiger, Council Member	X	
9	Richard J. Fry, Council Member	X	
10	Duane L. Zimmerman, Council Member	X	
11	David M. Cooney, Mayor	X	
12	Ryan M. Tira, Solicitor	X	
13	Frederick C. Dyroff III, Chief of Police	X	
14	Margaret A. Metzger, Borough Manager		X
15	Robert M. Rowe, Borough Project Manager	X	
16	Misty L. Ross, Assistant Secretary	X	

17

18 The regular meeting of Mifflinburg Borough Council was called to order at 7:00 PM.

19
20 Visitors present at this meeting were Vickie R. Stroup, Ron Carrington, David M. Stroup, Valerie Pecht
21 and children, Jackson Stroup, Terry Matrey, Darren Knisely, Luis Montesinos, Taylor Montesinos,
22 Bryan Rohland, David Gessner, Bradley Sauers, and Erin Threet.

23
24 Mayor Cooney conducted the Oath of Office Ceremony for the new full-time Police Officer for the
25 Borough of Mifflinburg, Mr. Jackson Stroup.

26
27
28 Motion by: Tod M. Steese

29 Second by: Richard J. Fry

30
31 **MOTION: To approve the minutes of the Tuesday, March 21, 2017 regular meeting of**
32 **Mifflinburg Borough Council.**

33
34 Approved via unanimous voice vote.

35
36
37 Motion by: Troy A. Berkheiser

38 Second by: Paul E. Bottiger

39
40 **MOTION: To approve payment of Bill List #2017-04 in the amount of \$567,267.97.**

41
42 Yes – Mr. Berkheiser, Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mrs. Hackenberg

43
44 No – None

45
46
47 Mr. Luis and Mrs. Taylor Montesinos attended tonight's meeting with regard to establishing a Dog Park
48 in the Borough of Mifflinburg. Mr. Montesinos distributed an informational sheet which detailed their
49 research and plans for the Dog Park. Mr. Montesinos reported that at the Work Session that was held on
50 Tuesday, April 4, 2017 at 7:00 PM there were several areas explored. It was determined that the Harry
51 Haney Park would be the best location for a Dog Park; the half-acre grassy space behind the outfield
52 fences of the middle softball field off 8th Street. A Mission Statement has been created that could be
53 placed on all of the promotional pages, along with a Facebook Page, an Email Account, a GoFundMe
54 Page, and a formal Website to get the word out to the public to help raise funds for the creation of the
55 Dog Park. Funding would be used to build a fence, maintain landscaping, the litter station and toy bin,
56 purchase obstacles to leap over and run through, as well as shade trees, benches and picnic tables. Mr.
57 Montesinos informed Borough Council that they researched operations at other valley dog parks,
58 including the dog park in Selinsgrove, and expects maintenance cost to be low: mowing and emptying
59 litter stations among routine service needs. Borough Council action is requested to authorize them to
60 proceed with the creation of the Dog Park so that they can work to pursue funding. A discussion was
61 held; Mr. Tira advised Borough Council that they should adopt an ordinance establishing the rules and
62 regulations at the Dog Park and that the existing ordinance would need to be amended specifically for
63 the creation of the Dog Park.

64
65
66
67

68 Motion by: Tod M. Steese

69 Second by: Paul E. Bottiger

70

71 **MOTION: To authorize Mr. Luis and Mrs. Taylor Montesinos to proceed with the creation of the**
72 **Dog Park at the Haney Park, subject to final approval by Borough Council and an ordinance**
73 **amendment.**

74

75 Mr. Berkheiser inquired about the expenses for signage. Mr. Montesinos stated that the expenses for
76 signage weren't included on the information sheet because he just received some quotes about an hour
77 ago.

78

79 Mr. Bottiger inquired what the next step would be. Mr. Tira reported that the next step would be for Mr.
80 and Mrs. Montesinos to attend another Borough Council meeting with a set of plans which layout the
81 specifics for the Dog Park for final approval.

82

83 Approved via unanimous voice vote.

84

85

86 Ms. Terry Matrey, Office Manager for the Central Keystone Council of Governments (CK-COG),
87 attended tonight's meeting in an attempt to reach out to Borough Council to check in and say hello. Ms.
88 Matrey inquired if Borough Council had any questions or concerns clarified that the CK-COG provides
89 the following services to the Borough:

90

- 91 1. Building Codes Program.
- 92 2. Zoning Enforcement Program.
- 93 3. Property Maintenance Program.
- 94 4. Rental Property Program.

95

96 Mr. Berkheiser inquired if the CK-COG has begun providing more detail on the itemized zoning invoice
97 of the "Cost to Borough" as requested. Mr. Rowe stated that as far as he knows, the CK-COG has begun
98 providing more detail on the itemized zoning invoice as requested.

99

100 Mr. Bryan Rohland, Rohland Engineering LLC, announced that he is present at tonight's meeting to
101 request two (2) Sewer/Water EDU's for Blue Sky Realty LLC's proposed medical/dental offices located
102 along E. Walnut Street.

103

104 Motion by: Paul E. Bottiger

105 Second by: Troy A. Berkheiser

106

107 **MOTION: To award two (2) Sewer/Water EDU's to Blue Sky Realty LLC for their proposed**
108 **medical/dental offices located along E. Walnut Street at a cost of \$3,500.00/EDU.**

109

110 Approved via unanimous voice vote.

111

112

113 Mrs. Erin Threet, HRG, Inc., informed Borough Council that they received a copy of the Engineer's
114 Report for April 2017.

115

116 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an update on the status of the Well PW-2
117 Susquehanna River Basin Commission (SRBC) Compliance Assistance. Mrs. Threet reported that the
118 2016 Annual Report was submitted to SRBC via correspondence dated Tuesday, February 28, 2017. To
119 date, HRG, Inc. has not received a response. A meeting with the SRBC and Borough Staff is scheduled
120 for Tuesday, May 9, 2017 to discuss the docket condition discrepancy discussed during the Tuesday,
121 March 21, 2017 regular Borough Council meeting. The goal of this meeting is to determine a solution
122 that will minimize future monitoring requirements and the costs associated with them while also
123 allowing for more operational flexibility in choosing sources based on water quality.

124

125 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an update on the status of the National
126 Pollutant Discharge Elimination System (NPDES) Permit Renewal. Mrs. Threet reported that the
127 Department of Environmental Protection (DEP) issued the final permit via correspondence dated
128 Tuesday, March 21, 2017.

129

130 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an update on the status of the Woodland
131 Estates Water Main Replacement Project. Mrs. Threet reported that HRG, Inc. is moving forward with
132 final design as authorized by Borough Staff. HRG, Inc. currently anticipates advertisement for bids in
133 early June 2017.

134

135 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an update on the status of the Oak Avenue
136 Sanitary Sewer Main Replacement Project. Mrs. Threet reported that HRG, Inc. will issue the Notice of
137 Intent to Award when notified that the Developer for the 8th Street Subdivision has satisfied the
138 conditions of their land development approval and is moving forward with their project. The 120-day
139 window for bid acceptance will expire on Sunday, June 17, 2017. Mr. Tira informed Borough Council
140 that the Mifflinburg Planning Commission took action at their meeting that was held earlier tonight to
141 grant Dave Gutelius Excavating, Inc. conditional plan approval for the revised plan, subject to the
142 following conditions:

- 143
- 144 • Execution of Certificate of Ownership.
- 145 • Executed Improvements Guarantee Agreement.
- 146 • Storm Water Management Maintenance Agreement.
- 147 • Execution of County Planning Director's signature.
- 148 • Variance from the Zoning Hearing Board on zero side yard setbacks for non-conforming
- 149 use, with a note on the plan's title page with the date the variance was granted.
- 150 • All conditions must be met within sixty (60) days.
- 151

152 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an update on the status of the Mulberry
153 Street Reconstruction Project. Mrs. Threet reported that HRG, Inc. plans to provide preliminary plans
154 for Borough Staff review in the next few weeks. HRG, Inc. currently anticipates advertisement for bids
155 in early June 2017.

156

157 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an update on the status of the 2017
158 Wastewater Treatment Plant Improvements Project. Mrs. Threet reported that as requested during the
159 Borough's Work Session on Tuesday, April 4, 2017, HRG, Inc. has prepared a proposal for engineering
160 services related to Phase I of the proposed Wastewater Treatment Plant Improvements Project:
161 Membrane Procurement. A copy of the proposal has been attached to the Engineer's Report for
162 Borough Council review. As discussed at length during the Borough's Work Session, based on the
163 findings of the recent evaluation, HRG, Inc. is recommending that the Borough move forward with a
164 Wastewater Treatment Plant Improvements Project which generally includes: replacement of the
165 existing membranes, modifications to the existing membrane tanks to allow for isolation and therefore
166 easier cleaning, programming modifications to allow for more automated cleanings, and the potential
167 addition of a staging/maintenance area when membrane racks are removed. Due to the anticipated lead-
168 time for the replacement membranes, HRG, Inc. is suggesting that the Borough approach the project in
169 phases beginning with the procurement of the membranes. By performing this step first, the Borough
170 will be able to execute a purchase agreement with the membrane manufacturer to allow the fabrication
171 process to occur concurrent with the design and bidding of the installation as described above. Based on
172 this assumption, the following schedule is currently anticipated:

- 173
- 174 • Phase I: Membrane Procurement.
 - 175 ○ Procurement Authorized- April 18, 2017
 - 176 ○ Request for Proposals Issued- May 20, 2017
 - 177 ○ Proposals Due- June 6, 2017
 - 178 ○ Recommended for Purchase Provided- June 20, 2017
 - 179
- 180 • Phase II: WWTP Improvements Design & Bidding.
 - 181 ○ Design Authorized- June 20, 2017
 - 182 ○ Bidding Documents Approved- August 2017
 - 183 ○ Bids Received/Notice of Intent to Award- October 2017
 - 184
- 185 • Phase III: WWTP Improvements Construction.
 - 186 ○ Notice to Proceed- November 2017
 - 187 ○ Membranes On-Site- November 2017
 - 188 ○ Construction Complete- December 2017
 - 189

190 Based on preliminary discussions with the Department of Environmental Protection (DEP), HRG, Inc.
191 anticipates that this work can be performed under a simple letter amendment to the Borough's Water
192 Quality Management Permit. Mrs. Threet clarified that if DEP determines that a letter amendment is not
193 sufficient for this project, HRG, Inc. will provide a supplemental scope of services to assist in that
194 permitting. Based on conversations with the Borough's Solicitor, it is HRG, Inc.'s understanding that
195 the procurement of the membranes can be performed through a competitive RFP process rather than a
196 formal procurement bid since we are replacing existing equipment. HRG, Inc. intends to continue
197 utilizing AECOM as a sub consultant for technical assistance regarding membrane system design
198 throughout the project. HRG, Inc. will complete Phase I for a lump sum fee of \$34,190.00, including
199 reimbursable expenses. A separate authorization will be prepared for Phase II and Phase III. Borough
200 Council action is requested to approve this proposal.

201 Mr. Bryan Rohland, Rohland Engineering LLC, inquired about the possibility of changing the
202 technology of the Wastewater Treatment Plant to get rid of the membranes. A lengthy discussion was
203 held; Mrs. Threet stated that changing the technology of the Wastewater Treatment Plant could be
204 looked at in the future; however there would be a lot of hurdles and it would be difficult at this point.

205
206 Motion by: Paul E. Bottiger

207 Second by: Tod M. Steese

208

209 **MOTION: To approve the proposal from HRG, Inc. for professional engineering services related**
210 **to Phase I of the proposed 2017 Wastewater Treatment Plant Improvements Project: Membrane**
211 **Procurement for a lump sum amount of \$34,190.00.**

212

213 Yes – Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mr. Berkheiser, Mrs. Hackenberg

214

215 No – None

216

217

218 Motion by: Troy A. Berkheiser

219 Second by: Paul E. Bottiger

220

221 **MOTION: To approve the Mifflinburg Borough Zoning Report for March 2017 and authorize**
222 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$1,451.13.**

223

224 Yes – Mr. Fry, Mr. Steese, Mr. Zimmerman, Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg

225

226 No – None

227

228

229 Mr. Tira informed Borough Council that they received a copy of Resolution No. 2017-02; A resolution
230 in defense of Borough municipal electric systems in the Commonwealth of Pennsylvania included in the
231 information tonight. Mr. Tira explained that there is pending legislation advocating a number of
232 changes in how Pennsylvania municipal electric systems operate. These changes include a prohibition
233 of transfers to the General Fund, and regulations on the Borough's ratemaking ability plus new language
234 to be added to the Borough Code that would allow our Boroughs to be sued over questions involving the
235 reasonableness of rates or the adequacy of services. This legislation being proposed would be very
236 detrimental to the Borough in that it would impact both the Borough's Electric and General Fund
237 operations. The Pennsylvania Municipal Electric Association (PMEA) is recommending that all
238 member municipalities adopt a resolution opposing this legislation and that they contact their local
239 representatives to make them aware of how detrimental that this would be to their municipality.
240 Borough Council action is requested to adopt this resolution.

241

242 Motion by: Duane L. Zimmerman

243 Second by: Paul E. Bottiger

244

245 **MOTION: To adopt Resolution No. 2017-02; A resolution in defense of Borough municipal**
246 **electric systems in the Commonwealth of Pennsylvania.**

247

248 Approved via unanimous voice vote.

249

250

251 Mr. Rowe reported that the Mifflinburg Lutheran Church is requesting to use the Gazebo at the
252 Mifflinburg Community Park on Sunday, July 2, 2017, in order to conduct a morning Church Service
253 which would include a performance by the group Recreation. Borough Council action is requested to
254 approve this rental.

255

256 Motion by: Paul E. Bottiger

257 Second by: Troy A. Berkheiser

258

259 **MOTION: To authorize the Mifflinburg Lutheran Church to utilize the Gazebo at the Mifflinburg**
260 **Community Park on Sunday, July 2, 2017, in order to conduct a morning Church Service which**
261 **would include a performance by the group Recreation.**

262

263 Approved via unanimous voice vote.

264

265

266

267 Mr. Rowe provided Borough Council with an update on the status of the Woodland Estates Water Main
268 Project. Mr. Rowe reported that Mrs. Metzger has received the Grant Agreement for the Community
269 Development Block Grant (CDBG) for the Woodland Estates Water Main Replacement Project. The
270 agreement has been forwarded to Mr. Tira for review. Mr. Tira informed Borough Council that he has
271 received and reviewed the agreement; this is a standard agreement used by the County. Mrs. Metzger
272 indicated that she was concerned that the original scope was outdated; however that was just the
273 application deadline. Within the agreement itself, there is a term that takes it out through 2019.
274 Borough Council action is requested to authorize the signature of this agreement.

275

276 Motion by: Tod M. Steese

277 Second by: Paul E. Bottiger

278

279 **MOTION: To authorize the signature of the Grant Agreement for the Community Development**
280 **Block Grant (CDBG) for the Woodland Estates Water Main Replacement Project.**

281

282 Approved via unanimous voice vote.

283

284

285 Mr. Rowe reported that Mrs. Metzger has received the contract from Swiftreach for the push notification
286 system. The contract has been forwarded to Mr. Tira for review. Mr. Rowe informed Borough Council
287 that he spoke with Mr. Tira prior to tonight's meeting; Mr. Tira indicated that there were a few things
288 that needed to be addressed with the contract and recommended that action be deferred until the
289 Tuesday, May 16, 2017 regular Borough Council meeting.

290

291 Mr. Rowe informed Borough Council that one (1) of the new property owners west of the Borough has
292 removed part of the private water line that serves the Mifflinburg VFW Carnival Grounds. The
293 Mifflinburg Heritage & Revitalization Association (MHRA), the VFW, and the Mifflinburg Hose
294 Company have all been notified of this. This means that the Borough won't be able to donate water for
295 the many events held at the Carnival Grounds. MayFest, a fundraiser for MHRA, is the first event of the
296 season and is scheduled for Saturday, May 20, 2017. The Borough has not yet approved either the
297 donation of water or the use of the Borough's bag carts for the electrical service for this event since
298 MHRA has not yet requested it.

299

300 Mr. Rowe provided Borough Council with an update on the status of the improvements at the
301 Mifflinburg Hose Company Building located at 325 Chestnut Street. Mr. Rowe reported that the
302 Borough received the drawings for the Mifflinburg Hose Company doors and electrical service upgrade.
303 He and Mr. Wayne Bierly, Building Inspector for the Central Keystone Council of Governments (CK-
304 COG), completed the Building Permit Application on Friday, April 7, 2017 and work began as soon as
305 the CK-COG issued the building permit. To date, all of the repairs at the Mifflinburg Hose Company
306 have been completed.

307

308 Mr. Rowe reported that Mr. Jason W. Mitchell, the Borough Public Works Supervisor, has been working
309 with PennDOT local services to investigate the issues with the double bituminous seal coat work for the
310 2016 Annual Street and Alley Paving Project. Hammaker East LTD has visited the site to review the
311 work and is prepared to complete a sample area using only seal coat; no chips. In addition, Hammaker
312 East LTD will be bringing a vacuum in to sweep up the excess stones. Mr. Rowe informed Borough
313 Council that he spoke with Hammaker East LTD earlier today since Mr. Mitchell was in a training all
314 day and they indicated that they plan to visit the site the 1st week in May to complete a sample area.
315 Hammaker East LTD will be contacting Mr. Mitchell to schedule this work.

316

317 Mr. Rowe provided Borough Council with an update on the status of the traffic signal at 4th & Chestnut
318 Streets. Mr. Rowe presented Borough Council with a visual aid of the traffic signal so they could see it
319 firsthand. Mr. Rowe explained that the Borough Electric Crew was completing routine maintenance this
320 week and replacing the bulbs in the traffic signals. Mr. Craig Lewis, the Borough Electrical Foreman,
321 contacted him because they couldn't replace the bulbs in the traffic signal at 4th Street. The traffic
322 signals were that brittle from the sun that several clamps broke. The traffic signal at 4th Street, which is
323 being presented, wasn't dropped; it snapped when the Borough Electric Crew removed it to replace the
324 bulbs. This traffic signal has been problematic over the years and it's time to replace the traffic signals.
325 Mr. Rowe informed Borough Council that he contacted Tra Electric Inc. to request a cost estimate for
326 new traffic signals, as well as a reflective back board.

327

328

329

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331

332 Mr. Zimmerman stated that the 4th Street intersection is an old intersection; the control mechanism in the
333 signal is the oldest control mechanism the Borough has in the municipality. Borough Council
334 previously discussed spending money to complete a calculation/study which determines wind resistance
335 and weight on the existing cable. Mr. Zimmerman expressed that he believes the Borough should look
336 at upgrading the entire intersection (poles, heads, control mechanism, etc.). A discussion was held; Mrs.
337 Hackenberg referred this matter to the Work Session that is scheduled for Tuesday, May 2, 2017 at 7:00
338 PM to be discuss further.

339
340 Mr. Rowe reported that Mrs. Erin Threet, HRG, Inc. has provided a written proposal to prepare a
341 calculation/study which determines wind resistance and weight on the existing cable for a fee of
342 \$3,500.00 as directed by Borough Council at the Tuesday, March 21, 2017 regular Borough Council
343 meeting. Borough Council action is requested to either accept or reject this proposal. Mrs. Hackenberg
344 clarified that this matter is being referred to the Work Session that is scheduled for Tuesday, May 2,
345 2017 at 7:00 PM to be discussed further. Mr. Rowe stated that he would contact HRG, Inc. to request a
346 quote to upgrade the 4th & Chestnut Streets intersection (poles, heads, control mechanism, etc.).
347

348 Mr. Rowe requested an executive session to discuss potential litigation and personnel matters.
349

350 Mr. Rowe informed Borough Council that Mr. Matt Wells and Miss Maura McGlaughlin, the Park
351 Directors, have prepared a memo requesting that the following additional employees be hired for the
352 2017 Season at the Mifflinburg Community Pool due to some resignations or reduced availability of our
353 rehires:

354	Kiley L. Aikey	Ryli Amabile	Katherine Sullivan
355	Julia Hornberger	Gabe DeFacis	

356
357 A copy of the memo has been included in the information tonight. Borough Council action is requested
358 to hire the individuals as recommended by Mr. Wells and Miss McGlaughlin.
359

360 Motion by: Tod M. Steese
361 Second by: Paul E. Bottiger
362

363 **MOTION: To hire the following additional employees for the 2017 Season at the Mifflinburg**
364 **Community Pool as recommended by Mr. Matt Wells and Miss Maura McGlaughlin, the Park**
365 **Directors:**

366	Kiley L. Aikey	Ryli Amabile	Katherine Sullivan
367	Julia Hornberger	Gabe DeFacis	

368
369 Approved via unanimous voice vote.
370

371
372 Mr. Rowe reported that Mrs. Metzger is requesting that Borough Council review Bencon's Health
373 Insurance rates both those charged and COBRA rates and establish by motion which shall be used in the
374 event that a Maintenance Employee would like to add his spouse for family. Mrs. Hackenberg directed
375 this matter to be discussed further during executive session.
376

377 Mr. Rowe requested Borough Council direction on how to proceed with outstanding balances on
378 Electric/Water Accounts. Mr. Bottiger directed this matter to be discussed further during executive
379 session.
380

381 Mr. Rowe informed Borough Council that he will be obtaining quotes for the repair of the roof at the
382 Water Treatment Plant. This work was included in the 2017 Budget.
383

384 Mr. Rowe requested Borough Council action to approve the Stormwater Maintenance Agreement and
385 the Improvements Guarantee Agreement for the proposed Mifflinburg Original Italian Pizza restaurant
386 located at 910/914 Chestnut Street. Mr. Tira informed Borough Council that he has reviewed and
387 revised the agreements which were in this case provided by the Developer; the agreements are
388 acceptable and have been signed. Borough Council action is requested to approve these agreements.
389

390 Motion by: Paul E. Bottiger
391 Second by: Troy A. Berkheiser
392

393 **MOTION: To approve the Stormwater Maintenance Agreement and the Improvements**
394 **Guarantee Agreement for the proposed Mifflinburg Original Italian Pizza restaurant located at**
395 **910/914 Chestnut Street.**
396

397 Approved via unanimous voice vote.
398

399 Mrs. Hackenberg announced that the Police Contract Arbitration Award was issued on Monday, March
400 27, 2017. The appropriate pay and benefit changes have been applied based on this award beginning
401 with the pay date of Thursday, April 13, 2017. Mrs. Metzger has obtained a quote for the Pension Study
402 required by the Arbitration award. The costs for this study will be about \$900.00. Mockenhaupt
403 Benefits Group will complete this work when they have completed the information for the Annual
404 Audit. Borough Council action is requested to authorize Mockenhaupt Benefits Group to complete the
405 Pension Study.

406
407 Motion by: Troy A. Berkheiser

408 Second by: Duane L. Zimmerman

409

410 **MOTION: To authorize Mockenhaupt Benefits Group to complete the Pension Study required by**
411 **the Police Contract Arbitration Award for an approximate cost of \$900.00.**

412

413 Yes – Mr. Steese, Mr. Zimmerman, Mr. Berkheiser, Mr. Bottiger, Mr. Fry, Mrs. Hackenberg

414

415 No – None

416

417

418 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for
419 March 2017 included in the information tonight.

420

421 Mayor Cooney announced that there was a Public Safety Committee meeting held on Tuesday, March
422 28, 2017 at 7:00 PM to review and discuss the Christkindl Market safety recommendations. In speaking
423 with the Christkindl Market of Mifflinburg Inc., everything went very well with the 2016 Market. Mr.
424 Matt Wagner, Vice President of the Christkindl Market of Mifflinburg, Inc., has indicated that the
425 Christkindl Market of Mifflinburg, Inc. would like to move the Entrance procession route and the
426 Children’s Lantern Parade back onto the roadway. Mayor Cooney informed Borough Council that he
427 will be working with the Christkindl Market of Mifflinburg, Inc. to obtain the necessary PennDOT
428 permits. The Christkindl Market of Mifflinburg, Inc. would also like to move the stage uphill just a little
429 bit to the south. Mayor Cooney stated that without looking, he indicated to Mr. Wagner that he thought
430 10 ft. would be an adequate set back; however upon measuring that, 10 ft. would put the stage out into
431 the sidewalk. Mayor Cooney clarified that he contacted Mr. Wagner and informed him that 8 ft. would
432 be more realistic. Mayor Cooney added that Mr. Wagner has assured him that all of the items stored
433 behind the stage would be neatly stored under the stage and would not obstruct the crosswalk. The
434 following safety requirements are being recommended for the 2017 Market:

435

- 436 – The Market will maintain the same footprint and hours of operation as in previous years.
- 437 – The same street closures as approved for the previous years’ Market.
- 438 – All shuttle buses to drop-off and pick-up the same as the 2016 Market.
- 439 – All Christkindl Market entrances to have a twenty (20) foot buffer, free of decorations
440 and vendor equipment from the corner of any street, Green Street intersection to be
441 slightly less as requested (each intersection shall be marked with paint by the Borough
442 prior to Market setup).
- 443 – Four (4) flaggers to be working at the intersection of 4th and Market Streets at all times
444 the Market is open, in accordance with PennDOT recommendation with required flagger
445 ahead signage per PennDOT requirements.
- 446 – Firefighter access gaps are to be clearly marked, and spaced at regular intervals
447 throughout the Market setup as recommended by the Mifflinburg Hose Company during
448 the layout planning meeting and actual market set-up.
- 449 – All required paperwork (preliminary market layout plan, shuttle bus company contact
450 information & shuttle bus routes, certificates of insurance, and copy of the signed
451 contract with flagging company) to be provided to the Borough by September 15, 2017.
- 452 – Intersection of Chestnut and 5th Streets to be marked with a PennDOT YTPCD signs.
- 453 – Obtain PennDOT permit for Entrance procession route.
- 454 – Obtain PennDOT permit for Lantern Parade.
- 455 – No other parades or processions on, or crossing, (SR) 304 without PennDOT permits.

456

457 Mayor Cooney clarified that he will be working with Mrs. Metzger to send a letter to the Christkindl
458 Market of Mifflinburg, Inc. detailing the safety requirements for the 2017 Christkindl Market.

459

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463

464 Chief Dyroff reported that the Mifflinburg Police Department is currently in the process of updating
465 their computers in the patrol cars to make them capable of using TraCS (Traffic and Criminal Software).
466 TraCS is a statewide traffic data collection software initiative implemented with the goal of electronic
467 data transfer. TraCS will enable the officers to issue citations without the use of paper citations.
468 Electronic citations are filed via the Internet through the Administrative Office of Pennsylvania Courts
469 (AOPC) which then goes to a local Magistrate. Additionally TraCS allows the officers to complete and
470 file vehicle crash reports to PennDOT without the use of paper crash investigated reports. Electronic
471 citation technology promises other benefits as well, from saving time and reducing costs, to increasing
472 officer efficiency and improving data quality and timeliness. Keystone Communications will begin
473 installing this software on the computer tomorrow at the Borough's Equipment Center.
474

475 Chief Dyroff presented Borough Council with some Monthly Highlights for the Mifflinburg Police
476 Department for March 2017.
477

478 Chief Dyroff reminded Borough Council that Mr. Salvatore Mazzamuto, property owner of 371/373
479 Chestnut Street, attended the Tuesday, February 21, 2017 regular Borough Council meeting regarding
480 traffic concerns with his property located at 4th and Chestnut Streets. Mr. Mazzamuto reported that he is
481 having problems with trucks hitting the front roof canopy of his building while turning east onto
482 Chestnut Street. The Mifflinburg Police Department has observed this intersection; however they did
483 not observe any violations. A meeting was held with PennDOT and Mr. Mazzamuto on Monday, March
484 20, 2017 at 10:00 AM. At this meeting, PennDOT basically advised us that it's not an engineering
485 problem; it's more of an enforcement issue. It was suggested that Mr. Mazzamuto install cameras at his
486 property and report any violations observed on the cameras to the Mifflinburg Police Department.
487

488 Chief Dyroff announced that the Police Contract Arbitration Award was issued on March 27, 2017. As
489 part of that contract, it increased the part-time hourly rate by 67%. The part-time hourly rate increase
490 from \$15.00 to \$25.00/hr. Based on the allotted part-time budget, under the old contract the budget
491 permitted the use of 141 shifts to be used by part-time officers; under the new contract the current
492 budget only permits the use of 85 shifts; a 40% reduction in part-time shifts. Chief Dyroff expressed
493 that he doesn't really anticipate this being a major issue, but he wanted to bring it to Borough Council's
494 attention. Mrs. Hackenberg directed Chief Dyroff to make sure he budgets accordingly for the 2018
495 Budget.
496

497 Chief Dyroff announced that part-time Police Officer Adam Romig has resigned from the Mifflinburg
498 Police Department. Chief Dyroff requested Borough Council action to extend a conditional offer of
499 employment to Mr. Jacob Shipman as a part-time Police Officer for the Borough of Mifflinburg,
500 contingent upon Mr. Shipman achieving the following conditions of hire:
501

- 502 1. Pass a drug and alcohol screening test.
 - 503 2. Firearms qualification.
- 504

505 Motion by: Tod M. Steese

506 Second by: Paul E. Bottiger
507

508 **MOTION: To extend a conditional offer of employment to Mr. Jacob Shipman as a part-time**
509 **Police Officer for the Borough of Mifflinburg, contingent upon Mr. Shipman achieving the**
510 **following conditions of hire:**

- 511 1. **Pass a drug and alcohol screening test.**
 - 512 2. **Firearms qualification.**
- 513
514

515 Approved via unanimous voice vote.
516
517

518 Chief Dyroff requested Borough Council permission for the Mifflinburg Police Department to
519 participate in the North Central Regional DUI Enforcement Project. Chief Dyroff stated that this project
520 equips, funds and coordinates municipal police DUI enforcement. The North Central Highway Safety
521 Network, Inc. receives funds by PennDOT, Bureau of Maintenance and Operations, to implement this
522 project. Chief Dyroff expressed that he believes the North Central Regional DUI Enforcement Project is
523 a good project and he would like to proceed with participation. Borough Council action is request to
524 approve the North Central Regional DUI Enforcement Project Conditions of Agreement between the
525 Mifflinburg Police Department and the North Central Highway Safety Network, Inc.
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531 Motion by: Tod M. Steese
532 Second by: Paul E. Bottiger

533
534 **MOTION: To approve the North Central Regional DUI Enforcement Project Conditions of**
535 **Agreement between the Mifflinburg Police Department and the North Central Highway Safety**
536 **Network, Inc.**

537
538 Approved via unanimous voice vote.

539
540
541 Mr. Berkheiser thanked Chief Dyroff for speaking with the Lewisburg Sunrise Rotary on Wednesday,
542 April 5, 2017.

543
544 Mayor Cooney requested Borough Council to approve Mr. Jason E. Royer as a new member of the
545 Mifflinburg Fire Police. Mr. Royer has been recommended by Mr. George Guffey and Mr. Allen Apple.

546
547 Motion by: Tod M. Steese
548 Second by: Paul E. Bottiger

549
550 **MOTION: To approve Mr. Jason E. Royer as a new member of the Mifflinburg Fire Police.**

551
552 Approved via unanimous voice vote.

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554
555 Mayor Cooney presented Borough Council with an update for the Mifflinburg Regional Economic
556 Development (MRED) Alliance. Mayor Cooney provided Borough Council with an update on the
557 following businesses in the Borough:

- 558
- 559 • Working with a group of investors that are looking to purchase a building in the Borough to
560 open up a small scale brew pub.
 - 561 • Met with a member of a Board of Directors who is bringing a medical clinic to the
562 Borough. They purchased a building and their motto or operation is going to be a non-
563 insurance medical clinic where you will come and be seen by a physician and pay money,
564 no insurance involved.
 - 565 • There are two (2) significant structures in the downtown that are currently under a sales
566 agreement.

567
568 Mr. Tira requested an executive session to discuss potential litigation.

569
570 Mayor Cooney informed Borough Council that he participated in or will be participating in the
571 following meetings or events:

- 572
- 573 • Presented four (4) Eagle Scouts from Troop 520: Spencer Raup, Austin Raup, Aaron
574 Criswell, and Michael McDonald with a congratulatory letter.
 - 575 • Presented the Phi Mu Delta Event Fraternity, from the Pennsylvania College of
576 Technology, with a Certificate of Appreciation from the Borough. Members of the Phi Mu
577 Delta Event Fraternity spent the day cleaning up the Buffalo Creek fishing area in the
578 Harry Haney Park.
 - 579 • The Annual Easter Egg Hunt at the Mifflinburg VFW Carnival Grounds on Saturday, April
580 8, 2017 at 10:00 AM.
 - 581 • The Mifflinburg YMCA Center's Healthy Kids Day that is scheduled for Saturday, April
582 29, 2017 from 10:00 AM – 12:00 PM. The kids get to run a half mile fun run with the
583 Mayor.
 - 584 • Was asked by a gentleman from Milton to participate in the Milton Bicentennial. What
585 they're doing with their Bicentennial is making it more of a regional approach, so they're
586 having various people from different municipalities involved.

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596 Mr. Rowe informed Borough Council that PennDOT has removed the Ritz-Craft Corporation Directory
597 Sign that was located on the western corner of the Chestnut Street and Industrial Park Road intersection.
598 Mr. Steve Forcheskie, General Manager for Ritz-Craft Corporation, has contacted him and indicated that
599 Ritz-Craft Corporation is trying to remedy the situation. In accordance with PennDOT's rules and
600 regulations an off-premise sign along the Interstate system shall only be located in a zoned or unzoned
601 commercial or industrial "Cotton Area" or in a "Kerr Area". Mr. Rowe reported that he met with Ritz-
602 Craft Corporation earlier today. Ritz-Craft Corporation is looking to reconstruct the sign on the eastern
603 side of the intersection; however they need to obtain permission from the land owner. Ritz-Craft
604 Corporation indicated that they may ask Borough Council to rezone the Borough's portion of the right-
605 of-way. If the Borough rezones their portion of the right-of-way, Ritz-Craft Corporation could place
606 their sign in the Borough's right-of-way; otherwise they have to look at an alternative site. Mr. Rowe
607 clarified that he is simply making Borough Council aware of the situation since Ritz-Craft Corporation
608 may contact them.

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610
611 Mrs. Hackenberg called an executive session to discuss potential litigation and personnel matters. An
612 executive session was held from 8:44 PM to 9:24 PM.

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614
615 Motion by: Troy A. Berkheiser
616 Second by: Paul E. Bottiger

617
618 **MOTION: To utilize Bencon's actual Health Insurance rates charged to the Borough for the**
619 **employee reimbursement costs.**

620
621 Approved via unanimous voice vote.

622
623
624 Motion by: Troy A. Berkheiser
625 Second by: Paul E. Bottiger

626
627 **MOTION: To adjourn the Mifflinburg Borough Council meeting.**

628
629 Approved via unanimous voice vote.

630
631
632 Meeting adjourned at 9:25 PM.

633
634 Respectfully Submitted,

635
636
637 Misty L. Ross
638 Assistant Borough Secretary