

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL

2 September 19, 2017

3

4	PRESENT	ABSENT
5 Beverly L. Hackenberg, Council President	X	
6 Tod M. Steese, Vice President	X	
7 Paul E. Bottiger, Council Member		X - Arrived at 7:41 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 – Officer Mark E. Bailey
14 Margaret A. Metzger, Borough Manager	X	was present in his place
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 Tina Yetter, Pat Catherman, and Austin Catherman.

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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, August 15, 2017 regular meeting of**
27 **Mifflinburg Borough Council.**

28
29 Approved via unanimous voice vote.

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31
32 Motion by: Richard J. Fry

33 Second by: Tod M. Steese

34
35 **MOTION: To approve payment of Bill List #2017-09 in the amount of \$883,503.18.**

36
37 Yes – Ms. Downs, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mrs. Hackenberg

38
39 No – None

40
41
42 Mrs. Tina Yetter, a resident of 810 Chestnut Street, attended tonight’s meeting regarding a water leak
43 that occurred at her residence. Mrs. Yetter requested Borough Council consideration to grant a billing
44 adjustment for the sewer portion of her utility bill. Mrs. Metzger informed Borough Council that in
45 accordance with Resolution No. 2016-13, Section 14.3, the sewer rate charges for all users within the
46 Borough of Mifflinburg shall be a base rate charge of \$40.94 per month, plus \$4.90 per 1,000 gallons of
47 water consumed as registered by the meter used in computing the water bills by the Borough of
48 Mifflinburg. There is nothing written specifically in the ordinance which allows the Borough to grant
49 any kind of forgiveness; what’s registered on the meter, is what the Borough bills for. In past
50 experiences, Borough Council has never granted any kind of forgiveness for other residents. Mrs.
51 Metzger clarified that there were a couple of water leaks that occurred this past month.

52
53 Mr. Zimmerman expressed that from a ratepayer standpoint, he really thinks Borough Council needs to
54 look at this matter a little closer because it certainly is creating a burden to the ratepayers. There should
55 be some kind of forgiveness especially if the resident can prove that the water leak did not go in the
56 sewer line. A discussion was held; Mr. Tira advised Borough Council that while they do have the
57 authority to grant a forgiveness for a debt that’s due; the issue is determining exactly when the leak
58 would have started and how much went to the sewer. From this standpoint, he doesn’t see how the
59 Borough can exonerate the whole amount; they need to determine what services were actually used.

60
61 Mr. Steese inquired if a payment plan without interest or penalties would help Mrs. Yetter. Mr. Steese
62 clarified that there is nothing Borough Council can do to exonerate the bill; however if they could help
63 by setting up a payment plan, he would be all for that. Mrs. Metzger inquired if the payment plan would
64 be for the water and sewer both or just the sewer. Mrs. Yetter stated that she is only looking for
65 assistance on the sewer portion of her bill.

66
67

68 Motion by: Tod M. Steese
69 Second by: Duane L. Zimmerman

70
71 **MOTION: To grant Mrs. Tina Yetter, a resident of 810 Chestnut Street, an additional six (6)**
72 **months to pay the sewer portion of her utility bill, without interest or penalties.**

73
74 Yes – Mr. Fry, Mr. Steese, Mr. Zimmerman, Ms. Downs, Mrs. Hackenberg

75
76 No – None

77
78
79 Boy Scout, Austin Catherman, introduced himself and informed Borough Council that he is present at
80 tonight’s meeting to observe the meeting in order to achieve his merit badge.

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82
83 Motion by: Tod M. Steese
84 Second by: Richard J. Fry

85
86 **MOTION: To approve the Mifflinburg Borough Zoning Report for August 2017 and authorize**
87 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$808.25.**

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

90
91 No – None

92
93
94 Mrs. Hackenberg informed Borough Council that included in the information tonight they received a
95 copy of Resolution No. 2017-04; Recognizing the contributions of Mr. Troy A. Berkheiser which reads
96 as follows.

97
98 WHEREAS: MR. TROY A. BERKHEISER has served as a member of
99 Mifflinburg Borough Council since 2014, and in that capacity

100
101 he has willingly and unselfishly given of his time and talents to
102 the betterment of our community and its citizens;

103
104 he has served the residents of his community, and the borough
105 council, without thought of personal recognition;

106
107 he has been actively involved in the work of the community for
108 a period of three years and six months, NOW

109
110 BE IT THEREFORE RESOLVED that the Borough Council of the Borough of Mifflinburg
111 recognize formally and publicly the contributions of TROY A. BERKHEISER and wish him
112 well as he leaves office.

113
114 BE IT FURTHERMORE RESOLVED that a copy of this resolution be presented to TROY A.
115 BERKHEISER and that its contents be entered into the official records of the municipality.

116
117 Borough Council action is requested to adopt this resolution. Mrs. Hackenberg directed all Borough
118 Council Members to make sure to sign the resolution subsequent to tonight’s meeting.

119
120 Motion by: Tod M. Steese
121 Second by: Richard J. Fry

122
123 **MOTION: To adopt Resolution No. 2017-04; Recognizing the contributions of Mr. Troy A.**
124 **Berkheiser.**

125
126 Approved via unanimous voice vote.

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133 Motion by: Duane L. Zimmerman
134 Second by: Richard J. Fry

135
136 **MOTION: To adopt Resolution No. 2017-05; To fill the vacancy in the Borough Councilor's**
137 **Office.**

138
139 Approved via unanimous voice vote.

140
141
142 Mr. Tira reminded Borough Council that they previously adopted Ordinance No. 2015-01; Authorizing
143 and establishing attorney's fees for collection of municipal liens and the rate of interest. Borough
144 Council has determined that it is necessary to amend the schedule of attorneys' fees set forth in
145 Ordinance No. 2015-01. In accordance with §1-801: "Attorney's Fees Established", of the Borough
146 Code of Ordinances, the specific dollar amounts set forth may be amended from time to time by
147 resolution of the Borough Council. Resolution No. 2017-06; Amending the established schedule of
148 attorney's fees in connection with the collection of municipal claims and liens has been prepared with
149 the following changes (strikethrough indicates change):

150
151 §1-801: Attorney's Fees Established

152
153 Pursuant to the Municipal Claims Act, [1] Mifflinburg Borough hereby adopts the following
154 schedule of attorney's fees in connection with the collection of municipal claims and municipal
155 liens as follows:

156
157 A. Municipal Claims and Liens:

- 158 (1) For issuance of the thirty (30) day certified mail notice letter, the sum of \$100.00;
159 (2) For preparation, filing and satisfaction of the municipal lien, the sum of ~~\$200.00~~
160 \$350.00;
161 (3) For any additional work required, the sum of ~~\$140.00~~ \$150.00 per hour for attorneys
162 and ~~\$80.00~~ \$100.00 per hour for legal assistants;
163 (4) All above sums shall be additive.
164 (5) The specific dollar amounts set forth herein may be amended from time to time by
165 resolution of the Borough Council.

166
167 [1] Editor's Note: See 53 P.S. §7101 et seq.

168
169 All other provisions of Ordinance No. 2015-01 would remain in full force and effect. A copy of the
170 resolution has been included in the information tonight. Borough Council action is requested to adopt
171 this resolution.

172
173 Motion by: Tod M. Steese
174 Second by: Richard J. Fry

175
176 **MOTION: To adopt Resolution No. 2017-06; Amending the established schedule of attorney's fees**
177 **in connection with the collection of municipal claims and liens.**

178
179 Approved via unanimous voice vote.

180
181
182 Mrs. Metzger reminded Borough Council that the Borough's Electrical Engineer, Mr. Jim Havrilla of
183 Utility Engineers, PC, provided a memo regarding a Power Contract Extension to the Borough's Power
184 Supply Contract. The Borough's existing power contract with NextEra Energy, as a supplier to the
185 Borough through American Municipal Power, Inc. (AMP), runs from May 1, 2015 through December
186 31, 2022. The existing power contract is load following, meeting the Borough's ongoing and
187 continuously changing requirements without penalties or additional charges for minimal or additional
188 use. Mr. Havrilla has been tracking electric supply pricing with NextEra Energy and he sees the
189 potential for significant savings if the Borough were to extend their supply contract. Borough Council
190 took action at the August 15, 2017 regular Borough Council meeting to authorize Mr. Havrilla to
191 proceed with obtaining additional pricing for the Borough's future electric supply. Mr. Havrilla has
192 received updated pricing is recommending that Borough Council approve the power contract extension
193 with NextEra for a term of September 1, 2017 through December 31, 2027. Additionally, Mr. Havrilla
194 is recommending that the contract extension pricing be contractually blended with the existing contract
195 pricing to provide a discounted rate at this time. AMP has provided a Master Service Agreement for the
196 Second Amendment to the 2013-2017 Non-Pool Energy Purchase Schedule with AMP, as well as
197 Resolution No. 2017-07; Authorizing the execution of the Second Amendment. Both the agreement and
198 resolution were forwarded to Mr. Tira for review.

199

200 Mr. Tira informed Borough Council that he has received and reviewed the Master Service Agreement
201 with AMP and the resolution and made one (1) change to the resolution. Mr. Tira stated that he deleted
202 language (strikethrough) from Paragraph 4 on Page 2, which reads as follows:

203
204 WHEREAS, in recognition of the unique nature of the Purchases described herein, competitive
205 bidding is not required on the Municipality's purchase of energy, through the second
206 amendment to the 2013-2017 Non-Pool Energy Purchase Schedule, ~~however, any bidding~~
207 ~~requirement that might otherwise be applicable for the purchase of any energy through the~~
208 ~~execution of the Remaining Requirements Energy Supply Schedule authorized by this~~
209 ~~resolution, should be waived.~~

210
211 Mr. Tira explained that he deleted the language because it's not applicable; Borough Council doesn't
212 have the authority to waive any bidding requirements. Any applicable bidding requirements would be
213 mandatory; the bidding requirements just don't apply in this case. Borough Council action is requested
214 to adopt this resolution as amended and referenced by the Borough Manager.

215
216 Motion by: Tod M. Steese

217 Second by: Richard J. Fry

218
219 **MOTION: To adopt Resolution No. 2017-07; Authorizing the execution of the Second Amendment**
220 **to the 2013-2017 Non-Pool Energy Purchase Schedule with American Municipal Power, Inc.**
221 **(AMP) as amended by the Solicitor (Ryan M. Tira) and referenced by the Borough Manager**
222 **(Margaret A. Metzger).**

223
224 Approved via unanimous voice vote.

225
226
227 Mrs. Metzger informed Borough Council that she has received a request from the Herr Memorial
228 Library, located at 500 Market Street, for the donation of an all season pass to the Mifflinburg
229 Community Pool for the 2018 season, for a family of four (4), to be used as a prize for the Herr
230 Memorial Library's annual Dinner and Auction on Saturday, October 21, 2017. Borough Council action
231 is requested to approve this request.

232
233 Motion by: Duane L. Zimmerman

234 Second by: Kathleen A. Downs

235
236 **MOTION: To donate an all season pass to the Mifflinburg Community Pool for the 2018 season,**
237 **for a family of four (4), to be used as a prize for the Herr Memorial Library's annual Dinner and**
238 **Auction on Saturday, October 21, 2017.**

239
240 Approved via unanimous voice vote.

241
242
243 Mrs. Metzger informed Borough Council that she received a request from the Mifflinburg Area
244 Elementary School ROAR Program Incentive Committee for continued support of their Behavioral
245 Support Program (the ROAR Program). Mrs. Metzger explained that during the 2014-2015 school year,
246 the Mifflinburg Elementary School implemented a school-wide positive behavior program called the
247 ROAR Program. The program works by teaching the students appropriate behavior, and validating
248 when they meet behavioral expectations. Student's positive behavior is tracked, and ultimately,
249 students' names are entered into a lottery to win specific prizes, such as participating in activities, eating
250 special lunches with school staff, earning opportunities for leadership in front of their peers, and
251 coupons for purchases or events in their communities. In previous years, Borough Council took action
252 to donate fourteen (14) coupons for a one (1) day free admission at the Mifflinburg Community Pool
253 to be used as prizes for the ROAR Program. A copy of the request has been included in the information
254 tonight. Borough Council action is requested on this matter.

255
256 Motion by: Duane L. Zimmerman

257 Second by: Kathleen A. Downs

258
259 **MOTION: To donate fourteen (14) coupons for a one (1) day free admission at the Mifflinburg**
260 **Community Pool for the 2018 season to be used as prizes for the Mifflinburg Area Elementary**
261 **School's Behavioral Support Program (the ROAR Program).**

262
263 Approved via unanimous voice vote.

264
265

266 Mrs. Metzger informed Borough Council that she has received a request from Ms. Michaela Kelly, Race
267 Committee/Permit Director, on behalf of the Turkey Trot Race Committee and Fit for Funds, LLC. The
268 Turkey Trot Race Committee and Fit for Funds, LLC are requesting Borough Council permission to
269 utilize the Mifflinburg Community Park and Borough streets on Thanksgiving morning, Thursday,
270 November 23, 2017, in order to conduct the annual "Turkey Trot 5K and Kids' ½ mile Fun Run" event.
271 This event is held to raise funds for the Mifflinburg Lacrosse Teams and would be the same as in 2016.
272 In accordance with Chapter 18 of the Borough Code of Ordinances the dates during which the recreation
273 area shall be used by the general public shall be April 15th through October 15th of each calendar year.
274 Borough Council action is required to approve this event since this event is occurring after the official
275 date for closure. Mayor Cooney has already reviewed and approved the proposed race route. A copy of
276 the request has been included in the information tonight, as well as a copy of the proposed race route and
277 certificate of insurance. Borough Council action is requested on this matter.

278
279 Motion by: Tod M. Steese

280 Second by: Kathleen A. Downs

281
282 **MOTION: To authorize the Turkey Trot Race Committee and Fit for Funds, LLC to utilize the**
283 **Mifflinburg Community Park and Borough Streets on Thanksgiving morning, Thursday,**
284 **November 23, 2017 in order to conduct the annual "Turkey Trot 5K and Kids' ½ mile Fun Run"**
285 **event; contingent upon completion and submission of the required paperwork, as well as a**
286 **security deposit in the amount of \$250.00.**

287
288 Approved via unanimous voice vote.

289
290
291 Mrs. Metzger informed Borough Council that she has received a request from the Mifflinburg Veterans
292 of Foreign Wars (VFW), Yoder-Zimmerman Post 1964. The Mifflinburg VFW is requesting the use of
293 some of the electrical carts for their Gun Raffle event on Saturday September 23, 2017. A copy of the
294 request has been included in the information tonight. Mrs. Metzger reminded Borough Council that they
295 already took action at the Tuesday, August 15, 2017 regular Borough Council meeting to provide water
296 services to the Mifflinburg VFW carnival grounds on September 22-24, 2017 for the Mifflinburg VFW
297 in order to conduct their Gun Raffle event. Borough Council action is requested on this matter.

298
299 Motion by: Kathleen A. Downs

300 Second by: Richard J. Fry

301
302 **MOTION: To provide two (2) electrical carts to the Mifflinburg Veterans of Foreign Wars (VFW),**
303 **Yoder-Zimmerman Post 1964, for their Gun Raffle event on Saturday, September 23, 2017.**

304
305 Mr. Steese inquired if the Borough bills these events for the electric usage. Mrs. Metzger reported that
306 the Mifflinburg VFW carnival grounds are not located in the Borough; the electric supplier would be
307 PPL Electric Utilities. Mr. Steese stated that the Mifflinburg Hose Company receives a monthly bill
308 which they pay for the electric at the Mifflinburg VFW carnival grounds year round. Therefore, the
309 Mifflinburg Hose Company pays for the electric usage whenever there is an event held at the
310 Mifflinburg VFW carnival grounds (i.e. Oktoberfest, Kelsey's Dream, the Gun Raffle, etc.).

311
312 Approved via unanimous voice vote.

313
314
315 Mrs. Metzger informed Borough Council that she has received the following two (2) requests from the
316 Mifflinburg Fire Police:

- 317
- 318 1. Permission to participate in the Beavertown Parade which was held on Thursday, August
319 17, 2017.
 - 320 2. Permission to be able to perform traffic control for the 3rd Annual Purple Heart Highway
321 Ride which was held on Saturday, September 2, 2017.
- 322

323 Mrs. Metzger clarified that both of these events have already occurred; however, Borough Council
324 action is still required to approve the addition of these events to the approved 2017 Special Events for
325 the Mifflinburg Fire Police.

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333 Motion by: Tod M. Steese
334 Second by: Kathleen A. Downs

335
336 **MOTION: To approve the addition of the Beavertown Parade that was held on Thursday, August**
337 **17, 2017 and the 3rd Annual Purple Heart Highway Ride that was held on Saturday, September 2,**
338 **2017 to the 2017 Special Events for the Mifflinburg Fire Police as requested.**

339
340 Approved via unanimous voice vote.

341
342
343 Mrs. Metzger reported that Legacy Building Products, Inc. has provided the required documents and
344 security for their additional Parking Lot Plans for the Rusty Rail Brewing Company that were
345 conditionally approved by the Planning Commission at their Tuesday, August 15, 2017 meeting. Mr.
346 Tira has reviewed both the Developer's Agreement and the Stormwater Management and Maintenance
347 Agreement, together with the Letter of Credit and is recommending that Borough Council take action to
348 approve these documents.

349
350 Motion by: Duane L. Zimmerman
351 Second by: Tod M. Steese

352
353 **MOTION: To approve the Letter of Credit, the Developer's Agreement, and the Stormwater**
354 **Management and Maintenance Agreement between the Borough of Mifflinburg and Legacy**
355 **Building Products, Inc. related to the "Final Plan - Land Development Plan for Legacy Building**
356 **Products, Inc." for their additional Parking Lot for the Rusty Rail Brewing Company.**

357
358 Approved via unanimous voice vote.

359
360
361 Mrs. Metzger provided Borough Council with an update on the status of the Water Treatment Plant Roof
362 Replacement Project. Mrs. Metzger reported that the Water Treatment Plant Roof Replacement Project
363 has been completed. Change Order No. 1 has been received from J&C Roofing & Gutter's for an
364 increase in the contract price of \$1,100.00 for additional work that was completed. Mr. Rowe explained
365 that the original contract price was for a unit price basis in the amount of \$17,315.00; however during
366 the project the contractor noticed there was ½ in. sheeting that was weak and dry rotted and needed to be
367 replaced. This change order represents the additional work that was completed by the contractor for the
368 installation of 1x4 fir strips added to roof to install metal roofing. A copy of the change order has been
369 included in the information tonight. Borough Council action is requested to approve Change Order No.
370 1 and authorize the release of payment.

371
372 Motion by: Richard J. Fry
373 Second by: Kathleen A. Downs

374
375 **MOTION: To approve Change Order No. 1 from J&C Roofing & Gutter's for the 2017 Water**
376 **Treatment Plant Roof for an increase in the contract price of \$1,100.00 for the additional work**
377 **that was completed and authorize the release of payment.**

378
379 Yes – Mr. Zimmerman, Ms. Downs, Mr. Fry, Mr. Steese, Mrs. Hackenberg

380
381 No – None

382
383
384 Mrs. Metzger provided Borough Council with an update on the status of the Woodland Estates Water
385 Main Replacement Project. Mrs. Metzger reported that the substantial completion walk-through was
386 held on Thursday, September 14, 2017 and as a result, HRG, Inc. will be issuing substantial completion
387 effective Thursday, September 14, 2017 shortly. Mr. Rowe informed Borough that a minor punchlist has
388 been developed which will be issued to Fairchild Brothers, Inc. Change Order No. 1 in the amount of
389 \$7,569.00 was executed by all parties on Friday, September 15, 2017. This change order adds the
390 replacement of an adjacent sanitary sewer manhole into the scope of the project as requested by Borough
391 Staff. SEDA-COG has reviewed the change order and agrees with HRG, Inc.'s recommendation. HRG,
392 Inc. has received Payment Applications No. 1 from Fairchild Brothers, Inc. in the amount of \$44,127.45
393 and is recommending that Borough Council take action to approve this payment application.

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398 Motion by: Tod M. Steese

399 Second by: Richard J. Fry

400

401 **MOTION: To approve Payment Application No. 1 from Fairchild Brothers, Inc. for the Woodland**
402 **Estates Water Main Replacement Project in the amount of \$44,127.45.**

403

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

405

406 No – None

407

408

409 Mrs. Metzger provided Borough Council with an update on the status of the Mulberry Street
410 Reconstruction Project. Mrs. Metzger reported that Mr. Rowe has obtained the necessary easements for
411 the Mulberry Alley Reconstruction Project and HRG, Inc. has reviewed all of the submittals. Based on
412 Fairchild Brothers, Inc. most recent schedule, they intend to mobilize to begin construction the week of
413 September 25, 2017. Job Conference No. 1 is scheduled to be held on Tuesday, October 10, 2017.

414

415 Mrs. Metzger reported that Blue Sky Realty LLC has submitted a request for release of their Letter of
416 Credit for their proposed medical/dental offices located along E. Walnut Street. HRG, Inc. performed a
417 site inspection on Thursday, August 24, 2017 to determine the extent of completion of items for the East
418 Walnut Street Development Project. During the site visit, it was noted that the majority of the earthwork
419 is not stabilized with vegetation and the basin is yet to be constructed to final grades. As a result there is
420 standing water and sedimentation within the basin. It also appears that no rock filter is in place at the
421 basin outlet. As the basin is intended to infiltrate water, the excess sedimentation and standing water
422 could affect the final infiltration capacity of the basin, and it's recommended that the contractor ensure
423 the basin is dewatered and properly cleaned during final basin construction. Based on HRG, Inc.'s visit
424 to the site, they are recommending a reduction of \$15,132.50 from the original amount of \$50,546.65,
425 leaving a remaining balance of \$35,414.15. Borough Council action is requested on this matter.

426

427 Motion by: Tod M. Steese

428 Second by: Duane L. Zimmerman

429

430 **MOTION: To release \$15,132.50 of Blue Sky Realty LLC's Letter of Credit for their proposed**
431 **medical/dental offices located along E. Walnut Street.**

432

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

434

435 No – None

436

437

438 Mrs. Metzger provided Borough Council with an update on the status of the 2017 Wastewater Treatment
439 Plant (WWTP) Improvements Project. Mrs. Metzger reported that HRG, Inc. has been working with the
440 membrane manufacturer, Evoqua Water Technologies (Evoqua), to review submittals prior to release of
441 the membranes for delivery. Additionally, HRG, Inc. facilitated and attended an on-site meeting with
442 Borough Staff and the Borough's Controls Contractor Representative, Mr. Robert Stauder of Process
443 Control Solutions LLC, on Thursday, August 24, 2017 to review final design scope and controls
444 upgrades in detail. Following the meeting, HRG, Inc. prepared a proposal to provide professional
445 engineering services related to the next phase of the WWTP Improvements Project in order to maintain
446 the previously discussed project schedule. This proposal includes the engineering services necessary to
447 complete the Project; including final design-phase tasks and bid documents preparation (Ph. III), public
448 bidding (Ph. IV), and construction phase services (Ph. V). HRG, Inc. is proposing to complete the
449 remaining phases as follows:

450

451	Phase III: Final Design	\$28,990.00	Lump Sum Fee
452	Phase IV: Bidding	\$ 3,200.00	Lump Sum Fee
453	Phase V: Construction Administration	<u>\$ 7,420.00</u>	Time & Materials, Estimated Fee
454	Total	\$39,610.00	

455

456 A copy of the proposal has been included in the information tonight. Borough Council action is
457 requested to approve this proposal in the amount of \$39,610.00.

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464 Motion by: Tod M. Steese
465 Second by: Richard J. Fry

466
467 **MOTION: To approve the proposal from HRG, Inc. for professional engineering services related**
468 **to Phase III: Final Design; Phase IV: Bidding; and Phase V: Construction Administration of the**
469 **2017 Wastewater Treatment Plant (WWTP) Improvements Project in the amount of \$39,610.00.**

470
471 Yes – Mr. Steese, Mr. Zimmerman, Ms. Downs, Mr. Fry, Mrs. Hackenberg

472
473 No – None

474
475
476 Mrs. Metzger informed Borough Council that the Borough Staff installed a new valve on the State Route
477 304 hill in order to be able to better isolate the area where the suspected water leak is located.
478 Subsequent to the new valve being installed, Mr. David B. Bonkovich, the water leak detection
479 specialist, again returned to correlate the suspected leak and he feels that he has located the leak. The
480 waterline repair is scheduled to be completed by Dave Gutelius Excavating, Inc. on Wednesday,
481 September 20, 2017.

482
483 Mrs. Metzger provided Borough Council with an update on the status of the Ritz-Craft Corporation
484 directory sign that was located on the western corner of the Chestnut Street and Industrial Park Road
485 intersection. Mrs. Metzger reminded Borough Council that they took action at the Tuesday, June 20,
486 2017 regular Borough Council meeting to authorize Mr. Tira to prepare an amendment to the Zoning
487 Ordinance and Map to extend the General Commercial District to include all of the right-of-way for
488 Industrial Park Road, make all required notifications, and advertise to conduct a Public Hearing. Mr.
489 Rowe has indicated that he feels it would be best to take this time to amend the entire Zoning Map to
490 provide a better quality map online and make it easier to use by tying it to the tax parcels. Mr. Tira has
491 been working to draft the Zoning Ordinance and Map amendment and is looking for Borough Council
492 direction as to whether he should wait for the entire Zoning Map to be amended or proceed with just the
493 part necessary for the directional sign for the Industrial Park. Mayor Cooney suggested that the
494 Borough may also want to consider speaking with Mr. Alan Wagner, owner of Wagner's Surveying
495 located at 512 Chestnut Street, to see about making the BVI Building located at 500 Chestnut Street the
496 last structure located within the General Commercial (GC) Zoning District. Mr. Rowe added that the
497 procedures for the amendments are all the same; so if Borough Council is going to amend the Zoning
498 Map, they might as well take the time to amend the entire map. The amendments would only change the
499 Zoning Districts. A discussion was held; it was the consensus of Borough Council to wait for the entire
500 Zoning Map to be amend. Mr. Zimmerman inquired who would prepare the amendments to the Zoning
501 Map. Mr. Rowe clarified that he would prepare the amendments to the Zoning Map and then forward a
502 draft of the amendment to Mr. Tira and Borough Council for review.

503
504 Mrs. Metzger reported that Mockenhaupt Benefits Group (Actuary for the Borough), has prepared the
505 2018 Minimum Municipal Obligations (MMOs) for both the Police and Non-Uniformed Pension Plans
506 as well as the Non-Uniformed Money Purchase Plan which are as follows:

507

508	Police Pension Plan	\$87,486.00
509	Non-Uniformed Pension Plan	\$55,117.00
510	Non-Uniformed Money Purchase Plan	\$15,143.00

511
512 The law requires that these MMOs be adopted/approved for the 2018 budget by September 30th of the
513 preceding year. Copies of the three (3) MMOs have been included in the information tonight. Borough
514 Council action is requested to adopt these MMOs as prepared by Mockenhaupt Benefits Group.

515
516 Motion by: Tod M. Steese
517 Second by: Richard J. Fry

518
519 **MOTION: To adopt the Police Pension Plan Minimum Municipal Obligation in the amount of**
520 **\$87,486.00; the Non-Uniformed Pension Plan Minimum Municipal Obligation in the amount of**
521 **\$55,117.00; and the Non-Uniformed Money Purchase Plan Minimum Municipal Obligation in the**
522 **amount of \$15,143.00 for the 2018 budget.**

523
524 Yes – Mr. Zimmerman, Ms. Downs, Mr. Fry, Mr. Steese, Mrs. Hackenberg

525
526 No – None

527
528

529 Mrs. Metzger reminded Borough Council that all Budgetary Requests for 2018 must be submitted by
530 Saturday, September 30, 2017. The first Budget meeting is scheduled for Tuesday, October 3, 2017 at
531 7:00 PM. All Borough Council Members are urged to attend this meeting.
532

533 Mrs. Metzger announced that there is a meeting scheduled with AMP on Tuesday, October 17, 2017 at
534 10:00 AM at which time they will provide the yearly overview report of the Borough's electric
535 consumption and what they are projecting moving forward.
536

537 Mrs. Metzger informed Borough Council that the Borough still has not received reimbursement for the
538 3rd Street Bridge Relocation Project as stipulated in the Utility Reimbursement Agreements between the
539 County of Union and the Borough of Mifflinburg.
540

541 Mrs. Metzger announced that there is a Benecon (health insurance) renewal meeting scheduled for the
542 Borough's area on Tuesday, October 10, 2017 at 10:00 AM in Williamsport at which time they will
543 provide the renewal pricing and information on any potential refunds.
544

545 Mrs. Metzger reported that the annual insurance meeting with H.A. Thompson, the Borough's current
546 agent, was held earlier today. The Borough's Property and Liability Insurances will remain the same;
547 there may be a slight deduction for the Liability Insurance. It's anticipated that there will be a 12-14%
548 increase for the Workers Compensation Insurance. Mrs. Metzger clarified that she is still working with
549 the Keystone Municipal Insurance Trust (KMIT) to obtain comparative insurance pricing.
550

551 Mrs. Metzger provided Borough Council with an update on the status of the proposed Mifflinburg Dog
552 Park. Mrs. Metzger reminded Borough Council that they took action at the Tuesday, June 20, 2017
553 regular Borough Council meeting to authorize Mr. Tira to proceed with preparing a draft Use Agreement
554 between the Borough of Mifflinburg and the Mifflinburg Dog Park Association. Mrs. Metzger reported
555 that Mr. Tira has provided her with a draft Use Agreement; however she has not had a chance to review
556 the agreement.
557

558 Mrs. Metzger informed Borough Council that the deadline to submit all required paperwork for the 2017
559 Christkindl Market was Friday, September 15, 2017. To date, the Borough has received the preliminary
560 market layout plan and certificate of insurance; however they're still awaiting the shuttle bus company
561 contact information and shuttle bus routes and a copy of the signed contract with flagging company.
562 Mrs. Metzger clarified that the Borough will continue to work with the Christkindl Market of
563 Mifflinburg, Inc. to obtain the remaining required paperwork.
564

565 Mrs. Metzger requested an executive session to discuss potential litigation and personnel matters.
566

567 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for
568 August 2017 included in the information tonight.
569

570 Mayor Cooney requested Borough Council action to set Trick or Treat night for Tuesday, October 31,
571 2017 from 6:00 PM - 9:00 PM.
572

573 Motion by: Tod M. Steese
574 Second by: Paul E. Bottiger
575

576 **MOTION: To set Trick or Treat night for Tuesday, October 31, 2017 from 6:00 PM - 9:00 PM.**
577

578 Approved via unanimous voice vote.
579
580

581 Mayor Cooney presented Borough Council with the following update for Public Safety. Mayor Cooney
582 reported the following:
583

- 584 • Met with another vendor regarding the camera system at the Mifflinburg Community Park.
- 585 • Will be meeting with Mr. Tira and the Central Keystone Council of Governments (CK-
586 COG) the 1st week in October to review the Landlord Ordinance and the enforcement flow
587 charts prior to sending out the letters notifying all landlords about the Landlord Ordinance
588 and the Q & A (questions & answers) session for the Landlord Ordinance.
- 589 • Will be emceeding the Annual Halloween Parade that is scheduled for Monday, October 23,
590 2017 at 6:00 PM. The parade will form at the Mifflinburg Middle School parking lot at
591 5:30 PM and travel west on Market Street at 6:00 PM to the west entrance of the High
592 School Gym where the judging will take place.
593

594 Officer Mark E. Bailey presented Borough Council with some Monthly Highlights for the Mifflinburg
595 Police Department for August 2017.

596
597 Officer Bailey informed Borough Council that in addition to the Monthly Police Report for August
598 2017, they received a copy of a Statistics Report for the Mifflinburg Police Department included in the
599 information tonight which reads as follows:

600
601 Traffic Arrests:

602 Traffic Arrests from March 2016 through August 2016 were 108.

603 Traffic Arrests from March 2017 through August 2017 were 216, a 100% increase.

604
605 * Chief Dyroff attributes the increase to the acquisition of TRACS and more importantly,
606 aggressive patrol of Officers in areas where they've received complaints of speeders.

607
608 Cases (criminal offenses):

609 Cases (criminal offenses) from March 2016 through August 2016 were 66.

610 Cases (criminal offenses) from March 2017 through August 2017 were 113, a 71% increase.

611
612 * Chief Dyroff attributes the increase due to better reporting requirements of the
613 Mifflinburg Police Department's Officers.

614
615 Total Calls:

616 Total Calls from March 2016 through August 2016 were 1654.

617 Total Calls from March 2017 through August 2017 were 2190, a 23% increase.

618
619 * Chief Dyroff attributes the increase to more calls in all call types, especially in local
620 house checks, child abuse cases, and the increase in summary traffic arrests/warnings.

621
622 Officer Bailey requested Borough Council permission for the Mifflinburg Police Department to
623 participate in the "Click It or Ticket" Seat Belt Enforcement Mobilization through Buckle Up
624 Pennsylvania (BUPA). BUPA was formed in 2000 by the National Highway Traffic Safety
625 Administration (NHTSA) and PennDOT to aid state and local police in seat belt enforcement and
626 education initiatives. Officer Bailey informed Borough Council that the Mifflinburg Police Department
627 participated in this program previously; however they haven't been involved in the program for a couple
628 of years. This program is basically the same as the North Central Regional DUI Enforcement Project;
629 the NHTSA provides funding through a Highway Safety Grant which reimburses local departments for
630 overtime during the campaign. Borough Council action is requested on this matter.

631
632 Motion by: Tod M. Steese

633 Second by: Paul E. Bottiger

634
635 **MOTION: To authorize the Mifflinburg Police Department to participate in the "Click It or**
636 **Ticket" Seat Belt Enforcement Mobilization through Buckle Up Pennsylvania (BUPA).**

637
638 Approved via unanimous voice vote.

639
640
641 Mayor Cooney provided Borough Council with an update for the 2017 Christkindl Market. Mayor
642 Cooney reported that he spoke with Mr. Matt Wagner, Vice President of the Christkindl Market of
643 Mifflinburg, Inc., regarding the remaining required paperwork for the 2017 Christkindl Market. Mr.
644 Wagner indicated that the Christkindl Market of Mifflinburg, Inc. is almost complete; all they need is
645 the signed contract with flagging company. Mr. Wagner anticipates that a signed contract with flagging
646 company will be provided to the Borough within the next couple of days.

647
648 Mrs. Hackenberg reminded Borough Council that there is a Budget meeting scheduled for Tuesday,
649 October 3, 2017 at 7:00 PM.

650
651 Mayor Cooney presented Borough Council with an update for the Mifflinburg Regional Economic
652 Development (MRED) Alliance. Mayor Cooney updated Borough Council on the following businesses
653 in the Borough:

- 654
- 655 • Mr. Joseph Prah, owner of N.A.S.H. (National Auction Supply House) has relocated his
656 business to the old NAPA Auto Parts building located at 404 Chestnut Street.
 - 657 • Mr. David and Mrs. Stacey Snook have opened-up Stacey's Towels & Gifts located at 344
658 Chestnut Street.
- 659

660 Mrs. Metzger informed Borough Council that they received a copy of the Engineer's Report for
661 September 2017 included in the information tonight.

662
663 Mayor Cooney informed Borough Council that he participated in or will be participating in the
664 following meetings or events:

- 665
- 666 • The Annual Jack-O-Lantern Contest that is scheduled for Thursday, October 26, 2016 from
667 7:00 PM – 8:00 PM at the Herr Memorial Library. This year, the Herr Memorial Library
668 will be adding some crafts for kids and refreshments.
- 669 • Working with the Susquehanna University to launch a History Harvest for Mifflinburg.
670 The Harvest aims to identify, preserve, and share stories and artifacts of the central
671 Susquehanna River Valley communities that have gone unnoticed or been nearly forgotten.
- 672 • Working with the Snyder-Union Opioid Coalition. The first train the trainer session is
673 scheduled for next week.
- 674

675 Mayor Cooney announced that September is National Recovery Month (Recovery Month) which is a
676 national observance held every September to educate Americans that substance use treatment and
677 mental health services can enable those with a mental and/or substance use disorder to live a healthy and
678 rewarding life. During "Recovery Month," the Greater Susquehanna Valley United Way (GSVUW) is
679 taking addiction education to six (6) area school districts for a visually stimulating in-school assembly
680 produced by DJ Choices. The presentations feature local speakers in recovery who will share their
681 stories. Each school district will have their own approach at assemblies. Volunteers and students will
682 also provide resources for families at Friday night football games. Mayor Cooney clarified that the in-
683 school assembly for the Mifflinburg Area School District already took place on Friday, September 15,
684 2017. Resources were made available at the football game subsequent to the assembly.

685
686
687 Mrs. Hackenberg called an executive session to discuss potential litigation and personnel matters. An
688 executive session was held from 7:57 PM to 8:15 PM.

689
690 Motion by: Tod M. Steese

691
692
693 **MOTION: To adjourn the Mifflinburg Borough Council meeting.**

694
695 Approved via unanimous voice vote.

696
697
698 Meeting adjourned at 8:15 PM.

699
700 Respectfully Submitted,

701
702
703 Misty L. Ross
704 Assistant Borough Secretary