

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL

2 March 19, 2019

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	
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	

17

18 The regular meeting of Mifflinburg Borough Council was called to order at 6:30 PM.

19
20 Visitors present at this meeting were Lori Bartholomew, Ben Dietrich, and Erin Threet.

21
22

23 Motion by: Linda L. Lewis

24 Second by: Paul E. Bottiger

25

26 **MOTION: To approve the minutes of the Tuesday, February 19, 2019 regular meeting of**
27 **Mifflinburg Borough Council.**

28

29 Approved via unanimous voice vote.

30

31

32 Motion by: Linda L. Lewis

33 Second by: Paul E. Bottiger

34

35 **MOTION: To approve payment of Bill List # 2019-03 in the amount of \$298,490.77.**

36

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

38

39 No – None

40

41

42 Ms. Lori Bartholomew, a resident of 121 E. Market Street, attended tonight’s meeting regarding an
43 ongoing property line dispute with her neighbor. In speaking with Mr. Jason Mitchell, the Borough
44 Public Works Supervisor; Mr. Mitchell indicated that the Borough does not offer metal detectors to
45 locate the property line pins and that this is nothing the Borough ever gets involved in. Mr. Tira
46 confirmed that the Borough never gets involved in property line disputes; the property lines are not
47 something the Borough would have the ability to make a decision as to where the corrected lines are.
48 Mr. Tira informed Ms. Bartholomew that she would need to hire a land surveyor and have the property
49 surveyed to determine where the property lines are located.

50

51 Mr. Benjamin Dietrich announced that he is present at tonight’s meeting on behalf of the Mifflinburg
52 Little League regarding the replacement of the dugouts at the Scott S. Sholley Field at the Harry F.
53 Haney Memorial Park on N. 8th Street. Mr. Dietrich distributed copies of a sketch for the proposed
54 dugouts along with an aerial view map of the ball field and indicated that the proposed dugouts would
55 have the same location and footprint as the old dugouts; although the Mifflinburg Little League plan to
56 replace the concrete foundation as well. This work would require a building permit which the Borough
57 would be required to complete on behalf of the Mifflinburg Little League since its Borough property.
58 Borough Council approval is requested to move forward with the replacement of the dugouts at the Scott
59 S. Sholley Field.

60

61

62

63

64

65

66

67 Mr. Zimmerman inquired if the proposed dugouts at the Scott S. Sholley Field would be the same as the
68 dugouts at the Girls Softball Field. Mr. Dietrich stated that the proposed dugouts at the Scott S. Sholley
69 Field would be very similar to the dugouts at the Girls Softball Field. Mr. Zimmerman informed Mr.
70 Dietrich that the dugouts at the Girls Softball Field were donated from Superior Walls and suggested
71 that Mr. Dietrich might want to reach out to Superior Walls and look into this option as well; it might
72 save the Mifflinburg Little League a lot of work and effort. Mr. Dietrich reported that he already
73 submitted a materials list to Mifflinburg Lumber and Building Supply to see what they are willing to
74 donate; additionally the Mifflinburg Little League received a \$5,000.00 grant from Honda.
75

76 Mr. Dietrich informed Borough Council that he also present at tonight's meeting regarding potentially
77 relocating the batting cage at the Little League Field located at the Mifflinburg Community Park on N.
78 5th Street. Mr. Dietrich distributed copies of a proposal which included a design sketch for the proposed
79 batting cage, along with an aerial view map detailing the proposed location for the batting cage.
80 Borough Council approval is required to approve the location of the batting cage and to do a PA One
81 Call. Mr. Zimmerman reported that there were a lot of underground electric wires located within the
82 particular area being proposed that would need to be relocated and recommended that a PA One Call be
83 done first to determine exactly where the underground electric wires are located. A discussion held;
84 Mrs. Hackenberg inquired about the possibility of relocating the batting cage to the triangle area behind
85 home plate over by the dumpster (the area by the tree line). Mr. Zimmerman agreed with Mrs.
86 Hackenberg that this area would be by far the best option. Mrs. Metzger clarified that she would have
87 the Borough Electric Crew mark both locations for Mr. Dietrich to review.
88

89
90 Motion by: Tod M. Steese
91 Second by: Richard J. Fry

92
93 **MOTION: To approve the Mifflinburg Borough Zoning Report for February 2019 and authorize**
94 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$1,255.95.**

95
96 Yes – Mr. Fry, Ms. Lewis, Mr. Steese, Mr. Zimmerman, Mr. Bottiger, Mrs. Hackenberg

97
98 No – None

99
100
101 Mrs. Metzger reported that Mr. Tira has prepared a draft amendment to §29-201 “Applicable
102 Definitions” to the Mifflinburg Zoning Ordinance. The draft amendment has been reviewed by both the
103 Mifflinburg Planning Commission and Borough Council at the Borough Work Session that was held on
104 Tuesday, March 5, 2019. Borough Council action is requested to authorize Mr. Tira to advertise to
105 conduct a Public Hearing for the proposed amendment to the Mifflinburg Zoning Ordinance at the
106 Tuesday, May 21, 2019 regular Borough Council meeting.
107

108 Motion by: Tod M. Steese
109 Second by: Richard J. Fry

110
111 **MOTION: To authorize Mr. Tira to advertise to conduct a Public Hearing for the proposed**
112 **amendments to the Mifflinburg Zoning Ordinance at the Tuesday, May 21, 2019 regular Borough**
113 **Council meeting.**

114
115 Approved via unanimous voice vote.
116

117
118 Mrs. Metzger provided Borough Council with an update on the status of the final invoice to Evoqua
119 Water Technologies LLC (Evoqua) for the membranes at the Wastewater Treatment Plant. Borough
120 Council action is requested to pay Evoqua Water Technologies LLC (Evoqua) \$31,250.00 as final
121 payment for the membranes, contingent upon Mrs. Erin Threet, HRG, Inc., approval of the release.
122

123 Motion by: Paul E. Bottiger
124 Second by: Linda L. Lewis

125
126 **MOTION: To pay Evoqua Water Technologies LLC (Evoqua) \$31,250.00 as final payment,**
127 **subject Mrs. Erin Threet, HRG, Inc., approval of the release.**

128
129 Yes – Ms. Lewis, Mr. Steese, Mr. Zimmerman, Mr. Bottiger, Mr. Fry, Mrs. Hackenberg

130
131 No – None

132
133

134 Mrs. Metzger provided Borough Council with an update on the status of the maintenance agreement
135 with Evoqua Water Technologies LLC (Evoqua). Mrs. Metzger reported that Mrs. Erin Threet, HRG,
136 Inc., has been working with Evoqua to develop a maintenance agreement for the membranes at the
137 Wastewater Treatment Plant. Evoqua has provided a draft maintenance agreement; however they're still
138 working on the agreement.

139
140 Mrs. Erin Threet, HRG, Inc., informed Borough Council that they received a copy of the Engineer's
141 Report for March 2019 included in the information tonight.

142
143 Mr. Rowe reminded Borough Council that they took action at the Tuesday, February 19, 2019 regular
144 Borough Council meeting to authorize him to move forward with obtaining formal quotes for Closed
145 Circuit Television (CCTV) inspection services to evaluate the sanitary sewer mains in the West Basin,
146 with alternative quotes for flushing and CCTV and reporting of sewer laterals. Mr. Rowe reported that
147 he has obtained three (3) quotes for the West Basin CCTV Project. A copy of the quote tabulation has
148 been included in the information tonight.

149
150 Mr. Rowe distributed an additional handout on the CCTV Camera work which read as follows:

151
152 ANALYSIS OF TIME TO COMPLETE CCTV

	Contractor	Boro Staff
154 West Basin	120 days	365* days
155 Entire System	120 add'l days	365* add'l days

156
157 * - This assumes CCTV work is 3 days @ 1000'/day with 3 days to flush/clean mains

158
159
160 CCTV CAMERA WORK NOTES FOR CONSIDERATION

- 161
- 162 • Maintenance staff (minimum 2 staff) can camera approximately 1000'/day (1000'/day is
163 based on favorable pipe conditions).
 - 164 • With other daily work, the maintenance staff can probably do camera work 3 days/week.
 - 165 • Need to complete flushing/cleaning of the mains ahead of camera work. Flushing/cleaning
166 should be done a week ahead of camera work; therefore rotating flushing work then camera
167 work. Maybe consider alternating flushing one week then camera work the following.
 - 168 • The Borough can't complete flushing/cleaning of the mains for the contract services for the
169 West Basin while also doing the work for the other basins.
 - 170 • If the Borough contracts the West Basin CCTV work, the contractor should be hired to do
171 the flushing/cleaning as well.
 - 172 • State Routes and heavily traveled streets will require extra efforts and manpower.
 - 173 • Remote areas not easily accessible by truck will require extra efforts and manpower.
 - 174 • There are concerns with completing the cleaning for the contracted work due to strain on
175 the aging flush truck. Broken equipment will drastically delay work.
 - 176 • Vacations of staff may interfere with schedule.
 - 177 • Extreme weather (blizzards, heavy snowfall, flooding events, etc.) will delay work.
 - 178 • Poor weather will also have an impact on schedule (ex: rain, drought, etc.).
 - 179 • Emergencies (water main breaks, sewer back-ups, etc.) will take precedence, but will also
180 delay work.
 - 181 • Daily/Annual workload may at times also interfere with schedules.

182
183 Example:

184
185 Looking at perfect scenario doing CCTV 3 days a week using Borough staff and equipment
186 equates as:

$$1000'/\text{day} \times 3 \text{ days/week} = 3000' \times 24 \text{ weeks*/year} = 72,000'/\text{year}$$

187
188
189 Entire System is 126,500 LF

190 Borough owned system is about 107,000 LF

191
192 *- This based on alternating camera work with flushing/cleaning work. Also, we figure there
193 might be a couple weeks where camera work will not be able to be completed (ex: Christkindl,
194 summer vacations, Thanksgiving, etc.)

195
196 Mr. Rowe recommended that Borough Council take action to award the quotes for the West Basin
197 CCTV and Reporting work to Trenchless Pipe Solutions, including Alternative A. Sewer Main Cleaning
198 for the total bid price of \$152,500.00. Mr. Rowe clarified that \$220,000.00 has been included in the
199 2019 Budget for sewer line work.

200 Mr. Zimmerman voiced his opposition for the CCTV work; stating that he believes it's time the
201 Borough starts doing their own work or get rid of some employees. A lengthy discussions was held;
202 Mrs. Erin Threet, HRG, Inc., informed Borough Council that per her conversation with the Pennsylvania
203 Department of Environmental Protection (DEP); DEP indicated that they don't think the Borough is
204 taking this seriously thus far and that she thinks that these two items would show the Borough's level of
205 seriousness. Mrs. Threet elucidated that completing maintenance level projects isn't going to satisfy
206 DEP and expressed that she honestly wouldn't be shocked if the Borough was heading towards a
207 consent order from DEP. Mr. Bottiger stated that the Borough needs to appease DEP and he believes
208 it's time for the Borough to do something on a grander scale.

209
210 Mr. Rowe announced that he, Mr. Heath Sholley, and Mr. Patrick Wetzel have been registered for the
211 National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification
212 Program (PACP) training course.

213
214 Motion by: Linda L. Lewis
215 Second by: Paul E. Bottiger

216
217 **MOTION: To award the quotes for the West Basin CCTV and Reporting work to Trenchless Pipe**
218 **Solutions, including Alternative A. Sewer Main Cleaning for the total bid price of \$152,500.00.**

219
220 Yes – Mr. Steese, Mr. Bottiger, Mr. Fry, Ms. Lewis, Mrs. Hackenberg

221
222 No – Mr. Zimmerman

223
224
225 Mrs. Metzger informed Borough Council that she has received a request from Ms. Megan Nogle, Head
226 Coach for the Mifflinburg Aqua Cats, which reads as follows:

227
228 Dear Borough Council,

229
230 The Mifflinburg Aqua Cats are holding a fundraiser on June 22, 2019 called Swim for
231 Sarcoma. Sarcoma is a cancer that forms in the connective tissue throughout the body. The
232 swim team chose Sarcoma because our season runs primarily through the months of June and
233 July and the national awareness month for Sarcoma worldwide is in July. Due to our meet
234 schedule we are unable to host the event in July, so we chose the middle of June. The events
235 main purpose is to bring awareness to Sarcoma and raise money for research and treatment of
236 the disease.

237
238 This event will include a competitive swimming event, 50/50 raffle, gift basket raffles,
239 and concessions. There will also possibly be a visit from an Olympic Swimmer. We are hoping
240 to get many competitive and recreational swimmers, along with triathletes to participate in the
241 event. Half of the proceeds will benefit the American Cancer Society and the half will benefit
242 our swim team.

243
244 We are advertising the event by hanging flyers, creating a website, reaching out to other
245 pools and swim teams, and sharing it on Facebook. We have created an online registration site
246 and a website for the event and are also accepting mail-in and same day registration to
247 accommodate as many people as possible. The events registration fee will include the
248 swimmer's participation in the event and a T-shirt (if registered before May 22). We are
249 offering 200, 400, 800, and 1,000 meter races. We are hoping to get 200-300 participants but
250 could have more if an Olympic Swimmer commits to attend the event.

251
252 We would like to request if it is possible for the Borough to allow us to use the pool the
253 day of June 22 at no cost to the swim team. We would need the pool until at least 4 PM but it
254 could be an all-day event depending on the number of participants. Sponsorship letters were
255 hand delivered to local businesses to help us cover some additional costs. We feel that this
256 event is something that will benefit a good cause and bring a lot of business and positive
257 attention to the town of Mifflinburg.

258
259 Sincerely,
260 Meagan Nogle (Head Coach)

261
262 A copy of the request has been included in the information tonight. Borough Council action is requested
263 to consider this request.

264
265
266

267 Motion by: Paul E. Bottiger
268 Second by: Linda L. Lewis

269
270 **MOTION: To approve the Mifflinburg Aqua Cats' request to use the Mifflinburg Community**
271 **Swimming Pool on Saturday, June 22, 2019 at no cost to the swim team for their Swim for**
272 **Sarcoma fundraising event.**

273
274 Mrs. Hackenberg stated that the Mifflinburg Aqua Cats are requesting to use the Mifflinburg
275 Community Swimming Pool all-day or until at least 4:00 PM, so the pool would be closed to the public
276 for the entire day and inquired about the possibility of limiting or changing the time. Mrs. Metzger
277 clarified that it was Borough Council's decision as to whether or not they want to include a time limit. A
278 discussion was held; Mr. Zimmerman agreed with Mrs. Hackenberg that there should be a time limit and
279 recommended that the motion be amended to include from 9:00 AM – 2:00 PM

280
281 Motion by: Paul E. Bottiger
282 Second by: Linda L. Lewis

283
284 **MOTION: To amend the previous motion to include "from 9:00 AM - 2:00 PM".**

285
286 Approved via unanimous voice vote.

287
288
289 Mrs. Metzger reported that Mr. Matt Wells and Miss Maura McGlaughlin, Co-Directors for the 2019
290 season at the Mifflinburg Community Park/Pool have reviewed the pool admission rates and are
291 recommending that the admission rates remain the same for the 2019 season as they were for the 2018
292 season. Borough Council action is requested to set the admission rates for the Mifflinburg Community
293 Pool passes for the 2019 season the same as they were for the 2018 season.

294
295 Motion by: Tod M. Steese
296 Second by: Richard J. Fry

297
298 **MOTION: To set the admission rates for the Mifflinburg Community Pool passes for the 2019**
299 **season the same as they were for the 2018 season.**

300
301 Approved via unanimous voice vote.

302
303
304 Mrs. Metzger informed Borough Council that Borough Management has prepared the Field Use
305 Agreements between the Borough of Mifflinburg and the Mifflinburg Little League Association, the
306 Borough of Mifflinburg and the Harry F. Haney Memorial Park Association, and the Borough of
307 Mifflinburg and the Mifflinburg Area School District. There are no fees for these agreements. Mrs.
308 Metzger reminding Borough Council that no one has stepped up yet for the Haney Park Association, so
309 although approval is recommended, nothing will be done until there are responsible parties to sign-off
310 on these agreements and provide the required insurances. In addition, Borough Management has also
311 prepared the Athletic Use Agreement between the Borough of Mifflinburg and the Mifflinburg Swim
312 Team. The proposed fees will remain the same as in 2018 (a cost of \$35.00 per team member).
313 Borough Council action is requested to approve these agreements.

314
315 Motion by: Tod M. Steese
316 Second by: Linda L. Lewis

317
318 **MOTION: To approve the Field Use Agreements between the Borough of Mifflinburg and the**
319 **Mifflinburg Little League Association, the Borough of Mifflinburg and the Harry F. Haney**
320 **Memorial Park Association, and the Borough of Mifflinburg and the Mifflinburg Area School**
321 **District; and the Athletic Use Agreement between the Borough of Mifflinburg and the Mifflinburg**
322 **Swim Team.**

323
324 Approved via unanimous voice vote.

325
326
327
328
329
330
331

332 Mrs. Metzger informed Borough Council that Borough Management has prepared the Field Lighting
333 Agreements between the Borough of Mifflinburg and the Mifflinburg Little League Association and the
334 Borough of Mifflinburg and the Harry F. Haney Memorial Park Association. The proposed lighting fees
335 will remain the same as in 2018 (a fee of \$1,050.00 each, with the Mifflinburg Little League being
336 charged an additional \$150.00 if they choose to again offer a Fall Ball program). Borough Council
337 action is requested to approve these Field Lighting Agreements.
338

339 Motion by: Paul E. Bottiger
340 Second by: Linda L. Lewis
341

342 **MOTION: To approve the Field Lighting Agreements between the Borough of Mifflinburg and**
343 **the Mifflinburg Little League Association and the Borough of Mifflinburg and the Harry F.**
344 **Haney Memorial Park Association.**
345

346 Approved via unanimous voice vote.
347
348

349 Mrs. Metzger reported that Mr. Matt Wells and Miss Maura McGlaughlin, Co-Directors for the 2019
350 season at the Mifflinburg Community Park/Pool, have reviewed the payroll rates for the Mifflinburg
351 Park/Pool employees and are recommending that the payroll rates for the Mifflinburg Park/Pool
352 employees for the 2019 season remain the same as they were in 2018. Borough Council action is
353 requested to approve the payroll rates for the Mifflinburg Park/Pool employees for the 2019 season
354 remain the same as they were in 2018.
355

356 Motion by: Paul E. Bottiger
357 Second by: Linda L. Lewis
358

359 **MOTION: To approve the payroll rates for the Mifflinburg Park/Pool employees for the 2019**
360 **season remain the same as they were in 2018.**
361

362 Approved via unanimous voice vote.
363
364

365 Mrs. Metzger informed Borough Council that Mr. Matthew Wells and Miss Maura McLaughlin, Park
366 Co-Directors, are requesting that the following Mifflinburg Park/Pool employees be rehired for the 2019
367 season:
368

369 Park Employees

370 Ryli Amabile	Tyler Bailey	Mason Bollinger
371 Aiden Bomgardner	Mollie Bomgardner	Gabriel DeFacis
372 Camille Finerghty	Molly Kerstetter	Aaron Lichtel
373 Thomas Lichtel	Cailey Neiswender	Megan Nogle
374 Michael Renard	Denise Seebold	Mara Shuck
375 Casey Snook	Cara Snook	Mashayla Valentine

376

377 A copy of the list has been included in the information tonight. Borough Council action is requested to
378 rehire the Mifflinburg Park/Pool employees as listed and recommended by Mr. Wells and Miss
379 McLaughlin.
380

381 Motion by: Paul E. Bottiger
382 Second by: Richard J. Fry
383

384 **MOTION: To rehire the Mifflinburg Park/Pool employees for the 2019 season as listed and**
385 **recommended by Mr. Matthew Wells and Miss Maura McLaughlin, Park Co-Directors.**
386

387 Approved via unanimous voice vote.
388
389
390
391
392
393
394
395
396
397

398 Mrs. Metzger reminded Borough Council that they took action at the Tuesday, February 19, 2019
 399 regular Borough Council meeting to approve the dates for the Annual Spring Drop-Off event for April
 400 24-26, 2019 (12:00-8:00 PM) and April 27, 2019 (8:00 AM-12:00 PM). Mrs. Metzger reported that Mr.
 401 Jason Mitchell, the Borough Public Works Supervisor, has solicited quotes for hauling fees for this
 402 project. The quote opening was held on Friday, March 15, 2019 at 1:30 PM. There were three (3)
 403 quotes received and are as follows:

	<u>B&W</u>	<u>Hometown</u>	<u>Waste Management</u>
	<u>Disposal</u>	<u>Disposal</u>	<u>of Coal Township</u>
405 Roll-off load hauled	\$ 255.00	\$ 245.00	\$ 225.00
406 Total price per ton for disposal	\$ 48.05	\$ 48.05	\$ 60.00
407 Cost for return of unused roll-off	<u>\$ 235.00</u>	<u>\$ 175.00</u>	<u>\$ 75.00</u>
408 Cost based on 2018 quantities	\$10,363.37	\$10,003.37	\$10,261.80

411
 412 A copy of the quote tabulation has been included in the information tonight. Borough Council action is
 413 requested to award the Annual Spring Drop-Off event to the lowest quote received for the unit price
 414 amounts as listed on the tabulation.

415
 416 Motion by: Paul E. Bottiger
 417 Second by: Linda L. Lewis

418
 419 **MOTION: To award the Annual Spring Drop-Off event to Hometown Disposal for the unit price**
 420 **amounts of \$245.00 per roll-off load hauled; \$48.05 for total price per ton for disposal; \$175.00 for**
 421 **cost for return of unused roll-off.**

422
 423 Yes – Mr. Zimmerman, Mr. Bottiger, Mr. Fry, Ms. Lewis, Mr. Steese, Mrs. Hackenberg

424
 425 No – None

426
 427
 428 Mrs. Metzger informed Borough Council that she has received a Fire Police Request from Mr. Wayne
 429 Bierly. The Mifflinburg Fire Police have been requested to assist with a mountain bike ride on Saturday,
 430 May 25, 2019 at R.B. Winter State Park. This event wasn't included on their previously approved 2019
 431 Special Events list. Borough Council action is requested to approve the addition of this event to their
 432 2019 Special Events.

433
 434 Motion by: Richard J. Fry
 435 Second by: Tod M. Steese

436
 437 **MOTION: To approve the addition of the mountain bike ride on Saturday, May 25, 2019 at R.B.**
 438 **Winter State Park to the 2019 Special Events for the Mifflinburg Fire Police.**

439
 440 Approved via unanimous voice vote.

441
 442
 443 Mrs. Metzger reported that she has received a request from Mrs. Tina Hook, President of the
 444 Mifflinburg Little League Association, to utilize the Mifflinburg Community Park on Saturday, May 4,
 445 2019 to conduct the Mifflinburg Little League's Opening Day Celebration. The Mifflinburg Little
 446 League Association has already completed and submitted the required pavilion reservation forms and
 447 paid the \$250.00 security deposit. Borough Council action is requested to approve this event, contingent
 448 upon submission of their certificate of insurance.

449
 450 Motion by: Duane L. Zimmerman
 451 Second by: Paul E. Bottiger

452
 453 **MOTION: To approve the Mifflinburg Little League Association's request to utilize the**
 454 **Mifflinburg Community Park on Saturday, May 4, 2019, to conduct the their Opening Day**
 455 **Celebration, contingent upon submission of their certificate of insurance.**

456
 457 Approved via unanimous voice vote.

458
 459
 460
 461
 462
 463

464 Mrs. Metzger reported that Mr. Jason Mitchell, the Borough Public Works Supervisor, has solicited
465 quotes for the Annual Mowing Project. The quote opening was held on Friday, March 15, 2019 at 1:00
466 PM. These quotes were received on a unit price/area per mowing for two (2) years. There were three
467 (3) quotes received and are as follows:

468		
469	Creative Landscapes, Inc.	\$1,450.00
470	Hacky's Lawn Care	\$1,080.00
471	Lighthouse Landscapes, Inc.	\$ 650.00
472		

473 A copy of the quote tabulation has been included in the information tonight. Mrs. Metzger informed
474 Borough Council that the low bid for the 2019-2020 Bi-Annual Mowing contract is for the unit price
475 amount totaling \$650.00 per mowing; the 2018 Bi-Annual Mowing contract was for the unit price
476 amount totaling \$342.00 per mowing. Based on the Borough's past mowing history it's estimated that
477 this will cost approximately \$16,900.00 for the year which is not within the budgeted amount for this
478 work. Mrs. Metzger explained that there was \$10,000.00 included in the 2019 Budget for this work;
479 Borough Council has the following options:

- 480
481 1. Transfer funds from another GL Account within the Budget to award Bi-Annual Mowing
482 contract. Mrs. Metzger pointed out that the low bidder is Lighthouse Landscapes, Inc., the
483 mowing firm awarded the 2018-2019 Bi-Annual Mowing contract which Borough Council
484 took action at the Tuesday, February 19, 2019 regular Borough Council meeting to accept
485 their letter of resignation.
- 486 2. Purchase a new zero-turn mower and complete the mowing work in-house, and maybe hire
487 a seasonal employee (mid-May through August) to assist with the mowing.

488
489 Mrs. Metzger clarified that \$8,000.00 was included in the 2018 Budget for the purchase of a new
490 mower. Mr. Jason Mitchell, the Borough Public Works Supervisor, has obtained two (2) quotes for a
491 zero-turn mower which are as follows:

492	<u>Bidder</u>	<u>Description</u>	<u>Total Price</u>
493	Martin's Small Engine Repair	Snapper-Pro 52" EZ Dump	\$10,394.00
494	Turf and Trail Equipment	Titian HD 2000 52" Toro	\$ 7,905.17
495			
496			

497 Mrs. Metzger inquired about whether or not the Borough would be required to obtain another quote.
498 Mr. Tira stated that since the quotes received are below the bidding threshold, no formal bidding or
499 written/telephonic quotations are required. A discussion was held; Mr. Zimmerman expressed that he
500 personally likes Mrs. Metzger's idea of hiring a seasonal employee to assist with the mowing.

501
502 Motion by: Richard J. Fry
503 Second by: Tod M. Steese

504
505 **MOTION: To reject all quotes for the 2019-2020 Bi-Annual Mowing contract.**

506
507 Approved via unanimous voice vote with Mr. Zimmerman not voting (Mr. Zimmerman stepped away
508 from the meeting to take a phone call).

509
510
511 Motion by: Tod M. Steese
512 Second by: Linda L. Lewis

513
514 **MOTION: To purchase the Titan HD 2000 52" Toro from Turf & Trail Equipment for the total
515 price of \$7,905.17.**

516
517 Mr. Bottiger inquired if both of the mowers were the same. Mr. Tira stated that the mowers were not the
518 same; however they're comparable.

519
520 Mrs. Hackenberg inquired whether or not Borough Council could just take action to authorize the
521 purchase a zero-turn mower. Mr. Tira advised Borough Council that they should specify which mower
522 they're authorizing the purchase of. A discussion was held; Mrs. Hackenberg clarified that Mr. Mitchell
523 was okay with both of the mowers.

524
525 Yes – Mr. Bottiger, Mr. Fry, Ms. Lewis, Mr. Steese, Mr. Zimmerman, Mrs. Hackenberg

526
527 No – None

528
529
530

531 Motion by: Paul E. Bottiger
532 Second by: Tod M. Steese

533
534 **MOTION: To authorize Mrs. Metzger to work with the Borough Labor Attorney, Attorney,**
535 **Adam L. Santucci with McNeese Wallace & Nurick LLC, to draft a job description for a part-time**
536 **seasonal employee.**

537
538 Mrs. Hackenberg inquired if the Borough could reach out to the Mifflinburg Park/Pool employees to see
539 if any of them were interested in the position. Mr. Tira recommend that Borough Council wait until
540 after Mrs. Metzger speaks with Attorney Santucci.

541
542 Approved via unanimous voice vote.

543
544
545 Mrs. Metzger reported that she has submitted credit card applications for replacement credit cards for
546 the Borough and the Mifflinburg Police Department through the Mifflinburg Bank & Trust Company's
547 (MBTC) carrier. To date, only one (1) credit card has been issued for the Borough. Mrs. Metzger
548 explained that due to changes in the regulations for credit cards, credit cards now require that an
549 individual name appear on each card which will be tied to the associated social security number. This
550 means that if the Borough wants employees to be able to take a credit card along with them to training,
551 to pay for meals or any other costs incurred while they're at training, or to use the credit card anywhere
552 else, a credit card would need to be issued for each individual employee which would be tied to their
553 name and social security number. Mrs. Metzger clarified that the credit card issued for the Borough is in
554 her name and attached to her social security number. Mrs. Metzger stated that she briefly discussed
555 setting up individual credit cards with Chief Dyroff; however the employees would need to authorize the
556 Borough to set up an individual credit card in their name. Any employee who opts not to set up an
557 individual credit card would be required to pay for all expenses incurred and then submit receipts for
558 reimbursement. Borough Council direction is requested on this matter.

559
560 Mr. Bottiger inquired about debit cards or the possibility of opening up another account and having a
561 debit card. A discussion was held; Mrs. Metzger indicated that MBTC didn't offer debit cards as a
562 solution; however she will contact MBTC to see if they can issue debit cards. Mrs. Metzger suggested
563 that in the meantime, Borough Council may want to take action to authorize her to submit a credit card
564 application for the Mifflinburg Police Department through the MBTC's carrier in Chief Dyroff's name.
565 Mr. Zimmerman stated that he believes the motion should also authorize Mrs. Metzger to submit a credit
566 card application for the Borough in her name, even though a credit card has already been received.

567
568 Motion by: Paul E. Bottiger
569 Second by: Richard J. Fry

570
571 **MOTION: To authorize Mrs. Metzger to submit a credit card application for the Borough in her**
572 **name; and a credit card application for the Mifflinburg Police Department through the**
573 **Mifflinburg Bank & Trust Company's carrier in Chief Dyroff's name.**

574
575 Approved via unanimous voice vote.

576
577
578 Mr. Tira provided Borough Council with an update on the status of the town clock, which is located in
579 the tower at the First Evangelical Lutheran Church, located at 404 Market Street. Mr. Tira reported that
580 there is nothing in the information provided to him that links the town clock back to the Borough ever
581 actually owning the clock; the information provided to him indicates that the money to purchase the
582 clock was solicited from private citizens. The clock has been referred to as the "town clock" which
583 doesn't mean the Borough owns the clock. Over the years, the Borough took on some maintenance
584 duties and paid a 'clock winder' to wind and grease the town clock. In 2016, Borough Council directed
585 Mrs. Metzger to send a letter the First Evangelical Lutheran Church to notify them that the Borough was
586 donating the clock to them. In early December 2018, the First Evangelical Lutheran Church sent a letter
587 to the Borough stating that they were refusing the donation of the clock and would not assume any of the
588 associated costs. The First Evangelical Lutheran Church Representatives met with Borough Council
589 Representatives at the Tuesday, February 5, 2019 Borough Work Session to discuss the town clock. Mr.
590 Tira advised Borough Council that they can either spend a lot of time and money researching and
591 fighting over who really owns the clock, or the Borough and the Evangelical Lutheran Church could
592 both sign-off on whatever rights they have and find a new owner to take over ownership of the clock.

593
594
595
596

597 Mrs. Metzger reported that following the Tuesday, February 5, 2019 Borough Work Session, Ms. Linda
598 Skinner, Council President of the First Evangelical Lutheran Church Council, approached her via email
599 to see if she would be willing to draft a letter to be sent to all local 501(c)(3) organizations requesting a
600 meeting to discuss the future of the town clock. A discussion was held; Mr. Zimmerman stated that
601 depending on when the meeting is scheduled, he would be happy to attend the meeting with the First
602 Evangelical Lutheran Church Representatives and local 501(c)(3) organizations on behalf of the
603 Borough residents. Mrs. Metzger clarified that she would share a draft of the letter with Borough
604 Council for their review prior to sending it.
605

606 Mrs. Metzger requested an executive session to discuss potential litigation and personnel matters.
607

608 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for
609 February 2019 included in the information tonight.
610

611 Mayor Cooney reminded Borough Council that Mr. Vito Brunetti, a resident of 213 Green Street,
612 attended the Tuesday, February 19, 2019 regular Borough Council meeting regarding enforcement of
613 parking restrictions during the winter months. Mayor Cooney reported that a Public Safety Committee
614 meeting was held to review and discuss §17-131 “Parking Prohibited During Street Cleaning” of the
615 Borough Code of Ordinances. The Public Safety Committee is recommending that Borough Council
616 doesn’t change the enforcement of the parking provisions, but rather change the language within the
617 ordinance; change “street cleaning time” to “no parking time”. Additionally, there are a couple of other
618 things that need to be cleaned-up as well.
619

620 Mayor Cooney announced that the Mifflinburg Safety Fair is scheduled for Wednesday, June 12, 2019
621 from 5:00 PM to 8:00 PM at the Mifflinburg Community Park.
622

623 Chief Dyroff announced that the Mifflinburg Area School District (MASD) has hired Mr. David Burns,
624 a retired state trooper of Winfield, for the part-time position. Officer Burns was sworn in on Monday,
625 March 18, 2019 so he has full police power. Chief Dyroff clarified that the Mifflinburg Police
626 Department will continue to perform foot patrols at the schools.
627

628 Chief Dyroff presented Borough Council with some Monthly Highlights for the Mifflinburg Police
629 Department for February 2019.
630

631 Mayor Cooney informed Borough Council that he participated in or will be participating in the
632 following events:
633

- 634 • The Annual Mifflinburg Community Easter Egg Hunt is scheduled for Saturday, April 6,
635 2019 at 10:00 AM at the VFW Carnival Grounds.
- 636 • A ribbon cutting for the Oma’s Antique Emporium located at 315 Chestnut Street was held
637 on Monday, March 16, 2019.
- 638 • Read to the Kelly Elementary School (located at 325 Hospital Drive, Lewisburg) students
639 on Friday, March 1, 2019 for National Read Across America Day.
- 640 • He and Mrs. Metzger spoke with the Mifflinburg Kiwanis Club.
641
642

643 Mrs. Hackenberg called an executive session to discuss potential litigation and personnel matters. An
644 executive session was held from 8:29 PM to 8:38 PM.
645
646

647 Motion by: Paul E. Bottiger

648 Second by: Tod M. Steese
649

650 **MOTION: To grant Mr. Patrick Wetzel and Mr. Heath Sholley a \$0.50/hr. merit raise, contingent**
651 **upon Mr. Wetzel and Mr. Sholley obtaining their National Association of Sewer Service**
652 **Companies (NASSCO) Pipeline Assessment Certification.**
653

654 Yes – Mr. Fry, Ms. Lewis, Mr. Steese, Mr. Zimmerman, Mr. Bottiger, Mrs. Hackenberg
655

656 No – None
657
658
659
660
661
662

663 Motion by: Duane L. Zimmerman

664

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

666

667 Approved via unanimous voice vote.

668

669

670 Meeting adjourned at 8:40 PM.

671

672 Respectfully Submitted,

673

674

675 Misty L. Ross

676 Assistant Borough Secretary