

MINUTES OF MIFFLINBURG BOROUGH COUNCIL
SPECIAL COUNCIL MEETING
November 7, 2017

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	PRESENT	ABSENT
Beverly L. Hackenberg, Council President	X	
Tod M. Steese, Vice President	X	
Paul E. Bottiger, Council Member	X	
Kathleen Ann Downs, Council Member	X	
Richard J. Fry, Council Member	X	
Duane L. Zimmerman, Council Member	X	
David M. Cooney, Mayor		X - Arrived at 7:05 PM
Ryan M. Tira, Solicitor		X
Frederick C. Dyroff III, Chief of Police		X
Margaret A. Metzger, Borough Manager	X	
Robert M. Rowe, Borough Project Manager	X	
Misty L. Ross, Assistant Secretary	X	

The special meeting of Mifflinburg Borough Council was called to order at 7:00 PM.
Visitors present at tonight's meeting were Josh Kilmer, Aaron Woodruff, and Erin Threet.

Mr. Josh Kilmer, President of The Kilmer Group, attended tonight's meeting along with Mr. Aaron Woodruff, a municipal and commercial Risk Advisor with The Kilmer Group, to explain the self-insured trust option and discuss the benefits and requirements of becoming a Keystone Municipal Insurance Trust (KMIT) member. Mr. Kilmer distributed copies of A Self Insurance Proposal that has been prepared for the Borough of Mifflinburg to participate in KMIT's insurance pool for workers' compensation. Mr. Kilmer detailed that KMIT is a competitive self-insured workers' compensation alternative for Pennsylvania municipalities and authorities. It is an endorsed program offered exclusively through their partnership with Keystone for qualified Pennsylvania State Association of Boroughs (PSAB) members. The Kilmer Group is the administrator of the program. KMIT currently represents fifty-seven (57) public entities throughout Pennsylvania and over one hundred twenty (120) municipalities state-wide. KMIT was formed in 1996 by a group of charter member municipalities to protect municipalities from the fluctuations of the standard insurance market. One (1) of its primary goals is to maintain stable pricing and premium savings for the members. Key features include competitive and consistent pricing, broad coverage market stability and strong potential for dividend awards. The KMIT Trustees bring their unique municipal perspectives and a commitment to serve the member constituent's interests to the management of the Trust; they are volunteers working for you, the municipal members. KMIT is looking to grow but modestly and only with exceptional, well managed and safety minded communities like the Borough. The Borough is well known to KMIT Trustees and to the administrative team. KMIT, along with every other insurer in Pennsylvania with the exception of AmeriHealth Casualty Insurance Company (acquired by AmTrust North America earlier this year), doesn't provide workers' compensation coverage for paid or volunteer Fire Companies. KMIT is proposing to move all of the Borough's volunteer Fire Company lines under the umbrella of KMIT; this means that if the Borough were to go with KMIT, the volunteer Fire Company would be covered separately through the State Workers' Insurance Fund (SWIF).

Mrs. Metzger informed Borough Council that KMIT requires that all new Emergency Services Employees/Volunteers (Mifflinburg Police Department and the Mifflinburg Community Ambulance Association) undergo Hepatitis C Pre-Employment Testing. Mr. Kilmer clarified that it's KMIT's goal that all new Emergency Services Employees/Volunteers undergo Hepatitis C Pre-Employment Testing; however it's not set in stone. KMIT found that Hepatitis C testing really came about twelve (12) to fourteen (14) years ago when Hepatitis C became a really big issue with emergency personal. On behalf of the KMIT Trustees, KMIT thought that it would be good to establish a base line with incoming employees to determine whether they contracted Hepatitis C either on the job or prior to emplacement. The purpose of this is as a municipality, you don't want to have to pay a workers' compensation claim for an employee if they previously acquired Hepatitis C and it was a preexisting condition. Emergency Departments are not required by the law to offer hepatitis C screening testing, but they are strongly encouraged to do so. KMIT has found Hepatitis C Pre-Employment Testing to be helpful. Mrs. Metzger clarified that KMIT is considered to be self-insured trust; the Borough would still pay a premium into the Trust and KMIT would purchase additional insurance to cover really big claims; much like Benecon (health insurance) does. A lengthy discussion was held; Mr. Zimmerman inquired what Mrs. Metzger's recommendation was on whether the Borough should remain with AmTrust North America or become a member of the Keystone Municipal Insurance Trust.

67 Mrs. Metzger reported that the Borough has received a revised proposal from AmTrust North America
68 and the prices are very competitive. Mrs. Metzger expressed that she likes what KMIT has to offer and
69 it seems to her that KMIT would provide more stability, but either company would be viable. The prices
70 are very close and the Borough would receive the same coverage either way. There are some risks with
71 KMIT and the Borough would be required to remain a member of the Trust for a period of at least two
72 (2) years; however the Borough could also benefit from KMIT. There are no risks with AmTrust North
73 America, other than the premium that the Borough is paying for the insurance policy to continue with
74 the coverage that they have. There is also no possibility of returns with a standard policy either; it is
75 what it is, that's the rate you're paying. Mr. Kilmer agreed that there are absolutely some risks with
76 KMIT; if something catastrophic would happen KMIT could assess the members a larger premium
77 because there is not enough funds in the account, but since 1997 KMIT has never once had to go back
78 and ask for more premium from their trustees. Mr. Kilmer expressed that he thinks the Borough would
79 benefit from becoming a member of KMIT and that KMIT would benefit from having the Borough as a
80 member. Borough Council action is required on this proposal.

81
82 Motion by: Tod M. Steese
83 Second by: Kathleen A. Downs
84

85 **MOTION: To adopt Resolution No. 2017-08; A resolution to become a member of the Keystone**
86 **Municipal Insurance Trust.**

87
88 Yes – Ms. Downs, Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mrs. Hackenberg
89

90 No – None
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92

93 Mrs. Erin Threet, HRG, Inc., attended tonight's meeting with regard to the Headworks Inc. Maintenance
94 Proposal for service of two (2) Eliminator parts located in the Head Works Facility at the Wastewater
95 Treatment Plant (WWTP). Headworks Inc. has provided a maintenance proposal to complete the
96 necessary maintenance repairs to the fine screens located in the Head Works Facility. The costs of the
97 maintenance is as follows:

98		
99	Parts & Equipment	\$ 93,074.79
100	Service Offer	
101	(includes labor & certified equipment rental)	<u>\$ 54,312.00</u>
102		\$147,386.79
103		

104 Mrs. Threet clarified that these parts are special order and it will take about four (4) weeks to receive the
105 parts and then an additional three (3) weeks to complete this work once the part are received. A
106 discussion was held; Mrs. Metzger reported that Headworks Inc. is suggesting that the Borough enter
107 into a Preventative Maintenance Agreement with them. The cost of the agreement will be \$3,000.00 for
108 the first year and then \$6,000.00/year after that. The Preventative Maintenance Agreement has been
109 forwarded to Mr. Tira for review and he is working to address some of the language within the
110 agreement. It's anticipated that Borough Council action will be requested on the Preventative
111 Maintenance Agreement at the Tuesday, November 21, 2017 regular Borough Council meeting.
112 Borough Council action is requested to proceed with the Headworks Inc. Maintenance Proposal in order
113 to issue a purchase order to Headworks Inc. due to the seven (7) week lead-time.

114
115 Motion by: Tod M. Steese
116 Second by: Paul E. Bottiger
117

118 **MOTION: To proceed with the Headworks Inc. Maintenance Proposal as presented to complete**
119 **the necessary maintenance repairs to the fine screens located in the Head Works Facility in the**
120 **amount of \$147, 386.79.**

121
122 Yes – Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Ms. Downs, Mrs. Hackenberg
123

124 No – None
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132 Mrs. Metzger reported that Mr. Jason Mitchell, the Borough Public Works Supervisor, has obtained
133 quotes for the Annual Snow Removal Equipment Rental. The quotes were opened on Monday, October
134 16, 2017 at 1:00 PM. There were three (3) quotes received and are as follows:
135

	<u>Schlegel</u>	<u>Dave Gutelius</u>	<u>Iddings</u>
	<u>Excavating</u>	<u>Excavating, Inc.</u>	<u>Quarry, Inc.</u>
136			
137			
138	Dump w/ Operator		
139	Single-Axle	NO BID	\$ 70.00
140	Tandem-Axle	\$ 64.00	NO BID
141	Tri-Axel	\$ 68.00	\$ 88.00
142	Snow Blower w/ Operator		
143	Tractor/Loader Mounted	NO BID	\$135.00
144			NO BID

145 A copy of the bid tabulation has been included in the information tonight. Borough Council action is
146 requested to award the quotes to the lowest responsible bidder on an as-needed basis for each size/type
147 of equipment specified.
148

149 Motion by: Paul E. Bottiger

150 Second by: Tod M. Steese

151

152 **MOTION: To award the Single-Axle Dump w/ Operator to Iddings Quarry, Inc. in the amount of**
153 **\$54.00; the Tandem-Axle Dump w/ Operator to Schlegel Excavating in the amount of \$64.00; the**
154 **Tri-Axle Dump w/ Operator to Schlegel Excavating in the amount of \$68.00; and the**
155 **Tractor/Loader Mounted Snow Blower w/ Operator to Dave Gutelius Excavating, Inc. in the**
156 **amount of \$135.00 on an as-needed basis for the Annual Snow Removal Equipment.**
157

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

159

160 No – None

161

162

163 Mrs. Metzger informed Borough Council that the Borough has received a request from the Gutelius
164 House Museum which reads as follows:

165

166 Mifflinburg Borough Council

167

168 The Gutelius House Museum would like permission to hook into one (1) street light along Fifth
169 Street for lighting up the Gutelius House Museum during the upcoming Christkindl Market.
170 The Board found with the stage located at the corner of Fifth and Green last year, our museum
171 was overlooked by many attendants and sales suffered. Our neighbor, Dave Cooney has
172 volunteered to help set up the lighting apparatus safely along the Fifth Street side and the
173 Museum will become more visible to the crowd.
174

175 Thank you for this consideration. Sales from the Christkindl Market help fund our operation
176 costs during the year.

177

178 Sincerely,

179

180 Gutelius House Museum

181

182 A copy of the request has been included in the information tonight. Borough Council action is requested
183 on this matter.

184

185 Motion by: Duane L. Zimmerman

186 Second by: Kathleen A. Downs

187

188 **MOTION: To approve the Gutelius House Museum's request to hook into one (1) street light**
189 **along Fifth Street to provide better lighting at the Museum during the 2017 Christkindl Market**
190 **on December 14-16, 2017.**

191

192 Approved via unanimous voice vote.

193

194

195

196

197

198 Mayor Cooney reported that a business owner approached him with regard to safety concerns that she
199 has at the intersections of Chestnut and 3rd Streets and Chestnut and 4th Streets. In addition the business
200 owner also made a request that the speed limit on Forest Hill Road be lowered due to the Buffalo Valley
201 Rail Trail. Mayor Cooney reminded Borough Council that PennDOT completed a traffic study on
202 Forest Hill Road about three (3) or (4) years ago and indicated that the speed limit was fine as is.
203

204 Mr. Zimmerman reported that a Veteran approached him with regard to the flag that is located in front
205 of the Borough office. The Veteran indicated that the flag length should be at least 1/4 the height of the
206 flagpole. The flagpole that is located in front of the Borough office is a 20' flagpole and therefore
207 should be carrying a 5' x 7' flag; however it's only carrying a 4' x 6' flag.
208

209
210 Motion by: Richard J. Fry
211

212 **MOTION: To adjourn the Mifflinburg Borough Council meeting.**
213

214 Approved via unanimous voice vote.
215

216
217 Meeting adjourned at 8:04 PM.
218

219 Respectfully Submitted,
220

221
222 Misty L. Ross
223 Assistant Borough Secretary