

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL

2 October 17, 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 - Arrived at 7:04 PM

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 There was one (1) visitor present at this meeting which was Benjamin Dietrich.

21

22

23 Motion by: Tod M. Steese

24 Second by: Richard J. Fry

25

26 MOTION: To approve the minutes of the Tuesday, September 19, 2017 regular meeting of

27 Mifflinburg Borough Council.

28

29 Approved via unanimous voice vote.

30

31

32 Motion by: Tod M. Steese

33 Second by: Richard J. Fry

34

35 MOTION: To approve payment of Bill List #2017-10 in the amount of \$795,495.41.

36

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

38

39 No – None

40

41

42 Mr. Benjamin Dietrich announced that he is present at tonight’s meeting on behalf of the Mifflinburg

43 Little League. Mrs. Metzger reported that Mr. Rowe has been working with Mr. Dietrich to prepare and

44 solicit quotations for the replacement of the fencing and backstop at the Little League Field located at

45 the Mifflinburg Community Park on N. 5<sup>th</sup> Street. The quotes were opened on Wednesday, October 11,

46 2017 at 1:00 PM. There were two (2) quotes received and are as follows:

47

	<u>Buffalo Valley</u>	<u>Apollo</u>	<u>Susquehanna</u>	
	<u>Fence Co.</u>	<u>Fence Co.</u>	<u>Fence Co.</u>	
48				
49				
50				
51	1. Removal & disposal of existing fencing material	\$ 1,000.00	\$ 500.00	NO BID
52	2. Installation of all new galvanized chain link	<u>\$10,500.00</u>	<u>\$10,393.00</u>	<u>NO BID</u>
53	fencing, supports & gates			
54	<b>Total of all work &amp; materials</b>	<b>\$11,500.00</b>	<b>\$10,893.00</b>	<b>\$ -</b>
55				
56	<u>Options</u>			
57	1. Installation of 24' high backstop, 4' extra height	\$ 1,000.00	\$ 739.00	NO BID
58	2. Installation of 3' x 40' pressure treated backstop	\$ 700.00	\$ 594.00	NO BID
59	3. Installation of all new PVC coated chain link	\$ 500.00	\$ 1,650.00	NO BID
60	fencing, supports & gates, fabric only			

61

62 A copy of the quote tabulation has been included in the information tonight for Borough Council review.

63 Apollo Fence Co. was the low bidder in the amount of \$10,983.00; however there were options included

64 with this quote.

65

66

67 Mr. Dietrich detailed the options that were included in the 2017 Little League Backstop quote and  
68 reported that the Mifflinburg Little League discussed the quotes received at their meeting on Sunday,  
69 October 15, 2017. The Mifflinburg Little League is recommending that the 2017 Little League  
70 Backstop quote be awarded to Apollo Fencing Company on a unit price basis in the amount of  
71 \$12,226.00, which includes Options 1 and 2. Mrs. Metzger informed Borough Council that the 2017  
72 Budget included the following for the Mifflinburg Little League:

- 73
- 74 • \$5,000.00 in matching funds to replace the back stop and upgrade the restroom at the ball  
75 field at the Mifflinburg Community Park on N. 5<sup>th</sup> Street
- 76 • \$5,000.00 in matching funds to renovate the Scott S. Sholley Field at the Harry F. Haney  
77 Memorial Park on N. 8<sup>th</sup> Street.
- 78

79 Mrs. Metzger inquired how the Mifflinburg Little League plans to pay the remaining amount of  
80 \$2,226.00. Mr. Dietrich stated that there is remaining funds from the Scott S. Sholley Field; the  
81 Mifflinburg Little League is requesting that the remaining funds be transferred to be utilized at the ball  
82 field at the Mifflinburg Community Park on N. 5<sup>th</sup> Street. Mr. Dietrich clarified that the Mifflinburg  
83 Little League would pay for any additional costs exceeding the \$10,000.00 in matching funds. A  
84 discussion was held; Mr. Bottiger expressed that he personally doesn't care how the \$10,000.00 in  
85 matching funds are expended as long as the Mifflinburg Little League provides the Borough with  
86 receipts for the costs incurred.

87  
88 Motion by: Paul E. Bottiger  
89 Second by: Kathleen A. Downs

90  
91 **MOTION: To award the 2017 Little League Backstop quote to Apollo Fencing Company on a unit  
92 price basis in the amount of \$12,226.00, which includes Options 1 and 2.**

93  
94 Mr. Zimmerman clarified that the Borough would only be paying \$6,113.00 of the 2017 Little League  
95 Backstop quote.

96  
97 Mr. Dietrich inquired if this work would be paid with two (2) checks: one (1) from the Borough and one  
98 (1) from the Mifflinburg Little League. Mrs. Metzger stated that the Borough would disburse a check  
99 for the total amount and then invoice the Mifflinburg Little League for their share.

100  
101 Yes – Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Ms. Downs, Mrs. Hackenberg

102  
103 No – None

104  
105  
106 Motion by: Tod M. Steese  
107 Second by: Paul E. Bottiger

108  
109 **MOTION: To approve the Mifflinburg Borough Zoning Report for September 2017 and authorize  
110 payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$1,160.19.**

111  
112 Yes – Mr. Fry, Mr. Steese, Mr. Zimmerman, Ms. Downs, Mr. Bottiger, Mrs. Hackenberg

113  
114 No – None

115  
116  
117 Mr. Tira reported that he has prepared a draft Fire Insurance Escrow Ordinance for the Borough. A  
118 copy of the draft ordinance was forwarded to Borough Council members prior to tonight's meeting for  
119 review. Borough Council action is requested to authorize Mr. Tira to advertise the proposed ordinance  
120 and conduct a Public Hearing at the Tuesday, November 21, 2017 regular Borough Council meeting.

121  
122 Motion by: Paul E. Bottiger  
123 Second by: Kathleen A. Downs

124  
125 **MOTION: To authorize Mr. Tira to advertise the proposed Fire Insurance Escrow Ordinance and  
126 conduct a Public Hearing at the Tuesday, November 21, 2017 regular Borough Council meeting.**

127  
128 Approved via unanimous voice vote.

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130  
131

132 Mrs. Metzger provided Borough Council with an update on the status of the Zoning Ordinance and Map  
133 amendment. Mrs. Metzger reminded Borough Council that at the Tuesday, September 19, 2017 regular  
134 Borough Council meeting, it was the consensus of Borough Council to direct Mr. Tira to wait to proceed  
135 with the draft Zoning Ordinance and Map amendment until the entire Zoning Map has been amended in  
136 order to provide a better quality map online and make it easier to use by tying it to the tax parcels. Mrs.  
137 Metzger reported that Mr. Rowe has finished preparing a draft Zoning Map amendment to be utilized  
138 with the proposed Zoning Ordinance amendment; however neither she nor Mr. Tira has had a chance to  
139 review the amendment. A copy of the draft amendment has been forwarded to Mr. Tira for review and  
140 copies of the draft amendment are present at tonight's meeting for Borough Council review. Borough  
141 Council deferred this matter to the Borough Work Session that is scheduled for Tuesday, November 7,  
142 2017 at 7:00 PM to be discussed further.

143  
144 Mrs. Metzger provided Borough Council with an update on the status of the Woodland Estates Water  
145 Main Replacement Project. Mrs. Metzger reported that the substantial completion walk-through was  
146 held on Thursday, September 14, 2017 and as a result, HRG, Inc. issued substantial completion via  
147 correspondence dated Thursday, September 14, 2017. Fairchild Brothers, Inc. has replaced the adjacent  
148 sanitary sewer manhole that was added into the scope of the project via Change Order No. 1 on  
149 Thursday, October 12, 2017. A final completion walk-through will be scheduled for the same date as  
150 the substantial walk-through for the Mulberry Street Reconstruction Project; however this date has not  
151 been determined. Final completion is scheduled for Wednesday, November 8, 2017. No payment  
152 applications have been received from Fairchild Brothers, Inc. this month. Assuming final completion  
153 prior to Wednesday, November 8, 2017, HRG, Inc. anticipate that the final payment application will be  
154 considered at the Tuesday, November 21, 2017 regular Borough Council meeting.

155  
156 Mrs. Metzger provided Borough Council with an update on the status of the Mulberry Street  
157 Reconstruction Project. Mrs. Metzger reported that Mr. Rowe has obtained the signatures for the  
158 necessary easements for the Mulberry Alley Reconstruction Project and the majority of submittals have  
159 been processed. Fairchild Brothers, Inc. has mobilized and started construction for this project. Job  
160 Conference No. 1, which was scheduled to be held on Tuesday, October 10, 2017, has been postponed.  
161 If deemed necessary based on work progress, Job Conference No. 1 will be held on November 14, 2017.  
162 To date, all of the sewer main and most of the lateral work have been completed. Fairchild Brothers,  
163 Inc. has experienced a problem with one (1) of the manholes and will be working with the manufacturer  
164 to resolve the issue. The storm water work and street reconstruction work still remains to be completed.  
165 In accordance with the contract, the work should be substantially complete by Sunday, October 29,  
166 2017. Final completion is scheduled for April 27, 2018. Fairchild Brothers, Inc. currently anticipates  
167 that substantial completion will be achieved on schedule. No payment applications have been received  
168 from Fairchild Brothers, Inc. this month.

169  
170 Mrs. Metzger provided Borough Council with an update on the status of the Well PW-2 Susquehanna  
171 River Basin Commission (SRBC) Compliance Assistance. Mrs. Metzger reported that HRG, Inc. has  
172 continued to assist the Borough in the docket modification for Well PW-2. At SRBC's request, HRG,  
173 Inc. submitted an initial request to the SRBC via correspondence dated September 29, 2017 to formally  
174 begin the docket modification proceedings. Since that submission, HRG, Inc. has completed their  
175 review of the SRBC-provided data and prepared the full modification request submission. Mrs. Metzger  
176 informed Borough Council that Mrs. Erin Threet, HRG, Inc., was present prior to the start of tonight's  
177 meeting to have her execute and finalize the submission to send to the SRBC later this week. A check to  
178 the SRBC ACH Fund in the amount of \$4,040.00 has been included in tonight's Bill List for the  
179 modification request and was hand delivered to Mrs. Threet while she was present tonight to send with  
180 the submission. HRG, Inc. will continue to assist the Borough in coordinating with the SRBC to  
181 complete the required public notifications. A Notice of Application is required to be advertised one (1)  
182 time in a local publication. In addition a Letter Notification must be sent via certified mail to all  
183 municipal (Marcus Kohl, Regional Director at DEP North-central Regional Office), planning (Shawn  
184 McLaughlin, Planning and Economic Development Director at the Union County Government Center)  
185 and adjacent property owners (West Buffalo Township and Mr. John B. Martin). It's anticipated that  
186 both of these notices will be completed within the next ten (10) days. Mrs. Metzger clarified that the  
187 Borough is still on track for approval of this permit modification by the SRBC Commission at their next  
188 Board meeting which is tentatively scheduled for Friday, December 8, 2017.

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198 Mrs. Metzger reported that Blue Sky Realty LLC has submitted another request for release of their  
199 Letter of Credit for their proposed medical/dental offices located along E. Walnut Street. HRG, Inc.  
200 performed a site inspection on Friday, October 13, 2017 to determine the extent of completion of items  
201 for the E. Walnut Street Development Project. During the site visit, it was noted that the majority of the  
202 earthwork and site work has been completed, with some areas still needing final vegetation or  
203 landscaping. The basin appeared to contain some standing water and should be re-inspected once  
204 complete site stabilization take place to determine if any corrective measures are required. Based on  
205 HRG, Inc.'s visit to the site, they are recommending a reduction of \$26,780.00 from the retained amount  
206 of \$35,414.15, leaving a remaining balance of \$8,634.15. The original bounded amount was  
207 \$50,546.65. Borough Council action is requested on this matter.  
208

209 Motion by: Paul E. Bottiger  
210 Second by: Kathleen A. Downs  
211

212 **MOTION: To release \$26,780.00 of Blue Sky Realty LLC's Letter of Credit for their proposed**  
213 **medical/dental offices located along E. Walnut Street.**  
214

215 Yes – Mr. Steese, Mr. Zimmerman, Ms. Downs, Mr. Bottiger, Mr. Fry, Mrs. Hackenberg  
216

217 No – None  
218  
219

220 Mrs. Metzger provided Borough Council with an update on the status of the 2017 Wastewater Treatment  
221 Plant Improvements (WWTP) Project. Mrs. Metzger reminded Borough Council that they took action at  
222 the Tuesday, June 20, 2017 regular Borough Council meeting to move forward with negotiation and  
223 subsequent execution of a purchase agreement with Evoqua Water Technologies (Evoqua) on the  
224 purchase of membranes and the MemPulse air scour equipment corresponding to Option 2 as presented  
225 in Evoqua's June 7, 2017 proposal, contingent upon Mr. Tira's approval of the final purchase  
226 agreement. Mrs. Metzger reported that Mr. Tira and Mrs. Erin Threet, HRG, Inc., have negotiated an  
227 acceptable contract for the new membranes and the contract has been signed. HRG, Inc. has issued the  
228 notice to proceed and has been working with Evoqua to review submittals prior to release of the  
229 membranes for delivery. The submittals have been approved via correspondence dated Friday, October  
230 6, 2017. Based on recent correspondence from Evoqua, the membranes have been released for delivery  
231 and are scheduled to be on-site mid-December. The DEP Technical Submission was made on Monday,  
232 October 9, 2017. HRG, Inc. is currently in the process of finalizing bid documents for advertisement  
233 and hope to have bids in-hand for Borough Council consideration at the Tuesday, November 21, 2017  
234 regular Borough Council meeting. HRG, Inc. is recommending that payment of the first 10% of the  
235 contract be released. Borough Council action is requested to the release of the first payment of the  
236 contract in the amount of \$62,500.00.  
237

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

241 **MOTION: To release of the first payment (10%) of the contract with Evoqua Water Technologies**  
242 **(Evoqua) in the amount of \$62,500.00 for the new membranes.**  
243

244 Yes – Mr. Zimmerman, Ms. Downs, Mr. Bottiger, Mr. Fry, Mr. Steese, Mrs. Hackenberg  
245

246 No – None  
247  
248

249 Mrs. Metzger informed Borough Council that HRG, Inc. has provided information on the lighting  
250 upgrades necessary at the Wastewater Treatment Plant. This information was given to the Borough  
251 Electric Crew and they have completed all of the necessary work. Mrs. Metzger clarified that this work  
252 will help to improve installation conditions for the Membrane Replacement Project.  
253

254 Mrs. Metzger informed Borough Council that the Borough's Wastewater Treatment Plant has again  
255 generated Nutrient Credits for the 2017 compliance year that can be sold. Mr. Tira has prepared an  
256 Agreement of Sale between Newport Borough Municipal Authority and the Borough of Mifflinburg for  
257 the available Phosphorus and Nitrogen Credits. Newport Borough Municipal Authority has already  
258 signed the Agreement of Sale. Borough Council action is requested to authorize Mrs. Hackenberg to  
259 sign the Agreement of Sale.  
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265 Motion by: Paul E. Bottiger  
266 Second by: Kathleen A. Downs

267  
268 **MOTION: To authorize Mrs. Hackenberg to sign the Agreement of Sale between Newport**  
269 **Borough Municipal Authority and the Borough of Mifflinburg for the available Phosphorus and**  
270 **Nitrogen Credits.**

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

273  
274 No – None

275  
276  
277 Mrs. Metzger provided Borough Council with an update on the status of the Oak Avenue Sanitary Sewer  
278 Main Replacement Project. Mrs. Metzger reported that work has not yet commenced for the Oak  
279 Avenue Sanitary Sewer Main Replacement Project. Dave Gutelius Excavating, Inc. is awaiting delivery  
280 of the precast concrete manholes. A formal work schedule will be provided once delivery of the  
281 manholes has been confirmed. In accordance with the contract, the work will be substantially complete  
282 by Friday, November 17, 2017. Final completion is set as Sunday, December 17, 2017. The majority of  
283 submittals have been processed.

284  
285 Mrs. Metzger informed Borough Council that in preparing for the Oak Avenue Sanitary Sewer Main  
286 Replacement Project it was noted that the water main located at the entrance area to Oak Avenue is older  
287 and could possibly be replaced during this work. At Borough Management's request, Dave Gutelius  
288 Excavating, Inc. provided a proposal for the additional work which reads as follows:

289  
290 **Replace 80' of 6" Water Main**

- 291  
292 – Provide flagging and traffic control as needing for installing the new pipe.  
293 – Remove 80' of existing 6" transite pipe across the entrance area to Oak Lane Subdivision  
294 and install 80' of new 6" DR-18 PVC pipe. Use a 6" MJ coupler to connect to the existing  
295 main at each end.  
296 – Dispose of the transite pipe at a DEP approved landfill.  
297 – Place 2B bedding around the new pipe and backfill to grade with compacted 2A subbase.

298  
299 **Total=\$12,500.00**

300  
301 A copy of the proposal has been included in the information tonight. Mrs. Metzger clarified that this  
302 work would be completed as water line maintenance. Borough Council action is requested to approve  
303 this proposal for a total amount of \$12,500.00.

304  
305 Motion by: Kathleen A. Downs

306 Second by: Tod M. Steese

307  
308 **MOTION: To approve the proposal from Dave Gutelius Excavating, Inc. for the replacement of**  
309 **80' of existing 6" water main that is located at the entrance area to Oak Lane Subdivision, for a**  
310 **total amount of \$12,500.00.**

311  
312 Yes – Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Ms. Downs, Mrs. Hackenberg

313  
314 No – None

315  
316  
317 Mrs. Metzger reminded Borough Council that at the start of the Oak Avenue Sanitary Sewer Main  
318 Replacement Project, Dave Gutelius Excavating, Inc. requested that the Borough send a letter to  
319 property owners/residents located in the project area to notify them about the associated work and that it  
320 may a good time to evaluate their old private laterals and consider possible renewal or replacement at  
321 their own expense by a private contract. Mrs. Metzger reported that a letter has been sent to the property  
322 owners/residents located in the project area as requested.

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331 Mrs. Metzger reported that the Borough experienced a violation at the Water Treatment Plant from  
332 Thursday, September 28, 2017 through Monday, October 2, 2017 when the chlorine analyzer was not  
333 properly reset after calibration. It was corrected after it was discovered on Monday, October 2, 2017,  
334 however the Plant Operators failed to notify the Pennsylvania Department of Environmental Protection  
335 (DEP) at that time. The Plant Operators notified DEP on Wednesday, October 4, 2017. In accordance  
336 with §109.301(1)(i)(C), a public water supplier shall continuously monitor and record the residual  
337 disinfectant concentration of the water being supplied to the distribution system and record both the  
338 lowest value for each day and the number of periods each day when the value is less than .2 mg/L for  
339 more than four (4) hours. If a public water system's continuous monitoring or recording equipment  
340 fails, the public water supplier may, upon notification of the Department under §109.701(a)(3) (relating  
341 to reporting and recordkeeping), substitute grab sampling or manual recording every four (4) hours in  
342 lieu of continuous monitoring. Grab sampling or manual recording may not be substituted for  
343 continuous monitoring or recording for longer than five (5) days after the equipment fails. Therefore,  
344 because of these two (2) issues: failure to treat and failure to report, this event qualifies as a Tier 2  
345 Violation which requires that the Borough deliver a Tier 2 Public Notification for Failure to Respond to  
346 a Disinfection Treatment Breakdown to all customers within thirty (30) days notifying them of the  
347 violation. The Public Notification was mailed via First-Class Mail to customers on Monday October 16,  
348 2017. In addition, DEP is also requiring that the Borough develop a Standard Operating Procedure  
349 (SOP) within forty-five (45) days to verify calibrations of the analyzers are performed correctly, which  
350 incorporates EPA Method 334.0 *Determination of residual chlorine in drinking water using an on-line*  
351 *chlorine analyzer*, into this procedure so that this does not happen again. A review of the SOP will be  
352 conducted by the Department within sixty (60) days. A copy of the Notice of Violation from DEP has  
353 been included in the information tonight. Mrs. Metzger clarified that the Notice of Violation is neither  
354 an order nor any other final action of DEP; it neither imposes nor waives any enforcement action  
355 available to the Department under any of its statutes. If the Department determines that an enforcement  
356 action is appropriate, the Borough will be notified of the action.  
357

358 Mrs. Metzger informed Borough Council that the Borough has received numerous phone calls from  
359 disgruntle customers with regard to the Tier 2 Public Notification. Mrs. Metzger explained that the Tier  
360 2 Public Notification was a standard template form where she could only insert certain data (i.e. dates,  
361 system name, etc.) in the blank fields. Mrs. Metzger simplified that in plain English, the Borough's  
362 automated Chlorine Monitoring equipment did not record chlorine levels in the 15 minute intervals as  
363 required by the Borough's permit. The water was still being treated with chlorine as usual during that  
364 time and daily grab samples were still being completed where we test the chlorine residual and in the  
365 days questioned the chlorine residual was within the normal ranges. Mrs. Hackenberg stated that there  
366 has been a lot of negative feedback posted on Facebook regarding the Tier 2 Public Notification from  
367 individuals who have no clue about the notification and she thinks it would be a good idea if Mayor  
368 Cooney posted something on Facebook to better explain the notification. Mayor Cooney expressed that  
369 he would prefer it if the Borough placed a write-up on their website and then he could share it on  
370 Facebook.  
371

372 Mrs. Metzger reported that the Borough Maintenance Crew began some investigative work on the floor  
373 at the Mifflinburg Hose Company Building located at 325 Chestnut Street to help determine what work  
374 will be necessary to fix the drainage issue with the floor drains. The Borough Maintenance Crew jack  
375 hammered the floor around the problem drain and found that a trap had become blocked as well as the  
376 line becoming closed with sludge. After removing and replacing the trap and cleaning out the line, the  
377 Borough Maintenance Crew think that the problem may be fixed and further work may not be required.  
378

379 Mrs. Metzger announced that she attended an annual Benecon (Health Insurance) renewal meeting on  
380 Tuesday, October 10, 2017 at 10:00 AM in Williamsport, at which time they provided the renewal  
381 pricing and information on any potential refunds. It's anticipated that there will be about a 6% increase  
382 in the Borough's Health Insurance costs for 2018.  
383

384 Mrs. Metzger informed Borough Council that the Borough has received and distributed the following  
385 allocations/obligations in accordance with Chapter 3 of Act 205 of 1984:  
386

- 387 • The Police Pension Plan Minimum Municipal Obligation.
  - 388 • The Non-Uniformed Pension Plan Minimum Municipal Obligation.
  - 389 • The Non-Uniformed Money Purchase Plan Minimum Municipal Obligation.
  - 390 • The Foreign Fire Insurance Tax for the Volunteer Fire Relief Association.
- 391

392 Mrs. Metzger requested an executive session to discuss potential litigation and personnel matters.  
393  
394  
395

396 Mrs. Metzger announced that the first Budget meeting was held on Tuesday, October 3, 2017 at 7:00  
397 PM to review the 2018 Budget requests received. At this meeting, Borough Council directed her to  
398 prepare a draft Budget for review based on the discussions held during the meeting. The next Budget  
399 meeting is scheduled for Tuesday, October 24, 2017 at 7:00 PM. All Borough Council Members are  
400 urged to attend this meeting.

401  
402 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for  
403 September 2017 included in the information tonight.

404  
405 Mayor Cooney presented Borough Council with an update for Public Safety. Mayor Cooney reported  
406 the following:

- 407  
408 • He and Chief Dyroff met with Mr. Tira and Ms. Rebecca A. Kilps, Office Assistant at the  
409 Central Keystone Council of Governments (CK-COG), to discuss the Landlord Ordinance  
410 and enforcement flow charts. It was decided that a policy should be developed for the  
411 Mifflinburg Police Department to help assist Officers with administering this ordinance.  
412 Subsequent to the meeting, he and Chief Dyroff held a conference call with Mr. Tira to  
413 further discuss the policy for the Mifflinburg Police Department.

414  
415 Mayor Cooney provided Borough Council with an update for the 2017 Christkindl Market. Mayor  
416 Cooney reported that Mr. Matt Wagner, Vice President of the Christkindl Market of Mifflinburg, Inc.,  
417 has submitted all of the required paperwork for the 2017 Christkindl Market. The letter granting the  
418 Christkindl Market of Mifflinburg, Inc. approval for the use of Borough streets for the 2017 Christkindl  
419 Market has been issued in accordance with Mifflinburg Borough Ordinance 15-2 and sent to PennDOT.  
420 The Christkindl Market of Mifflinburg, Inc. are just awaiting approval of the PennDOT permit.

421  
422 Chief Dyroff reminded Borough Council that Detective Mark E. Bailey was present at the Tuesday,  
423 September 19, 2017 regular Borough Council meeting in his absence. At this meeting, Detective Bailey  
424 provided Borough Council with a Statistics Report which detail statistical information regarding enforcement  
425 activity for the Mifflinburg Police Department. Chief Dyroff stated that enforcement activity for the  
426 Mifflinburg Police Department continues to be at a high level.

427  
428 Chief Dyroff reported that he and Detective Mark E. Bailey have recently completed the inventory inspection  
429 of the evidence room at the Mifflinburg Police Department. The inventory inspection took several months to  
430 sort through all of the evidence. Needless to say, a lot of old evidence has been destroyed and disposed of.  
431 Chief Dyroff informed Borough Council that new shelving will be installed within the next two (2) weeks for  
432 better storage of short and long term evidence. Chief Dyroff expressed that this project was long overdue  
433 and that he is glad to be finally putting the finishing touches on the project.

434  
435 Chief Dyroff presented Borough Council with some Monthly Highlights for the Mifflinburg Police  
436 Department for September 2017.

437  
438 Chief Dyroff reported that he met with the Finance Committee a few weeks ago to discuss the 2018  
439 Budget and the possibility of purchasing new uniforms for the Mifflinburg Police Department. Chief  
440 Dyroff explained that in 2012, the Borough updated their logo and he would like to incorporate the new  
441 logo within a new patch for on the Police uniforms and the Police vehicles. In addition, he is also  
442 looking at changing the look of the Mifflinburg Police Department to a more modern and progressive  
443 Department. Chief Dyroff informed Borough Council that he met with a uniform vender that is highly  
444 regarded as one (1) of the better suppliers in the northeastern and received a quote. It's anticipated that  
445 the overall cost for new uniforms would be about \$12,000.00 conservatively. Chief Dyroff stated that in  
446 order to offset the costs of the new uniforms, he would like to purchase 2/3 of the uniforms with the  
447 2017 Budget and then the remaining 1/3 of the uniforms would be included with the 2018 Budget.  
448 Borough Council consideration is requested to amend the 2017 Budget to transfer the following funds to  
449 the Police Uniform Expenses Account (001-410-191):

450  
451

<u>Amount</u>		<u>GL Account</u>
452 \$5,000.00	from	Police Vehicle Fuel (001-410-231).
453 \$1,500.00	from	Police Car Maintenance Parts (001-410-251).
454 <u>\$1,600.00</u>	from	Police Radio Equipment Maintenance (001-410-374).
455 <b>\$8,100.00</b>		

456

457 The remaining \$3,900.00 for the new uniforms would be included with the 2018 Budget. Chief Dyroff  
458 distributed a copy of the design idea for the new Police patch to Borough Council and clarified that the  
459 design wasn't the final design; however the final design would be similar.

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463 Motion by: Paul E. Bottiger  
464 Second by: Kathleen A. Downs

465  
466 **MOTION: To authorize Chief Dyroff to proceed with the purchase of new police uniforms for the**  
467 **Mifflinburg Police Department and amend the 2017 Budget to transfer \$5,000.00 from Police**  
468 **Vehicle Fuel (001-410-231); \$1,500.00 from Police Car Maintenance Parts (001-410-251);**  
469 **\$1,600.00 from Police Radio Equipment Maintenance (001-410-374) to Police Uniform Expenses**  
470 **(001-410-191).**

471  
472 Yes – Mr. Fry, Mr. Steese, Mr. Zimmerman, Ms. Downs, Mr. Bottiger, Mrs. Hackenberg

473  
474 No – None

475  
476  
477 Mr. Zimmerman reported that parents who are dropping-off and picking-up their children at Valentine’s  
478 Family Day Care, located at 412 Thompson Street, are parking their vehicles on the wrong side of  
479 Thompson Street, blocking traffic. Mr. Zimmerman expressed that he believes this is a safety concern  
480 that needs to be addressed. A discussion was held; Chief Dyroff stated that the Mifflinburg Police  
481 Department would make a visit to Valentine’s Family Day Care and speak with the owner.

482  
483 Mr. Steese requested an executive session to discuss personnel matters.

484  
485 Mr. Bottiger reminded Borough Council that there is a Budget meeting scheduled for Tuesday, October  
486 24, 2017 at 7:00 PM.

487  
488 Mayor Cooney presented Borough Council with an update for the Mifflinburg Regional Economic  
489 Development (MRED) Alliance. Mayor Cooney updated Borough Council on the following businesses  
490 in the Borough:

- 491
- 492 • Mr. David and Mrs. Stacey Snook have opened-up Stacey's Towels & Gifts located at 344
  - 493 Chestnut Street. The ribbon cutting was held on Thursday, October 12, 2017 at 1:00 PM.
  - 494 • The ribbon cutting for Trutt's Pharmacy located at 55 Walnut Street is scheduled for
  - 495 Saturday, October 28, 2017 at 3:00 PM.
- 496

497 Mrs. Metzger informed Borough Council that they received a copy of the Engineer’s Report for October  
498 2017 included in the information tonight.

499  
500 Mayor Cooney informed Borough Council that he participated in or will be participating in the  
501 following meetings or events:

- 502
- 503 • The Annual Oktoberfest Festival that was held on Friday, October 6, 2017 from 1:00 PM -
  - 504 11:00 PM and Saturday, October 7, 2017 from 11:00 AM - 10:00 PM at the VFW Carnival
  - 505 Grounds. Mayor Cooney announced that he performed the traditional cry of "O' zapft is!"
  - 506 ("It's tapped!") on Friday, October 6, 2017 at 1:00 PM to officially mark the beginning of
  - 507 the festival.
  - 508 • Briefly spoke to a tour group about the historic district on Sunday, October 15, 2017 that
  - 509 came to Mifflinburg for the Historic Walking Tour.
  - 510 • Will be emceeing the Annual Halloween Parade that is scheduled for Monday, October 23,
  - 511 2017 at 6:00 PM. The parade will form at the Mifflinburg Middle School parking lot at
  - 512 5:30 PM and travel west on Market Street at 6:00 PM to the west entrance of the High
  - 513 School Gym where the judging will take place.
  - 514 • The Annual Jack-O-Lantern Contest that is scheduled for Thursday, October 26, 2017 from
  - 515 7:00 PM – 8:00 PM at the Herr Memorial Library located at 500 Market Street.
  - 516 • Trick or Treat night is scheduled for Tuesday, October 31, 2017 from 6:00 PM - 9:00 PM.
  - 517 • The Community Christmas Tree Lighting that is scheduled for Sunday, November 26, 2017
  - 518 from 7:00 PM – 8:00 PM.
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526



527 Mayor Cooney announced that he issued a Proclamation of Appreciation at the Mifflinburg Kiwanis  
528 meeting that was held on Monday, September 25, 2017 at 6:00 PM for James C. and Kathleen M.  
529 Ranney which reads as follows:  
530

531 **Proclamation of Appreciation for James C. and Kathleen M. Ranney in**  
532 **Recognition of Their Exemplary Community Service**  
533

534 WHEREAS, Mifflinburg is a community that has been made immeasurably better by the  
535 efforts of our volunteers; and  
536

537 WHEREAS, Those who give freely of themselves are greatly valued and held in the highest  
538 regard; and  
539

540 WHEREAS, Jim and Kathy Ranney have embodied the spirit of volunteerism in our  
541 community and beyond; and  
542

543 WHEREAS, Jim and Kathy have been instrumental in the success of MANY community  
544 groups and events including:  
545

- 546 • Mifflinburg Bicentennial Committee
- 547 • Preservation Mifflinburg, Inc.
- 548 • Western Union County Food Bank
- 549 • Christkindl Market
- 550 • Kiwanis Club of Mifflinburg
- 551 • Mifflinburg Presbyterian Church
- 552 • Mifflinburg Buggy Museum
- 553 • Kiwanis Warm Coats Program
- 554 • Annual St. Patrick's Day Breakfast
- 555 • Mifflinburg Heritage and Revitalization Association
- 556 • Oktoberfest
- 557 • Blueberries and Bluegrass Festival
- 558 • Mifflinburg 4<sup>th</sup> of July Committee and Celebration
- 559

560 NOW, THEREFORE, I, DAVID M. COONEY, MAYOR OF THE BOROUGH OF  
561 MIFFLINBURG, PENNSYLVANIA, DO HEREBY PROCLAIM  
562

563 September 25<sup>th</sup> 2017 as "James C. and Kathleen M. Ranney Day"  
564

565 in Mifflinburg, and urge all citizens to recognize the Ranneys' hard work and dedication and  
566 all that they have done to make our world a better place.  
567

568 David M. Cooney, Mayor.  
569

570 Mrs. Metzger informed Borough Council that she has received a request from Mr. Richard Miller,  
571 Licensed Ministry in the Buffalo Valley Church of the Brethren (BVCOB). The BVCOB is requesting  
572 Borough Council permission to utilize the Mifflinburg Community Park on Saturday, July 14, 2018  
573 from 4:00 PM -9:00 PM, in order to conduct their Outreach 2018 event. This is a community-wide  
574 outreach event sponsored by the Missions Ministry Team at the BVCOB. There will be inflatables for  
575 the kids, games, a dunk tank, free food (burgers, hot dogs, chips and water), live music and a worship  
576 service with select speakers. There will also be a goodwill offering taken to help a local family in need.  
577 Borough Council action is requested on this matter.  
578

579 Motion by: Tod M. Steese  
580 Second by: Paul E. Bottiger  
581

582 **MOTION: To authorize the Buffalo Valley Church of the Brethren (BVCOB) to utilize the**  
583 **Mifflinburg Community Park on Saturday, July 14, 2018 from 4:00 PM -9:00 PM, in order to**  
584 **conduct their Outreach 2018 event; contingent upon completion and submission of the required**  
585 **paperwork, a security deposit in the amount of \$250.00, as well as a certificate of insurance.**  
586

587 Approved via unanimous voice vote.  
588  
589

590 Mrs. Hackenberg called an executive session to discuss potential litigation and personnel matters. An  
591 executive session was held from 7:55 PM to 8:31 PM.  
592

593 Motion by: Tod M. Steese

594 Second by: Richard J. Fry

595

596 **MOTION: To make Mr. Patrick Wetzel a permanent full-time maintenance employee, subject to**  
597 **the terms of the Non-Uniformed Employment Contract, and to grant Mr. Wetzel a raise of**  
598 **\$0.50/hour effectively immediately.**

599

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

601

602 No – None

603

604

605 Motion by: Tod M. Steese

606

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

608

609 Approved via unanimous voice vote.

610

611

612 Meeting adjourned at 8:15 PM.

613

614 Respectfully Submitted,

615

616

617 Misty L. Ross

618 Assistant Borough Secretary