

MINUTES OF MIFFLINBURG BOROUGH COUNCIL

October 20, 2015

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	PRESENT	ABSENT
Michael E. Snook, Council President	X	
Beverly L. Hackenberg, Vice President	X	
Troy A. Berkheiser, Council Member	X	
Paul E. Bottiger, Council Member	X	
Bryan E. Rohland, Council Member	X	
Tod M. Steese, Council Member	X	
David M. Cooney, Mayor	X	
Jeremiah D. Runkle, Solicitor	X	
Douglas R. Bickhart, Chief of Police	X	
Margaret A. Metzger, Borough Manager	X	
Robert M. Rowe, Borough Project Manager	X	
Misty L. Ross, Assistant Secretary	X	

The regular meeting of Mifflinburg Borough Council was called to order at 7:10 PM.

There was one (1) visitor present at this meeting which was Jedediah H. Lemon.

Mr. Snook conducted a Public Hearing for Ordinance No. 2015-06; Abandoning any and all rights, title and interest in an unopened portion of street known as Albert Street and an unopened portion of street known as Green Street.

Mr. Runkle reminded Borough Council that they took action to adopt this ordinance at the Tuesday, September 15, 2015 regular Borough Council meeting; however the ordinance had not been advertised. Borough Council action is requested to adopt Ordinance No. 2015-06 again.

There being no further comments or discussion the hearing concluded at 7:11 PM.

Motion by: Beverly L. Hackenberg  
Second by: Paul E. Bottiger

**MOTION: To adopt Ordinance No. 2015-06; Abandoning any and all rights, title and interest in an unopened portion of street known as Albert Street and an unopened portion of street known as Green Street, and to authorize the filing of the quitclaim deeds.**

Approved via unanimous voice vote.

Motion by: Tod M. Steese  
Second by: Troy A. Berkheiser

**MOTION: To approve the minutes of the Tuesday, September 15, 2015 regular meeting of Mifflinburg Borough Council.**

Approved via unanimous voice vote.

Motion by: Troy A. Berkheiser  
Second by: Beverly L. Hackenberg

**MOTION: To approve payment of Bill List #2015-10 in the amount of \$1,072,293.71.**

Yes – Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Snook

No – None

Mr. Jedediah H. Lemon, a resident from 428 Walnut Street, introduced himself to Borough Council and informed them that he is present at tonight’s meeting as a part of his US Government class.

68 Motion by: Beverly L. Hackenberg  
69 Second by: Paul E. Bottiger

70  
71 **MOTION: To approve the Mifflinburg Borough Zoning Report for September 2015 and authorize**  
72 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$520.68.**

73  
74 Yes – Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Berkheiser, Mr. Snook

75  
76 No – None

77  
78  
79 Mrs. Metzger informed Borough Council that Mr. Runkle has prepared a draft ordinance which amends  
80 Chapter 29, Section 501, Subsection 2, of the Borough Zoning Ordinance which regulates corner lots.  
81 Mr. Runkle explained that when this ordinance was sent to the General Code for codification, the  
82 General Code identified a section of the ordinance that didn't make any sense. A copy of the draft  
83 ordinance has been included in the information tonight for Borough Council review. Mr. Runkle  
84 requested Borough Council action to authorize him to advertise the ordinance and conduct a public  
85 hearing at the Tuesday, November 17, 2015 regular Borough Council meeting.

86  
87 Motion by: Beverly L. Hackenberg  
88 Second by: Paul E. Bottiger

89  
90 **MOTION: To authorize Mr. Runkle to advertise an ordinance amending Chapter 29, Section 501,**  
91 **Subsection 2, of the Borough Zoning Ordinance which regulates corner lots and conduct a Public**  
92 **Hearing at the Tuesday, November 17, 2015 regular Borough Council meeting.**

93  
94 Approved via unanimous voice vote.

95  
96  
97 Mrs. Metzger reported that American Municipal Power, Inc. (AMP) has provided an Agent Designation  
98 form for completion which is a requirement of the Master Services Agreement (MSAs) between  
99 members and AMP. Mr. Jim Havrilla, Utility Engineers, PC, has reviewed this form and is  
100 recommending approval. Borough Council action is requested to approve the Agent Designation form.

101  
102 Motion by: Beverly L. Hackenberg  
103 Second by: Paul E. Bottiger

104  
105 **MOTION: To approve the Agent designation form with American Municipal Power, Inc. (AMP).**

106  
107 Approved via unanimous voice vote.

108  
109  
110 Mrs. Metzger provided Borough Council with an update on the status of the Lease Agreement between  
111 the Borough of Mifflinburg and Preservation Mifflinburg Inc. (PMI) for the Little Log House property  
112 located at 308 Market Street. Mrs. Metzger reported that PMI has reviewed the proposed Lease  
113 Agreement and requested some clarifications and changes. The proposed changes were forwarded to  
114 Mr. Runkle for his review and recommendation.

115  
116 Mr. Runkle informed Borough Council that he has reviewed the clarifications and changes that PMI has  
117 requested and that he is okay with the changes. Borough Council action is requested to approve the  
118 revised Lease Agreement.

119  
120 Motion by: Beverly L. Hackenberg  
121 Second by: Troy A. Berkheiser

122  
123 **MOTION: To approve the revised Lease Agreement between the Borough of Mifflinburg and**  
124 **Preservation Mifflinburg Inc. (PMI) for the Little Log House property located at 308 Market**  
125 **Street.**

126  
127 Approved via unanimous voice vote.

128  
129  
130

131 Mrs. Metzger reported that the Rusty Rail Brew Haus has requested the return of the remainder of the  
132 Improvements Guarantee. Mr. Rowe informed Borough Council that this request was forwarded to Mr.  
133 Cody A. Lytle, HRG, Inc., for his review and recommendation. Mr. Lytle performed a site observation  
134 on Friday, October 9, 2015 as requested, to determine the completion extent of items contained within  
135 the approved Improvement Guarantee Cost Opinion dated March 5, 2014. The approved Improvement  
136 Guarantee total amount was \$332,343.55. Based upon the work shown and completed to date, HRG,  
137 Inc. is recommending a reduction of the Improvement Guarantee in the amount of \$118,575.29. The  
138 new balance of the Improvement Guarantee will be \$10,793.26. A copy of the letter from Mr. Lytle  
139 which reflects this, as well as the Improvement Guarantee Cost Opinion for the Rusty Rail's  
140 Prelim/Final Development Plan has been included in the information tonight for Borough Council  
141 review. Mr. Rowe clarified that it appears that the following items remain outstanding and should be  
142 addressed by the developer prior to final release of all funds:

- 143
- 144 • A handicap sign was not installed for one (1) of the installed handicap spaces.
- 145 • The concrete curb stops have not been installed.
- 146 • The vegetation has not become established in the stormwater basin. As a result, runoff from  
147 the parking area has eroded the slope in the basin. The vegetation should be established on  
148 the slope to provide erosion protection or the slope could be lined with riprap.
- 149

150 Borough Council action is requested to approve the reduction of the Improvement Guarantee as  
151 recommended by Mr. Lytle.

152

153 Motion by: Beverly L. Hackenberg

154 Second by: Paul E. Bottiger

155

156 **MOTION: To approve the reduction of the Improvement Guarantee in the amount of \$118,575.29**  
157 **for the Rusty Rail Brew Haus as recommended by Mr. Cody A. Lytle, HRG, Inc.**

158

159 Approved via unanimous voice vote.

160

161

162 Mrs. Metzger reported that she has received the final amortization and the Modification of the Note and  
163 other Loan Documents from the Pennsylvania Infrastructure and Investment Authority (PENNVEST).  
164 This document has been forwarded to Mr. Runkle for his review and recommendation. PENNVEST is  
165 requiring the return of this document by Sunday, November 1, 2015.

166

167 Mr. Runkle informed Borough Council that Mrs. Metzger has expressed some concerns with the final  
168 amortization; Mrs. Metzger believes PENNVEST is improperly calculating how the payments that were  
169 made over time should be applied to the balance. After reviewing some of the documents, he can't find  
170 anything that supports PENNVEST's position for what they're doing; he believes there's language that  
171 supports that PENNVEST is doing it wrong. Having said that there are Attorneys who specialize in  
172 these kinds of things; however he is not one of them. Mr. Runkle stated that he contacted the Bond  
173 Counsel for this project, Attorney, Paul A. Lundeen; Attorney Lundeen indicated that he agrees with the  
174 Borough's position that PENNVEST is improperly calculating how the payments are being applied.  
175 Borough Council action is requested to authorize him to contact Attorney Lundeen to give him  
176 permission to try and resolve this matter. Mr. Runkle clarified that there are two (2) motions that are  
177 being requested which are follow:

- 178
- 179 1. To authorize him to contact Attorney, Paul A. Lundeen to give him permission to try and  
180 resolve the calculation issues with PENNVEST.
- 181 2. To approve the final amortization and the Modification of the Note and other Loan  
182 Documents from PENNVEST, contingent upon him speaking with Attorney, Paul A.  
183 Lundeen.
- 184
- 185

186 Motion by: Beverly L. Hackenberg

187 Second by: Paul E. Bottiger

188

189 **MOTION: To authorize Mr. Runkle to contact Attorney, Paul A. Lundeen to give him permission**  
190 **to try and resolve the calculation issues with the Pennsylvania Infrastructure and Investment**  
191 **Authority (PENNVEST).**

192

193 Approved via unanimous voice vote.

194 Motion by: Beverly L. Hackenberg  
195 Second by: Tod M. Steese

196  
197 **MOTION: To approve the final amortization and the Modification of the Note and other Loan**  
198 **Documents from the Pennsylvania Infrastructure and Investment Authority (PENNVEST),**  
199 **contingent upon Mr. Runkle speaking with Attorney Paul A. Lundeen.**

200  
201 Approved via unanimous voice vote.

202  
203  
204 Mr. Rowe provided Borough Council with an update on the status of the improvements at the  
205 Mifflinburg Hose Company Building located at 325 Chestnut Street. Mr. Rowe reported that C&D  
206 Waterproofing Corp. has submitted the following payment applications and change orders for the  
207 masonry repairs/painting at the Hose Company:

- 208  
209 1. Payment Application No. 1 in the amount of \$16,150.00.  
210 2. Payment Application No. 2 in the amount of \$16,506.25.  
211 3. Change Order No. 1 in the amount of \$375.00.

212  
213 Mr. Rowe informed Borough Council that he and Mr. Ted L. Strosser, Strosser Architecture &  
214 Conservation, have reviewed both of the payment applications and the change order and are  
215 recommending payment. Borough Council action is requested to approve Payment Application No. 1 in  
216 the amount of \$16,150.00; Payment Application No. 2 in the amount of \$16,506.25; Change Order No. 1  
217 in the amount of \$375.00 for the masonry repairs/painting at the Hose Company.

218  
219 Motion by: Beverly L. Hackenberg  
220 Second by: Paul E. Bottiger

221  
222 **MOTION: To approve Payment Application No. 1 in the amount of \$16,150.00; Payment**  
223 **Application No. 2 in the amount of \$16,506.25; Change Order No. 1 in the amount of \$375.00 for**  
224 **the masonry repairs/painting at the Hose Company.**

225  
226 Yes – Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Berkheiser, Mr. Bottiger, Mr. Snook

227  
228 No – None

229  
230  
231 Mrs. Metzger provided Borough Council with an update on the status of the Borough wide Advanced  
232 Metering Infrastructure (AMI) System. Mrs. Metzger reported that the Borough Electric Crew continues  
233 to install new electric meters; they have installed approximately one thousand three hundred (1,300)  
234 meters to date. The Borough also continues to work to resolve the issues with the demand meter change  
235 out program with Nexgrid and Logics.

236  
237 Mrs. Metzger reported that the Borough Electric Crew has completed the ‘make ready’ work for both of  
238 the Pole Attachment requests (Zito Media and Service Electric) that were submitted last month.

239  
240 Mrs. Metzger reported that Windstream has installed the new dedicated internet service at the Borough  
241 Office. So far the service seems to be much improved and is allowing the Borough to use the Nexgrid  
242 software more efficiently.

243  
244 Mrs. Metzger reported that Atlantic Broadband has installed the free internet service at the Borough  
245 Equipment Center.

246  
247 Mrs. Metzger announced that the Borough Maintenance Department began leaf pick-up on Tuesday,  
248 October 6, 2015 and will continue through November.

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257 Mrs. Metzger reported that the Borough has solicited quotes for the Annual Snow Removal Equipment  
258 Rental. The quotes were opened on Tuesday, October 13, 2015 at 1:00 PM. There were three (3) quotes  
259 received and are as follows:

	<u>Schlegel</u>	<u>Dave Gutelius</u>	<u>Iddings</u>
	<u>Excavating</u>	<u>Excavating, Inc.</u>	<u>Quarry, Inc.</u>
262 Dump w/ Operator			
263     Single-Axle	NO BID	NO BID	\$52.00
264     Tandem-Axle	\$54.50	NO BID	\$65.00
265     Tri-Axel	\$64.50	\$ 84.00	NO BID
266 Snow Blower w/ Operator			
267     Tractor/Loader Mounted	NO BID	\$131.00	NO BID

268  
269 A copy of the bid tabulation is included in the information tonight. Mrs. Metzger explained the  
270 procedure for the Annual Snow Removal Equipment Rental and expressed that this way has worked  
271 very well for the Borough in previous years. Borough Council action is requested to award the quotes to  
272 the lowest responsible bidder on an as-needed basis for each size/type of equipment specified.

273  
274 Motion by: Beverly L. Hackenberg  
275 Second by: Bryan E. Rohland

276  
277 **MOTION: To award the Single-Axle Dump w/ Operator to Iddings Quarry, Inc. in the amount of**  
278 **\$52.00; the Tandem-Axle Dump w/ Operator to Schlegel Excavating in the amount of \$54.50; the**  
279 **Tri-Axle Dump w/ Operator to Schlegel Excavating in the amount of \$64.50; and the**  
280 **Tractor/Loader Mounted Snow Blower w/ Operator to Dave Gutelius Excavating, Inc. in the**  
281 **amount of \$131.00 on an as-needed basis for the Annual Snow Removal Equipment.**

282  
283 Yes – Mr. Rohland, Mr. Steese, Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg, Mr. Snook

284  
285 No – None

286  
287  
288 Mrs. Metzger informed Borough Council that she has received a request from Pastor Conklin of the  
289 Hillside Bible Church, located at 1650 Centennial Road. Pastor Conklin is requesting Borough Council  
290 permission to utilize the Mifflinburg Community Park on Sunday, July 3, 2016 for a patriotic concert.  
291 The Hillside Bible Church has already submitted the required paperwork and will submit the \$250.00  
292 Security Deposit and a certificate of insurance upon Borough Council approval. Mrs. Metzger clarified  
293 that the Borough doesn't make reservations at the park on July 3<sup>rd</sup> in order to prepare for the 4<sup>th</sup> of July  
294 festivities that are held at the park. Mrs. Metzger stated that she has discussed this request with Mr. Ron  
295 Bollinger, the Park director, and he believes it will be okay and that the Park/Pool will still be able to  
296 prepare for the 4<sup>th</sup> of July festivities. Borough Council action is requested to approve this request.

297  
298 Motion by: Troy A. Berkheiser  
299 Second by: Paul E. Bottiger

300  
301 **MOTION: To authorize the Hillside Bible Church to utilize the Mifflinburg Community Park on**  
302 **Sunday, July 3, 2016 in order to conduct a patriotic concert; contingent upon submission of the**  
303 **security deposit in the amount of \$250.00 and a certificate of insurance.**

304  
305 Mrs. Hackenberg inquired what time the concert is scheduled for. Mrs. Metzger reported that the  
306 concert is scheduled for 7:00 PM.

307  
308 Approved via unanimous voice vote

309  
310  
311 Mrs. Metzger announced that the Borough received notification from Union County that they've been  
312 awarded Community Development Block Grant (CDBG) funding to complete the Woodland Estates  
313 Water Line Project. This award requires that income surveys be completed for those being serviced by  
314 this line; approximately twenty (20) properties. All of the Income Surveys have been completed and  
315 submitted to Seda-COG. The Borough is now awaiting formal notice of approval of their application  
316 before proceeding with design.

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321

322 Mrs. Metzger reported that she has been working with Mr. Brenton Horting, Hartman Employee  
323 Benefits, Inc. (Health Insurance Consultant for the Borough), to obtain pricing options for the Borough's  
324 Health Insurance Policies. The Borough's Health Insurance Policies are set to renew on Tuesday,  
325 December 1, 2015. Mr. Horting solicited premiums on the Borough's behalf and a meeting was held  
326 prior to tonight's meeting for all of Borough Council to hear about the options available. Mr. Horting is  
327 recommending that Borough Council renew Health Insurance with Capital Blue Cross with the Health  
328 Reimbursement Accounts (HRA). A lengthy discussion was held; Mrs. Metzger expressed that she  
329 believes it would be in Borough Council's best interests to hear more information about the options  
330 being presented from Benecon. It was the consensus of Borough Council to schedule a Finance  
331 Committee meeting to hear more about the options being presented from Benecon. Mrs. Metzger  
332 clarified that a special Borough Council meeting would be required prior to the Tuesday, November 17,  
333 2015 regular Borough Council meeting.

334  
335 Mrs. Metzger reported that she has received a few Workers Compensation Insurance Quotes. Mrs.  
336 Metzger detailed the quotes received and clarified that the Borough is legally required to provide this  
337 insurance to Borough employees. Borough Council action is requested to remain with AmeriHealth  
338 Casualty in the amount of \$107,461.00 since they are the low bid.

339  
340 Motion by: Bryan E. Rohland

341 Second by: Paul E. Bottiger

342

343 **MOTION: To remain with AmeriHealth Casualty for Workers' Compensation Insurance in the**  
344 **amount of \$107,461.00.**

345

346 Yes –Mr. Steese, Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Snook

347

348 No – None

349

350

351 Mrs. Metzger announced that she will now begin working to solicit additional insurance quotes for  
352 Property and Liability Insurances.

353

354 Mrs. Metzger informed Borough Council that she has prepared a rough draft of the 2016 Budget. A  
355 copy of the draft budget will be distributed to Borough Council subsequent to tonight's meeting for their  
356 review. A Budget meeting has been scheduled for Tuesday, October 27, 2015 to discuss this budget and  
357 work towards balancing it. Mrs. Metzger clarified that all Council members are urged to attend and  
358 participate in this process.

359

360 Mrs. Metzger informed Borough Council that she has received a request from the '4 Bells' Lutheran  
361 Church, located at 13765 Old Turnpike Road, Millmont, PA. The '4 Bells' Lutheran Church is  
362 requesting Borough Council permission to utilize the Mifflinburg Community Park on Father's Day,  
363 Sunday, June 19, 2016; however both of the pavilions have already been reserved. Mrs. Metzger stated  
364 that she notified the '4 Bells' Lutheran Church of this via email and offered them some date that were  
365 available.

366

367 Mrs. Metzger pointed out that all of the fire hydrants within the Borough have been painted. This work  
368 was organized and completed by the Snyder County Probation-Parole and they did a very nice job. Mrs.  
369 Metzger clarified that she'll be sending a thank you letter to the Snyder County Probation-Parole.

370

371 Mrs. Metzger informed Borough Council that she has received a request from the Mifflinburg Cub Scout  
372 Pack 3520. The Mifflinburg Cub Scout Pack 3520 is requesting Borough Council permission to utilize  
373 the Mifflinburg Community Park on Veteran's Day, Thursday, November 7, 2015 in order to hold their  
374 picnic and competition, the Rain Gutter Regatta. In accordance with Chapter 18 of the Borough Code of  
375 Ordinances the dates during which the recreation area shall be used by the general public shall be April  
376 15<sup>th</sup> through October 15<sup>th</sup> of each calendar year. In addition that Mifflinburg Cub Scout Pack 3520 is  
377 requesting that the Borough will delay closing the restrooms at the Mifflinburg Community Park until  
378 after the Veteran's Day Events. The Mifflinburg Cub Scout Pack 3520 has already submitted the  
379 required paperwork, as well as a security deposit in the amount of \$100.00 since they're not using the  
380 whole park; they're only using one (1) of the pavilions. Borough Council action is requested to approve  
381 this event and authorize the use of Borough facilities since this event is occurring after the official date  
382 for closure, contingent upon submission of their certificate of insurance.

383

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386

387

388 Motion by: Troy A. Berkheiser  
389 Second by: Paul E. Bottiger

390  
391 **MOTION: To authorize the Mifflinburg Cub Scout Pack 3520 to utilize the Mifflinburg**  
392 **Community Park on Veteran’s Day, Thursday, November 7, 2015, to hold their picnic and**  
393 **competition, the Rain Gutter Regatta, and to authorize the use of Borough facilities, contingent**  
394 **upon submission of their certificate of insurance.**

395  
396 Mayor Cooney inquired if the Borough foresees any problems with the restrooms at the Mifflinburg  
397 Community Park remaining open until after the Veteran’s Day Events. Mrs. Metzger stated that she  
398 believes it will be fine.

399  
400 Approved via unanimous voice vote.

401  
402  
403 Mrs. Metzger informed Borough Council that she has approved a request from the Turkey Trot Race  
404 Committee and Fit For Funds, LLC. The Turkey Trot Race Committee and Fit For Funds, LLC are  
405 requesting Borough Council permission to utilize the Mifflinburg Community Park and Borough streets  
406 on Thanksgiving morning, Thursday, November 26, 2015, in order to conduct the annual “Turkey Trot  
407 5K and Kids’ ½ mile Fun Run” event. This event is held to raise funds for the Mifflinburg Lacrosse  
408 Teams and would be the same as in 2014. In accordance with Chapter 18 of the Borough Code of  
409 Ordinances the dates during which the recreation area shall be used by the general public shall be April  
410 15<sup>th</sup> through October 15<sup>th</sup> of each calendar year. Mrs. Metzger clarified that the Turkey Trot Race  
411 Committee and Fit For Funds, LLC have already submitted the required paperwork, as well as the  
412 security deposit in the amount of \$250.00 and a certificate of insurance. Borough Council action is  
413 requested to approve this event since this event is occurring after the official date for closure.

414  
415 Motion by: Tod M. Steese  
416 Second by: Beverly L. Hackenberg

417  
418 **MOTION: To authorize the Turkey Trot Race Committee and Fit For Funds, LLC to utilize the**  
419 **Mifflinburg Community Park and Borough Streets on Thanksgiving morning, Thursday,**  
420 **November 26, 2015, in order to conduct the annual “Turkey Trot 5K and Kids’ ½ mile Fun Run”**  
421 **event.**

422  
423 Approved via unanimous voice vote.

424  
425  
426 Mrs. Metzger informed Borough Council that they should have received an invitation included in the  
427 information tonight from HRG, Inc. to join them for an Open House celebrating their new office  
428 location. The Open House is scheduled for Tuesday, November 10, 2015 from 4:00 PM to 6:00 PM.

429  
430 Mrs. Metzger announced that the Borough Maintenance Department found a water leak earlier today on  
431 Buggy Lane. The water leak has been repaired.

432  
433 Mrs. Metzger reported that she received a proposal for HRG, Inc. to provide professional engineering  
434 services related to submission of the 2016 National Pollutant Discharge Elimination System (NPDES)  
435 Permit Renewal Application for the Borough’s Wastewater Treatment Plant discharge for a lump sum  
436 fee of \$6,300.00. A copy of the proposal has been included in the information tonight for Borough  
437 Council review. Borough Council action is requested to authorize these services.

438  
439 Motion by: Bryan E. Rohland  
440 Second by: Beverly L. Hackenberg

441  
442 **MOTION: To authorize HRG, Inc. to provide professional engineering services related to**  
443 **submission of the 2016 National Pollutant Discharge Elimination System (NPDES) Permit**  
444 **Renewal Application for the Borough’s Wastewater Treatment Plant discharge for a lump sum**  
445 **fee of \$6,300.00.**

446  
447 Yes – Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Snook

448  
449 No – None

450  
451  
452

453 Mrs. Metzger announced that there is a Negotiating Committee meeting scheduled for Wednesday,  
454 October 21, 2015 at 4:30 PM with the AFSCME representatives.  
455

456 Mrs. Metzger reported that the Christkindl Market of Mifflinburg, Inc. has provided the proposed  
457 Christkindl Market layout for 2015. A discussion was held; Mrs. Metzger stated that she would send a  
458 letter to the Christkindl Market of Mifflinburg, Inc. reminding them of the following details:  
459

- 460 1. The 4<sup>th</sup> Street entrance will be moved west fifteen (15) feet from the westward crosswalk  
461 line crossing Market Street and that the 6<sup>th</sup> Street entrance is placed east of the driveway  
462 access on Market Street.
- 463 2. Chief Bickhart will need to review the shuttle route for the Christkindl Market prior to the  
464 end of October.
- 465 3. Provide Chief Bickhart with the name and contact information for the firm hired to provide  
466 the crossing guards at 4<sup>th</sup> and Market Streets.  
467

468 Mrs. Metzger requested an executive session to discuss several personnel matters and potential  
469 litigations.  
470

471 Mrs. Hackenberg scheduled a tentative Finance Committee meeting for Wednesday, October 28, 2015 to  
472 hear more about the options being presented from Benecon; if this date doesn't work with Benecon, then  
473 Wednesday, November 4, 2015.  
474

475 Mr. Rowe announced that Eastern Industry had a pavement spill at the intersection of Rt. 45 and 104  
476 which ended at Borough Line Road. The pavement spill was cleaned-up by Dave Gutelius Excavating,  
477 Inc.  
478

479 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for  
480 September 2015 included in the information tonight.  
481

482 Chief Bickhart presented Borough Council with some Monthly Highlights for the Mifflinburg Police  
483 Department for September 2015.  
484

485 Chief Bickhart announced the following upcoming events:  
486

- 487 • The Annual Halloween Parade is scheduled for Monday, October 26, 2015 at 6:30 PM.  
488 The parade will form at 6:00 PM at the Mifflinburg Area Middle School located at 100  
489 Mable Street, travel west on Market Street, and end at the Mifflinburg Area High School  
490 located at 75 Market Street.
- 491 • Trick or Treat night is scheduled for Saturday, October 31, 2015 from 6:00 PM - 9:00 PM.  
492

493 Chief Bickhart requested an executive session to discuss personnel matters.  
494

495 Mr. Snook informed Borough Council that they received a copy of the Engineer's Report for October  
496 2015 included in the information tonight.  
497

498 Mr. Runkle informed Borough Council that they received a copy of the Quit-Claim Deed between the  
499 Borough of Mifflinburg and Ritz Finance, LLC for the abandonment of the opened portion of 7<sup>th</sup> Street  
500 which lies between Cherry Street and Walnut Street included in the information tonight. The Quit-  
501 Claim Deed will be signed subsequent to tonight's meeting.  
502

503 Mr. Runkle provided Borough Council with an update on the status of the Rusty Rail Brew Haus. Mr.  
504 Runkle reported that the Mifflinburg Planning Commission has given Ritz Finance, LLC conditional  
505 approval on their plans tonight at the Mifflinburg Planning Commission meeting. Mr. Runkle clarified  
506 that he believes that only condition was the submission of signed plans which is a typical final thing.  
507

508 Mayor Cooney informed Borough Council that he participated in the following meetings or events:  
509

- 510 • Represented the Borough at the ribbon cutting ceremony for the Rusty Rail Brew Haus that  
511 was held on Friday, September 25, 2015.
- 512 • Emceed the Homecoming Bonfire that was held on Thursday, October 1, 2015 at 8:30 PM  
513 at the Mifflinburg Area High School located at 75 Market Street.
- 514 • Represented the Borough at the Herr Memorial Library Groundbreaking Ceremony that  
515 was held on Sunday, October 18, 2015 at 3:00 PM.  
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519 Mayor Cooney announced the following upcoming events:

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- The Annual Halloween Parade is scheduled for Monday, October 26, 2015
- The Annual Jack-O-Lantern Contest is scheduled for Wednesday, October 28, 2015 from 7:00 PM – 8:00 PM at the Mifflinburg Community Park.
- Trick or Treat night is scheduled for Saturday, October 31, 2015 from 6:00 PM - 9:00 PM.

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Mr. Snook called an executive session to discuss potential litigation and personnel matters. An executive session was held from 8:33 PM to 9:20 PM.

Motion by: Beverly L. Hackenberg

Second by: Troy A. Berkheiser

**MOTION: To extend Mr. Bradley Sauers's probationary period until Thursday, December 31, 2015 to obtain his CDL Licensing.**

Approved via unanimous voice vote.

Motion by: Beverly L. Hackenberg

Second by: Troy A. Berkheiser

**MOTION: To give Mrs. Pamela Eberhart a \$0.50/hr merit raise effective immediately.**

Yes – Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Berkheiser, Mr. Snook

No – None

Motion by: Beverly L. Hackenberg

Second by: Troy A. Berkheiser

**MOTION: To give Mr. Christopher Klinger a \$0.40/hr merit raise effective immediately.**

Yes – Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Berkheiser, Mr. Bottiger, Mr. Snook

No – None

Motion by: Beverly L. Hackenberg

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

Approved via unanimous voice vote.

Meeting adjourned at 9:26 PM.

Respectfully Submitted,

Misty L. Ross

Assistant Borough Secretary