

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL

2 May 16, 2017

3

4	PRESENT	ABSENT
5 Beverly L. Hackenberg, Council President	X	
6 Tod M. Steese, Vice President	X	
7 Troy A. Berkheiser, Council Member	X	
8 Paul E. Bottiger, Council Member	X	
9 Richard J. Fry, Council Member	X	
10 Duane L. Zimmerman, Council Member	X	
11 David M. Cooney, Mayor		X - Arrived at 8:20 PM
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 Justin Engle, James Bowes, and Erin Threet.

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22  
23 Motion by: Tod M. Steese

24 Second by: Richard J. Fry

25  
26 **MOTION: To approve the minutes of the Tuesday, April 18, 2017 regular meeting of Mifflinburg**  
27 **Borough Council.**

28  
29 Approved via unanimous voice vote.

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31  
32 Motion by: Troy A. Berkheiser

33 Second by: Paul E. Bottiger

34  
35 **MOTION: To approve payment of Bill List #2017-05 in the amount of \$219,326.19.**

36  
37 Yes – Mr. Berkheiser, Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mrs. Hackenberg

38  
39 No – None

40  
41  
42 Mrs. Erin Threet, HRG, Inc., informed Borough Council that they received a copy of the Engineer’s  
43 Report for May 2017.

44  
45 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an update on the status of the Well PW-2  
46 Susquehanna River Basin Commission (SRBC) Compliance Assistance. Mrs. Threet reported that the  
47 2016 Annual Report was submitted to SRBC via correspondence dated Tuesday, February 28, 2017. To  
48 date, HRG, Inc. has not received a response. A meeting with the SRBC and Borough Staff was held on  
49 Tuesday, May 9, 2017 to discuss the docket condition discrepancy discussed during the Tuesday, April  
50 18, 2017 regular Borough Council meeting. The goal of this meeting was to determine a solution to  
51 minimize future wetland monitoring and reporting requirements and the costs associated with them while  
52 also allowing for more operational flexibility in choosing sources based on water quality. As a result of  
53 this meeting, the solution which appears to most closely meet this goal is the performance of a 72-hour  
54 pump test at the “intended average usage rate” which demonstrates that the wetlands are not negatively  
55 impacted and the subsequent submission of a Docket Modification Request to remove the current  
56 monitoring condition. A copy of a proposal has been attached to the Engineer’s Report for assistance in  
57 completing this work. Borough Council action is requested to approve this proposal on a time and  
58 materials basis for an estimated fee of \$12,580.00.

59  
60 Mrs. Metzger pointed out that in addition to the fees associated with this proposal, there is also an  
61 application fee to do a permit amendment to complete the Docket Modification which is estimated to cost  
62 \$4,040.00; the required annual Wetland Monitoring and Interpretive Reports that HRG, Inc. completed at  
63 a combined cost of about \$6,600.00/year; and there will be costs for the Well pumping set point and  
64 control modifications from Process Control Solutions (PCS).

65  
66  
67

68 Motion by: Duane L. Zimmerman  
69 Second by: Paul E. Bottiger

70  
71 **MOTION: To approve the proposal from HRG, Inc. for professional engineering services related to**  
72 **the proposed 72-hour pump testing and Docket Modification Request for the Well PW-2 on a time**  
73 **and materials basis for an estimated fee of \$12,580.00.**

74  
75 Yes – Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mr. Berkheiser, Mrs. Hackenberg

76  
77 No – None

78  
79  
80 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an update on the status of the Woodland  
81 Estates Water Main Replacement Project. Mrs. Threet reported that HRG, Inc. has been working with  
82 Borough Staff to finalize Bid Documents. HRG, Inc. currently anticipates proving Plans for final  
83 Borough Staff review by the end of May with advertisement for bids on or around June 13, 2017.

84  
85 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an update on the status of the Oak Avenue  
86 Sanitary Sewer Main Replacement Project. Mrs. Threet reported that HRG, Inc. intends to issue the  
87 Notice of Intent to Award when notified that the Developer for the 8<sup>th</sup> Street Subdivision has satisfied the  
88 conditions of their land development approval and is moving forward with their project. The 120-day  
89 window for bid acceptance will expire on Saturday, June 17, 2017. The Mifflinburg Zoning Hearing  
90 Board will hold a Public Hearing on Thursday, May 18, 2017 at 7:00 PM to consider the Developer's  
91 request for a variance from Section 29-404.2.A of the Mifflinburg Borough Zoning Ordinance regarding  
92 side yard setbacks for non-conforming use.

93  
94 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an update on the status of the Mulberry  
95 Street Reconstruction Project. Mrs. Threet reported that HRG, Inc. has been working with Borough Staff  
96 to finalize Bid Documents. HRG, Inc. currently anticipates proving Plans for final Borough Staff review  
97 by the end of May with advertisement for bids on or around June 13, 2017.

98  
99 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an update on the status of the 2017  
100 Wastewater Treatment Plant Improvements Project. Mrs. Threet reported that the request for proposals  
101 (RFP) for membrane procurement was issued to manufacturers and Borough Staff for review on Monday,  
102 May 15, 2017. Comments are due by Monday, May 22, 2017 so that the final RFP can be issued by  
103 Friday, May 26, 2017. The deadline for proposals will be Wednesday, June 7, 2017 so that Borough  
104 Council can consider action at their Tuesday, June 20, 2017 regular Borough Council meeting.

105  
106 Mr. Jim Bowes, co-owner of the multi-unit property at 261 Walnut Street, attended tonight's meeting with  
107 regard to the rules and regulations for the water and sewer fees. Mr. Bowes reported that he and his sister,  
108 Ms. Sandy Bowes, co-own the multi-unit property at 261 Walnut Street. The tenant at 261 Walnut Street,  
109 Apt 2 has moved out and they will not be renting the apartment out again. Mr. Bowes expressed that both  
110 he and his sister do not feel that it's fair to have to pay a service charge for a unit that's not being used.

111  
112 Mrs. Metzger informed Borough Council that in accordance with the resolutions establishing the schedule  
113 of fees and rates pertaining to the water and sewer system "owners of existing multi-unit or combination  
114 unit installations may install one (1) meter for all units in the building(s) or install individual meters for  
115 each unit. If individual meters are installed, then each unit within the building must be served by  
116 independent plumbing and no unit shall be registering water usage by another tenant or unit. The owner  
117 of a multi-unit or combination unit installation utilizing independent metering for each unit will receive  
118 individual bills for each unit. The owner of a multi-unit or combination unit installation utilizing one (1)  
119 metered service shall receive one (1) monthly bill that includes one (1) monthly service charge for each  
120 metered service based upon the meter size(s) and one (1) 5/8" - 3/4" service charge for each unit within  
121 the multi-unit or combined unit development, plus the metered consumption charge for all water used".  
122 Mrs. Metzger explained that the multi-unit property at 261 Walnut Street has three (3) units, but only one  
123 (1) metered service. Therefore, since the connection to these units cannot be disconnected, the owners  
124 must pay the flat fee for all three (3) units even if one (1) of the units is vacant. Mrs. Metzger added that  
125 the owners indicated in the past that they would not be renting 261 Walnut Street, Apt 2 out again; the  
126 Central Keystone Council of Governments (CK-COG) worked with the Borough and Ms. Bowes was  
127 directed to put something in writing stating that she would never rent this apartment out again. The  
128 number of units was decreased from three (3) units to two (2) units; however, the owners began renting  
129 the apartment out again and the number of units was increased back to three (3) units. A discussion was  
130 held; Mr. Bottiger directed Mr. Bowes to contact the CK-COG to see about having 261 Walnut Street,  
131 Apt 2 decommissioned permanently; the only other option would be to re-plumb the entire building to  
132 install individual meters for each unit.

133  
134

135 Motion by: Troy A. Berkheiser

136 Second by: Paul E. Bottiger

137

138 **MOTION: To approve the Mifflinburg Borough Zoning Report for April 2017 and authorize**  
139 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$2,050.01.**

140

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

142

143 No – None

144

145

146 Mrs. Metzger informed Borough Council that she has received a request from Mr. Johnny Blake, Pastor  
147 for the Mifflinburg Assembly of God Church located at 1001 Market Street, to utilize the Mifflinburg  
148 Community Park to conduct their annual Community Christian Carnival on Friday, June 9, 2017 from  
149 4:00 PM to 8:00 PM. Rev. Blake is also seeking the donation of some free 2017 daily admission pool  
150 passes to the Mifflinburg Community Pool to use as prizes for their event. A copy of the request has been  
151 included in the information tonight. Mrs. Metzger reminded Borough Council that last year they  
152 approved the donation of ten (10) free 2016 daily admission pool passes to the Mifflinburg Community  
153 Pool as prizes for their event. Borough Council action is requested to approve this request and to consider  
154 the donation of some daily pool passes.

155

156 Motion by: Tod M. Steese

157 Second by: Duane L. Zimmerman

158

159 **MOTION: To approve the Mifflinburg Assembly of God Church’s request to utilize the**  
160 **Mifflinburg Community Park on Friday, June 9, 2017 from 4:00 PM to 8:00 PM to conduct their**  
161 **annual Community Christian Carnival and the donation of ten (10) free 2017 daily admission pool**  
162 **passes to the Mifflinburg Community Pool.**

163

164 Approved via unanimous voice vote.

165

166

167 Mrs. Metzger reported that she has received a request from the Christkindl Market of Mifflinburg, Inc. to  
168 close a section of 5<sup>th</sup> Street, between Market Street and High Street (on the side of the Herr Memorial  
169 Library located at 500 Market Street) on Sunday, August 27, 2017 from 2:00 PM to 5:00 PM for a “block  
170 party” to thank all the residents of Market and 5<sup>th</sup> Streets who are inconvenienced by the Christkindl  
171 Market. The Christkindl Market of Mifflinburg, Inc. would need a few hours to set-up and tear down the  
172 event and perhaps a minimal of electrical power for crock pots, etc. The Christkindl Market of  
173 Mifflinburg, Inc. has indicated that they would provide the appropriate certificate of insurance for this  
174 event if approved. Borough Council action is requested to either approve this event or to refer to the  
175 appropriate committee.

176

177 Mr. Zimmerman informed Borough Council that historically sun-up Sunday morning following the  
178 Christkindl Market the Borough Electric Crew de-energizes the 2 ½ block area to ensure that no one gets  
179 hurt while tearing down the Market. The Borough would have to re-energize the entire Christkindl  
180 Market area in order to provide electrical service to this area during the “block party”. Mr. Zimmerman  
181 stated that the easiest thing would be to provide them with one (1) power supply at High Street and 5<sup>th</sup>  
182 Street. Mrs. Metzger reiterated that the Christkindl Market of Mifflinburg, Inc. want to hold the “block  
183 party” on the side of the Herr Memorial Library. A discussion was held; Mrs. Hackenberg referred this  
184 matter to the Utility Committee to be discuss further. It was determined that this matter would be  
185 discussed further at the Work Session that is scheduled for Tuesday, June 6, 2017 at around 7:45 PM.

186

187 Mrs. Metzger informed Borough Council that she has received two (2) separate requests for the donation  
188 of water service to the VFW Carnival Grounds and the use of the Borough’s electrical bag carts now that  
189 the water line has been repaired. The first request is from the Mifflinburg Heritage & Revitalization  
190 Association (MHRA); MHRA is requesting that the Borough provide water services to the Mifflinburg  
191 VFW Carnival Grounds and to provide but not install two (2) electric bag carts for the Wine Festival on  
192 Saturday, May 20, 2017. The other request is from Mr. Juergen Seefeldt, Co-Chairman of the Mifflinburg  
193 Oktoberfest Committee; Mr. Seefeldt is requesting that the Borough provide water services to the  
194 Mifflinburg VFW Carnival Grounds, assistance in transporting picnic tables, both from the VFW Grounds  
195 and the Weirick House, and to provide but not install three (3) electric bag carts for the 2017 Oktoberfest  
196 on Friday, October 6 and Saturday October 7, 2017. A copy of these requests have been included in the  
197 information tonight. Borough Council action is requested to approve these requests. Mrs. Metzger  
198 clarified that the Mifflinburg Hose Company, the Mifflinburg Heritage & Revitalization Association  
199 (MHRA), and the VFW paid for the repair the water line.

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

202

203 **MOTION: To provide water services to the Mifflinburg VFW Carnival Grounds and to provide but**  
204 **not install two (2) electric bag carts for the Mifflinburg Heritage & Revitalization Association**  
205 **(MHRA) on Saturday, May 20, 2017 in order to conduct the Wine Festival; to provide water**  
206 **services to the Mifflinburg VFW Carnival Grounds, assistance in transporting picnic tables, both**  
207 **from the VFW Grounds and the Weirick House, and to provide but not install three (3) electric bag**  
208 **carts for the Mifflinburg Oktoberfest Committee on Friday, October 6 and Saturday October 7,**  
209 **2017 in order to conduct the 2017 Oktoberfest.**

210

211 Approved via unanimous voice vote.

212

213

214 Mrs. Metzger reported that the Lewisburg Rotary Club will be conducting a bicycle fundraising event on  
215 Saturday, May 20, 2017 to eradicate Polio. This event will begin and end at the Mifflinburg Community  
216 Park. This event features two (2) bike rides. The first ride is a Family Ride; it features a bike ride as  
217 short or long as riders would like on the scenic Buffalo Valley Rail Trail. The second ride is the Jacks  
218 Mountain 50; this is a road ride and is for moderate to advanced bike riders that enjoy some changes in  
219 elevation. The Lewisburg Rotary Club has provided a copy of their certificate of insurance for this event.

220

221 Mrs. Metzger announced that the Borough will be flushing all fire hydrants on Wednesday, May 17,  
222 2017. This work will begin around mid-day and will continue until complete, probably early evening.  
223 The rain date for this work is Thursday, May 18, 2017.

224

225 Mrs. Metzger provided Borough Council with an update on the status of the proposal from Swiftreach for  
226 a push public notification system. Mrs. Metzger reminded Borough Council that they took action at the  
227 Tuesday, December 20, 2016 regular Borough Council meeting to approve the proposal from Swiftreach  
228 for a push public notification system for an annual subscription of \$1,765.00. Mrs. Metzger reported that  
229 she received the Swift911 Emergency Notification Service Order and Agreement between the Borough of  
230 Mifflinburg and Swiftreach Networks Inc. and the agreement was forwarded to Mr. Tira for review.  
231 Borough Council action was requested to authorize the execution of this agreement at the Tuesday, April  
232 18, 2017 regular Borough Council meeting; however Mr. Tira indicated that there were a few things that  
233 needed to be addressed with the contract and recommended that action be deferred until tonight's  
234 meeting. Mr. Tira advised Borough Council that he has reviewed the agreement and its fine to authorize  
235 the execution of this agreement. This agreement is for a short term nature of one (1) year so if there are  
236 any issues the Borough has a means of getting out of the agreement. Borough Council action is requested  
237 to authorize the execution of this agreement. Mrs. Metzger clarified that this system would be utilized to  
238 notify residents of both routine and emergency situations happening in the Borough.

239

240 Motion by: Troy A. Berkheiser

241 Second by: Paul E. Bottiger

242

243 **MOTION: To authorize the execution of the Swift911 Emergency Notification Service Order and**  
244 **Agreement between the Borough of Mifflinburg and Swiftreach Networks Inc. for a push public**  
245 **notification system for an annual subscription of \$1,765.00.**

246

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

248

249 No – None

250

251

252 Mrs. Metzger reported that Mr. Tira has drafted the Lease Agreement with Mr. Ryan Stahl for the parcel  
253 of land adjacent to the 5<sup>th</sup> Street Community Park as directed. This agreement has been forwarded to Mr.  
254 Stahl for review. Mr. Tira informed Borough Council that he made one (1) revision to the Lease  
255 Agreement; the original term of the Lease Agreement was for five (5) years however, Mr. Stahl only  
256 wanted a term of one (1) year. Borough Council action is requested to approve the Lease Agreement for  
257 an annual rental amount of \$75.00/year.

258

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

268  
269 **MOTION: To approve the Lease Agreement with Mr. Ryan Stahl for the parcel of land adjacent to**  
270 **the 5<sup>th</sup> Street Community Park for an annual rental amount of \$75.00/year.**

271  
272 Yes – Mr. Zimmerman, Mr. Berkheiser, Mr. Bottiger, Mr. Fry, Mr. Steese, Mrs. Hackenberg

273  
274 No – None

275  
276  
277 Mrs. Metzger provided Borough Council with an update on the status of the trees in the Harry Haney  
278 Park, located along N. 8<sup>th</sup> Street. Mrs. Metzger reported that the Borough has issued six (6) permits for  
279 individuals wanting to get firewood from the Harry Haney Park. The original permits were issued for  
280 about a month, expiring Friday, May 19, 2017 due to the Harry Haney Park schedule. To date, the wet  
281 weather has prevented anyone from removing any of the timber. Mrs. Metzger informed Borough  
282 Council that she will be notifying the six (6) individuals who were issued a permit that the deadline has  
283 been extended through Friday, June 16, 2017.

284  
285 Mrs. Metzger provided Borough Council with an update on the status of the necessary repairs to the  
286 screens in the Wastewater Treatment Plant Head Works Facility. Mrs. Metzger reported that Headworks,  
287 Inc. was on site beginning Monday, May 15, 2017 to complete the necessary repairs to the screens in the  
288 Wastewater Treatment Plant Head Works Facility. The repairs did not go smoothly. Headworks, Inc.  
289 found a problem with the Auger and it has to be replaced. The Auger has been ordered; however it will  
290 take about four (4) weeks to come in. Mrs. Metzger clarified that the costs of the repairs will be more  
291 than originally anticipated.

292  
293 Mrs. Metzger informed Borough Council that the Waste Water Treatment Plant (WWTP) experienced a  
294 sanitary sewer overflow from Friday, May 5, 2017 through Wednesday, May 10, 2017. The overflow  
295 conditions were reported to the Pennsylvania Department of Environmental Protection (PA DEP) both  
296 before, during, and following the event. Another violation was discovered during the overflow while  
297 preparing flow information for Mr. John Springer, the Borough's local Sanitarian. Mr. Bradley Sauers,  
298 the Plant Operator, attempted to run flow reports from the SCADA system at the WWTP, only to find that  
299 the reporting system was not working correctly. Mr. Sauers contacted Process Control Solutions, Inc.  
300 (PCS) to come to troubleshoot the problem. PCS determined that the storage limit for the SCADA system  
301 had been exceeded on April 11, 2017 and that only some of the data generated by the SCADA reporting  
302 system was still available from April 11<sup>th</sup> through May 8<sup>th</sup> 2017. PCS immediately remedied the  
303 situation with regard to the storage capacity, but was unable to retrieve all of the missing data. Mr. Sauers  
304 informed Mr. Springer of this problem during his inspection visit and also of the corrective measures  
305 taken and included it as a part of their notice of violation. Since not all of the SCADA system's  
306 information was available for part of the violation period, the Borough enlisted the assistance of Mrs. Erin  
307 Threet, HRG, Inc., to help estimate the volume/quantity of the overflow that occurred. After review of  
308 the available information, Mrs. Threet estimated the overflow that occurred to be approximately 4.3  
309 million gallons. Borough Staff was onsite 24/7 from the time that the overflow began on Friday, May 5,  
310 2017 until Monday evening, May 8, 2017 to ensure that the plant continued to run at its maximum  
311 capacity without shut down. Mrs. Metzger stated that she expects there will be repercussions.

312  
313 Mrs. Metzger provided Borough Council with an update on the status of the issues with the double  
314 bituminous seal coat work for the 2016 Annual Street and Alley Paving Project. Mrs. Metzger reported  
315 that Mr. Jason W. Mitchell, the Borough Public Works Supervisor, has been working with Hammaker  
316 East LTD to resolve the inferior work completed last year. Hammaker East LTD has proposed the  
317 application of a sealant over the top of the previously applied product area, after the surface is cleaned.  
318 Hammaker East LTD has indicated a willingness to complete a sample area first. Unfortunately, between  
319 the recent wet weather and the availability of their equipment this has not yet been completed.

320  
321 Mrs. Metzger announced that the Annual Spring Drop-Off Event was held April 26 through April 29,  
322 2017. The Borough Crew checked every ID for those using the service this year. This year there were  
323 nineteen (19) dumpsters hauled away from this event and the cost was about \$7,745.00.

324  
325 Mrs. Metzger reported that Mr. Jason W. Mitchell, the Borough Public Works Supervisor, and Mr. Rowe  
326 have prepared specifications for the replacement of the Water Treatment Plant Roof. Proposals for this  
327 work are due by Friday, May 19, 2017. Borough Council direction is requested on whether they want to  
328 take action to authorize the award of this work to the lowest proposal that is within the Borough's  
329 budgeted project amount or wait until the Tuesday, June 20, 2017 regular Borough Council meeting to  
330 review the proposals. It was the consensus of Borough Council to wait until the Tuesday, June 20, 2017  
331 regular Borough Council meeting to take action.

332

333 Mrs. Metzger reported that PennDOT has removed the Ritz-Craft Corporation Directory Sign that was  
334 located on the western corner of the Chestnut Street and Industrial Park Road intersection. Ritz-Craft  
335 Corporation is trying to remedy the situation. In accordance with PennDOT's rules and regulations an  
336 off-premise sign along a state route shall only be located in a commercially or zoned industrially area.  
337 Ritz-Craft Corporation was looking to reconstruct the sign on the eastern side of the intersection; however  
338 they needed to obtain permission from the property owner. Ritz-Craft Corporation pursued the property  
339 owner to see if he would grant them permission to reconstruct the sign there; the property owner was not  
340 interested in doing that. Mr. Steve Forcheskie, General Manager for Ritz-Craft Corporation, contacted the  
341 Borough and requested help to find an alternative sign or way to get a directional sign for their business  
342 on Industrial Park Road. Mrs. Metzger informed Borough Council that she contacted Mr. Steve Mutchler,  
343 PennDOT Engineering District 3-0, and was referred to the State Tourism Sign Agency, but all that they  
344 could approve would be a general sign for the Industrial Park, but not for a specific manufacturing  
345 business. This information was relayed to Ritz-Craft Corporation; however they would really like a sign  
346 for just their business like they had prior to PennDOT's removal. Ritz-Craft Corporation was informed  
347 last month by Mr. David Hines, the Zoning Administrator at the Central Keystone Council of  
348 Governments (CK-COG), and Mr. Rowe that if the Borough were to rezone the Borough's portion of the  
349 right-of-way so that the entire width of Industrial Park Road was included in the General Commercial  
350 District, then with Borough Council's permission they could place a similar sign in the Borough's right-  
351 of-way. Ritz-Craft Corporation is requesting that Borough Council authorize, prepare and adopt an  
352 amendment to the Zoning Ordinance and map and then grant permission for their sign to be placed on the  
353 Borough's right-of-way once the amendment has been adopted. Borough Council action is requested on  
354 this request. Mrs. Metzger clarified that the amendment to the Zoning Ordinance would require a Public  
355 Hearing; there would be costs incurred for advertising the Hearing, in addition to the costs for Mr. Tira to  
356 prepare and advertise the amendment.

357  
358 Mrs. Hackenberg inquired if Ritz-Craft Corporation is willing to pay any and all costs incurred for the  
359 amendment to the Zoning Ordinance. Mrs. Metzger stated that Ritz-Craft Corporation expressed that they  
360 feel the Borough should pay any and all costs incurred for the amendment because it's an ordinance.

361  
362 Mr. Tira inquired if the PennDOT Representative is willing to put something in writing stating that if the  
363 Borough were to rezone the Borough's portion of the right-of-way so that the entire width of Industrial  
364 Park Road was included in the General Commercial District, then they would accept the directional sign.  
365 Mr. Rowe reported that he sent an email to PennDOT with the exact same request; PennDOT basically  
366 indicated that they won't commit or send anything official. Mr. Tira clarified that his concern is that the  
367 Borough will rezone the Borough's portion of the right-of-way and then they'll get a new obstacle from  
368 PennDOT as to why the directional sign's still not permitted.

369  
370 Mr. Bottiger expressed that he believes that if Ritz-Craft Corporation wants an amendment to the Zoning  
371 Ordinance to suit them, then they should have to pay any and all costs incurred. A discussion was held;  
372 Mr. Zimmerman stated that he thinks Borough Council should table this matter until after speaking with  
373 Ritz-Craft Corporation to see what they're willing to fund. Mrs. Hackenberg directed this matter to be  
374 discussed further at the Work Session that is scheduled for Tuesday, June 6, 2017.

375  
376 Mrs. Metzger informed Borough Council that Mr. Allen Apple, the commander of the Mifflinburg Fire  
377 Police, is requesting Borough Council action to add an additional event to the approved 2017 Special  
378 Events for the Mifflinburg Fire Police. Mr. Apple is requesting that the Warrior Run Fire Company  
379 Parade on Saturday, June 17, 2017 be added to their approved events. Borough Council action is  
380 requested to approve this addition.

381  
382 Motion by: Paul E. Bottiger  
383 Second by: Troy A. Berkheiser

384  
385 **MOTION: To approve the addition of the Warrior Run Fire Company Parade on Saturday, June**  
386 **17, 2017 to the 2017 Special Events for the Mifflinburg Fire Police as requested.**

387  
388 Approved via unanimous voice vote.

389  
390 Mrs. Metzger informed Borough Council that Mr. Matt Wells and Miss Maura McGlaughlin, Co-  
391 Directors for the 2017 season at the Mifflinburg Community Park/Pool, are requesting Borough Council  
392 action to rehire Ms. McKenna Magyar for the 2017 season.

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399

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

402  
403 **MOTION: To rehire Ms. McKenna Magyar for the 2017 season at the Mifflinburg Community**  
404 **Park/Pool.**

405  
406 Approved via unanimous voice vote.

407  
408  
409 Mrs. Metzger requested an executive session to discuss potential litigation and personnel matters.

410  
411 Chief Dyroff reported that he, Mayor Cooney, Mr. Runkle, the former Solicitor for the Borough, and Mrs.  
412 Pamela Eberhart, the Borough Billing Clerk, met with the Central Keystone Council of Governments  
413 (CK-COG) about the enforcement of the Landlord Ordinance which was adopted some time ago. The  
414 Borough has been waiting for some of the forms, draft letters, and the enforcement flow charts to be  
415 completed to ensure that enforcement would be consistent. Chief Dyroff stated that it's his interpretation  
416 from Mayor Cooney that once the CK-COG provides the Mifflinburg Police Department with all of the  
417 required forms, Mayor Cooney wants to begin enforcement of the Landlord Ordinance kind of slowly at  
418 first in order to notify Borough Landlords. The rule of the Mifflinburg Police Department will be: if the  
419 Officers receives a call for any violation, whether it be for domestic, fight, etc., the Officers will fill out a  
420 form. He and Mayor Cooney will review the form and make the determination as to whether or not they  
421 send the violation to the CK-COG for a follow-up by the Codes Enforcement Officer. Mrs. Metzger  
422 informed Borough Council that they received a copy of the flow chart included in the information tonight  
423 which kind of details how enforcement will be handled. Mrs. Metzger clarified that she wasn't present at  
424 the meeting with the CK-COG.

425  
426 Mr. Rowe requested Borough Council action to approve the Stormwater Maintenance Agreement and the  
427 Improvements Guarantee Agreement for Blue Sky Realty LLC for their proposed medical/dental offices  
428 located along E. Walnut Street pending Mr. Tira's review and approval

429  
430 Motion by: Paul E. Bottiger  
431 Second by: Tod M. Steese

432  
433 **MOTION: To approve the Stormwater Maintenance Agreement and the Improvements Guarantee**  
434 **Agreement for Blue Sky Realty LLC for their proposed medical/dental offices located along E.**  
435 **Walnut Street pending Mr. Tira's review and approval.**

436  
437 Approved via unanimous voice vote.

438  
439  
440 Mr. Berkheiser announced that there is a Police Pension meeting scheduled for Tuesday, June 6, 2017 at  
441 7:00 PM.

442  
443 Mr. Zimmerman reported that Mifflinburg Heritage & Revitalization Association (MHRA) has contacted  
444 him to request assistance with the installation of the two (2) electric bag carts for the Wine Festival on  
445 Saturday, May 20, 2017. Mr. Zimmerman stated that he will be providing assistance with the installation.

446  
447 Mayor Cooney informed Borough Council that he authorized two (2) road closures. One was for a  
448 construction project behind the Mifflinburg Hose Company and the other was for multiple day road  
449 closure on Quarry Road where they were taking out logs on a property owned by the Mifflinburg Buggy  
450 Museum located.

451  
452 Mayor Cooney announced that the plans are underway for the Mifflinburg Safety Fair. The Mifflinburg  
453 Safety Fair is scheduled for Wednesday, June 14, 2017 from 5:00 PM to 8:00 PM at the Mifflinburg  
454 Community Park.

455  
456 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for  
457 April 2017 included in the information tonight.

458  
459 Chief Dyroff announced that the Christkindl Market of Mifflinburg, Inc. has presented a donation of  
460 \$2,000.00 for a new Police Department bicycle. Borough Council action is requested to accept this  
461 generous donation and to authorize that a Thank You letter be sent to the Committee. Chief Dyroff  
462 clarified that the bicycle would be used only when there are two (2) Officers on duty.

463  
464  
465

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

468  
469 **MOTION: To accept the \$2,000.00 donation from the Christkindl Market of Mifflinburg, Inc. and**  
470 **to authorize that a Thank You letter be sent to the committee.**

471  
472 Approved via unanimous voice vote.

473  
474  
475 Chief Dyroff informed Borough Council that there are currently 22 bicycles, 2 scooters, and 2 old Police  
476 bicycles that are in terrible shape being stored by the Mifflinburg Police Department in the basement of  
477 the Borough building. All of the bicycles were abandoned or recovered and never claimed. Mr. Vinson  
478 Shemory is requesting Borough Council action to authorize the donation of the abandoned/recovered  
479 bicycles to his church, the Buffalo Valley Church of the Brethren. The Buffalo Valley Church of the  
480 Brethren will be repairing bicycles and donating them to kids in need throughout the Community.  
481 Borough Council action is requested on this request.

482  
483 Motion by: Paul E. Bottiger  
484 Second by: Troy A. Berkheiser

485  
486 **MOTION: To authorize the donation of the abandoned/recovered bicycles being stored by the**  
487 **Mifflinburg Police Department to the Buffalo Valley Church of the Brethren.**

488  
489 Approved via unanimous voice vote.

490  
491  
492 Chief Dyroff presented Borough Council with some Monthly Highlights for the Mifflinburg Police  
493 Department for April 2017.

494  
495 Chief Dyroff provided Borough Council with an update on the status of the TraCS (Traffic and Criminal  
496 Software). Chief Dyroff reminded Borough Council that the Mifflinburg Police Department is currently  
497 in the process of updating their computers in the patrol cars to make them capable of using TraCS (Traffic  
498 and Criminal Software). TraCS is a statewide traffic data collection software initiative implemented with  
499 the goal of electronic data transfer. TraCS will enable the officers to issue citations without the use of  
500 paper citations. Electronic citations are filed via the Internet through the Administrative Office of  
501 Pennsylvania Courts (AOPC) which then goes to a local Magistrate. Additionally TraCS allows the  
502 officers to complete and file vehicle crash reports to PennDOT without the use of paper crash investigated  
503 reports. Electronic citation technology promises other benefits as well, from saving time and reducing  
504 costs, to increasing officer efficiency and improving data quality and timeliness. Chief Dyroff reported  
505 that he anticipates that the Mifflinburg Police Department will be going live within the next two (2)  
506 weeks.

507  
508 Mr. Steese expressed that he believes it would be good PR if the Mifflinburg Police Department sent a  
509 letter to the other agencies who helped assist with the armed robbery that occurred just before 2:30 PM on  
510 Sunday, May 7, 2017 at the Quick Shop Sunoco, located at 58 E. Chestnut Street. Chief Dyroff stated  
511 that he would send a letter to the other agencies.

512  
513 Mayor Cooney presented Borough Council with an update for the Mifflinburg Regional Economic  
514 Development (MRED) Alliance. Mayor Cooney provided Borough Council with an update on the  
515 following businesses in the Borough:

- 516  
517
  - Stacey and David Snook will be opening up Stacey's Towels & Gifts at 344 Chestnut Street.
  - The old NAPA Auto Parts building located at 404 Chestnut Street has sold.
  - The apartment building located at 415 and 419 Chestnut Street has sold.
  - There is another business possibly locating to the downtown.
  - Puff Discount Inc. has opened up shop at 2 Forest Hill Road.

522  
523 Mr. Berkheiser thanked Mayor Cooney for speaking with the Lewisburg Sunrise Rotary Club on  
524 Wednesday, May 3, 2017.

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

533

- 534 • The “Art in Bars” event that was held at the Rusty Rail on Wednesday, April 19, 2017 from  
535 7:00 – 9:00 PM. This event was a collaboration between the Samek Art Museum’s “Art in  
536 Bars” event and the Greater Susquehanna Valley United Way’s “The Valley Together, Never  
537 Alone” series.
- 538 • The recognition ceremony that was held at the Shively Farm on Cold Run Road on April 21,  
539 2017. The farm was recognized as a “Century Farm” by the PA Department of Agriculture.
- 540 • The Arbor Day celebration that was held on Friday, April 28, 2017 at 10:00 AM at the  
541 Mifflinburg Community Park. Mayor Cooney stated that he issued a proclamation during  
542 the celebration.
- 543 • The Mifflinburg YMCA Center’s Healthy Kids Day that was held on Saturday, April 29,  
544 2017 from 10:00 AM – 12:00 PM. The kids got to run a half mile fun run with the Mayor.
- 545 • Spoke with the Lewisburg Sunrise Rotary Club on Wednesday, May 3, 2017 at the Country  
546 Cupboard Restaurant, located at 101 Hafer Drive, Lewisburg PA.

547

548 Mayor Cooney reported that he is currently working on drafting a letter to notify all landlords about the  
549 Landlord Ordinance and the enforcement flow charts.

550

551 Mr. Tira requested an executive session to discuss potential litigation.

552

553

554 Mrs. Hackenberg called an executive session to discuss potential litigation and personnel matters. An  
555 executive session was held from 8:32 PM to 9:22 PM.

556

557

558 Mayor Cooney provided Borough Council with an update on the status of the Dog Park at the Harry  
559 Haney Park. Mayor Cooney reported that Mr. Luis and Mrs. Taylor Montesinos are still waiting for the  
560 estimates to build a fence. It’s anticipated that the estimates will be received next week.

561

562

563 Motion by: Duane L. Zimmerman

564 Second by: Richard J. Fry

565

566 **MOTION: To accept the amount stated in the original lien letter as payment for three (3) liens filed**  
567 **prior to Council meeting.**

568

569 Approved via voice vote with Mr. Berkheiser voting no.

570

571

572 Motion by: Richard J. Fry

573

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

575

576 Approved via unanimous voice vote.

577

578

579 Meeting adjourned at 9:23 PM.

580

581 Respectfully Submitted,

582

583

584 Misty L. Ross

585 Assistant Borough Secretary