

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL

2 January 2, 2018

3 Reorganizational Meeting

4

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

18
19 The Reorganizational meeting of Mifflinburg Borough Council was called to order at 7:30 PM.

20
21 Visitors present at this meeting were Linda Cooper, Michelle Delosier, Janet Brosius, and Jeffrey L.
22 Mensch.

23
24 District Justice, Jeffrey L. Mensch, conducted the Oath of Office Ceremony for the newly elected
25 Council Member Linda L. Lewis. District Justice, Jeffrey L. Mensch, then proceeded to conduct the
26 Oath of Office Ceremony for the re-elected Mayor David M. Cooney and the re-elected Council
27 Members Paul E. Bottiger and Beverly L. Hackenberg.

28
29 Mayor Cooney declared the nominations for the office of Borough Council President to be open.

30
31 Council Member Paul E. Bottiger nominated Beverly L. Hackenberg for the office of Borough Council
32 President. With no other nominations made, the appointment was approved via unanimous voice vote.

33
34 Mayor Cooney declared the nominations for the office of Borough Council Vice-President to be opened.

35
36 Council Member Paul E. Bottiger nominated Tod M. Steese for the office of Borough Council Vice-
37 President. With no other nominations made, the appointment was approved via unanimous voice vote.

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40 Motion by: Tod M. Steese

41 Second by: Richard J. Fry

42
43 **MOTION: To readopt the Bylaws and Robert's Rules of Order for conducting council meetings.**

44
45 Approved via unanimous voice vote.

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48 Motion by: Richard J. Fry

49 Second by: Paul E. Bottiger

50
51 **MOTION: To reappoint HRG, Inc. as the retained engineering firm and Utility Engineering PC as**
52 **the electrical engineering firm for the Borough of Mifflinburg.**

53
54 Approved via unanimous voice vote.

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57 Motion by: Tod M. Steese

58 Second by: Richard J. Fry

59
60 **MOTION: To reappoint Mr. Ryan Tira as the Borough Solicitor for Borough Council and the**
61 **Mifflinburg Planning Commission for 2018.**

62
63 Approved via unanimous voice vote.

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66 Motion by: Tod M. Steese

67 Second by: Richard J. Fry

68

69 **MOTION: To approve the following depositories: PLGIT, M & T Bank / Wilmington Trust, First**
70 **National Bank, West Milton State Bank, Mifflinburg Bank & Trust Company, PSAB Municipal**
71 **Retirement Trust, and Swineford National Bank.**

72

73 Approved via unanimous voice vote.

74

75

76 Motion by: Richard J. Fry

77 Second by: Tod M. Steese

78

79 **MOTION: To grant the Borough Manager – Mrs. Margaret A. Metzger, Council President – Mrs.**
80 **Beverly L. Hackenberg, Mayor – Mr. David M. Cooney, and Borough Clerk – Mrs. Tina M.**
81 **DeFord the authority to sign Borough checks.**

82

83 Approved via unanimous voice vote.

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85

86 Mrs. Hackenberg announced that she would review the Committee Assignments and email them to
87 Borough Council.

88

89 Mrs. Metzger reminded Borough Council that Resolution No. 2017-13; Appointing the County of Union
90 to collect county and borough taxes was prepared and presented to Borough Council for consideration at
91 the Tuesday, December 19, 2017 regular Borough Council meeting; however Mr. Tira felt the resolution
92 needed to be in a different format. Mr. Tira has provided a revised resolution and a copy of the resolution
93 has been included in the information tonight. Borough Council action is requested to adopt Resolution
94 No. 2018-01; Appointing the County of Union to collect county and borough taxes.

95

96 Motion by: Paul E. Bottiger

97 Second by: Richard J. Fry

98

99 **MOTION: To adopt Resolution No. 2018-01; Appointing the County of Union to collect county and**
100 **borough taxes.**

101

102 Approved via unanimous voice vote.

103

104

105 Motion by: Tod M. Steese

106 Second by: Richard J. Fry

107

108 **MOTION: To approve the minutes of the Tuesday, December 4, 2017 special meeting of**
109 **Mifflinburg Borough Council.**

110

111 Approved via unanimous voice vote.

112

113

114 Motion by: Tod M. Steese

115 Second by: Richard J. Fry

116

117 **MOTION: To approve payment of Bill List # 2017-13 in the amount of \$119,561.47.**

118

119 Yes - Ms. Lewis, Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mrs. Hackenberg

120

121 No - None

122

123

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129

130 Mr. Rowe provided Borough Council with an update on the status of the Oak Avenue Sanitary Sewer
131 Main Replacement Project. Mr. Rowe reported that the existing manhole at the intersection of 8th Street
132 and Oak Avenue is in bad shape and needs to be replaced. Dave Gutelius Excavating, Inc. has provided
133 a proposal which reads as follows:

- 134
- 135 Remove and replace existing manhole at the intersection of 8th Street and Oak Avenue with
- 136 new precast manhole.
- 137 Supply and install new Neenah MH Casting as provided in the Oak Avenue Development.
- 138 Reconnect to existing sewer outlet pipe 5' downstream of new manhole using a Strongback
- 139 Fernco.
- 140 No additional pipe openings or flow channels for future pipe connections.
- 141 Vacuum test new manhole.
- 142 Restore disturbed areas.
- 143 Prevailing wages included.

144 Cost: \$6,500.00

145

146 Mr. Rowe informed Borough Council that the original proposal provided was in the amount of
147 \$6,500.00; however that cost has been negotiated to \$6,000.00. Borough Council action is requested to
148 approve Change Order No. 2 in the amount of \$6,000.00.

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150 Motion by: Tod M. Steese
151 Second by: Richard J. Fry

152

153 **MOTION: To approve Change Order No. 2 from Dave Gutelius Excavating, Inc. for the Oak**
154 **Avenue Sanitary Sewer Main Replacement Project in the amount of \$6,000.00.**

155

156 Yes - Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Ms. Lewis, Mrs. Hackenberg

157

158 No - None

159

160

161 Mr. Rowe provided Borough Council with an update on the status of the bids for the purchase of a used
162 Vacuum/Jet Truck. Mr. Rowe reminded Borough Council that at the Tuesday, December 19, 2017
163 regular Borough Council meeting they directed him to look into obtaining a 3rd Party in Kansas City, MI
164 to inspect the truck that is located at U.S. Municipal Inc. Mr. Rowe reported that he looked into
165 obtaining a 3rd Party in Kansas City, MI to inspect the truck that is located at U.S. Municipal Inc. and
166 received the following three (3) independent evaluations:

167

168 E J Equipment, Inc.	\$1,300.00
169 National Inspection Services	\$ 199.00
170 Key Equipment & Supply Co.	\$ 800.00 (8 hrs. at \$100.00/hr. + an add'l pick-up/drop-off 171 charge if they have to transport the unit.)

172

173 Mr. Zimmerman stated that he thinks the Borough needs to look into this matter a little longer. Mrs.
174 Metzger clarified that the bids are good for forty-five (45) days which takes us to January 4, 2018.
175 Borough Council has the following options:

- 176
- 177 – Pursue obtaining a 3rd Party in Kansas City, MI to inspect the truck that is located at U.S.
178 Municipal Inc.
 - 179 – Look into renting a Vacuum/Jet Truck.
 - 180 – Have the Borough's Vacuum/Jet Truck rebuilt.
 - 181 – Reject all bids and rebid for the purchase of a used Vacuum/Jet Truck.

182

183 A lengthy discussion was held; it was the consensus of Borough Council to reject all bids for the
184 purchase of a used Vacuum/Jet Truck. Borough Council directed Mr. Rowe to obtain prices for the
185 purchase of a new Vacuum/Jet Truck and to contact the Pennsylvania State University to inquire about
186 purchasing one (1) of their Vacuum/Jet Truck that they are trading-in.

187

188

189 Mrs. Hackenberg called an executive session to discuss personnel matters. An executive session was
190 held from 8:23 PM to 9:50 PM.

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192
193
194

195 Motion by: Paul E. Bottiger
196 Second by: Linda L. Lewis

197

198 **MOTION: To grant Mr. Jason W. Mitchell, the Public Works Supervisor; Mrs. Margaret A.**
199 **Metzger, the Borough Manager; Mr. Robert Rowe, the Borough Project Manager a 2% cola raise**
200 **for 2018.**

201

202 Yes - Mr. Fry, Mr. Steese, Mr. Zimmerman, Ms. Lewis, Mr. Bottiger, Mrs. Hackenberg

203

204 No - None

205

206

207 Mrs. Hackenberg announced that it was the general consensus of Borough Council for Borough
208 Management to begin conducting operational meetings with all Borough employees.

209

210

211 Motion by: Linda L. Lewis

212 Second by: Richard J. Fry

213

214 **MOTION: To grant Mr. Frederick C. Dyroff III, the Chief of Police, a salary of \$70,000.00 for**
215 **2018 and then an additional \$5,000.00/year once the Chief elects to opt out of the Police Pension**
216 **Plan and it is finalized, with an offset for any pension contributions made in 2018.**

217

218 Mrs. Metzger stated that she is a little confused on the motion. Mrs. Hackenberg inquired how the
219 Police Pension Plan works and if the Borough has made any payments yet in 2018. Mrs. Metzger
220 explained that the Borough remits employee withholdings monthly and then the actual payments to the
221 Borough Pension Plans are remitted in September of each year when the Borough receives their Act 205
222 funds. Mrs. Hackenberg rearticulated that Mr. Frederick C. Dyroff III's salary would be \$75,000.00
223 minus any pension contributions that were made in 2018. Mrs. Metzger clarified that she understands
224 what the motion is, she's just uncertain on how this will work and how it will affect the Borough's Act
225 205 funding; this would be a question for the Borough Actuary

226

227 Yes - Mr. Steese, Mr. Zimmerman, Ms. Lewis, Mr. Bottiger, Mr. Fry, Mrs. Hackenberg

228

229 No - None

230

231

232 Motion by: Tod M. Steese

233

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

235

236 Approved via unanimous voice vote.

237

238

239 Meeting adjourned at 9:58 PM

240

241 Respectfully Submitted,

242

243

244 Misty L. Ross

245 Assistant Borough Secretary