

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL

2 February 21, 2017

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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 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	

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

19
20 Visitors present at this meeting were Marcia Cooney, Nettie Schlegel, Ryan Tira, Tracy Fetterman,
21 Michele L. Foose, Eric Scicchitano, Tanya Dyroff, Athena Berkheiser, and Salvatore Mazzamuto.

22
23 Mayor Cooney conducted the Oath of Office Ceremony for the new Chief of Police for the Mifflinburg
24 Police Department, Mr. Frederick C. Dyroff III.

25
26 Mrs. Hackenberg conducted a Public Hearing for Ordinance No. 2017-01; Adopting Civil Service Rules
27 and Regulations for the Borough of Mifflinburg and adding the Rules and Regulations as Subpart C of
28 Chapter 1, "Administration and Government", Part 4 "Boards and Commissions" of the Borough Code.
29 There being no comments or discussion the hearing concluded at 7:03 PM.

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31 Motion by: Paul E. Bottiger
32 Second by: Troy A. Berkheiser

33
34 **MOTION: To adopt Ordinance No. 2017-01; Adopting Civil Service Rules and Regulations for the**
35 **Borough of Mifflinburg and adding the Rules and Regulations as Subpart C of Chapter 1,**
36 **"Administration and Government", Part 4 "Boards and Commissions" of the Borough Code.**

37
38 Approved via unanimous voice vote.

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41 Mrs. Hackenberg conducted a Public Hearing for Ordinance No. 2017-02; Abandoning certain rights,
42 title and interest in unopened Twelfth Street. Mr. Rowe informed Borough Council that he received a
43 telephone call earlier today from an individual. The individual wanted to know where Twelfth Street
44 was being expanded to. Mr. Rowe stated that he corrected the individual that the ordinance was to
45 abandon Twelfth Street not expand it. There being no further comments or discussion the hearing
46 concluded at 7:06 PM.

47
48 Motion by: Paul E. Bottiger
49 Second by: Troy A. Berkheiser

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51 **MOTION: To adopt Ordinance No. 2017-02; Abandoning certain rights, title and interest in**
52 **unopened Twelfth Street.**

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54 Approved via unanimous voice vote.

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57 Motion by: Paul E. Bottiger
58 Second by: Richard J. Fry

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60 **MOTION: To approve the minutes of the Tuesday, January 17, 2017 regular meeting of**
61 **Mifflinburg Borough Council.**

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63 Approved via unanimous voice vote.

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

MOTION: To approve payment of Bill List #2017-02 in the amount of \$951,160.31.

Yes – Mr. Berkheiser, Mr. Bottiger, Mr. Fry, Mr. Zimmerman, Mrs. Hackenberg
No – None

Mr. Salvatore Mazzamuto, property owner of 371/373 Chestnut Street, attended tonight’s meeting regarding traffic concerns with his property located at 4th and Chestnut Streets. Mr. Mazzamuto reported that he is having problems with trucks hitting the front roof canopy of his building while turning east onto Chestnut Street. Mr. Mazzamuto stated that he believes this is occurring between the hours of 4:00 AM to 6:00 AM. Mrs. Metzger reminded Borough Council that the Borough requested assistance from PennDOT regarding this intersection previously since both SR 304 and SR 45 are State Routes. As a result, truck turning restrictions were put in place to help protect the adjacent properties. Mrs. Metzger added that she also discussed this matter previously with the Mifflinburg Police Department. The Mifflinburg Police Department observed this intersection; however they did not observe any violations. The Mifflinburg Police Department urged Mr. Mazzamuto to contact the Police Department when he observed any violations. A discussion was held; Chief Dyroff indicated that he would assign a Police Officer to observe this intersection from 4:00 AM to 6:00 AM for the next thirty (30) days and schedule a meeting with PennDOT to further discuss this matter. Chief Dyroff clarified that he would report any findings at the Tuesday, March 21, 2017 regular Borough Council meeting.

Motion by: Duane L. Zimmerman
Second by: Troy A. Berkheiser

MOTION: To approve the Mifflinburg Borough Zoning Report for January 2017 and authorize payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$1,312.65.

Yes – Mr. Bottiger, Mr. Fry, Mr. Zimmerman, Mr. Berkheiser, Mrs. Hackenberg
No – None

Mrs. Metzger announced that the Christkindl Market of Mifflinburg, Inc. has presented a donation for \$15,000.00 to be used to help with pool operation costs. Borough Council action is requested to accept this generous donation and to authorize that a Thank You letter be sent to the Committee.

Motion by: Troy A. Berkheiser
Second by: Duane L. Zimmerman

MOTION: To accept the \$15,000.00 donation from the Christkindl Market of Mifflinburg, Inc. and to authorize that a Thank You letter be sent to them.

Approved via unanimous voice vote.

Mrs. Metzger reported that the Union County Planning Department has applied for and retained a Recycling Grant to help several of the municipalities within Union County with some costs to refurbish the recycling roll-off containers. Since this is a Reimbursement Grant, the Borough has to first complete the work and then submit for reimbursement. Borough Council authorization is requested to move forward with this project. Mrs. Metzger clarified that she doesn’t know what the costs will be, so they first obtain quotes.

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

MOTION: To authorize Mrs. Metzger to move forward with the project.

Approved via unanimous voice vote.

135 Mrs. Metzger reported that the bid opening for the Oak Avenue Sewer Main Replacement Project was
136 held on Friday, February 17, 2017. There were five (5) bids received and are as follows:

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138	1. Dave Gutelius Excavating, Inc.	\$123,462.50
139	2. Sikora Brothers Paving, Inc.	\$132,241.00
140	3. Barrasso Excavation, Inc.	\$157,520.00
141	4. James T. O'Hara, Inc.	\$158,716.00
142	5. Greenland Construction, Inc.	\$243,710.00

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144 A summary of the bids received has been included in the Engineer's Report for Borough Council
145 review. Mrs. Metzger clarified that there was \$110,000.00 budgeted for this project; a budget
146 amendment would be required to transfer approximately \$14,000.00 from the Sewer Maintenance
147 expenses. Borough Council direction is requested on this matter.

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149 Motion by: Duane L. Zimmerman
150 Second by: Paul E. Bottiger

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152 **MOTION: To award the Oak Avenue Sewer Main Replacement Project to Dave Gutelius**
153 **Excavating, Inc. for the base bid amount of \$123,462.50.**

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155 Mrs. Metzger expressed her concerns regarding the Oak Avenue Sewer Main Replacement Project and
156 Dave Gutelius Excavating, Inc. and the timing of this project with the rest of the utility work to be done
157 in this area.

158
159 Yes – Mr. Fry, Mr. Zimmerman, Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg

160
161 No – None

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164 Mr. Rowe reported that the bid opening for the design services for the Mulberry Alley Project were
165 received on Friday, February 17, 2017. There were three (3) bids received and are as follows:

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167	1. Stahl Sheaffer Engineering, LLC	\$46,182.00
168	2. Herbert Rowland & Grubic Inc.	\$34,750.00
169	3. Mctish, Kunkel & Associates	\$41,900.00

170

171 A copy of the bids tabulation has been included in the information tonight for Borough Council review.
172 Borough Council action is requested on this matter.

173
174 Mr. Zimmerman inquired if the Mulberry Alley Project addresses the storm sewer problems on Walnut
175 Street and the Community Park. Mr. Rowe reported that the Mulberry Alley Project doesn't specifically
176 address the storm sewer problems on Walnut Street or at the Park. There will be a separate project.

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178 Motion by: Troy A. Berkheiser
179 Second by: Paul E. Bottiger

180
181 **MOTION: To award the design services for the Mulberry Alley Project to Herbert Rowland &**
182 **Grubic Inc. for the base bid amount of \$34,750.00.**

183
184 Yes – Mr. Zimmerman, Mr. Berkheiser, Mr. Bottiger, Mr. Fry, Mrs. Hackenberg

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186 No – None

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189 Mrs. Metzger reminded Borough Council that at the advice of Mrs. Erin Threet, HRG, Inc., the Borough
190 has contracted with the Consultant Engineering Firm, AECOM for a review of the membranes at the
191 Wastewater Treatment Plant. Mrs. Metzger reported that this matter was previously discussed by
192 Borough Council via email; however it should be on record for the Auditor. Borough Council action is
193 requested to enter into a contract with AECOM in the amount of \$14,900.00.

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202 Motion by: Troy A. Berkheiser
203 Second by: Paul E. Bottiger

204
205 **MOTION: To enter into a contract with AECOM for a review of the membranes at the**
206 **Wastewater Treatment Plant in the amount of \$14,900.00.**

207
208 Yes – Mr. Berkheiser, Mr. Bottiger, Mr. Fry, Mr. Zimmerman, Mrs. Hackenberg

209
210 No – None

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213 Mrs. Metzger informed Borough Council that Borough Management met with Mr. Rich Colvin, the
214 membrane specialist. After reviewing the Wastewater Treatment Plant data and his site visit, Mr. Colvin
215 suggested that a membrane autopsy be completed. Mr. Colvin expects that this report will help him to
216 make recommendations for cleaning and replacement of the existing membranes, so that the Borough
217 can hopefully get the best possible solution for Wastewater Treatment Plant and waste flows.

218
219 Mrs. Metzger reported that the Borough has been coordinating with a company called Avista
220 Technologies to perform a membrane autopsy. The costs for the study is \$2,800.00 and then there's an
221 additional \$300.00 charge for one (1) extra test for a total of \$3,100.00. Mrs. Metzger stated that she has
222 already approved the membrane autopsy because Mr. Colvin needs this report in order to complete his
223 study and report. Mr. Colvin anticipates having his analysis and report finished by the end of the month.
224 Once completed, a Special Borough Council meeting may be required to review and possibly act on the
225 results. Mrs. Metzger clarified that replacement of these membranes would be necessary this year and
226 with the specified sixteen (16) week lead time, the Borough needs to keep moving forward as quickly as
227 possible. Borough Council action is requested to authorize Avista Technologies to perform a membrane
228 autopsy in the amount of \$3,100.00.

229
230 Motion by: Paul E. Bottiger
231 Second by: Troy A. Berkheiser

232
233 **MOTION: To authorize Avista Technologies to perform a membrane autopsy in the amount of**
234 **\$3,100.00.**

235
236 Yes – Mr. Bottiger, Mr. Fry, Mr. Zimmerman, Mr. Berkheiser, Mrs. Hackenberg

237
238 No – None

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241 Mrs. Metzger informed Borough Council that they received a copy of the 2017 Special Events for the
242 Mifflinburg Fire Police included in the information tonight which reads as follows:

- 243
- 244 • Mifflinburg Memorial Day Parade.
 - 245 • New Berlin's Parade/Carnival.
 - 246 • Mifflinburg Miracle Mile.
 - 247 • 5K Run.
 - 248 • Fireworks.
 - 249 • Mifflinburg Parade/Carnival.
 - 250 • Lewisburg 4th of July Parade.
 - 251 • Middleburg Parade/Carnival.
 - 252 • West End Fair.
 - 253 • Buffalo Valley Recreational Authority Sprint Triathlon.
 - 254 • Fall Festival.
 - 255 • Mifflinburg Homecoming Parade.
 - 256 • Mifflinburg Halloween Parade.
 - 257 • Northumberland Halloween Parade.
 - 258 • Half & Full Marathon Trail Race – R.B. Winter Park.
 - 259 • Selinsgrove Fall Festival.
 - 260 • Selinsgrove Street Fair.
 - 261 • Mifflinburg Christmas Tree Lighting.
 - 262 • Funerals as needed.
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268 Mrs. Metzger informed Borough Council that they received a copy of the 2017 Special Events for the
269 Mifflinburg Hose Company included in the information tonight which reads as follows:

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- The Outdoor Expo Food Stand – Mifflinburg Intermediate School.
- The Bull Ride/Rodeo Food Stand – Carnival Grounds.
- Chicken BBQ – Memorial Day Mazzeppa.
- Various Parades – Spring/Summer – Upon Invitation.
- The Annual Fireman’s Carnival.
- The Annual Fireman’s Parade.
- September 11th Walk.
- Wing Night Takeover @ Scarlet D.
- The Homecoming Bon-Fire – Mifflinburg High School.
- The Homecoming Parade.

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282 Borough Council action is requested to approve the 2017 Special Events for the Mifflinburg Fire Police
283 and the Mifflinburg Hose Company as presented.

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285 Motion by: Paul E. Bottiger

286 Second by: Troy A. Berkheiser

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288 **MOTION: To approve the 2017 Special Events for the Mifflinburg Fire Police and the Mifflinburg**
289 **Hose Company as presented.**

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291 Approved via unanimous voice vote.

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294 Mrs. Metzger informed Borough Council that she has received a letter of notification from the
295 Mifflinburg Planning Commission of Mr. Earl Michael’s resignation. Borough Council action is
296 requested to accept Mr. Michael’s resignation.

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298 Motion by: Duane L. Zimmerman

299 Second by: Troy A. Berkheiser

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301 **MOTION: To accept Mr. Earl Michael’s letter of resignation from the Mifflinburg Planning**
302 **Commission.**

303

304 Approved via unanimous voice vote.

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307 Mrs. Metzger reported that she met with Mr. Matt Wells and Miss Maura McGlaughlin, Co-Directors
308 for the 2017 season at the Mifflinburg Community Park/Pool, and advertised for additional pool help.
309 The discussion with Mr. Wells and Miss McGlaughlin also included some discussion regarding pay and
310 rates for 2017. Mr. Wells and Miss McGlaughlin would like to see a small increase per hour for
311 employees, maybe \$0.10/hour, but would like to see admission rates remain the same for the 2017
312 season as they were for the 2016 season. Borough Council action is requested to either act on these
313 recommendations or schedule a Committee meeting prior to the Tuesday, March 21, 2017 regular
314 Borough Council meeting.

315

316 Motion by: Paul E. Bottiger

317 Second by: Troy A. Berkheiser

318

319 **MOTION: To approve a \$0.10/hr. payroll rate increase for the Mifflinburg Park/Pool hourly**
320 **employees for the 2017 season and to set the rates for the Mifflinburg Community Pool passes for**
321 **the 2017 season the same as they were for the 2016 season.**

322

323 Yes – Mr. Fry, Mr. Zimmerman, Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg

324

325 No – None

326

327

328 Mrs. Metzger recommended that a meeting be scheduled to discuss the rates for the Field Lighting
329 Agreements with the Mifflinburg Little League and the Haney Park Memorial Committee. It was
330 determined that the Field Lighting Agreements would be discussed at the Tuesday, March 7, 2017 at
331 7:00 PM.

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333

334 Mrs. Metzger requested an executive session to discuss personnel matters.
335

336 Mr. Zimmerman inquired about the status of the trees in the Harry Haney Park, located along N. 8th
337 Street. Mr. Rowe provided Borough Council with an update on the status of the trees in the Harry
338 Haney Park, located along N. 8th Street. Mr. Rowe reported that Mr. Martin Melville, Melville Forestry
339 Services, has removed the two (2) designated trees and cleaned up the parking area next to the Pump
340 Station as required. The Borough may have to extend the timeline for the timber removal due to the soft
341 ground conditions.
342

343 Mr. Zimmerman inquired when the Borough was going to start cleaning up the stones on the Borough
344 Streets from the Borough's Annual Seal Coat, 'tar and chip' work. Mr. Zimmerman detailed some
345 equipment ideas that could be used to assist with clean-up of the stones. Mrs. Metzger reported that Mr.
346 Jason W. Mitchell, the Borough Public Works Supervisor, contacted Mr. Brian Haight, the Borough's
347 local PennDOT Local Service Representative, regarding this matter; however Mr. Mitchell hasn't heard
348 back from Mr. Haight. Mrs. Metzger explained that she wants to make sure that the Annual Street and
349 Alley Paving Project was completed properly before the Borough cleans up the stones. A discussion
350 was held; Mrs. Hackenberg directed Borough Management to wait until they hear back from Mr. Haight
351 to see what he has to say, and then look into cleaning the stones up.
352

353 Mayor Cooney introduced the new Chief of Police for the Mifflinburg Police Department, Mr. Frederick
354 C. Dyroff III.
355

356 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for
357 January 2017 included in the information tonight.
358

359 Mayor Cooney scheduled a Public Safety Committee meeting for Tuesday, March 7, 2017 at 6:00 PM to
360 review and discuss the 2016 Christkindl Market.
361

362 Mayor Cooney informed Borough Council that he received the following requests from residents:
363

- 364 • A request for a "Children at Play" sign on Pine Street. The resident claimed there were
365 vehicles speeding in this area. It turned out to be the same vehicle; the Mifflinburg Police
366 Department contacted the driver or the driver's parents to fix the problem.
- 367 • A request for reduced speed on Forest Hill Road. Mayor Cooney reminded Borough
368 Council that this matter was discussed with PennDOT in the past; PennDOT completed a
369 traffic study at that time and were unwilling to reduce the speed.
370

371 Mayor Cooney reported that a resident contacted him concerning the timing of the traffic signal at 4th &
372 Chestnut Streets. Mayor Cooney stated that he spoke with Mr. Craig Lewis, the Borough Electrical
373 Foreman, since this traffic signal has been problematic over the years. Mr. Lewis indicated that the
374 timing of the traffic signal has already been adjusted such that the Borough can't adjust the timing
375 anymore without PennDOT completing a study. Mayor Cooney informed Borough Council that he is
376 going to contact PennDOT to see about installing an LED strobe. Mayor Cooney clarified that this
377 matter will be discussed further at the Public Safety Committee meeting scheduled for Tuesday, March
378 7, 2017 at 6:00 PM.
379

380 Chief Dyroff presented Borough Council with some Monthly Highlights for the Mifflinburg Police
381 Department for January 2017.
382

383 Mr. Berkheiser requested an executive session to discuss personnel matters.
384

385 Mr. Fry inquired if the Borough has an ordinance that prohibits the use of metal detectors at the
386 Mifflinburg Community Park. Mrs. Metzger reported that there isn't an ordinance that prohibits the use
387 of metal detectors at the Mifflinburg Community Park, just a policy. Mrs. Metzger explained that the
388 Borough has had problems in the past where the individuals dig and then leave the hole or divot.
389

390 Mayor Cooney presented Borough Council with an update for the Mifflinburg Regional Economic
391 Development (MRED) Alliance. Mayor Cooney provided Borough Council with the following updates:
392

- 393 • Mrs. Cherrie Ross, the Executive Director for the Mifflinburg Heritage and Revitalization
394 Association (MHRA), is working on adding businesses to the "Made in Mifflinburg"
395 Campaign.
- 396 • The Historic Walking Brochure is at the printer.
- 397 • A new pharmacy will be opening along Walnut Street.
398

399 Mrs. Hackenberg informed Borough Council that they received a copy of the Engineer's Report for
400 February 2017 included in the information tonight.

401
402 Mrs. Hackenberg introduced the new Solicitor for the Borough, Mr. Ryan Tira.

403
404 Mayor Cooney informed Borough Council that he participated in or will be participating in the
405 following meetings or events:

- 406
- 407 • Attended the Blue Ribbon Ceremony that was held on Friday, January 20, 2017 at the
408 Mifflinburg Area Intermediate School. Mayor Cooney announced that he issued a
409 Proclamation during the Ceremony.
 - 410 • Spoke with Senator Gene Yaw about his Project Bald Eagle. Project Bald Eagle leads a
411 regional coalition of organizations, community leaders, professionals and citizens like you
412 working together to stem the tide of the heroin/opioid epidemic. Mayor Cooney reported
413 that he is working to bring this program to Mifflinburg.
- 414

415 Mr. Fry provided Borough Council with an update on the status of the full-time Police Officer for the
416 Borough of Mifflinburg. Mr. Fry reported that the Mifflinburg Civil Service Commission has re-
417 advertising the full-time Police Officer for the Borough of Mifflinburg. The deadline to accept
418 applications was Monday, February 06, 2017. There were five (5) applications received; however one
419 was rejected for being late. The remaining four (4) applicants took the Written Test earlier today. The
420 Oral & Physical Agility Tests have been scheduled for Tuesday, March 7, 2017.

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422
423 Mrs. Hackenberg called an executive session to discuss potential litigation and personnel matters. An
424 executive session was held from 8:21 PM to 8:37 PM.

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426
427 Motion by: Troy A. Berkheiser

428
429 **MOTION: To adjourn the Mifflinburg Borough Council meeting.**

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431 Approved via unanimous voice vote.

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434 Meeting adjourned at 8:37 PM.

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436 Respectfully Submitted,

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439 Misty L. Ross
440 Assistant Borough Secretary