

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL

2 June 21, 2016

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 Jeremiah D. Runkle, Solicitor	X	
13 Douglas R. Bickhart, 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 Mark Freeze, Don Bowman, John Dunkle, Garry Benfer, Dominick
21 Adamo, Tracy A. Fetterman, Michele L. Foose, Mark Bailey, Richard Hubler, and Ross Mitchell.

22
23 Mayor Cooney and Chief Bickhart conducted a presentation to Officer Ross M. Mitchell. Mayor
24 Cooney informed Borough Council that he has prepared a Service Proclamation thanking Officer
25 Mitchell for his years of service to the Mifflinburg Police Department, which reads as follows:

26
27 WHEREAS, Police Officer Ross M. Mitchell resigned from the Mifflinburg Police
28 Department effective June 19, 2016, and,

29
30 WHEREAS, Officer Mitchell served dutifully and with distinction, integrity and honor, as
31 a valued member of the Police Department for twelve (12) years,

32
33 WHEREAS, Officer Mitchell organized our annual Mifflinburg Safety Fair which has
34 become a great outreach to the children and adults of the Mifflinburg Community.

35
36 NOW THEREFORE, I, DAVID M. COONEY, Mayor of the Borough of Mifflinburg,
37 County of Union and Commonwealth of Pennsylvania, on behalf of the Mifflinburg Police
38 Department and the Mifflinburg Borough Council and our residents, wish Officer Mitchell and
39 his family good health and happiness, and do hereby honor and commend Officer Mitchell for
40 his many years of service to our community.

41
42 Chief Bickhart presented Officer Mitchell with a framed copy of the Service Proclamation that Mayor
43 Cooney read at tonight's meeting, a thank-you letter from Borough Council which was signed by all
44 Borough Council Members and the Mayor, a professional staff portrait of Officer Mitchell, as well as a
45 shadow box which displayed his badge, color brass, nametag, and a Mifflinburg Police Department
46 patch.

47
48
49 Motion by: Tod M. Steese

50 Second by: Richard J. Fry

51
52 **MOTION: To approve the minutes of the Tuesday, May 17, 2016 regular meeting of Mifflinburg**
53 **Borough Council.**

54
55 Approved via unanimous voice vote.

56
57
58 Motion by: Troy A. Berkheiser

59 Second by: Paul E. Bottiger

60
61 **MOTION: To approve payment of Bill List #2016-06 in the amount of \$898,030.56.**

62
63 Yes – Mr. Berkheiser, Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mrs. Hackenberg

64
65 No – None

66
67

68 Mr. Dominick T. Adamo, Owner/Director of Dominick T. Adamo Funeral Home, attended tonight's
69 meeting regarding the proposed plans for his new Funeral Home at the corner of Walnut and Line
70 Streets. Mr. Adamo presented Borough Council with the proposed plans for his new Funeral Home and
71 stated that he is being proactive to the Mifflinburg Planning Commission and to Borough Council to see
72 what their plans are going to be with determining the necessity of sidewalks and curbing. There's no
73 Borough ordinances that require that he construct sidewalks; however there is an ordinance that gives
74 Borough Council the right. In interest of preparing the final plans, he wanted to get Borough Council's
75 opinion before completing the final plans and designs. Mr. Adamo added that he attended the
76 Mifflinburg Planning Commission meeting that was held earlier tonight; the Mifflinburg Planning
77 Commission reviewed the plans and had some recommendations.

78
79 Mr. Runkle reported that in accordance §22-27 of the Borough Code, Responsibility of Property
80 Owners: the owner of lots of ground respectively fronting on any of the public streets of the Borough of
81 Mifflinburg may be directed to grade, and construct or reconstruct the sidewalks fronting or adjoining
82 their respective properties at their own expense when so directed by resolution of the Borough Council
83 and in accordance with the provisions of the Borough survey and this Part. A lengthy discussion was
84 held; Borough Council determined that sidewalks would not be required at this time; however curbing
85 would be required 15 ft. either way from the corner of Walnut and Line Streets.

86
87 Motion by: Troy A. Berkheiser

88 Second by: Paul E. Bottiger

89
90 **MOTION: To require Mr. Dominick T. Adamo, Owner/Director of Dominick T. Adamo Funeral**
91 **Home, to install curbing 15 ft. either way from the corner of Walnut and Line Streets for his**
92 **proposed new funeral home.**

93
94 Mr. Don Bowman, Chairman of the Mifflinburg Planning Commission, informed Borough Council that
95 this motion is consistent with what the Mifflinburg Planning Commission was recommending.

96
97 Approved via unanimous voice vote.

98
99
100 Mr. Don Bowman, a member of the Mifflinburg Kiwanis Club, attended tonight's meeting regarding a
101 proposal to attach a recognition sign naming Mifflinburg as Jason Bohn's hometown beneath three (3)
102 of the Borough's "Welcome to Mifflinburg" signs. Mr. Bowman distributed copies of a sign request
103 which read as follows:

104
105 **Background:**

106
107 John Dunkle initiated the effort to recognize Jason Bohn who was raised in Mifflinburg,
108 whose parents are residents of the Borough, and, despite living in Georgia, regards Mifflinburg
109 as his home. Jason turned pro in 1992 after graduating from Univ of Alabama. In the last
110 fourteen years he has maintained his PGA players card, won two PGA golf tournaments and
111 has earned just short of 16 million dollars. He also has been chairman of the PGA Players
112 Association which gives you a sense of the respect and regard that the PGA Tour players have
113 for him.

114
115 More than these achievements Jason has been a credit to his home community of
116 Mifflinburg in his demeanor both on and off of the golf course.

117
118 I was approached as a member of the Mifflinburg Kiwanis Club to provide support for
119 John Dunkle's effort. I have secured Jason's support in our effort, met with Mayor Cooney
120 who asked us to work to secure the support of the Kiwanis Club. At Kiwanis' June Board
121 meeting it was voted that they would provide sponsorship but not funding for this project.

122
123 I have communicated with Middle Creek signs who made and installed the "Welcome to
124 Mifflinburg" signs. They have designed a rough draft of what the attached sign would look
125 like that I have shared with you. We feel it complements the present sign and recognizes Jason
126 appropriately.

127
128 We are willing to work with the Borough Administration and/or a committee of the
129 Council to insure that this recognition be done in a professional manner.

130
131 As a result, we would appreciate your support in showing the pride we have in Jason
132 Bohn by placing recognition signs beneath three (3) of the "Welcome to Mifflinburg" signs at
133 the entrances to the Borough.

134

135 **Specific Request:**
136

137 Therefore we respectfully ask that Borough Council give us permission to attach a sign
138 (such as the one you see) beneath the “Welcome to Mifflinburg” sign on the east and west
139 bound lanes of Route 45 and the northbound lane of Route 104. This would be contingent
140 upon raising the funds for the signs and any additional monies required by the Borough.
141

142 Appreciatively, Don Bowman and John Dunkle
143

144 Mr. Bowman informed Borough Council that attached to the sign request is a rough draft of what the
145 recognition sign would look like.
146

147 Mr. Berkheiser inquired how Mr. Bowman and Mr. Dunkle planned to raise the funds for these signs.
148 Mr. Bowman stated that he and Mr. Dunkle would raise the funds by going around asking people to help
149 fund this project. Mr. Bowman added that it’s not a significant amount of money; the proposal that he
150 received from Middle Creek signs was for \$531.61 and that was to create and install all three (3) of the
151 signs. Borough Council permission is requested to allow them to attach the recognition sign beneath
152 three (3) of the “Welcome to Mifflinburg” signs.
153

154 Motion by: Troy A. Berkheiser

155 Second by: Duane L. Zimmerman
156

157 **MOTION: To allow Mr. Don Bowman and Mr. John Dunkle to attach a recognition sign naming**
158 **Mifflinburg as Jason Bohn’s hometown beneath three (3) of the Borough’s “Welcome to**
159 **Mifflinburg” signs.**
160

161 Mr. Berkheiser inquired who would be responsible for future maintenance of the signs. Mr. Zimmerman
162 expressed that he believes if anything would happen to the signs it would be Mr. Bowman and Mr.
163 Dunkle responsibility, not the Borough’s.
164

165 Mr. Steese inquired if the Borough could donate any funding towards the signs. Mr. Berkheiser stated
166 that Mr. Bowman and Mr. Dunkle should attempt to raise the funds first; if they can’t raise the funds,
167 then they should come back to Borough Council.
168

169 Approved via unanimous voice vote.
170
171

172 Mrs. Metzger provided Borough Council with an update on the status of the itemized zoning invoice
173 from the Central Keystone Council of Governments (CK-COG). A lengthy discussion was held
174 regarding the increased costs to the Borough each month on the zoning invoice. Mrs. Metzger stated
175 that she would contact the CK-COG again to see if they can provide more detail on the itemized zoning
176 invoice. Mrs. Metzger reminded Borough Council that Mr. David Hines, Zoning Administrator for CK-
177 COG, is requesting that Borough Council consider adopting new Zoning fees to address the shortfall in
178 the Borough’s fee structure. A suggested fee schedule was provided at last month’s meeting and has
179 been included in the information again tonight. Mrs. Metzger recommended that this matter be referred
180 to Committee for review and direction and that either a resolution be adopted to adopt these rates as
181 presented or another rate structure should be developed to address the shortfall in the Borough’s fee
182 structure. Mrs. Hackenberg directed the Finance Committee to schedule a meeting to further review and
183 discuss the suggested fee schedule.
184

185 Motion by: Tod M. Steese

186 Second by: Paul E. Bottiger
187

188 **MOTION: To approve the Mifflinburg Borough Zoning Report for May 2016 and authorize**
189 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$2,138.27.**
190

191 Yes – Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Berkheiser, Mrs. Hackenberg
192

193 No – None
194

195 Mr. Zimmerman abstained due to mixed emotions. Mr. Zimmerman explained that he can’t vote for or
196 against the motion; he knows the Borough has to pay the CK-COG, but he doesn’t think it’s right.
197

198 Motion approved 5-0, with one (1) abstention
199
200

201 Mr. Berkheiser scheduled a Finance Committee meeting for Tuesday, July 12, 2016 at 7:00 PM to
202 further review and discuss the suggested Zoning fee schedule.

203
204 Mr. Runkle informed Mr. Zimmerman that in accordance with the Pennsylvania State Ethics Act, you
205 can only abstain from voting whenever there is a conflict of interest that exists; you can't abstain just
206 because you have mixed emotions and don't want to vote one way or another. If you don't agree with
207 the motion or don't think that it's right, you should vote against the motion. Mr. Zimmerman voted
208 against the motion.

209
210 Mrs. Metzger reminded Borough Council that they took action at last month's meeting to appoint Ms.
211 Bonney Greeney to fill the unexpired term of Mr. Bryan Rohland on the Zoning Hearing Board;
212 however a resolution is required to appoint members and alternate members to the Zoning Hearing
213 Board. Resolution No. 2016-09; Appointing members & alternate members of the Zoning Hearing
214 Board has been prepared and Borough Council action is requested to adopt this resolution.

215
216 Motion by: Tod M. Steese
217 Second by: Troy A. Berkheiser

218
219 **MOTION: To adopt Resolution No. 2016-09; Appointing members & alternate members of the**
220 **Zoning Hearing Board.**

221
222 Approved via unanimous voice vote.

223
224
225 Mrs. Metzger provided Borough Council with an update on the status of the town clock located in the
226 tower of the First Evangelical Lutheran Church, located at 404 Market Street. Mrs. Metzger announced
227 that Keystone Waterproofing, Inc. has painted the exterior of the town clock for a fee of \$9,000.00.
228 Borough Council action is requested to approve the painting work and to provide for where the
229 \$9,000.00 fee is to be assigned. Mrs. Metzger recommended that the \$9,000.00 fee be assigned to
230 Building Renovations in the Capital Reserves Fund (030-409-373).

231
232 Motion by: Tod M. Steese
233 Second by: Paul E. Bottiger

234
235 **MOTION: To approve the painting work for the town clock located in the tower of the First**
236 **Evangelical Lutheran Church, located at 404 Market Street, and assign the \$9,000.00 fee to**
237 **Building Renovations in the Capital Reserves Fund (030-409-373).**

238
239 Mr. Berkheiser stated that he knows Keystone Waterproofing, Inc. already painted the exterior of the
240 town clock; however he feels that additional quotes should have been obtained and not proceeded with
241 the painting of the clock.

242
243 Yes – Mr. Fry, Mr. Steese, Mr. Zimmerman, Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg

244
245 No – None

246
247
248 Mrs. Metzger reported that Mr. Rowe has received the following three (3) quotes for the Lintel repair
249 work at the Borough Building:

250		
251	Paul Cox Construction	\$1,275.00
252	Dustin Martin	\$ 925.00
253	C & D Waterproofing	\$8,500.00
254		

255 A copy of the quote tabulation has been included in the information tonight. Borough Council action is
256 requested to award the Lintel repair work at the Borough Building to Dustin Martin.

257
258 Motion by: Paul E. Bottiger
259 Second by: Tod M. Steese

260
261 **MOTION: To award the Lintel repair work at the Borough Building to Dustin Martin for a not-**
262 **to-exceed fee of \$925.00, contingent upon proof of liability insurance.**

263
264 Yes – Mr. Steese, Mr. Zimmerman, Mr. Berkheiser, Mr. Bottiger, Mr. Fry, Mrs. Hackenberg

265
266 No – None

267 Mrs. Metzger reported that Mr. Rowe has been soliciting proposals for the 2016 Electric Meter
268 Recycling. Three (3) quotes have been received and are as follows:

	<u>Meter w/globe</u>	<u>Meter w/o globe</u>
270		
271	Pacific Trading & Recycling	\$0.22/LB
272	Bay Mental Inc.	\$0.04/LB
273	Utility Services of the Americas	\$0.65/LB
274		

275 A copy of the quote tabulation has been included in the information tonight. Mr. Rowe informed
276 Borough Council that all three (3) of the vendors are willing to come to the Borough to pick the electric
277 meters up; the one (1) caveat is that the Borough Maintenance Employees will have to assist with
278 loading the electric meters on the truck. Borough Council action is requested to award the 2016 Electric
279 Meter Recycling to Utility Services of the Americas.

280
281 Motion by: Paul E. Bottiger
282 Second by: Duane L. Zimmerman

283
284 **MOTION: To award the 2016 Electric Meter Recycling to Utility Services of the Americas for**
285 **\$0.65/LB for the meter w/globe.**

286
287 Yes – Mr. Zimmerman, Mr. Berkheiser, Mr. Bottiger, Mr. Fry, Mr. Steese, Mrs. Hackenberg

288
289 No – None

290
291
292 Mrs. Metzger announced that the Audit meeting with the Finance Committee has been rescheduled until
293 Tuesday, July 19, 2016 at 6:00 PM. Mr. Michael Fuller, auditor with Wagner, Dreese, Elsasser
294 (W.D.E.) & Associates, PC, is waiting for some final information to finish up the GASB pension notes.

295
296 Mrs. Metzger reported that she has received a request from Mr. Johnny Blake, Pastor for the Mifflinburg
297 Assembly of God Church located at 1001 Market Street, for the donation of some free 2016 daily
298 admission pool passes to the Mifflinburg Community Pool for their free Christian carnival for the
299 community on Friday, June 24, 2016 from 4:00-8:00 PM. A copy of the request has been included in
300 the information tonight. Borough Council action is requested to approve this request for donation.

301
302 Motion by: Paul E. Bottiger
303 Second by: Troy A. Berkheiser

304
305 **MOTION: To approve the donation of ten (10) free 2016 daily admission pool passes to the**
306 **Mifflinburg Community Pool for the Mifflinburg Assembly of God Church's free Christian**
307 **carnival for the community on Friday, June 24, 2016 from 4:00-8:00 PM.**

308
309 Yes – Mr. Berkheiser, Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mrs. Hackenberg

310
311 No – None

312
313
314 Mrs. Metzger reported that the bid opening for paving and double bituminous seal coat for the 2016
315 Annual Street and Alley Paving Project was held on Tuesday, June 14, 2016 at 1:00 PM. Mr. Rowe
316 informed Borough Council that he and Mr. Jason W. Mitchell, the Borough Public Works Supervisor,
317 met with Mr. Brian Haight, the Borough's local PennDOT Local Service Representative, to review the
318 list for the Annual Street and Alley Paving Project. A copy of the bid tabulation for the double
319 bituminous seal coat has been included in the information tonight which reads as follows:

<u>Seal Coat Bids</u>	
322	1. Midland Asphalt Materials, Inc. \$ 79,673.58
323	2. Hammaker East LTD \$ 78,238.02
324	

325 Borough Council action is requested to award the double bituminous seal coat proposal to Hammaker
326 East LTD in the unit price amount of \$78,238.02, contingent upon receipt of the completed Anti-
327 Collusion affidavit.

328
329
330
331

332 Motion by: Paul E. Bottiger
333 Second by: Tod M. Steese

334
335 **MOTION: To award the double bituminous seal coat proposal for the 2016 Annual Street and**
336 **Alley Paving Project to Hammaker East LTD in the unit price amount of \$78,238.02, contingent**
337 **upon receipt of the completed Anti-Collusion affidavit.**

338
339 Yes – Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mr. Berkheiser, Mrs. Hackenberg

340
341 No – None

342
343
344 Mr. Rowe informed Borough Council that they also received a copy of the bid tabulation for the paving
345 included in the information tonight which reads as follows:

346
347 Paving Bids

348 1. HRI, Inc.	\$126,482.95
349 2. New Enterprize Stone & Lime Co.	\$124,099.50
350 3. Dave Gutelius Excavating, Inc.	\$103,325.09

351
352 Borough Council action is requested to award the paving proposal to Dave Gutelius Excavating, Inc. in
353 the unit price amount of \$103,325.09, contingent upon receipt of the completed Anti-Collusion affidavit.

354
355 Motion by: Tod M. Steese
356 Second by: Richard J. Fry

357
358 **MOTION: To award the paving proposal for the 2016 Annual Street and Alley Paving Project to**
359 **Dave Gutelius Excavating, Inc. in the unit price amount of \$103,325.09, contingent upon receipt of**
360 **the completed Anti-Collusion affidavit.**

361
362 Yes – Mr. Fry, Mr. Steese, Mr. Zimmerman, Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg

363
364 No – None

365
366
367 Mrs. Metzger reported that the Borough's energy provider, Next Era Energy, has added a division that
368 performs energy audits for their customers. Upon completion of the audit they offer design and build
369 type of solutions to save energy- which they also finance. There is no cost for the initial consultation
370 and system review. A review of the Wastewater Treatment Plant was held on Wednesday, May 18,
371 2016. A brief summary was provided that indicates that they see an opportunity for energy savings;
372 however it will require a more detailed study that will cost between \$40K and \$50K to provide a list of
373 potential energy/operational cost savings measures, a brief scope outline, preliminary savings and cost
374 and whether they are suitable for further study. Mrs. Metzger requested Borough Council direction as to
375 whether or not further information should be gathered. A discussion was held; Borough Council
376 directed Mrs. Metzger not to proceed further.

377
378 Mrs. Metzger informed Borough Council that both she and Mrs. Erin Threet, HRG, Inc., have been
379 contacted by other sewer systems who will be looking to buy either nitrogen and phosphorus credits for
380 the water year (ends on September 30, 2016). The regulations have changed and this change will lower
381 the availability of credits. The Borough has applied to be able to sell credits through the required
382 Department of Environmental Protection (DEP) process, and Mrs. Threet thinks that at this time, based
383 on the information in the Borough's monthly Discharge Monitoring Report (DMR), we will likely have
384 credits to sell, once we meet all of the other necessary steps in the process (we must verify and register
385 the credits at the end of the water year). The Borough would then be able to either enter into a contract
386 to sell the credits themselves or sell them through the PENNVEST Auction.

387
388 Mrs. Metzger provided Borough Council with an update on the status of the 3rd Street Bridge
389 Replacement Project. Mrs. Metzger reported that HRI, Inc., the contractor for the 3rd Street Bridge
390 Replacement Project, has provided notice that they plan to begin the detour on 3rd Street on Thursday,
391 June 23, 2016 and then begin utility work around the same time. This detour will be in place until fall.
392 The project is slated to be completed in 2017.

393
394
395
396

397 Mrs. Metzger provided Borough Council with an update on the status of the 3rd Street Lift Station
398 coating work done. Mrs. Metzger reported that Mrs. Erin Threet, HRG, Inc., provided specifications for
399 the sealing of the 3rd Street Pump Station which the Borough presented to HRI, Inc., the contractor for
400 the 3rd Street Bridge Replacement Project. HRI, Inc. has prepared a quote for the sealing of the 3rd
401 Street Pump Station in the amount of \$24,174.05. This work is not included in the original project, and
402 would be considered as system maintenance. The quote has been reviewed by Mrs. Threet and Borough
403 Management and is recommended for approval.

404
405 Motion by: Duane L. Zimmerman

406 Second by: Paul E. Bottiger

407

408 **MOTION: To approve the quote from HRI, Inc. for the sealing of the 3rd Street Pump Station in**
409 **the amount of \$24,174.05.**

410

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

412

413 No – None

414

415

416 Mr. Rowe provided Borough Council with an update on the status of the Walnut Street Project. Mr.
417 Rowe reported that the Walnut Street Project has been progressing, to date all sewer and water work has
418 been completed, and nearly all of the sidewalks and curbing have been completed. Mr. Rowe clarified
419 that the project is on schedule and should be completed for the 4th of July festivities.

420

421 Mr. Rowe informed Borough Council that Fairchild Brothers, Inc. has submitted Payment Application
422 No. 2 in the amount of \$95,250.89 for the Walnut Street Project. A copy of the payment application has
423 been included in the information tonight. The payment application has been reviewed by Uni-Tec
424 Consulting Engineers, Inc. and Borough Management and is recommended for payment.

425

426 Motion by: Troy A. Berkheiser

427 Second by: Paul E. Bottiger

428

429 **MOTION: To approve Payment Application No. 2 to Fairchild Brothers, Inc. for the Walnut**
430 **Street Project in the amount of \$95,250.89.**

431

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

433

434 No – None

435

436

437 Mrs. Metzger reported that she received notification that the Green Light GO Grant Application that
438 Borough Management submitted to PennDOT last February for the upgrading of the SR 45 and Mabel
439 Street Traffic Signal to video detection has been awarded. Borough Management is currently in the
440 process of obtaining some additional information and reviewing the award prior to making a
441 recommendation to Borough Council for acceptance (or rejection depending on the research) of this
442 grant which requires a match of labor and some design engineering. It's anticipated that Borough
443 Council action will be requested at the Tuesday, July 19, 2016 regular Borough Council meeting.

444

445 Mr. Rowe provided Borough Council with an update on the status of the improvements at the
446 Mifflinburg Hose Company Building located at 325 Chestnut Street. Mr. Rowe reported that
447 Providence Engineering Corporation has been working on the preliminary design for the 2016
448 Mifflinburg Hose Company Project. A preliminary design was received on Tuesday, May 17, 2016;
449 however there were some problems with the design and a meeting needs to be scheduled to review those
450 problems. Mr. Rowe added that he needs to contact the Mifflinburg Hose Company because Providence
451 Engineering Corporation has informed him that there will be a twenty-eight (28) day curing time on the
452 floor to replace the concrete slabs.

453

454 Mr. Rowe provided Borough Council with an update on the status of the Woodland Estates Water Main
455 Project. Mr. Rowe reported that Borough Management has requested a proposal for the engineering
456 design work for this project from HRG, Inc. A proposal has been received from HRG, Inc. and due to
457 some comments made by Borough Staff, the proposal was amended. Borough Council action is
458 requested to approve the revised proposal in the amount of \$15,460.00.

459

460

461

462

463

464 Motion by: Tod M. Steese
465 Second by: Richard J. Fry

466
467 **MOTION: To approve the revised proposal for the engineering design work for the Woodland**
468 **Estates Water Main Project from HRG, Inc. in the amount of \$15,460.00.**

469
470 Yes – Mr. Berkheiser, Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mrs. Hackenberg

471
472 No – None

473
474
475 Mrs. Metzger informed Borough Council that she is preparing to complete the triennial Lead and Copper
476 testing required by the United States Environmental Protection Agency (EPA) and the Pennsylvania
477 Department of Environmental Protection (DEP). The Borough has also been notified that they should
478 update their LCT Sample and Testing Plan for this work. The Borough has requested assistance from
479 the Assessor's Office in developing the list of properties who meet the criteria for the year built and will
480 be asking approximately twenty-five (25) residents to assist with this process. The actual sampling will
481 take place in July.

482
483 Mrs. Metzger reported that Mockenhaupt Benefits Group (MBG) has provided an estimate to update the
484 Borough's Police Pension Ordinance to comply with the most current IRS requirements. A copy of the
485 estimate has been included in the information tonight for Borough Council consideration. MBG is
486 proposing to draft a restated plan document that complies with all current state and federal mandates for
487 governmental pension plans for a fee of \$4,000.00 to \$4,500.00. The drafting of the restated plan
488 document will be completed by the law firm of Eckert Seamans Cherrin & Mellott, LLC in conjunction
489 with MBG. After review of the document by all interested parties, MBG will make any revisions
490 necessary as requested by Borough Council. Mrs. Metzger reminded Borough Council that this matter
491 was deferred from last month's meeting until she contacted the Borough's Labor Attorney, Mr. Adam
492 Santucci at McNees Wallace & Nurick LLC, to ensure that this work wouldn't cause any problems since
493 Eckert Seamans Cherrin & Mellott, LLC is not the Borough's Labor Attorney. Mrs. Metzger informed
494 Borough Council that she has contacted Attorney Santucci and he is recommending that Borough
495 Council proceed with this proposal.

496
497 Motion by: Tod M. Steese
498 Second by: Richard J. Fry

499
500 **MOTION: To proceed with the proposal from Mockenhaupt Benefits Group (MBG) to update the**
501 **Borough's Police Pension Ordinance to comply with all current state and federal mandates for**
502 **governmental pension plans for a fee not to exceed \$4,500.00.**

503
504 Yes – Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mr. Berkheiser, Mrs. Hackenberg

505
506 No – None

507
508
509 Mrs. Metzger announced that she and Mr. Bradley Sauers have submitted the information necessary for
510 his certification for consideration at the Department of Environmental Protection (DEP) Licensing
511 Board Meeting. Mrs. Metzger stated that Mr. Sauers has received both of his licenses effective
512 Thursday, June 16, 2016 and now has the highest level of licenses that you can get.

513
514 Mrs. Metzger reported that she has been working with Benecon to prepare all of the required paperwork
515 to spell out the Borough's policies and coverage for their employees. Mrs. Metzger requested that a
516 Personnel Committee meeting be scheduled to consider the documents that Benecon is proposing, since
517 these documents will be specifying things like leaves of absence and continuation of benefits.

518
519 Mr. Berkheiser scheduled a Personnel Committee meeting for Tuesday, July 12, 2016 at 7:00 PM to
520 consider the documents that Benecon is proposing.

521
522 Mrs. Metzger requested an executive session to discuss several personnel matters and potential
523 litigation.

524
525 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for
526 May 2016 included in the information tonight.

527
528

529 Mayor Cooney provided Borough Council with an update on the turnout of the Mifflinburg Miracle
530 Mile event that was held on Thursday, June 9, 2016 from 5:30 PM to 7:30 PM. Mayor Cooney reported
531 that this event took place without any problems.
532

533 Chief Bickhart presented Borough Council with some Monthly Highlights for the Mifflinburg Police
534 Department for May 2016.
535

536 Chief Bickhart reported that he has been working with the Mifflinburg Civil Service Commission to
537 update the Civil Service regulations. A copy of the regulations have been emailed to Borough Council
538 prior to tonight's meeting for their review. Mr. Runkle advised Borough Council that in order to move
539 forward with adopting these regulations, the Mifflinburg Civil Service Commission needs to schedule
540 and advertise a meeting to adopt a resolution approving these regulations; Borough Council will then
541 need to adopt the regulations by ordinance.
542

543 Chief Bickhart informed Borough Council that he has submitted his letter of retirement from his role as
544 Chief of the Mifflinburg Police Department which reads as follows:
545

546 Dear Mayor Cooney,

547
548 I am writing this letter to announce my retirement to you and the Borough Council and that my
549 last day to serve as your Chief of Police will be July 29, 2016.
550

551 While I am excited about my impending retirement I will leave the Borough with mixed
552 emotions. I want to thank you and the members of the Borough Council for the opportunities I
553 have had over the past 27 years to serve as a police officer and your Chief of Police. The
554 experiences I have had have enriched me both as law enforcement leader and as a member of
555 the Borough team. I know that there have been some difficult times we've weathered together
556 but the outcome has always found our Borough stronger. My goal from the start was to insure
557 the safety and wellbeing of our residents and the betterment of the Borough.
558

559 I have truly enjoyed working with the Borough and know that I have gained both personally
560 and professionally because of the opportunities you and the Borough have given me. Please
561 feel free to contact me for assistance with the transition to a new Chief of Police.
562

563 Sincerely yours,
564 Douglas R. Bickhart
565 Chief of Police
566

567 A copy of his letter of retirement has been included in the information tonight. Borough Council action
568 is requested to accept his letter of retirement.
569

570 Mr. Steese requested an executive session to discuss personnel matters.
571

572 Mr. Steese reminded Borough Council that there is a Personnel Committee meeting scheduled for
573 Tuesday, July 12, 2016 at 7:00 PM to consider the documents that Benecon is proposing.
574

575 Mr. Berkheiser reminded Borough Council that the following two (2) Finance Committee meetings have
576 been scheduled:
577

- 578 • Tuesday, July 12, 2016 at 7:00 PM
 - 579 • Tuesday, July 19, 2016 at 6:00 PM
- 580

581 Mayor Cooney presented Borough Council with an update for the Mifflinburg Regional Economic
582 Development (MRED) Alliance. Mayor Cooney provided Borough Council with an update on the
583 following businesses in the Borough:
584

- 585 1. A new business that sells used goods has opened up shop at 510 Chestnut Street.
 - 586 2. Covered Bridge Fundraising has opened up shop at 340 Chestnut Street.
- 587

588 Mrs. Metzger informed Borough Council that they received a copy of the Engineer's Report for June
589 2016 included in the information tonight.
590

591 Mr. Runkle requested an executive session to discuss potential litigation.
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593
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596 Mayor Cooney informed Borough Council that he participated in or will be participating in the
597 following meetings or events:

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621 Mrs. Hackenberg called an executive session to discuss potential litigation and personnel matters. An
622 executive session was held from 9:21 PM to 10:08 PM.

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624

625 Motion by: Tod M. Steese

626 Second by: Troy A. Berkheiser

627

628 **MOTION: To accept the retirement of Chief Douglas R. Bickhart from the Mifflinburg Police**
629 **Department effective Friday, July 29, 2016, with regret.**

630

631 Approved via unanimous voice vote.

632

633

634 Motion by: Tod M. Steese

635 Second by: Paul E. Bottiger

636

637 **MOTION: To advertise for the position of Chief of Police for the Borough of Mifflinburg.**

638

639 Approved via unanimous voice vote.

640

641

642 Motion by: Troy A. Berkheiser

643

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

645

646 Approved via unanimous voice vote.

647

648

649 Meeting adjourned at 10:09 PM.

650

651 Respectfully Submitted,

652

653

654 Misty L. Ross

655 Assistant Borough Secretary