

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL

2 November 20, 2018

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

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

19

20 There was one (1) visitor present at this meeting which was Andy Keister.

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23 Motion by: Tod M. Steese

24 Second by: Richard J. Fry

25

26 **MOTION: To approve the minutes of the Tuesday, October 16, 2018 regular meeting of**

27 **Mifflinburg Borough Council.**

28

29 Approved via unanimous voice vote.

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32 Motion by: Linda L. Lewis

33 Second by: Paul E. Bottiger

34

35 **MOTION: To approve payment of Bill List #2018-11 in the amount of \$962,420.00.**

36

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

38

39 No – None

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41

42 Mr. Andy Keister announced that he is present at tonight's meeting on behalf of Limestone Township

43 Municipal Authority with regard to the Borough filing a petition for a waiver from the Pennsylvania

44 Public Utility Commission (PUC) which would allow the Borough to own and operate the Limestone

45 Township water and sewer system. Mr. Tira reported that as directed by Borough Council at the

46 Tuesday, October 16, 2018 regular Borough Council meeting, he reached out to Attorney, Brian

47 Kerstetter, Solicitor for Limestone Township, to see if the Limestone Township Municipal Authority

48 would be willing to incur any and all costs involved with the filing of the petition with the PUC

49 regardless of the outcome; in addition to the potential sewer lateral inspections and testing of the

50 Township's infrastructure that would need to be completed prior to the Borough taking over to

51 determine the conditions of the Township's infrastructure. Mr. Keister indicated that the Limestone

52 Township Municipal Authority would be willing to incur any and all costs involved with the filing of the

53 petition with the PUC regardless of the outcome and stated that he would have Attorney Kerstetter begin

54 drafting an agreement between the Limestone Township Municipal Authority and the Borough; with

55 language included in the agreement that the Limestone Township Municipal Authority would begin the

56 sewer lateral inspections and testing of the Township's infrastructure subsequent to receiving formal

57 approval from the PUC.

58

59 Mr. Keister informed Borough Council that with regard to the Borough's request that Limestone

60 Township verify the accuracy of their water meters, Limestone Township is looking to obtain the meter

61 specifications to upgrade their meters to be the same as the Borough's meters. A discussion was held;

62 Mrs. Metzger clarified that she would forward the meter specifications to Mr. Keister following

63 tonight's meeting.

64

65

66 Motion by: Tod M. Steese
67 Second by: Paul E. Bottiger

68
69 **MOTION: To approve the Mifflinburg Borough Zoning Report for October 2018 and authorize**
70 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$2,429.56.**

71
72 Yes – Mr. Fry, Ms. Lewis, Mr. Steese, Mr. Zimmerman, Mr. Bottiger, Mrs. Hackenberg

73
74 No – None

75
76
77 Mrs. Hackenberg announced that Borough Council consideration is requested for Resolution No. 2018-
78 13; Amending the Mifflinburg Borough Police Department Policy and Procedure Manual for Article
79 XII, Section 1209 Mobile Video Recorder. Chief Dyroff informed Borough Council that in reviewing
80 the Mifflinburg Police Department Policy and Procedure Manual, he realized that the current policy
81 does not establish procedures for Mobile Video Recorders (MVR) and needs to be replaced. This policy
82 establishes procedures for the use of the MVR and when it shall be used and the mandatory wearing of
83 the wireless microphone to record conversations and other audio. A copy of the resolution has been
84 included in the information tonight. Borough Council action is requested to approve this resolution.

85
86 Motion by: Linda L. Lewis
87 Second by: Paul E. Bottiger

88
89 **MOTION: To approve Resolution No. 2018-13; Amending the Mifflinburg Borough Police**
90 **Department Policy and Procedure Manual for Article XII, Section 1209 Mobile Video Recorder.**

91
92 Mr. Zimmerman inquired if the Mifflinburg Police Department would be required to purchase different
93 equipment with the MVR policy. Chief Dyroff clarified that the MVR policy would cover the current
94 equipment utilized by the Mifflinburg Police Department, as well as any new equipment that is
95 purchased in the future.

96
97 Approved via unanimous voice vote.

98
99
100 Mrs. Hackenberg announced that Borough Council consideration is requested for Resolution No. 2018-
101 14; Establishing procedures for the termination of utility service for delinquent accounts. Mrs. Metzger
102 reminded Borough Council that the Finance Committee met on Wednesday, March 11, 2015 to discuss
103 the Borough's Collection Policy. Mr. Runkle, the Solicitor for the Borough at that time, had begun
104 updating the collection policy and letters and preparing the resolution which provides guidance for the
105 Office Staff. Mrs. Metzger reported that Mr. Tira has finished reviewing and editing the Utility
106 Collection Policy. A copy of the resolution has been included in the information tonight. Borough
107 Council action is requested to approve this resolution.

108
109 Motion by: Paul E. Bottiger
110 Second by: Tod M. Steese

111
112 **MOTION: To approve Resolution No. 2018-14; Establishing procedures for the termination of**
113 **utility service for delinquent accounts.**

114
115 Approved via unanimous voice vote.

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132 Mrs. Hackenberg announced that Borough Council consideration is requested for Resolution No. 2018-
133 15; Authorizing and directing the Borough Manager, Mrs. Margaret A. Metzger, to execute the attached
134 Agreement to participate in an interstate Mutual Aid and Assistance Program for water and wastewater
135 utilities (PaWARN) on behalf of the Borough of Mifflinburg. Mrs. Metzger informed Borough Council
136 that during a training that she attended, she became aware of an interstate Mutual Aid and Assistance
137 Program for water and wastewater utilities (PaWARN). PaWARN is a statewide Water/Wastewater
138 Agency Response Network (WARN) of “utilities helping utilities” to prepare for the next natural or
139 human-caused emergency, organize response according to established requirements, and share personnel
140 and other resources statewide, by agreement. The mission of the PaWARN network is to support and
141 promote statewide emergency preparedness, disaster response and mutual aid assistance for public and
142 private water and wastewater utilities for natural and human caused events in the Commonwealth.
143 PaWARN provides water and wastewater utilities with a Mutual Aid Agreement and process for sharing
144 emergency resources among water and wastewater agencies statewide, a mutual assistance program
145 consistent with other statewide mutual aid and assistance programs and the National Incident
146 Management System, the resources to respond and recover more quickly from a natural or human
147 caused disaster, and a forum for developing and maintaining emergency contacts and relationships. The
148 dues will be \$25.00 annually, based on the Borough’s customer base size. A copy of the resolution has
149 been included in the information tonight. Mr. Tira has reviewed the resolution and does not have any
150 issues with the resolution. Borough Council action is requested to approve this resolution.

151
152 Motion by: Linda L. Lewis
153 Second by: Paul E. Bottiger

154
155 **MOTION: To approve Resolution No. 2018-15; Authorizing and directing the Borough Manager,**
156 **Mrs. Margaret A. Metzger, to execute the Agreement to participate in an interstate Mutual Aid**
157 **and Assistance Program for water and wastewater utilities (PAWARN) on behalf of the Borough**
158 **of Mifflinburg.**

159
160 Approved via unanimous voice vote.

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162
163 Mrs. Hackenberg announced that Borough Council consideration is requested for Resolution No. 2018-
164 16; Amending the Mifflinburg Borough Police Department Policy and Procedure Manual for Article
165 XII, Section 1235 Prohibition of Operation of Borough Owned Vehicle - Reasonable Suspicion Testing.
166 Chief Dyroff informed Borough Council that Mrs. Metzger has brought to his attention that the
167 established policy and procedures for the Mifflinburg Borough Police Officers’ Substance Abuse Policy
168 does not provide transportation procedures for a police officer suspected of using a drug or alcohol (or
169 both) that is adversely affecting job performance on duty or under the influence of a drug or alcohol (or
170 both) while on duty and is adversely affecting job performance. This policy provides procedures for the
171 Chief of Police (or designee), and department personnel on transportation for an officer, to and from a
172 testing site, that is suspected of being under the influence of a drug or alcohol (or both), that is adversely
173 affecting job performance. A copy of the resolution has been included in the information tonight.
174 Borough Council action is requested to approve this resolution.

175
176 Motion by: Duane L. Zimmerman
177 Second by: Tod M. Steese

178
179 **MOTION: To approve Resolution No. 2018-16; Amending the Mifflinburg Borough Police**
180 **Department Policy and Procedure Manual for Article XII, Section 1235 Prohibition of Operation**
181 **of Borough Owned Vehicle - Reasonable Suspicion Testing.**

182
183 Approved via unanimous voice vote.

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185
186 Mrs. Metzger informed Borough Council that Lycoming County Resource Management Services has
187 contacted her regarding the Waste Disposal Agreement contract for the disposal of municipal sewage
188 sludge. The current contract expires on Monday, December 31, 2018. Lycoming County Resource
189 Management Services is proposing to renew this agreement for two (2) years with all rates to remain the
190 same. It’s anticipated that Lycoming County Resource Management Services will provide a revised
191 contract for Mr. Tira’s review and Borough Council approval at the Tuesday, December 18, 2018
192 regular Borough Council meeting.

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197 Mrs. Metzger announced that Mr. Tira has been in contact with the owners of North Hills MHC, LLC,
198 and is working to ensure that the required repairs to their mobile home park are completed as soon as
199 possible. Mr. Tira requested that this matter be further discussed during Executive Session.
200

201 Mr. Rowe provided Borough Council with an updated on the status of the Gessner/Shelley Lane Culvert
202 Replacement. Mr. Rowe reported that he has been in contact with the Union County Conservation
203 District (UCCD) and the Pennsylvania Department of Environmental Protection (PA DEP) regarding the
204 requirements for cleaning and/or replacement of the culverts at Gessner Lane and Shelley Lane. PA
205 DEP has granted permission to the Borough to clean the culverts; however this is only a temporary fix
206 and Borough Council needs to decide if they wish to replace one, both, or none of the culverts. Uni-Tec
207 Consulting Engineers, Inc., the Engineer for this project, has begun working on the design and submitted
208 the GP7 permit for the Gessner/Shelley Lane crossings. Uni-Tec Consulting Engineers, Inc. has
209 indicated that they believe the cost to do one of these crossings will exceed the bid amount. This matter
210 was previously discussed by Borough Council at the Tuesday, November 6, 2018 Borough Work
211 session; however Borough Council did not provide clear direction on how they wish to proceed.
212

213 Mr. Zimmerman inquired about completing one of the crossings this year and the one of the crossings
214 next year. Mrs. Metzger cautioned Borough Council that if the Borough doesn't complete both Gessner
215 Lane and Shelly Lane now, it's likely that the Borough will incur additional costs in engineering. Mr.
216 Rowe reminded Borough Council that they took action to award the Engineering Proposal for the Quarry
217 Road Inlet Replacement, Gessner/Shelley Lane Culvert Replacement, and Hickory Street Sewer
218 Replacement as a combined project to save on engineering costs; it was more costly to complete these
219 projects individually. A discussion was held; Mr. Rowe stated that Uni-Tec Consulting Engineers, Inc.
220 has suggested that the Borough could solicit bids for the Gessner/Shelley Lane Culvert Replacement
221 Project with Gessner Lane being bid as the primary project, and Shelley Lane being bid as an alternate
222 project, to see what the costs come in at. Borough Council direction is requested on this matter.
223

224 Motion by: Linda L. Lewis

225 Second by: Duane L. Zimmerman

226

227 **MOTION: To solicit bids for the Gessner/Shelley Lane Culvert Replacement Project with Gessner**
228 **Lane being bid as the primary project and Shelley Lane being bid as an alternate project.**
229

230 Approved via unanimous voice vote.
231
232

233 Mrs. Metzger reported that the 2019 tentative budget for the Borough of Mifflinburg was finalized at the
234 Tuesday, November 6, 2018 Borough Work Session and is ready for adoption. Borough Council action
235 is requested to adopt the 2019 tentative budget for the Borough of Mifflinburg with revenues in the
236 amount of \$22,351,000.00 and to authorize her to advertise the availability of the budget for public
237 inspection in accord with the Borough Code prior to final budget adoption at the Tuesday, December 18,
238 2018 regular Borough Council meeting.
239

240 Motion by: Duane L. Zimmerman

241 Second by: Tod M. Steese
242

243 **MOTION: To adopt the 2019 tentative budget for the Borough of Mifflinburg with revenues in the**
244 **amount of \$22,351,000.00 and to authorize Mrs. Metzger to advertise the availability of the budget**
245 **for public inspection in accord with the Borough Code prior to final budget adoption at the**
246 **Tuesday, December 18, 2018 regular Borough Council meeting.**
247

248 Approved via unanimous voice vote.
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261 Mrs. Metzger informed Borough Council that she has received a proposal from Wagner, Dreese,
262 Elsasser (W.D.E.) & Associates, P.C. for the three (3) years ending December 31, 2018, 2019, and 2020
263 for the Annual Auditing Contract for the Borough of Mifflinburg. W.D.E & Associates, P.C. is
264 proposing the following fees:

<u>Year</u>	<u>Proposed Fee</u>
2018	\$16,700.00
2019	\$17,400.00
2020	\$18,100.00

270
271 A copy of the proposal from W.D.E. & Associates, P.C. has been included in the information tonight.
272 Borough Council action is requested to accept the proposal from W.D.E & Associates, P.C.

273
274 Motion by: Tod M. Steese
275 Second by: Richard J. Fry

276
277 **MOTION: To accept the proposal from Wagner, Dreese, Elsasser (W.D.E) & Associates, P.C. for**
278 **the Annual Auditing Contract for the Borough of Mifflinburg for the years ending December 31,**
279 **2018, 2019, and 2020 with the fees of \$16,700.00, \$17,400.00, and \$18,100.00.**

280
281 Ms. Lewis inquired if there was any way to negotiate the fees. Mrs. Metzger stated that she could solicit
282 proposals; however, the last time she solicited proposals she had a difficult time obtaining them.

283
284 Approved via unanimous voice vote.

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286
287 Mrs. Metzger reported that she has obtained quotes for a new telephone system for the Borough Office.
288 There were two (2) quotes received and are as follows:

289		
290	Contrast Communications, LLC	\$8,087.71
291	CPS Telecommunications Inc.	\$8,170.00

292
293 Mrs. Metzger informed Borough Council that she has contacted references for both of these companies
294 and they were both good. A copy of the tabulation was forwarded to Borough Council members prior to
295 tonight's meeting. Borough Council action is requested to purchase a new system.

296
297 Mrs. Metzger noted that both of these quotes are very close in price, but represent very different
298 systems; the Contrast System is a more advanced cloud based system, and CPS is a digital system more
299 similar to what the Borough has now. If the decision is based solely on cost, a few items can be
300 eliminated from the CPS quote; \$416.00 for the VOIP Daughter Board and \$500.00 for the Email
301 license, making the final cost \$7,254.00.

302
303 Mr. Steese inquired where both of these companies are based. Mrs. Metzger stated that both of these
304 companies are located in the Borough of Mifflinburg. Contrast Communications, LLC is owned and
305 operated by Mr. John Uehling and is located at 418 Chestnut Street. CPS Telecommunications Inc. is
306 owned and operated by Mr. Carl E. Schreck who resides at 292 Maples Street.

307
308 Mr. Bottiger expressed that CPS Telecommunications Inc. installed the telephone system for his
309 business and it has been fantastic; any time there is an issue, Mr. Schreck is there within a half an hour.
310 Mr. Zimmerman agreed with Mr. Bottiger that he has only heard good things with CPS
311 Telecommunications Inc. A discussion was held; Mrs. Metzger recommended that if Borough Council
312 is looking to accept the proposal from CPS Telecommunications Inc., they eliminated the VOIP
313 Daughter Board module and Email license module, reducing the total price to \$7,254.00.

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324 Motion by: Paul E. Bottiger
325 Second by: Duane L. Zimmerman

326
327 **MOTION: To accept the proposal from CPS Telecommunications Inc. for a new telephone system**
328 **for the Borough of Mifflinburg Office in the amount of \$7,254.00, subject to all other terms their**
329 **original proposal.**

330
331 Yes – Ms. Lewis, Mr. Steese, Mr. Zimmerman, Mr. Bottiger, Mr. Fry, Mrs. Hackenberg

332
333 No – None

334
335
336 Mrs. Metzger requested an executive session to discuss a few potential litigation and personnel matters.

337
338 Mr. Rowe provided Borough Council with an update on the status of the Community Development
339 Block Grant (CDBG) funded Curb Cut Project. Mr. Rowe reminded Borough Council that they took
340 action at the Tuesday, October 16, 2018 regular Borough Council meeting to award the Professional
341 Engineering Services Proposal to LIVIC Civil to provide professional engineering services for the
342 design and installation of the Curb Cut Project for a lump sum amount of \$14,625.00. Mr. Rowe
343 reported that Mr. Tira has reviewed the agreement and there were a couple of things that needed to be
344 changed. Borough Council action is requested to approve the agreement with LIVIC Civil with the
345 revisions by Mr. Tira.

346
347 Motion by: Linda L. Lewis
348 Second by: Paul E. Bottiger

349
350 **MOTION: To approve the Professional Engineering Services Proposal with LIVIC Civil for the**
351 **Community Development Block Grant (CDBG) funded Curb Cut Project, with the revisions by**
352 **Mr. Tira.**

353
354 Approved via unanimous voice vote.

355
356
357 Mr. Rowe provided Borough Council with an update on the status of the Green Light GO Grant Signal
358 Upgrade for Video Detection and Retiming to the traffic signal at Chestnut Street (SR 0045) and Mabel
359 Street/ Meadow Green. Mr. Rowe reminded Borough Council that they took action at the Tuesday,
360 October 16, 2018 regular Borough Council meeting to approve the Scope of Services Proposal provided
361 by Greenman-Pedersen, Inc. (GPI) and its subconsultants, LIVIC Civil, LLC and Tri-State Traffic Data,
362 to provide professional engineering services for the Green Light GO Grant Signal Upgrade for Video
363 Detection and Retiming to the traffic signal at Chestnut Street (SR 0045) and Mabel Street/ Meadow
364 Green for a lump sum fee of \$21,600.00. Mr. Rowe reported that Mr. Tira has reviewed the agreement
365 and there were a couple of things that needed to be changed. Borough Council action is requested to
366 approve the agreement with LIVIC Civil pending satisfactory review by Mr. Tira.

367
368 Motion by: Linda L. Lewis
369 Second by: Paul E. Bottiger

370
371 **MOTION: To approve the Scope of Services Proposal provided by Greenman-Pedersen, Inc.**
372 **(GPI) and its subconsultants, LIVIC Civil, LLC and Tri-State Traffic Data, to provide**
373 **professional engineering services for the Green Light GO Grant Signal Upgrade for Video**
374 **Detection and Retiming to the traffic signal at Chestnut Street (SR 0045) and Mabel Street/**
375 **Meadow Green, with the revisions by Mr. Tira.**

376
377 Approved via unanimous voice vote.

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380 Mr. Fry inquired the status of the escrow payment for Dave Gutelius Excavating, Inc.'s 8th Street
381 Subdivision Land Development. Mrs. Metzger stated that this matter would be discussed during
382 executive session.

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389 Mrs. Metzger reported that as directed by Borough Council at the Tuesday, October 16, 2018 regular
390 Borough Council meeting, she sent the second correspondence dated Tuesday, October 30, 2018 to
391 Limestone and West Buffalo Townships asking that they verify the accuracy of their water meters by
392 either providing test results or certification paperwork for any new meters as per the agreement, with
393 language included to contact the Borough to obtain the specific meter specifications or to inquire about
394 additional assistance should they wish to upgrade their meters to be the same as the Borough's meters.
395 West Buffalo Township has responded via correspondence dated Saturday, November 17, 2018 which
396 reads as follows:

397
398 Dear Borough Council:

399
400 This letter is in response to Borough Manager, Margaret Metzger's letter of October 30,
401 2018 requesting verification of the accuracy of our water meters. The WBT Municipal
402 Authority is requesting that the Borough delay the proof of compliance request because our
403 Authority has decided to purchase new water meters.

404
405 The Authority is in the process of purchasing new Badger water meters from Nexgrid,
406 but has a problem with communications with the Nexgrid Rep Mike Altis. In talking with
407 Margaret, she offered to talk with the owner Mr. Costas about the problem.

408
409 Our Authority is asking the Borough Council for help and advice in installing the new
410 water meters, if possible, because this is a new undertaking for us.

411
412 Thank you for bearing with us in proceeding with this project.

413
414 Sincerely,

415
416 Robert E. Valentine,
417 Secretary
418

419 Mrs. Metzger reported that she sent an email to Nexgrid asking for assistance for West Buffalo
420 Township on their behalf. With regard to West Buffalo Township's request for help and advice in
421 installing the new water meters, she informed Mr. Robert Valentine, the Superintendent at West Buffalo
422 Township, that the Borough would not install the new water meters for them because it's their system.
423 Mrs. Metzger explained that in order to install the water meters, you need to get inside the residences.
424 The Borough doesn't have any of West Buffalo Township's customer names or contact information to
425 contact them to schedule a time to get inside the residences, which is the hardest part. Mrs. Metzger
426 clarified that she did however, offer to show West Buffalo Township how to install the water meters on
427 one (1) or two (2) of the installations. West Buffalo Township has reached out to Mr. JR Keister to see
428 if he would be interest in installing the water meter; however Mr. Keister has not gotten back to them.
429

430 Mr. Zimmerman expressed that he feels the Borough should work with the West Buffalo Township
431 Municipal Authority if they're willing to pay the Borough for all costs associated with installing the
432 water meters. Mrs. Metzger clarified that she would not be opposed to working with the West Buffalo
433 Township Municipal Authority if they contact their residents to schedule a time on the specified dates
434 that the Borough would be willing to help them and they pay the Borough for all costs associated with
435 installing the water meters.
436

437 Mrs. Hackenberg stated that she thinks it's probably a good idea to keep this moving forward and set a
438 date on this extension, otherwise the West Buffalo Township Municipal Authority could drag the
439 extension out six (6) months. A discussion was held; Mr. Tira recommended that Borough Council take
440 action to grant the West Buffalo Township Municipal Authority an extension of ninety (90) days for
441 them to order and install water meters.
442

443 Motion by: Linda L. Lewis
444 Second by: Richard J. Fry
445

446 **MOTION: To grant the West Buffalo Township Municipal Authority an extension of ninety (90)**
447 **days for them to order and install water meters.**
448

449 Approved via unanimous voice vote.
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454 Mrs. Metzger requested Borough Council direction on how they want to proceed with the West Buffalo
455 Township Municipal Authority's request for help and advice in installing the new water meters. It was
456 the consensus of Borough Council that the West Buffalo Township Municipal Authority should continue
457 to look for help with installing the new water meters.
458

459 Mr Cooney informed Borough Council that they received a copy of the Monthly Police Report for
460 October 2018 included in the information tonight.
461

462 Mayor Cooney provided Borough Council with an update on the status of the 2018 Christkindl Market.
463 Mayor Cooney reported that PennDOT has approved the Special Events Permit for the 2018 Christkindl
464 Market.
465

466 Mayor Cooney presented Borough Council with the following update for Public Safety. Mayor Cooney
467 reported the following:
468

- 469 • The Annual Turkey Trot 5K and Kids' ½ mile Fun Run to benefit the Mifflinburg Lacrosse
470 Club is scheduled for Thanksgiving morning, Thursday, November 22, 2018, at the
471 Mifflinburg Community Park. Mayor Cooney reminded Borough Council that there were
472 some issues during last year's race; Ms. Michaela Kelly, Race Committee/Permit Director,
473 on behalf of the Turkey Trot Race Committee and Fit for Funds, LLC, has ensured him that
474 these requirements will be met. In addition, the route for this year's race has been changed
475 to alleviate congestion on 8th Street.
476

477 Chief Dyroff presented Borough Council with some Monthly Highlights for the Mifflinburg Police
478 Department for October 2018.
479

480 Chief Dyroff provided Borough Council with a video presentation to illustrate the difference in the
481 quality of the old in-car Mobile Video Recorder (MVR) camera system that is installed in one (1) of the
482 Mifflinburg Police Department patrol vehicles compared to the new in-car MVR camera system that is
483 installed in the new patrol vehicles. Chief Dyroff informed Borough Council that he knows the 2019
484 tentative budget for the Borough of Mifflinburg has been adopted and that the in-car MVR camera
485 systems that he requested funding for has been cut from the 2019 budget; however he would like to
486 utilize funds from the Part Time Police Wages Fund (GL Account Number: 001-410-102) to purchase a
487 new in-car MVR camera system to replace the old camera system. The cost for a new in-car MVR
488 camera system and installation would be around \$5,300.00. Chief Dyroff clarified that \$20,000.00 has
489 been included in the 2018 Budget for the Part Time Police Wages. Roughly \$7,100.00 has been
490 expended leaving a remaining balance of approximately \$12,000.00. It's anticipated that another
491 \$1,000.00 will be expended in Part Time Police Wages during 2018 leaving a remaining balance of
492 approximately \$11,000.00.
493

494 Chief Dyroff expressed that he is requesting a new in-car Mobile Video Recorder (MVR) camera system
495 for a few main reasons, which are as follows:
496

- 497 1. The danger associated with routine traffic stops. Chief Dyroff emphasized that a normal
498 traffic stop can easily end in tragedy. Everyday officers are gunned down by suspects
499 when they are involved in traffic stops. Naturally, force is needed to subdue the suspects
500 and the dash cams can document the correct use of it. If the officer is incapacitated in the
501 incident, the in-car MVR camera will reveal who the assailant is.
- 502 2. Civil Liability to the Borough. The cameras not only show how the citizens are abusing
503 officers and vice-versa, but they can be used to train the officers themselves. Chief Dyroff
504 explained that often, the video footage from the in-car MVR camera system is reviewed
505 and critiqued by him in order to show the officers what they are doing wrong and commend
506 them on what they are doing right. This creates and helps ensure a better police department
507 that is capable of a higher degree of professionalism.
- 508 3. Finally, evidentiary purposes. The use of the video and/or audio can be extremely helpful
509 in providing accurate documentation of events, actions, conditions and statements made
510 during calls for service, arrests or critical incidents, so as to enhance officer reporting,
511 collection of evidence and testimony in court. As shown in the video presentation, the old
512 in-car MVR camera system compared to the new camera system, is like night and day.
513 Trying to present evidence of vehicle code violations, DUI field sobriety tests, or
514 interactions with officers with the old in-car MVR camera system is poor at best; you can't
515 even read the license plate number.
516

517 A discussion was held; Chief Dyroff reiterated that he is not looking for all the bells and whistles for this
518 camera, just a quality system that is proven to be effective. Borough Council action is requested to
519 authorize the Mifflinburg Police Department to purchase one (1) in-car MVR camera system in 2018.
520

521 Motion by: Linda L. Lewis
522 Second by: Paul E. Bottiger

523

524 **MOTION: To transfer funds from the Part Time Police Wages Fund (Line Item: 001-410-102) to**
525 **the Police Car Maintenance Parts Fund (Line Item: 001-410-251); and authorize the Mifflinburg**
526 **Police Department to move forward with the purchase and installation of one (1) new in-car MVR**
527 **camera system to upgrade the old camera system that is installed in one (1) of the patrol vehicles**
528 **for a cost of \$5,300.00.**

529

530 Mrs. Hackenberg inquired which patrol vehicle the new in-car MVR camera system would be installed
531 in. Chief Dyroff stated that the new in-car MVR camera system would be installed in the 2015 Dodge
532 Charger.

533

534 Mrs. Metzger inquired if the Mifflinburg Police Department was within their budget on their line items.
535 Chief Dyroff verified that the Mifflinburg Police Department was within their budget on their other line
536 items.

537

538 Yes – Mr. Steese, Mr. Zimmerman, Mr. Bottiger, Mr. Fry, Ms. Lewis, Mrs. Hackenberg

539

540 No – None

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542

543 Mr. Steese announced that the annual review meetings with Borough Management will be scheduled
544 and held prior to the Tuesday, December 18, 2018 regular Borough Council meeting.

545

546 Mr. Zimmerman informed Borough Council that he read in the Borough Manager's Report where PPL
547 Electric Utilities Representatives have again contacted and met with Mrs. Metzger and Mr. Craig Lewis,
548 the Borough Electrical Foreman, and will be providing some additional information in hopes that
549 Borough Council will reconsider their Pole Attachment request to connect to approximately 57 Borough
550 of Mifflinburg owned utility poles with their distribution line so that they can address voltage issues in
551 their system. A discussion was held; Mr. Zimmerman expressed that he and Mr. Lewis are both in
552 agreement that this is a big safety concern and for the safety of the Borough Electric Crew, Borough
553 Council should continue to deny this request.

554

555 Mayor Cooney presented Borough Council with an update for the Mifflinburg Regional Economic
556 Development (MRED) Alliance. Mayor Cooney updated Borough Council on the following businesses
557 in the Borough:

558

- 559 • The Mifflinburg Heritage and Revitalization Association (MHRA), will be conducting the
560 Business Open House from 4:00 PM – 8:00 PM again during this year's Community
561 Christmas Tree Lighting Community Christmas Tree Lighting.

562

563 Mrs. Hackenberg informed Borough Council that they received a copy of the Engineer's Report for
564 November 2018 included in the information tonight.

565

566 Mayor Cooney informed Borough Council that he participated in or will be participating in the
567 following events:

568

- 569 • The Annual Jack-O-Lantern Contest that was held on Monday, October 22, 2018 at 6:30
570 PM at the Herr Memorial Library located at 500 Market Street.
- 571 • The Annual Halloween Parade that was held on Thursday, October 25, 2018 at 6:00 PM.
572 The parade will form at the Mifflinburg Middle School parking lot at 5:30 PM and travel
573 west on Market Street at 6:00 PM to the west entrance of the High School Gym where the
574 judging will take place.
- 575 • Trick or Treat night held on Wednesday, October 31, 2018 from 6:00 PM - 9:00 PM.
- 576 • The Veteran's Day Service at the Mifflinburg Community Park that was held on Saturday,
577 November 3, 2018 at 11:00 AM.
- 578 • The ribbon cutting for the Dollar Tree located at 313 E. Chestnut Street.
- 579 • The League of Women Voters panel discussion that was held on Saturday, November 17,
580 2018.
- 581 • The Community Christmas Tree Lighting that is scheduled for Sunday, November 25, 2018
582 from 7:00 PM – 8:00 PM.

583

584

585

586 Mayor Cooney reported that the Gutelius House Museum is requesting Borough Council permission to
587 hook into one (1) street light along Fifth Street for lighting up the Gutelius House Museum during the
588 2018 Christkindl Market on December 13-15, 2018; the same as in 2017. Mayor Cooney clarified that
589 he will be helping again this year to set up the lighting apparatus safely along the Fifth Street side.
590 Borough Council action is requested on this matter.

591
592 Motion by: Paul E. Bottiger
593 Second by: Tod M. Steese
594

595 **MOTION: To approve the Gutelius House Museum's request to hook into one (1) street light**
596 **along Fifth Street to provide better lighting at the Museum during the 2018 Christkindl Market**
597 **on December 13-15, 2018.**

598
599 Approved via unanimous voice vote.
600

601
602 Mrs. Hackenberg called an executive session to discuss potential litigation and personnel matters. An
603 executive session was held from 8:03 PM to 9:05 PM.
604

605
606 Motion by: Paul E. Bottiger
607

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

609
610 Approved via unanimous voice vote.
611

612
613 Meeting adjourned at 9:05 PM.
614

615 Respectfully Submitted,
616

617
618 Misty L. Ross
619 Assistant Borough Secretary