

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL

2 August 15, 2017

3		PRESENT	ABSENT
4			
5	Beverly L. Hackenberg, Council President	X	
6	Tod M. Steese, Vice President	X	
7	Paul E. Bottiger, Council Member		X - Arrived at 7:48 PM
8	Richard J. Fry, Council Member	X	
9	Duane L. Zimmerman, Council Member	X	
10	David M. Cooney, Mayor	X	
11	Ryan M. Tira, Solicitor	X	
12	Frederick C. Dyroff III, Chief of Police	X	
13	Margaret A. Metzger, Borough Manager	X	
14	Robert M. Rowe, Borough Project Manager	X	
15	Misty L. Ross, Assistant Secretary	X	

16
17 The regular meeting of Mifflinburg Borough Council was called to order at 7:00 PM.

18
19 Visitors present at this meeting were Kathleen Ann Downs, Donald J. Dziadosz, and Erin Threet.

20
21 Mrs. Hackenberg reported that Mrs. Metzger has advertised for letters of interest for the position of
22 Council Member for the East Ward to fill Mr. Berkheiser’s unexpired term on Borough Council. One
23 (1) letters of interest has been received from Ms. Kathleen Ann Downs, 238 Walnut Street, which reads
24 as follows:

25
26 To Whom It May Concern,

27
28 My name is Kathleen Downs and I am requesting your consideration for appointment to the
29 unexpired term as a member of the Mifflinburg Borough Council - East Ward representative.

30
31 I reside at 238 Walnut Street having purchased my home in 2011 after moving here in 2009. It
32 was because of the attributes of this community that I wished to make it my permanent home
33 and likewise why I wish to serve the community in this capacity.

34
35 I am retired after 43 years with the Commonwealth of PA under the Department of Human
36 Services (formerly Dept. of Public Welfare). I spent my entire career at the Selinsgrove Center
37 providing Assistant Technology Services to the residents who resided there. I also developed
38 the first adaptive computer clinic in the state for people with developmental disabilities. I
39 provided training in this area to staff of all of the Commonwealth Centers as well as various
40 agencies of both the private and public sectors throughout the Commonwealth. I was assigned
41 as a member of the Physical and Occupational Therapy Dept. and provided technology
42 supports to PTs and OTs as well as Speech Therapists and Psychologists as a member of a
43 multidisciplinary team when assistive technology modalities were to be considered for
44 treatment.

45
46 I would like to continue to contribute as a public servant by lending my organizational skills,
47 hard work ethic and perhaps a different perspective to enhance the governing of our beautiful
48 Borough.

49
50 Thank you for your consideration of my request.

51
52 Sincerely,
53 Kathleen Ann Downs

54
55 A copy of Ms. Downs’s letter of interest has been included in the information tonight. Borough Council
56 proceeded with interviewing Ms. Downs.

57
58 Motion by: Duane L. Zimmerman
59 Second by: Tod M. Steese

60
61 **MOTION: To appoint Ms. Kathleen Ann Downs, 238 Walnut Street, to fill Mr. Berkheiser’s**
62 **unexpired term as Council Member for the East Ward, with a term expiring December 31, 2017.**

63
64 Approved via unanimous voice vote.
65
66

67 Mayor, David M. Cooney, conducted the Oath of Office Ceremony for the newly appointed Borough
68 Council Representative Ms. Kathleen A. Downs.

69
70

71 Motion by: Tod M. Steese
72 Second by: Richard J. Fry

73

74 **MOTION: To approve the minutes of the Tuesday, July 18, 2017 regular meeting of Mifflinburg**
75 **Borough Council.**

76

77 Approved via unanimous voice vote.

78

79

80 Motion by: Tod M. Steese
81 Second by: Richard J. Fry

82

83 **MOTION: To approve payment of Bill List #2017-08 in the amount of \$226,998.89.**

84

85 Yes – Ms. Downs, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mrs. Hackenberg

86

87 No – None

88

89

90 Motion by: Richard J. Fry
91 Second by: Tod M. Steese

92

93 **MOTION: To approve the Mifflinburg Borough Zoning Report for July 2017 and authorize**
94 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$1,166.02.**

95

96 Yes – Mr. Fry, Mr. Steese, Mr. Zimmerman, Ms. Downs, Mrs. Hackenberg

97

98 No – None

99

100

101 Mr. Tira provided Borough Council with an update on the status of the Oak Avenue Sanitary Sewer
102 Main Replacement Project. Mr. Tira reported that he has received and reviewed the required
103 Developer's Agreement for Dave Gutelius Excavating, Inc.'s private work and he is comfortable with
104 the agreement that has been reached with Mr. Gutelius's Attorney, E. Lee Stinnett II of Salzmann
105 Hughes, P.C., to coordinate this work. A copy of the Developer's Agreement was forwarded to Mrs.
106 Metzger this afternoon; however there was one (1) slight change made to the agreement. Mr. Tira
107 explained that he added language (underlined) to Subsection E. under Section 3. "Conditions Precedent
108 to Construction", which reads as follows:

109

110 E. Developer shall commence and complete the portion of the Plan and Required
111 Improvements related to sewer lines within twenty (20) days of Gutelius Excavating's
112 commencement of the Oak Avenue Sewer Replacement Work. The Developer shall perform
113 said work in a continuous fashion (with normal breaks for weather, weekends and holidays)
114 until completed. Gutelius Excavating may elect to start the work with the Oak Avenue Sewer
115 Replacement. If the Gutelius Excavating elects to start the work with the Oak Avenue Sewer
116 Replacement, the Gutelius Excavating shall be responsible for any bypass pumping required
117 for any lateral connections that are removed from the existing Oak Avenue sewer line until said
118 lines are connected to the new sewer line that is part of the Required Improvements of the Plan.
119 No temporary lateral connections will be permitted on the new sewer line that is part of the
120 Oak Avenue Sewer Replacement.

121

122 The official document will have to be revised prior to being executed. Borough Council action is
123 requested to approve the Developer's Agreement.

124

125 Motion by: Tod M. Steese
126 Second by: Richard J. Fry

127

128 **MOTION: To approve the Developer's Agreement between the Borough of Mifflinburg and Dave**
129 **and Cindy Gutelius related to the "Final Subdivision and Land Development Plan for the Eighth**
130 **Street Subdivision".**

131

132 Approved via unanimous voice vote.

133 Mr. Tira informed Borough Council that in conjunction with the Developer's Agreement there is also a
134 Stormwater Management and Maintenance Agreement between the Borough of Mifflinburg and Dave
135 and Cindy Gutelius. Borough Council action is request to approve this agreement.
136

137 Motion by: Tod M. Steese

138 Second by: Richard J. Fry

139

140 **MOTION: To approve the Stormwater Management and Maintenance Agreement between the**
141 **Borough of Mifflinburg and Dave and Cindy Gutelius related to the "Final Subdivision and Land**
142 **Development Plan for the Eighth Street Subdivision".**

143

144 Approved via unanimous voice vote.

145

146

147 Mrs. Metzger reminded Borough Council that Borough Management was made aware of the availability
148 of Community Development Block Grant (CDBG) funds for the 2017 Program Year. As previously
149 discussed at the Borough Work Session, Mr. Rowe has submitted an application for \$125,000.00 for the
150 update of approximately twenty-five (25) Americans with Disabilities Act (ADA) corners in the
151 Borough. Borough Council action is requested to approve the submission of this application.

152

153 Motion by: Tod M. Steese

154 Second by: Richard J. Fry

155

156 **MOTION: To approve the submission of the Community Development Block Grant (CDBG)**
157 **application for the 2017 Program Year for \$125,000.00 for the update of approximately twenty-**
158 **five (25) Americans with Disabilities Act (ADA) corners in the Borough.**

159

160 Yes – Mr. Steese, Mr. Zimmerman, Ms. Downs, Mr. Fry, Mrs. Hackenberg

161

162 No – None

163

164

165 Mrs. Metzger announced that Wagner, Dreese, Elsasser (W.D.E.) & Associates, PC has completed all
166 work for the 2016 Annual Audit. Mr. Michael Fuller, auditor with W.D.E. & Associates, PC, presented
167 the Annual Audit to the Finance Committee prior to tonight's meeting. Borough Council action is
168 requested to accept this report.

169

170 Motion by: Richard J. Fry

171 Second by: Tod M. Steese

172

173 **MOTION: To accept the 2016 Audit Report as presented.**

174

175 Approved via unanimous voice vote.

176

177

178 Mrs. Metzger informed Borough Council that she has received a request from the Mifflinburg Veterans
179 of Foreign Wars (VFW), Yoder-Zimmerman Post 1964. The Mifflinburg VFW is requesting water
180 services be provided to the Mifflinburg VFW carnival grounds on September 22-24, 2017 for their Gun
181 Raffle event A copy of the request has been included in the information tonight. Borough Council
182 action is requested on this matter.

183

184 Motion by: Duane L. Zimmerman

185 Second by: Richard J. Fry

186

187 **MOTION: To provide water services to the Mifflinburg VFW carnival grounds on September 22-**
188 **24, 2017 for the Mifflinburg Veterans of Foreign Wars (VFW), Yoder-Zimmerman Post 1964, in**
189 **order to conduct their Gun Raffle event.**

190

191 Approved via unanimous voice vote.

192

193

194 Mrs. Metzger announced that the Mifflinburg Community Swimming Pool closes on Sunday, August
195 20, 2017.

196

197 Mrs. Metzger reported that Mr. Rowe has submitted an application for a 2018 Urban Riparian Buffer
198 Grant through the TreeVitalization Program to help obtain new trees to replace some of the trees in the
199 Harry Haney Memorial Park, located along N. 8th Street, that were removed due to blight and the
200 Emerald Ash Bore. This grant is administered through the PA Urban and Community Forestry Council
201 and funded by the PA Department of Conservation and Natural Resources (DCNR). Applicants must
202 provide a 1:1 match with any combination of cash and non-cash match. All grant funds will be
203 reimbursed once the project is complete and a final report has been submitted and approved. The
204 following is a summary of the proposed project budget:

205				
206	Grant Amount Requested:		\$15,699.00	
207				
208	Match Amount Provided:	Non-Cash:	\$15,663.84	
209		Cash:	<u>\$ 1,075.00</u>	
210			\$16,738.84	Percentage of total project cost: 52%
211				
212	Total Project Cost:		\$32,437.84	
213			=====	
214				

215 Awards will be announced sometime in November 2017. Mrs. Metzger added that by replacing these
216 trees, it would also enable the Borough to preserve green space as well. Borough Council action is
217 requested to approve the submission of this grant.

218
219 Motion by: Tod M. Steese
220 Second by: Richard J. Fry

221
222 **MOTION: To approve the submission of a 2018 Urban Riparian Buffer Grant Application**
223 **through the TreeVitalization Program to help obtain new trees to replace some of the trees in the**
224 **Harry Haney Memorial Park, located along N. 8th Street, that were removed due to blight and the**
225 **Emerald Ash Bore.**

226
227 Approved via unanimous voice vote.
228
229

230 Mrs. Metzger provided Borough Council with an update on the status of the 2017 Wastewater Treatment
231 Plant Improvements (WWTP) Project. Mrs. Metzger reminded Borough Council that they took action at
232 the Tuesday, June 20, 2017 to move forward with negotiation and subsequent execution of a purchase
233 agreement with Evoqua Water Technologies (Evoqua) on the purchase of membranes and the MemPulse
234 air scour equipment corresponding to Option 2 as presented in their June 7, 2017 proposal, contingent
235 upon Mr. Tira's approval of the final purchase agreement. Mrs. Metzger reported that Mr. Tira and Mrs.
236 Erin Threet, HRG, Inc., have been working to negotiate an acceptable contract for the new membranes
237 with Evoqua. Mr. Tira announced that he and Mrs. Threet have negotiated an acceptable contract for the
238 new membranes and the contract has been signed.

239
240 Mrs. Metzger announced that the Wastewater Treatment Plant (WWTP) has experienced a problem with
241 the smaller 15 HP raw water pumps recently. Upon further investigation it was determined that one (1)
242 of the remaining vertical closed shaft solids handling pumps had failed. Mrs. Metzger reminded
243 Borough Council that in 2013, when the Borough replaced the two (2) larger closed shaft raw water
244 pumps with submersible pumps, it was decided that when the smaller pumps failed the Borough would
245 also replace them with submersible pumps. Mrs. Metzger reported that the Pennsylvania Department of
246 Environmental Protection (DEP) is required to review/approve the repair/replacement of the raw water
247 pumps, to certify that the pumps are sized to handle flows at the same rate as the original pumps. Mrs.
248 Erin Threet, HRG, Inc., has submitted a letter amendment to the Borough's Water Quality Permit to
249 DEP. DEP has approved the letter amendment with a few qualifications. Mr. Jason W. Mitchell, the
250 Borough Public Works Supervisor, has obtained a quote from OPSCO for the pump. The cost for a new
251 Flyght Submersible Pump is \$12,567.00/pump. In addition there will be costs to remove the current
252 pump and install the submersible pump. Fairchild Brothers has provided a quote to remove the current
253 pumps and prepare some changes to accommodate the new submersible pumps for an amount of
254 \$10,865.00. There will also be costs to reprogram the VFDs for the new submersible pumps as well.
255 Process Control Solutions (PCS) has quoted a price of \$3,168.00 for both pumps. Mrs. Metzger
256 clarified that these are all maintenance items that need to happen. Borough Council action is requested
257 to authorize the purchase of two (2) pumps from OPSCO; plus take action to approve the two (2) other
258 quotes as presented.

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262

263 Motion by: Tod M. Steese
264 Second by: Richard J. Fry

265

266 **MOTION: To authorize the purchase of two (2) Flyght Submersible Pump from OPSCO for a**
267 **total amount of \$25,134.00; and to approve the quotes from Fairchild Brothers to remove the**
268 **current pumps and prepare some changes to accommodate the new submersible pumps for an**
269 **amount of \$10,865.00 and Process Control Solutions, Inc. (PCS) to reprogram the VFDs for the**
270 **new submersible pumps for a price of \$3,168.00 for both pumps.**

271

272 Yes – Mr. Zimmerman, Ms. Downs, Mr. Fry, Mr. Steese, Mrs. Hackenberg

273

274 No – None

275

276

277 Mrs. Metzger reported that the Borough's Electrical Engineer, Mr. Jim Havrilla of Utility Engineers, PC,
278 has provided a memo regarding a Power Contract Extension to the Borough's Power Supply Contract.
279 Mrs. Metzger explained that the Borough's existing power contract with NextEra Energy, as a supplier
280 to the Borough through AMP, runs from May 1, 2015 through December 31, 2022. The existing power
281 contract is load following, meeting the Borough's ongoing and continuously changing requirements
282 without penalties or additional charges for minimal or additional use. Mr. Havrilla has been tracking
283 electric supply pricing with NextEra Energy and he sees the potential for significant savings if the
284 Borough were to extend their supply contract, but is looking for direction from Borough Council as to
285 what they want to do: proceed with a contract extension at this time, pursue a contract supply from
286 another supplier, or continue in our existing contract remaining vigilant on pricing as we move forward
287 into the remaining years of the existing contract. A copy of the memo has been forwarded to Mr. Tira
288 for review and recommendation due to concerns with extending the Borough's contract when there is
289 legislation that may adversely impact the Borough's ability to provide electric service within their
290 community. This matter was deferred at last month's meeting due to Mr. Tira being absence from the
291 meeting. Mrs. Metzger informed Borough Council that Mr. Tira has reviewed the memo and agrees
292 with Mr. Havrilla's recommendation since the proposed extension would provide the Borough the
293 necessary flexibility to adjust if one of the legislative threats become a reality. Borough Council action
294 is requested on this matter.

295

296 Motion by: Duane L. Zimmerman

297 Second by: Kathleen A. Downs

298

299 **MOTION: To authorize Mr. Jim Havrilla, Utility Engineers, PC, to proceed with obtaining**
300 **additional pricing for the Borough's future electric supply.**

301

302 Approved via unanimous voice vote.

303

304

305 Mrs. Metzger reported that American Municipal Power, Inc. has provided a memo requesting a response
306 regarding whether or not the Borough would like to participate in a Portfolio Realignment Opportunity.
307 This would involve the Borough purchasing another Member's project resource shares from the
308 following projects:

309

310 AMP Fremont Energy Campus
311 Prairie State Energy Campus
312 Combined Phase I Hydroelectric Project
313 Meldahl/Greenup Hydroelectric Project

314

315 A copy of the memo has been forwarded to the Borough's Electrical Engineer, Mr. Jim Havrilla of
316 Utility Engineers, PC, for review and recommendation. Mr. Havrilla has review the memo and indicated
317 that he does not feel that this is in the Borough's best interests at this time. Mr. Havrilla is
318 recommending that Borough Council take action to not participate in a Portfolio Realignment.

319

320 Motion by: Tod M. Steese

321 Second by: Richard J. Fry

322

323 **MOTION: To not participate in a Portfolio Realignment.**

324

325 Approved via unanimous voice vote.

326

327

328

329 Mrs. Metzger informed Borough Council that she has received the renewal information for the
330 Borough's Employee Assistance Plan for 2018. The cost per agreement year 2017 was \$3,000.00, but
331 has increased to \$3,050.00 for 2018; this represents a \$50.00 increase. Borough Council action is
332 requested to approve the renewal of this program.

333
334 Motion by: Richard J. Fry

335 Second by: Tod M. Steese

336

337 **MOTION: To enter into the Employee Assistance Program Agreement between the Borough of**
338 **Mifflinburg and the ESI Employee Assistance Group at the Premium Benefit Level for the period**
339 **of Saturday, October 1, 2017 through Saturday, September 30, 2018 to provide professional**
340 **employee assistance to Borough employees at the cost of \$3,050.00 for 2018.**

341

342 Yes – Ms. Downs, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mrs. Hackenberg

343

344 No – None

345

346

347 Mrs. Metzger informed Borough Council that they received a copy of the 2018 Budget Calendar
348 included in the information tonight, as well as the Budgetary Requests Memo that was distributed to all
349 Borough Departments and Agencies. All Budgetary Requests for 2018 must be submitted by Saturday,
350 September 30, 2017

351

352 Mrs. Metzger reported that she received a request from the Keystone Municipal Insurance Trust (KMIT)
353 with regard to the Borough participating in their insurance pool for workers' compensation. Mrs.
354 Metzger explained that the issue with the Borough's workers' compensation insurance is that the
355 Borough also provides coverage to the Volunteer Fire Company. Many insurance agencies that won't
356 provide workers' compensation coverage for Volunteer Fire Companies. KMIT has indicated that they
357 don't provide workers' compensation coverage for Volunteer Fire Companies. This means that if the
358 Borough were to go with KMIT, they would have to find separate coverage (probably through the State
359 Workers' Insurance Fund) for the Volunteer Fire Company. The Borough is currently covered through
360 AmeriHealth Casualty Insurance Company (acquired by AmTrust North America earlier this year)
361 which covers both the Borough Employees and the Volunteer Fire Company. H.A. Thompson, the
362 Borough's current agent, shops to find the Borough a better quote for their workers' compensation
363 annually with other carriers. Borough Council direction is requested on whether or not they would like
364 her to proceed with obtaining comparative insurance pricing through KMIT. A discussion was held;
365 Borough Council directed Mrs. Metzger to proceed with obtaining comparative insurance pricing for
366 workers' compensation through KMIT.

367

368 Mrs. Metzger requested an executive session to discuss potential litigation and personnel matters.

369

370 Mrs. Metzger reported that as requested by Borough Staff, HRG, Inc. has prepared a proposal to provide
371 professional engineering services related to the preparation and submission of a Water Allocation Permit
372 Renewal Application for the Borough's public water supply system. Based on recent confirmation of
373 submission procedures with the Susquehanna River Basin Commission (SRBC) and the Pennsylvania
374 Department of Environmental Protection (DEP), HRG, Inc. anticipates the following tasks:

375

376 1. Review Borough information (Current Permits, Water Withdrawal Reports, Draught
377 Contingency Plan, Leak Detection Program, Water Conservation District Program,
378 Mapping, etc.) in conjunction with the required application forms and instructions and
379 provide a list of "information/sampling necessary" to complete the permit submission to
380 the Borough.

381 2. Complete and assemble a Water Allocation Permit Application Package. The application
382 will include the following items:

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384

385

386

387

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389

390 3. Prepare a letter to the SRBC indicating that the Borough intends to submit their Water
391 Allocation renewal to DEP and formally requesting that the SRBC perform their review of
392 the Water Allocation renewal through the Memorandum of Understanding (MOU) Process
393 in place between the SRBC and DEP.

394

395 HRG, Inc. will provide an electronic copy of the package outlined above for the Borough's review and
396 comment prior to submission to DEP (due date is November 18, 2017). Upon receipt of any comments,
397 HRG, Inc. will revise the permit application as necessary and then submit to DEP on behalf of the
398 Borough. The SRBC will be copied on the submission. HRG, Inc. will request that DEP coordinates
399 their review with the SRBC through the MOU Process. The Borough will be responsible for the \$25.00
400 application fee. HRG, Inc. is proposing to complete the tasks outlined above for a lump sum fee of
401 \$8,630.00 including reimbursable expenses. A copy of the proposal has been included in the
402 information tonight. Borough Council action is requested to approve this proposal.
403

404 Motion by: Tod M. Steese

405 Second by: Richard J. Fry
406

407 **MOTION: To approve the proposal from HRG, Inc. for professional engineering services related**
408 **to the preparation and submission of a Water Allocation Permit Renewal Application for the**
409 **Borough's public water supply system for a lump sum fee of \$8,630.00.**
410

411 Yes – Mr. Fry, Mr. Steese, Mr. Zimmerman, Ms. Downs, Mrs. Hackenberg
412

413 No – None
414
415

416 Mr. Zimmerman inquired if the mechanical street sweeper was discussed at the Borough Work Session
417 that was held on Tuesday, August 1, 2017 at 7:00 PM. Mrs. Metzger reported that the mechanical street
418 sweeper was discussed at the Borough Work Session that was held on Tuesday, August 1, 2017 at 7:00
419 PM and it was decided that the Borough would move forward with the repair of the mechanical street
420 sweeper. Mr. Jason W. Mitchell, the Borough Public Works Supervisor, has obtained a quote from
421 Zimmerman's Repair for a price of \$6,500.00 to rebuild the motor (including the turbo); which would
422 include a one (1) year warranty. Mrs. Metzger clarified that the mechanical street sweeper was
423 purchased in 2005. The Borough normally budgets to keep this kind of equipment for twenty (20) years,
424 knowing that there will be one (1) big ticket repair during that time. Mr. Zimmerman expressed that he
425 believes the mechanical street sweeper needs to be replaced before 2025; the Borough can spend
426 \$6,500.00 to rebuild the motor, but that's far from going to fix all of the problems. The Borough will
427 end up spending a lot of money over the upcoming years having the mechanical street sweeper repaired.
428

429 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for
430 July 2017 included in the information tonight.
431

432 Mayor Cooney presented Borough Council with an update for Public Safety. Mayor Cooney reported
433 that he has been working on or will be working the following things:
434

- 435 • Received a request for a "STOP" sign at the corner of 5th Street and Quarry Road, traveling
436 south.
- 437 • Will be meeting with another vendor regarding the camera system at the Mifflinburg
438 Community Park.
439

440 Chief Dyroff presented Borough Council with some Monthly Highlights for the Mifflinburg Police
441 Department for July 2017.
442

443 Mr. Fry inquired if Market Street is the only street in the Borough authorized for wide load vehicles.
444 Chief Dyroff stated that he is unsure whether or not Market Street is the only street in the Borough that
445 is authorized for wide load vehicles. Mr. Fry explained that he has witnessed numerous wide load
446 vehicles moving mobile homes traveling south on SR 304, turn east onto Maple Street. Mr Fry added
447 that he also witnessed a wide load vehicle traveling south on SR 304, continue traveling south onto 3rd
448 Street, thru the intersection to Walnut Street, and then turn onto Walnut Street. Mr. Rowe reported that
449 a permit is required for vehicles or loads exceeding legal size and/or weight for movement on a
450 Commonwealth highway which have approved routes and restricted travel and operating times. Chief
451 Dyroff informed Borough Council that if any vehicle or combination operating under a permit to exceed
452 weight limits is found to be operating off the approved route indicated in the permit, then that's a
453 violation and clarified that he would look into this matter.
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461 Mrs. Hackenberg announced that she revised the Borough Council Committee Appointments due to Mr.
462 Berkheiser's resignation. The Committee Appointment will now be as follows:

463
464 Public Safety – Mayor Cooney*, Chief of Police, Fire Chief, Mr. Steese, and Ambulance Captain.
465 Fire, Police
466 Personnel – Mr. Steese*, Mr. Bottiger, and Ms. Downs.
467 Finance – Mr. Bottiger*, Mr. Fry, and Ms. Downs.
468 Park & Recreation – Ms. Downs*, Mr. Zimmerman, and Mr. Fry.
469 Recreation, Sidewalks, Streets
470 Utilities – Mr. Zimmerman*, Mr. Steese, and Mr. Bottiger.
471 Electric, Water, Sewer
472 Streets & Property – Mr. Fry *, Mr. Zimmerman, and Mr. Steese.
473 *Denotes Chairperson
474 Mifflinburg Regional Economic Development Alliance – Mayor Cooney.

475
476
477 Motion by: Tod M. Steese

478 Second by: Richard J. Fry

479
480 **MOTION: To give Mr. Craig Lewis, Mr. Christopher Klinger, Mr. Carl Kratzer, and Mr. Tony**
481 **Romig a \$0.25/hr. merit raise for completion of their training.**

482
483 Yes – Mr. Steese, Mr. Zimmerman, Ms. Downs, Mr. Fry, Mrs. Hackenberg

484
485 No – None

486
487
488 Mayor Cooney presented Borough Council with an update for the Mifflinburg Regional Economic
489 Development (MRED) Alliance, and an update on the following businesses in the Borough:

- 490
- 491 • The Grand Opening for the new Dominick T. Adamo Funeral Home located at 16 Walnut
492 Street was held on Tuesday, August 1, 2017.
 - 493 • Mr. Joseph Prah, owner of N.A.S.H. (National Auction Supply House) has relocated his
494 business to the old NAPA Auto Parts building located at 404 Chestnut Street.
 - 495 • Mr. David and Mrs. Stacey Snook have opened-up Stacey's Towels & Gifts located at 344
496 Chestnut Street.
 - 497 • Heritage Printers, a division of Wildcat Publications LLC, located at 229 E. Chestnut Street
498 will be relocating to 247 Chestnut Street.
- 499

500 Mrs. Erin Threet, HRG, Inc., informed Borough Council that they received a copy of the Engineer's
501 Report for August 2017 included in the information tonight.

502
503 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an update on the status of the Well PW-2
504 Susquehanna River Basin Commission (SRBC) Compliance Assistance. Mrs. Threet reported that
505 HRG, Inc., has continued to assist the Borough in completion of the 72-hour pump test and coordinate
506 with the SRBC as requested.

507
508 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an update on the status of the Woodland
509 Estates Water Main Replacement Project. Mrs. Threet reported that the Preconstruction Conference was
510 held on Wednesday, August 9, 2017. The Notice of Award and Notice to Proceed were issued via
511 correspondence dated Friday, August 11, 2017. In accordance with the contract, the work will be
512 substantially complete by Monday, October 9, 2017. Final completion is set as Wednesday, November
513 8, 2017.

514
515 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an update on the status of the Mulberry
516 Street Reconstruction Project. Mrs. Threet reported that the Preconstruction Conference was held on
517 Wednesday, August 9, 2017. The Notice of Award and Notice to Proceed were issued via
518 correspondence dated Friday, August 11, 2017. In accordance with the contract, the work will be
519 substantially complete by Monday, October 29, 2017. Final completion is set as Friday, April 27, 2018.

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527 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an update on the status of the Oak Avenue
528 Sanitary Sewer Main Replacement Project. Mrs. Threet reported that HRG, Inc. intends to issue the
529 Notice of Intent to Award when notified that the Developer for the 8th Street Subdivision has satisfied
530 the conditions of their land development approval and is moving forward with their project. Mr. Tira
531 announced that he has received and reviewed the required agreements for Dave Gutelius Excavating,
532 Inc.'s private work. Mr. Tira clarified that these documents complete the requirements for the
533 Development and should allow the HRG, Inc. to proceed with the Oak Avenue Sewer Main Project.
534 Mrs. Threet stated that HRG, Inc. will issue the Notice of Intent to Award.
535

536 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an update on the status of the 2017 Water
537 Allocation Permit Renewal. Mrs. Threet reported that as requested by Borough Staff, HRG, Inc. has
538 prepared a proposal for engineering services related to the preparation and submission of a Water
539 Allocation Permit Renewal Application on the Borough's behalf.
540

541 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an update on the status of the 2017
542 Wastewater Treatment Plant Improvements Project. Mrs. Threet reported that membrane procurement is
543 nearly complete; the Borough has authorized the membrane manufacturer (Evoqua) to move forward
544 with the submittal process. HRG, Inc. has prepared and submitted the first quarterly update for the
545 project to DEP via correspondence dated Tuesday, August 8, 2017. As previously discussed, the
546 installation of the membranes and associated minor enhancements will be publically bid. Based on
547 manufacture and delivery timelines, we currently anticipate the following overall project schedule:
548

549	• Receipt of Submittals	Late August 2017
550	• Submittal Approval/Release for Manufacturing	Early September 2017
551	• Design of Minor Enhancements & Bid Document Prep	September-October 2017
552	• Submittal of Design Documents to DEP	October 2017
553	• DEP Approval (Water Quality Management Waived)	Late October 2017
554	• Bid Advertisement	Late October 2017
555	• Open Bids & Award Construction Contract	Late November 2017
556	• Construction	December 2017 – April 2018

557
558 To maintain this schedule, HRG, Inc. has planned a site visit with Borough Staff and controls contractor
559 representatives for Thursday, August 24, 2017 to review final design scope and controls upgrades in
560 detail. Following this visit, HRG, Inc. will prepare a proposal for design and bid document prep for the
561 Borough's consideration at their Tuesday, September 19, 2017 regular Borough Council meeting.
562

563 Mr. Zimmerman inquired what's affecting the color of the Borough's water. Mrs. Metzger reported that
564 the Borough is currently using PW-1 & Chamber Springs depending on rainfall; the discoloration is
565 being caused by the hard water.
566

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

- 570 • Working with Ms. Rebecca A. Kilps, Office Assistant at the Central Keystone Council of
571 Governments (CK-COG), to send out the letters notifying all landlords about the Landlord
572 Ordinance and the enforcement flow charts. There is one (1) step remaining prior to letters
573 being sent out which is to update Mr. Tira.
- 574 • Named Chair of the Community Education Committee of the Snyder-Union Opioid
575 Coalition. A train the trainer session will be held sometime in September 2017.
- 576 • The Mifflinburg Fireman's Parade that was held on Saturday, July 29, 2017 at 4:00 PM.
- 577 • Attended the Opioid Epidemic Roundtable that was held in the conference room at the
578 Greater Susquehanna Valley Chamber of Commerce on Monday, July 31, 2017. U.S.
579 Senator Bob Casey moderated the roundtable discussion on the opioid epidemic.
- 580 • Attended the ribbon cutting for the new Dominick T. Adamo Funeral Home located at 16
581 Walnut Street that was held on Tuesday, August 1, 2017.
- 582 • Attended three (3) of the 2017 Summer Concert Series that were held at the Mifflinburg
583 Community Park. Mayor Cooney informed Borough Council that he received a lot of
584 positive feedback from individuals present at these concerts.
585

586
587 Mrs. Hackenberg called an executive session to discuss potential litigation and personnel matters. An
588 executive session was held from 7:56 PM to 8:22 PM.
589
590
591
592

593 Motion by: Duane L. Zimmerman

594 Second by: Paul E. Bottiger

595

596 **MOTION: To agree to the terms and conditions of the 2017 Vendor Agreement between the**
597 **Borough of Mifflinburg and the Low-Income Home Energy Assistance Program (LIHEAP).**

598

599 Approved via unanimous voice vote.

600

601

602 Motion by: Tod M. Steese

603

604 **MOTION: To adjourn the Mifflinburg Borough Council meeting.**

605

606 Approved via unanimous voice vote.

607

608

609 Meeting adjourned at 8:23 PM.

610

611 Respectfully Submitted,

612

613

614 Misty L. Ross

615 Assistant Borough Secretary