

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL
2 December 19, 2017
3

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

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

19
20 Visitors present at this meeting were Sarah Krebs, Linda Lewis, and Daryl Yount.

21
22 Mr. Steese conducted a Public Hearing for Ordinance No. 2017-03; An ordinance to establish a Fire
23 Insurance Proceeds Escrow Account, establish procedures to govern the Fire Insurance Proceeds Escrow
24 Account by creating Chapter 1, Administration and Government, Part 9, Fire Insurance Proceeds Escrow
25 of the Code of Ordinances for the Borough of Mifflinburg. Mr. Tira reported that Ordinance No. 2017-
26 03 has been advertised for Borough Council consideration at tonight's meeting. The purpose of this
27 ordinance is to establish a Fire Insurance Proceeds Escrow Account that fire insurance proceeds must be
28 deposited into in accordance with the requirements of 40 P.S. § 638. Basically what this does is if
29 there's a fire within the Borough and there's damage to the house or structure on the property, the
30 homeowner would not receive the fire insurance proceeds directly, the proceeds would be placed in an
31 escrow account with the Borough until the fire damaged property has been repaired or brought into
32 compliance with property maintenance and building codes. There being no comments or discussion the
33 hearing concluded at 7:03 PM.

34
35 Motion by: Paul E. Bottiger
36 Second by: Kathleen A. Downs

37
38 **MOTION: To adopt Ordinance No. 2017-03; An ordinance to establish a Fire Insurance Proceeds**
39 **Escrow Account, establish procedures to govern the Fire Insurance Proceeds Escrow Account by**
40 **creating Chapter 1, Administration and Government, Part 9, Fire Insurance Proceeds Escrow of**
41 **the Code of Ordinances for the Borough of Mifflinburg.**

42
43 Approved via unanimous voice vote.
44
45

46 Mr. Steese announced that Borough Council consideration is requested for Resolution No. 2017-11;
47 Amending the established and adopted schedule of fees and rates under the Mifflinburg Borough Water
48 System Ordinance.

49
50 Motion by: Paul E. Bottiger
51 Second by: Kathleen A. Downs

52
53 **MOTION: To adopt Resolution No. 2017-11; Amending the established and adopted schedule of**
54 **fees and rates under the Mifflinburg Borough Water System Ordinance.**

55
56 Mrs. Metzger clarified that this resolution includes the 1% increase in rates to support what was
57 included for the 2018 Budget. The increased rates will take effect with the February 1, 2018 billing.

58
59 Approved via unanimous voice vote.
60
61
62
63

64 Mr. Steese announced that Borough Council consideration is requested for Resolution No. 2017-12;
65 Amending the established and adopted schedule of fees and rates under the Mifflinburg Borough Sewer
66 System Ordinance.

67

68 Motion by: Kathleen A. Downs

69 Second by: Paul E. Bottiger

70

71 **MOTION: To adopt Resolution No. 2017-12; Amending the established and adopted schedule of**
72 **fees and rates under the Mifflinburg Borough Sewer System Ordinance.**

73

74 Mrs. Metzger clarified that this resolution includes the 1% increase in rates to support what was
75 included for the 2018 Budget. The increased rates will take effect with the February 1, 2018 billing.

76

77 Approved via unanimous voice vote.

78

79

80 Mr. Steese announced that Borough Council consideration is requested for Resolution No. 2017-13;
81 Appointing the County of Union to collect County of Borough (if any) taxes for a period of January 1,
82 2018 through December 31, 2021. Mr. Tira reported that Mrs. Metzger has received correspondence from
83 the County of Union which reads as follows:

84

85 Dear Margaret:

86

87 We are reaching the end of our contract of collecting taxes for your Borough. A resolution will
88 need to be written for whomever you appoint since there was no elected tax collector in the
89 November election. We realize that the borough doesn't have any taxes on the tax bill but the
90 collector is elected on the Mifflinburg Borough Ballet. Therefore it is up to you to appoint a tax
91 collector when there is a vacancy. We are getting our paperwork ready for the start of the new
92 year and would like to have everything in order before the year starts.

93

94 Diane Reigle

95 Tax Collector

96

97 Mr. Tira explained that there is a vacancy in the office of tax collector in the Borough which is necessary
98 to provide for the collection of Borough and County taxes. The Borough doesn't have real estate taxes so
99 there was never an urgency in the past to appoint a tax collector in the Borough. The County of Union is
100 requesting that the Borough appoint a tax collector in the Borough so there is someone in place in case the
101 Borough were to begin collecting taxes in the future. Pursuant to the Local Tax Collection Law, 72
102 P.S.§5511.4b, when a vacancy in the office of tax collector exists, the Borough may enter into an
103 agreement with the governing body of another taxing district as defined in the Local Tax Collection Law.
104 The County of Union is a taxing district as defined in the Local Tax Collection Law. Borough Council
105 action is requested to enter into an agreement with the County of Union for the collection of county and
106 borough taxes and adopt a resolution appointing the County of Union to collect county and borough taxes.
107 The term of the agreement would be for a period of January 1, 2018 through December 31, 2021. Mr.
108 Tira informed Borough Council that Resolution No. 2017-13 has been prepared and Borough Council
109 consideration is requested. A discussion was held; Mr. Zimmerman stated that the Borough doesn't have
110 real estate taxes and he doesn't think the Borough should appoint a tax collector just to have someone in
111 place in case the Borough were to begin collecting taxes in the future. Mr. Bottiger disagreed with Mr.
112 Zimmerman and expressed that he doesn't see the problem with having a tax collector in place ahead of
113 time; there is no underlying factor that is what the Borough is trying to do.

114

115 Motion by: Paul E. Bottiger

116 Second by: Richard J. Fry

117

118 **MOTION: To enter into an agreement with the County of Union for the collection of county and**
119 **borough taxes for a period of January 1, 2018 through December 31, 2021 and adopt Resolution No.**
120 **2017-13; Appointing the County of Union to collect county and borough taxes.**

121

122 Approved via voice vote with Mr. Zimmerman voting no.

123

124

125 Mr. Steese announced that Borough Council consideration is requested for Resolution No. 2017-14;
126 Appointing Drew Christy to the Central Keystone Council of Governments.

127

128

129 Motion by: Paul E. Bottiger
130 Second by: Duane L. Zimmerman

131
132 **MOTION: To adopt Resolution No. 2017-14; Appointing Drew Christy to the Central Keystone**
133 **Council of Governments.**

134
135 Approved via unanimous voice vote.

136
137
138 Mr. Steese announced that Borough Council consideration is requested for Resolution No. 2017-15;
139 Authorizing and directing the Borough Council President to sign the attached Reimbursement
140 Agreement and the Secretary to attest and seal the same. Mr. Tira informed Borough Council that the
141 Reimbursement Agreement between PennDOT and the Borough of Mifflinburg for the 2018 Chestnut
142 Street Mill and Paving Project sets forth the Borough's share of the curb and sidewalk costs. Mrs.
143 Metzger reminded Borough Council that when they were preparing 2018 Budget, PennDOT provided
144 them with an estimate of about \$113,000.00 as contribution towards the project for the ADA Curbs in
145 the project area which is State Route 104, State Route 304, 8th Street and Maple Street/Furnace Road.
146 Upon receiving the Reimbursement Agreement, the Borough realized that PennDOT had forgotten
147 intersections on 8th Street and asked them about it back in July. PennDOT sent the Reimbursement
148 Agreement and indicated that it should probably be a wash to add the ones on 8th Street because there's
149 ones on 4th Street that are on there that shouldn't be; however the estimate is now \$133,000.00. Mr.
150 Rowe stated that per his conversation with Adam, PennDOT, earlier today, the \$133,000.00 is the worst
151 case scenario that if some of the intersections as far as ADA compliance were not needed, then we
152 wouldn't complete the intersections so the cost would be less. A discussion was held; Mr. Tira
153 suggested that Borough Council defer action on Resolution No. 2017-15 until the Tuesday, January 2,
154 2017 Reorganizational meeting since there are open issues.

155
156
157 Motion by: Richard J. Fry
158 Second by: Paul E. Bottiger

159
160 **MOTION: To approve the minutes of the Tuesday, November 21, 2017 regular meeting of**
161 **Mifflinburg Borough Council.**

162
163 Approved via unanimous voice vote.

164
165
166 Motion by: Paul E. Bottiger
167 Second by: Kathleen A. Downs

168
169 **MOTION: To approve payment of Bill List #2017-12 in the amount of \$996,457.49.**

170
171 Yes – Ms. Downs, Mr. Fry, Mr. Zimmerman, Mr. Steese

172
173 No – None

174
175
176 Ms. Sarah Krebs, Mathematics Teacher at Mifflinburg Area High School, announced that she is present
177 at tonight's meeting to request Borough Council permission to conduct the "Geek Streak 5k Race" on
178 Saturday, April 7, 2018. The "Geek Streak 5k Race" is a public fundraising event for the Mifflinburg
179 Area High School AP Club for students to earn money to pay for their AP Exams. Ms. Krebs
180 distributed an informational sheet which illustrated the course map for the event. Ms. Krebs detailed
181 that the 5k race will begin on the Rails to Trails in front of Raven Lane (in Buffalo Township), travel
182 east-bound on the trail until Buffalo Creek Road, turn left onto Buffalo Creek Road and travel north-
183 bound until intersecting with Green Ridge Road, turn left onto Green Ridge Road and travel west-bound
184 and continue onto Creek Road until reaching Forest Hill Road, turn left onto Forest Hill Road and travel
185 south-bound until intersecting with the Rails to Trails once again, turn left back onto the Rails to Trails
186 and conclude on the Rails to Trails in front of Quail Lane. The only portion of the 5k race that would
187 really be in the Borough is Forest Hill Road. Correspondence has been sent to all entities involved;
188 Buffalo Township has approved the event and West Buffalo Township will be considering the request at
189 their next meeting scheduled for Tuesday, January 2, 2018. Ms. Krebs added that she also contacted
190 PennDOT, the State Police, and the Buffalo Valley Rail Trail Authority to obtain permission from each
191 of those entities as well. A certificate of liability insurance has been obtained for all of the individuals.
192 Registration will begin at 8:00 am. The race will start at 9:30 AM.

193

194 Ms. Krebs informed Borough Council that adult volunteers wearing reflective vests, waving orange flags
195 will be stationed throughout the course to direct the runners on which way to go. Some of these
196 volunteers may be from the Mifflinburg Fire Police. There will be three (3) such individuals on Forest
197 Hill Road (one at Creek Road/Forest Hill Road intersection, one at the midpoint on Forest Hill Road,
198 and one where Forest Hill Road will turn back onto the rail trail); two (2) flaggers on the rail trail (one at
199 Line Street and one at Meadow Green Drive); one (1) flagger at the intersection of the Rail Trail and
200 Buffalo Creek Road; one (1) at each of the two (2) points of the triangle formed by Buffalo, Strickler,
201 and Green Ridge Roads; two (2) at the bridges on Green Ridge Road to keep runners on Creek Road;
202 and one (1) on the hill on Green Ridge Road. Ms. Krebs clarified that she still needs to obtain parking
203 permissions from local businesses prior to the event.
204

205 Mayor Cooney informed Borough Council that he spoke with Ms. Krebs regarding the “Geek Streak 5k
206 Race” at length. Out of all of the 5k races to be held in the Borough, this would be one of the safest 5k
207 races. It’s hardly in the Borough; the part that is in the Borough: where it turns left off-of Creek Road
208 onto Forest Hill Road, then travels south-bound until turning back onto the Rails to Trails, there is at
209 least a 5 foot berm there. The runners would not be crossing Forest Hill Road, they would just be
210 entering onto it. The runner would be running against traffic, which is preferred, on a very wide berm.
211 Mayor Cooney expressed that he doesn’t have any issues with the 5k race and recommended that
212 Borough Council take action to approve this event.
213

214 Motion by: Kathleen A. Downs
215 Second by: Duane L. Zimmerman
216

217 **MOTION: To approve the Mifflinburg Area High School AP Club’s request to conduct their**
218 **“Geek Streak 5k Race” on Saturday, April 7, 2018 at 9:30 AM as detailed by Ms. Sarah Krebs,**
219 **Mathematics Teacher at Mifflinburg Area High School.**
220

221 Approved via unanimous voice vote.
222
223

224 Motion by: Richard J. Fry
225 Second by: Kathleen A. Downs
226

227 **MOTION: To approve the Mifflinburg Borough Zoning Report for November 2017 and authorize**
228 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$811.61.**
229

230 Yes – Mr. Fry, Mr. Zimmerman, Ms. Downs, Mr. Steese
231

232 No – None
233
234

235 Mrs. Metzger reported that Mr. Tira has prepared a Social Media Policy to be added to the Borough’s
236 Personnel Policy. A copy of the policy has been included in the information tonight. Borough Council
237 action is requested to adopt this Policy.
238

239 Motion by: Paul E. Bottiger
240 Second by: Kathleen A. Downs
241

242 **MOTION: To adopt the Social Media Policy to be added to the Borough’s Personnel Policy.**
243

244 Approved via unanimous voice vote.
245
246

247 Mrs. Metzger informed Borough Council that Mr. Runkle has prepared the Pole Attachment Agreement
248 for the Mifflinburg Area School District (MASD). The MASD has approved and signed the Agreement.
249 Borough Council action is requested to authorize signature of the agreement.
250

251 Motion by: Paul E. Bottiger
252 Second by: Kathleen A. Downs
253

254 **MOTION: To authorize signature of the Pole Attachment Agreement for the Mifflinburg Area**
255 **School District (MASD).**
256

257 Approved via unanimous voice vote.

258 Mrs. Metzger informed Borough Council that she has received a request from Mr. Johnny Blake, Pastor
259 for the Mifflinburg Assembly of God Church located at 1001 Market Street, to utilize the Mifflinburg
260 Community Park to conduct their annual Community Christian Carnival on Friday, June 8, 2018 from
261 4:00 PM to 8:00 PM. A copy of the request has been included in the information tonight. Borough
262 Council action is requested to approve this request, contingent upon completion and submission of the
263 required paperwork, certificate of insurance, and a security deposit in the amount of \$250.00.
264

265
266 Motion by: Kathleen A. Downs
267 Second by: Richard J. Fry
268

269 **MOTION: To approve the Mifflinburg Assembly of God Church's request to utilize the**
270 **Mifflinburg Community Park on Friday, June 8, 2018 from 4:00 PM to 8:00 PM to conduct their**
271 **annual Community Christian Carnival, contingent upon completion and submission of the**
272 **required paperwork, certificate of insurance, and a security deposit in the amount of \$250.00.**
273

274 Approved via unanimous voice vote.
275
276

277 Mr. Rowe provided Borough Council with an update on the status of the Woodland Estates Water Main
278 Replacement Project. Mr. Rowe reported that the contractor, Fairchild Brothers, Inc., has completed
279 their punchlist and provided the necessary documentation for contract close out. HRG, Inc. has
280 therefore prepared close out documents and will provide two (2) copies for the Borough's file. HRG,
281 Inc. has received Payment Application No. 3 - Final from Fairchild Brothers, Inc. for the Woodland
282 Estates Water Main Replacement Project in the amount of \$4,500.00 and is recommending that Borough
283 Council take action to approve this payment application, contingent upon receipt of satisfactory labor
284 compliance documentation as verified by SEDA-COG.
285

286 Motion by: Paul E. Bottiger
287 Second by: Richard J. Fry
288

289 **MOTION: To approve Change Order No. 3 - Final from Fairchild Brothers, Inc. for the**
290 **Woodland Estates Water Main Replacement Project in the amount of \$4,500.00, contingent upon**
291 **receipt of satisfactory labor compliance documentation as verified by SEDA-COG.**
292

293 Yes – Mr. Zimmerman, Ms. Downs, Mr. Fry, Mr. Steese
294

295 No – None
296
297

298 Mrs. Metzger provided Borough Council with an update on the status of the Well PW-2 Susquehanna
299 River Basin Commission (SRBC) Compliance Assistance. Mrs. Metzger reported that HRG, Inc. has
300 continued to assist the Borough in the docket modification for Well PW-2. Mrs. Erin Threet, HRG, Inc.,
301 has submitted the necessary paperwork for the SRBC PW-2 Permit Modification as discussed
302 previously. The public hearing and meeting for this modification was held on Friday December 8, 2017
303 at the SRBC Offices in Annapolis. Mrs. Metzger informed Borough Council that received notification
304 today that the SRBC has approved the Borough's Docket Modification.
305

306 Mrs. Metzger reported that Borough Management has solicited two (2) quotes to remove the sludge
307 from the Equalization Tank at the Wastewater Treatment Plant (WWTP), which are as follow:
308

309	Zook's Septic Services, LLC	\$ 7,995.00
310	Dave Gutelius Excavating, Inc.	\$16,500.00

311
312 These quotes are very different in both price and content. Borough Management has reviewed the
313 quotes and is recommending the quote be awarded to Zook's Septic Services, LLC. Mrs. Metzger
314 informed Borough Council that she contacted Zook's Septic Services, LLC to see if they would be
315 willing to work with the Borough on reducing the price and they indicated that they were. The quote
316 included \$1,800.00 in Labor for two (2) laborers to work inside tank for one (1) day. Mrs. Metzger
317 expressed that she believes the Borough Crew can complete the work inside the tank so she would like
318 to remove this item. Mrs. Metzger clarified that the Borough Crew would need to use Zook's Septic
319 Services, LLC's truck to complete this work, so a driver would still be required and there would still be
320 some labor costs incurred. Also, the Disposal Fee included in the quote is an estimate amount and could
321 change depending on what the accepting facility charges.
322

323 Mrs. Metzger stated that depending on how thick the sludge is, the Borough may be able to reprocess
324 some of the sludge at the WWTP by dumping the sludge back in, in front of the Headworks; however
325 the Treatment Plant Operators would have to determine that the day they're pulling the sludge out based
326 on what the sludge and plant flows looks like. Mrs. Metzger explained that with the WWTP, and the
327 shape that it's in, she's not really sure the Borough wants to dump anything too thick in there. Borough
328 Council action is requested to award the quote to Zook's Septic Services, LLC in the \$3,855.00, with
329 disposal fees as charged by the accepting facility.

330
331 Motion by: Paul E. Bottiger
332 Second by: Kathleen A. Downs

333
334 **MOTION: To award the quote to remove the sludge from the Equalization Tank at the**
335 **Wastewater Treatment Plant to Zook's Septic Services, LLC in the \$3,855.00, with disposal fees as**
336 **charged by the accepting facility.**

337
338 Yes – Mr. Zimmerman, Ms. Downs, Mr. Fry, Mr. Steese

339
340 No – None

341
342
343 Mrs. Metzger reported that Mr. Irvin Pieffer has reported that the final work has been completed on
344 his development (National Mobile Village) and is requesting that a final inspection be completed
345 and that the improvements guarantee be fully released. HRG, Inc. performed a site inspection to
346 determine the extent of completion of items contained within the Irrevocable Letter of Credit No.
347 1393 originally issued by Integrity Bank on Tuesday, December 12, 2012 for \$65,900.00, this was
348 previously reduced by \$59,310.00. Based on HRG, Inc.'s visit to the site on Monday, December
349 18, 2017, they are recommending the release of the remaining balance of \$6,590.00. Borough
350 Council action is requested on this matter.

351
352 Motion by: Paul E. Bottiger
353 Second by: Kathleen A. Downs

354
355 **MOTION: To release the remaining balance of \$6,590.00 of Mr. Irvin Pieffer's Letter of**
356 **Credit for his development (National Mobile Village).**

357
358 Yes – Ms. Downs, Mr. Fry, Mr. Zimmerman, Mr. Steese

359
360 No – None

361
362
363 Mrs. Metzger reported that Blue Sky Realty LLC has also reported that they have completed the
364 work on their development and are requesting the release of their remaining improvements
365 guarantee for their proposed medical/dental offices located along E. Walnut Street. This would be
366 Improvements Guarantee Reduction #3. HRG, Inc. performed a site inspection to determine the
367 extent of completion of items for the E. Walnut Street Development Project. Based on HRG, Inc.'s
368 visit to the site on October 25, 2017, they are recommending the release of the remaining balance of
369 \$8,634.15. The original bounded amount was \$50,546.65. Borough Council action is requested on
370 this matter.

371
372 Motion by: Paul E. Bottiger
373 Second by: Kathleen A. Downs

374
375 **MOTION: To release the remaining balance of \$8,634.15 of Blue Sky Realty LLC's Letter of**
376 **Credit for their proposed medical/dental offices located along E. Walnut Street.**

377
378 Yes – Mr. Fry, Mr. Zimmerman, Ms. Downs, Mr. Steese

379
380 No – None

381
382
383
384
385
386

387 Mrs. Metzger provided Borough Council with an update on the status of the bids for the purchase a used
388 Vacuum/Jet Truck. Mrs. Metzger reminded Borough Council that they took action at the Tuesday,
389 November 21, 2017 regular Borough Council meeting to table action on the bids for the purchase a used
390 Vacuum/Jet Truck until tonight's meeting in order for Mr. Rowe to obtain additional information and
391 inspect these vehicles. Mrs. Metzger reported that Mr. Rowe traveled to Pittsburgh, PA to inspect the
392 truck that is located at A & H Equipment Co. and he wasn't overly impressed with the truck; the truck
393 has been in a fender bender since the bid and in addition to that, the truck cab is a little beat-up. The
394 other truck is in Kansas City, MI and arrangements haven't been made yet to go there. The bids are
395 good for forty-five (45) days which takes us to January 4, 2018. Mrs. Metzger added that the Borough
396 also looked at a couple of other options: renting a Vacuum/Jet Truck and having the Borough's truck
397 rebuilt. It's anticipated to cost about \$95,000.00 to have the Borough's truck rebuilt. Borough Council
398 direction is requested on this matter.
399

400 Mr. Bottiger inquired if the Borough could pay a 3rd Party to inspect the truck in Kansas City, MI. Mrs.
401 Metzger stated that she didn't think about having a 3rd Party inspect the truck in Kansas City, MI and
402 that she thinks that is a great idea. A discussion was held; Borough Council directed Mr. Rowe to look
403 into obtaining a 3rd Party in Kansas City, MI to inspect the truck that is located at U.S. Municipal Inc.
404

405 Mrs. Metzger reported that the 2018 Final Budget for the Borough of Mifflinburg has been advertised
406 and is ready for adoption. Borough Council action is requested to adopt the 2018 Final Budget for the
407 Borough of Mifflinburg with revenues in the amount of \$22,931,720.00
408

409 Motion by: Paul E. Bottiger
410 Second by: Kathleen A. Downs
411

412 **MOTION: To adopt the 2018 Final Budget for the Borough of Mifflinburg with revenues in the**
413 **amount of \$22,931,720.00; which includes a 1% increase for the water and sewer rates and no rate**
414 **increase for the electric rates.**
415

416 Yes – Mr. Zimmerman, Ms. Downs, Mr. Fry, Mr. Steese
417

418 No – None
419
420

421 Mrs. Metzger requested Borough Council action to authorize a final check run for 2017, Bill List #
422 2017-13.
423

424 Motion by: Paul E. Bottiger
425 Second by: Kathleen A. Downs
426

427 **MOTION: To authorize a final check run for 2017, Bill List # 2017-13.**
428

429 Approved via unanimous voice vote.
430
431

432 Mrs. Metzger informed Borough Council that she has received a request from M & T Bank, the
433 Administrator for the Mifflinburg Police Pension Plan, to sign-off on the Investment Policy Statement
434 (IPS) which is currently in effect and has been since 2014. Borough Council action is requested to
435 authorize her to sign off on this IPS.
436

437 Motion by: Kathleen A. Downs
438 Second by: Richard J. Fry
439

440 **MOTION: To authorize Margaret A. Metzger to sign-off on the Investment Policy Statement for**
441 **the Mifflinburg Police Pension Plan.**
442

443 Approved via unanimous voice vote
444
445

446 Mrs. Metzger announced that the Personnel Committee has contacted all Committee Members who have
447 expiring terms and are recommending that they be reappointed for another term. A list has been
448 prepared and copy of the list has been included in the information tonight. Borough Council action is
449 requested to approve these reappointments.
450
451

452 Motion by: Paul E. Bottiger
453 Second by: Duane L. Zimmerman

454
455 **MOTION: To reappoint Mr. Donald H. Bowman and Mr. Jeffrey L. Mensch to a four (4) year**
456 **term on the Mifflinburg Planning Commission; Mr. David M. Cooney to a five (5) year term on**
457 **the Mifflinburg TV Advisory Board.**

458
459 Approved via unanimous voice vote

460
461
462 Motion by: Paul E. Bottiger
463 Second by: Kathleen A. Downs

464
465 **MOTION: To reappoint All Points Land Surveys, Inc. to a one (1) year term as Sewage**
466 **Enforcement Officer (SEO) for the Borough of Mifflinburg.**

467
468 Approved via unanimous voice vote

469
470
471 Mr. Bottiger announced that the Personnel Committee has performed the Annual Reviews for
472 Management Employees and is recommending that all Management Employees be reappointed for 2017.
473 Mr. Bottiger stated that he spoke with Mrs. Hackenberg and they are tabling action on all raises for
474 Management Employees until the Tuesday, January 2, 2018 Reorganizational meeting.

475
476 Motion by: Paul E. Bottiger
477 Second by: Kathleen A. Downs

478
479 **MOTION: To reappoint Mrs. Margaret A. Metzger as the Borough Manager; Mr. Robert M.**
480 **Rowe as the Project Manager; Mr. Jason W. Mitchell as the Public Works Supervisor; Mr.**
481 **Frederick C. Dyroff III as the Chief of Police for 2017.**

482
483 Mr. Zimmerman inquired if Mr. Rowe has obtained his Water and Sewer Operator licenses as required.
484 Mr. Rowe stated that he has obtained his Water and Sewer Operator licenses as required.

485
486 Mr. Zimmerman expressed his concerns regarding what Mr. Jason W. Mitchell is doing for the Borough
487 and stated that he thinks Mr. Mitchell should be a working Foreman and leading by example which is
488 very important. You have to be a worker in order to lead by example. The Borough has a larger
489 Maintenance Crew and more Management Employees then it has ever had.

490
491 Approved via voice vote, with Mr. Zimmerman voting no.

492
493
494 Mr. Bottiger recommended that next year, Mr. Zimmerman should attend the annual review meetings
495 with Borough Management. Mr. Zimmerman reported that he wasn't invited to the annual review
496 meetings and was unaware of them. Mr. Bottiger stated that all meetings are opened to the public and
497 that he would personally notify Mr. Zimmerman of the annual review meetings next year.

498
499 Mrs. Metzger requested an executive session to discuss potential litigation and personnel matters.

500
501 Mr. Steese introduced Ms. Linda Lewis the newly elected Borough Council Member as of Tuesday,
502 January 02, 2018.

503
504 Mayor Cooney provided Borough Council with an update on the status of the Mifflinburg Christkindl
505 Market. Mayor Cooney reported that many things went well during this year's Market; however there
506 were some things that did not. Had some concerns from the Police Chief and also the Fire Chief.
507 Mayor Cooney scheduled a Public Safety Committee meeting for Tuesday, January 2, 2018 at 6:00 PM
508 to review and discuss the 2017 Christkindl Market to determine 2018 requirements. Mayor Cooney
509 clarified that he would notify the Christkindl Market of Mifflinburg, Inc. and the Public Safety
510 Committee Member of the meeting.

511
512
513
514
515

516 Mayor Cooney presented Borough Council with an update for Public Safety. Mayor Cooney reported
517 the following:

518

- 519 • The annual Turkey Trot 5K and Kids' ½ mile Fun Run to benefit the Mifflinburg Lacrosse
520 Club was held at the Mifflinburg Community Park on Thanksgiving morning, Thursday,
521 November 23, 2017. Mayor Cooney reported that there were some issues during this
522 year's race: they did not follow the rules of the pedestrians, they had an entire travel lane
523 blocked, they did not have adequate flagging and the flaggers were not adequately trained.
524 The Public Safety Committee will be contacting Ms. Michaela Kelly, Race
525 Committee/Permit Director, on behalf of the Turkey Trot Race Committee and Fit for
526 Funds, LLC, regarding these issues. If the Turkey Trot Race Committee and Fit for Funds,
527 LLC intends on conducting the annual Turkey Trot 5K and Kids' ½ mile Fun Run in the
528 future, the Public Safety Committee will need to ensure that these requirements are met.

529

530 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for
531 November 2017 included in the information tonight.

532

533 Chief Dyroff presented Borough Council with some Monthly Highlights for the Mifflinburg Police
534 Department for November 2017.

535

536 Mr. Steese complimented Chief Dyroff on his performance since being appointed as the Chief of Police
537 for the Mifflinburg Police Department. Mr. Steese expressed that Chief Dyroff leads by example: he
538 worked during the Mifflinburg Christkindl Market when he should have been off, he works for the
539 Police Officers when they need off for whatever reason (vacation, sick, personal, etc.), he assists the
540 Police Officer with completing work; Council Members on this Council have never seen this before, at
541 least, not as long as he has been a Council Member. Mr. Steese clarified that he is not running down any
542 of the past Chiefs of Police.

543

544 Mr. Zimmerman agreed with Mr. Steese and added that he received some positive comments from both
545 the visitors and the vendors present at the Mifflinburg Christkindl Market regarding Police Officers
546 being present during this year's Market.

547

548 Mayor Cooney presented Borough Council with an update for the Mifflinburg Regional Economic
549 Development (MRED) Alliance. Mayor Cooney updated Borough Council on the following businesses
550 in the Borough:

551

- 552 • The annual Community Christmas Tree Lighting that was held on Sunday, November 26,
553 2017 from 7:00 PM – 8:00 PM. Ms. Cherie Ross, Executive Director for the Mifflinburg
554 Heritage and Revitalization Association (MHRA), conducted the Business Open House
555 from 4:00 PM – 8:00 PM again during this year's Community Christmas Tree Lighting.
- 556 • He launched the idea that he came up with to get shoppers and businesses involved in a
557 raffle called "What's in Santa's Bag?" Mayor Cooney explained that fifty-eight (58) local
558 businesses donated items for the raffle that were on display in the front window of his
559 photography studio on Chestnut Street. Anyone ages nine (9) and up could vote one (1)
560 time at each of eleven (11) businesses to guess the total value of all of the items. Whoever
561 came closest to the actual total without going over that amount won the merchandise.
562 Voting ended on December 17, 2017. Ms. Tricia Dreese, a Mifflinburg area resident, came
563 the closest to the \$1,602.02 total value of all of the items with her \$1,600.00 entry. Mayor
564 Cooney noted that there were actually two (2) \$1,600.00 entries, but Ms. Dreese won as her
565 name was drawn at random to break the tie.

566

567 Mrs. Metzger informed Borough Council that they received a copy of the Engineer's Report for
568 December 2017 included in the information tonight.

569

570 Mr. Tira provided Borough Council with an update on the status of the Zoning Ordinance and Map
571 amendment. Mr. Tira reported that a meeting was held with the Mifflinburg Planning Commission at
572 their Tuesday, November 21, 2017 meeting to discuss and review the areas of uncertainty. An official
573 recommendation has not been received from the Mifflinburg Planning Commission, there's one (1) area
574 of uncertainty in which they're still working on and they want to speak with the property owners in that
575 area prior to making a recommendation. It's anticipated that a recommendation will be received from
576 the Mifflinburg Planning Commission, as to what Zoning Map changes are necessary, by the Tuesday,
577 January 16, 2018 regular Borough Council meeting.

578

579

580 Mayor Cooney informed Borough Council that he participated in or will be participating in the
581 following meetings or events:

582

- 583 • The annual Community Christmas Tree Lighting that was held on Sunday, November 26,
584 2017 from 7:00 PM – 8:00 PM.
- 585 • Attended the YMCA Staff meeting in case they had any public safety concerns. There
586 were no concern or issues.
- 587 • Met with a couple of landlords in the Borough regarding various questions they had.
- 588 • Participated in the 2017 Mifflinburg Area High School Shark Tank Competition. Shark
589 Tank is a television show where contestants have a few minutes to sell their big idea to
590 seasoned investors. It is designed to be a high pressure setting in which only the best ideas
591 and the perfectly delivered pitch by the most capable entrepreneurs and communicators can
592 succeed. It is also an effective model for identifying the winning and potentially the most
593 transformative ideas. The students fully embraced the “Shark Tank” format in their
594 presentations while negotiating with the panel of judges in the hopes of getting an investor
595 for their business. The winning students of the competition were Erin Rute and Evan
596 Smith with their idea Ruby’s Fudge. The winning students then had to arrange with the
597 Mifflinburg Heritage and Revitalization Association (MHRA) to use the Weirick House
598 porch located at 433 Green Street to sell their product during the Christkindl Market. The
599 winning students made 94 jars of fudge and sold 82 jars at \$5.00 each.

600

601 Mr. Zimmerman requested the following information:

602

- 603 1. The amount that the Borough expended for HRG, Inc. for engineering services at the
604 Wastewater Treatment Plant since the new plant has been built.
- 605 2. The amount that the Borough expended for mowing in 2016 and 2017.

606

607

608 Mr. Steese called an executive session to discuss potential litigation and personnel matters. An
609 executive session was held from 8:09 PM to 8:32 PM.

610

611

612 Motion by: Duane L. Zimmerman

613

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

615

616 Approved via unanimous voice vote.

617

618

619 Meeting adjourned at 8:32 PM.

620

621 Respectfully Submitted,

622

623

624 Misty L. Ross

625 Assistant Borough Secretary