

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL
2 SPECIAL COUNCIL MEETING
3 August 13, 2019
4

	PRESENT	ABSENT
5		
6 Beverly L. Hackenberg, Council President	X	
7 Tod M. Steese, Vice President	X	
8 Paul E. Bottiger, Council Member		X - Arrived at 6:32 PM
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
15 Margaret A. Metzger, Borough Manager	X	
16 Robert M. Rowe, Borough Project Manager	X	
17 Misty L. Ross, Assistant Secretary	X	

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

20
21 There was one (1) visitor present at this meeting which was Erin Threet.

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24 Motion by: Tod M. Steese

25 Second by: Richard J. Fry

26
27 **MOTION: To accept the resignation of Mr. Frederick Dyroff III as Chief of Police for the**
28 **Borough of Mifflinburg effective Friday, August 16, 2019, with regret.**

29
30 Approved via unanimous voice vote.

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33 Mrs. Hackenberg called an executive session to discuss the interim Officer In Charge (OIC). An
34 executive session was held from 6:32 PM to 8:09 PM.

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37 Motion by: Tod M. Steese

38 Second by: Paul E. Bottiger

39
40 **MOTION: To appoint Detective Mark Bailey as Acting Officer In Charge (OIC) of the**
41 **Mifflinburg Police Department in the absence of Chief Dyroff, effective Saturday, August 17,**
42 **2019, with a compensation at a rate of \$34.84/hour and all other benefits to remain the same.**

43
44 Yes – Mr. Bottiger, Mr. Fry, Ms. Lewis, Mr. Steese, Mrs. Hackenberg

45
46 No – None

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49 Motion by: Tod M. Steese

50 Second by: Paul E. Bottiger

51
52 **MOTION: To amend the previous motion to be effective Friday, August 16, 2019.**

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54 Approved via unanimous voice vote.
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67 Mayor Cooney detailed the proposed replacement process for hiring a new Chief of Police for the
68 Borough of Mifflinburg which was as follows:

- 69
- 70 1. Advertise the position for Chief of Police. The position is open to anyone inside or outside
- 71 the Mifflinburg Police Department.
- 72 2. Mrs. Metzger collects the applications.
- 73 3. After the application deadline, he, Mrs. Metzger, and Mrs. Hackenberg, will go through the
- 74 applications and remove any that do not meet the application qualifications.
- 75 4. Non-qualifiers will receive a form letter informing them they're not a candidate for the
- 76 position.
- 77 5. He and Mrs. Hackenberg (and possibly the Personnel Committee) will go through the
- 78 applications that meet the application qualifications and select any that they would like to
- 79 interview. (He would ask that any internal candidates be given an interview out of
- 80 courtesy).
- 81 6. Those candidates NOT granted an interview get a form rejection letter.
- 82 7. Give the Personnel Committee a crash course on what they may and may not ask during an
- 83 employee interview.
- 84 8. He and Mrs. Hackenberg and the Personnel Committee interview the prospective
- 85 candidates. They will develop a list of interview questions and also ask additional
- 86 questions as necessary. They will NOT create a rubric or a numerical scoring system.
- 87 9. If necessary, conduct second interviews.
- 88 10. The Personnel Committee makes a recommendation to Borough Council of which
- 89 candidate to hire.
- 90 11. At this point, Borough Council may wish to meet the candidate and ask their own questions
- 91 (He would strongly advise another HR crash course for all of Council if this occurs).
- 92 12. If Borough Council agrees with the Personnel Committee's recommendation, they extend a
- 93 contingent offer of employment to the candidate; contingent on passing the exam and
- 94 background investigation.
- 95 13. Maybe there's a counter offer.
- 96 14. Chosen candidate eventually accepts offer.
- 97 15. Candidate passes background investigation and exam (must score an 80% on an exam
- 98 given potentially by a board of Police Chiefs) facilitated by the Civil Service Commission.
- 99 16. Candidate starts work immediately.

100
101 Borough Council action is requested to approve the replacement process for hiring a new Chief of Police
102 for the Borough of Mifflinburg.

103
104 Motion by: Paul E. Bottiger
105 Second by: Tod M. Steese

106
107 **MOTION: To approve the replacement process for hiring a new Chief of Police for the Borough of**
108 **Mifflinburg as submitted in writing.**

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110 Approved via unanimous voice vote.

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112
113 Mrs. Hackenberg announced that the deadline for accepting applications for the Chief of Police position
114 is Tuesday, September 10, 2019 at 1:00 PM.

115
116 Mrs. Metzger informed Borough Council that she has received a request from Mr. Craig Baker which
117 reads as follows:

118
119 To Borough Council:

120
121 I Craig Baker am respectfully requesting an extension on the unpaid leave you granted me
122 earlier this year to be able to use the 30 ½ hours I did not use. Beginning August 14, 2019 thru
123 November 14, 2019. To use for court and domestic hearings for me and my children. Thank
124 you for your consideration.

125
126 Craig Baker

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134 Motion by: Paul E. Bottiger
135 Second by: Tod M. Steese

136
137 **MOTION: To grant Mr. Craig Baker eight (8) hours of additional unpaid leave of absence for use**
138 **between August 14 and September 30, 2019 as requested for personal reasons; this leave time may**
139 **only be used for court or hearings and requires both advanced notice to his supervisor and a**
140 **written excuse from the court showing the times of the proceedings.**

141
142 Mayor Cooney inquired if Mr. Baker's legal issues should be included in the minutes as part of the
143 motion. Mrs. Hackenberg stated that this is what Mr. Baker is requesting and what was included in the
144 letter that he submitted.

145
146 Mr. Bottiger clarified that the motion on the table includes that Mr. Baker must provide a written excuse
147 from the court showing the times of the proceedings.

148
149 Mrs. Hackenberg inquired where the court and domestic hearings would be held. Mr. Rowe stated that
150 the proceeding could be held at the Domestic Relations Office, the Court, or wherever the judge
151 indicates in the court hearing notice. A discussion was held; Mr. Bottiger clarified that the motion on
152 the table could be amended to include "that Mr. Baker will be required to work both before and
153 following these proceedings".

154
155 Motion by: Paul E. Bottiger
156 Second by: Tod M. Steese

157
158 **MOTION: To amend the previous motion to include "that he will be required to work both**
159 **before and following these proceedings".**

160
161 Approved via unanimous voice vote.

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164 Chief Dyroff thanked Borough Council for their support and the opportunity to serve as Chief of Police
165 for the Borough of Mifflinburg; everyone was fantastic. Chief Dyroff offered his assistance with the
166 transition to a new Chief of Police.

167
168 Mrs. Erin Threet, HRG, Inc., distributed copies of an updated Mifflinburg Dewatering Upgrade Project:
169 Proposed Basic Timeline, as well as a proposal to provide professional engineering services related to
170 the Dewatering Upgrade Project Phase 1: Pilot Testing. Mrs. Threet clarified that the updated
171 Mifflinburg Dewatering Upgrade Project: Proposed Basic Timeline is essentially an updated version of
172 the last page of the information that was provided at the Tuesday, August 6, 2019 Borough Work
173 Session. Mrs. Threet detailed the differences with the updated Mifflinburg Dewatering Upgrade Project:
174 Proposed Basic Timeline and rehashed that of the proposed manufactures, the PW Tech Volute
175 Dewatering Press and the Trident MD Press are fairly similar to each other in terms of functionality,
176 probable costs, etc.; and then the BDP Screw Press, the Schwing Bioset Screw Press, and the Ishigaki
177 ISGK-A Screw Press are all fairly similar to each other.

178
179 A discussion was held regarding the cost of freight for the Ishigaki ISGK-A Screw Press and the
180 manufacturer's timeline. Mrs. Threet stated that if Borough Council is interested in the Ishigaki ISGK-
181 A Screw Press, she feels they could probably negotiate the cost of freight down if Borough Council were
182 to take action at tonight's meeting to move forward with a not-to-exceed amount for the total amount of
183 all out-of-pocket freight costs and if the Borough could get the Pilot sooner. Mrs. Metzger clarified that
184 her concern is the Borough is required to submit for a permit amendment which typically takes six (6)
185 months. Therefore, if the Ishigaki manufacturer can't perform the pilot within the October timeframe,
186 they should be out.

187
188 Mrs. Threet recommended that Borough Council take action to move forward piloting the proposed
189 manufacturers for total freight cost not-to-exceed \$6,100.00, which would be the total cost of freight for
190 the BDP Screw Press, the Schwing Bioset Screw Press, and the Trident MD Press, plus \$1,500.00 for an
191 allowance for the Ishigaki ISGK-A Screw Press, provided that the manufacturers can perform the pilot
192 within a timeframe that is acceptable to the borough,

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200 Mrs. Threet informed Borough Council that in addition to the out-of-pocket freight cost, HRG, Inc. has
201 prepared a proposal to provide professional engineering services related to the Dewatering Upgrade
202 Project Phase 1: Pilot Testing. The following project approach has been discussed in an effort to
203 streamline the project

- 204
- 205 1. Phase 1: Pilot Testing
 - 206 2. Phase 2: Preliminary Design & Permitting
 - 207 3. Phase 3: Equipment Procurement, Final Design & Installation
- 208

209 Base on this understanding HRG, Inc. has developed the following scope of services:

210
211 **Scope of Services**

212 HRG, Inc. will perform the following tasks:

213
214 **1. Phase 1: Pilot Testing**

215 HRG, Inc. will assist the Borough in completing Pilot Testing of up to five (5) dewatering
216 equipment manufacturers, including PW Tech, as follows:

217
218 ***Task 1: Pilot Testing Protocol Development***

219 HRG, Inc. will develop a brief pilot test protocol to facilitate the pilot testing process in an
220 effort to obtain results/deliverables that are comparable for different manufacturers. This
221 protocol will be developed to allow for comparison of previously completed testing of the
222 PW Tech equipment.

223
224 ***Task 2: Pilot Testing Results Review & Recommendation***

225 HRG, Inc. will compile and review the results of the pilot testing and provide a summary of
226 the results and associated recommendation to the Borough.

227
228 ***Task 3: Coordination (as requested by Borough Staff)***

229 HRG, Inc. will assist Borough Staff in coordination with equipment manufacturers for the
230 pilot testing as requested. For the purpose of this proposal, we have assumed that HRG,
231 Inc. will be asked to provide the following coordination assistance:

- 232 a. Scheduling.
 - 233 b. Pre-pilot sludge sampling coordination w/ Borough Operations Staff & equipment
234 manufacturers.
 - 235 c. Pre-pilot setup requirements coordination w/ Borough Operations Staff &
236 equipment manufacturers.
 - 237 d. Attend one (1) site visit per pilot test to view equipment in operation.
 - 238 e. Attend one (1) meeting with the Borough to review the recommendation and
239 discuss next steps.
- 240

241 **Compensation**

242 HRG, Inc. will complete the Phase 1: Pilot Testing tasks outlined above as shown below:

243

244 <i>Task 1: Pilot Testing Protocol Development</i>	\$1,260	Lump Sum Fee
245 <i>Task 2: Pilot Testing Results Review & Recommendation</i>	\$2,500	Lump Sum Fee
246 <i>Task 3: Coordination (as requested by Borough Staff)</i>	<u>\$2,570</u>	T&M, Estimated Fee
247 Phase 1 Total	\$6,330	

248

249 Borough Council action is requested to move forward with piloting the proposed manufacturers as
250 presented and to approve the proposal for professional engineering services.

251
252 Motion by: Paul E. Bottiger

253 Second by: Linda L. Lewis

254
255 **MOTION: To move forward with piloting the proposed manufacturers as presented for total
256 freight costs not-to-exceed \$6,100.00, provided that the manufacturers can perform the pilot
257 within a timeframe that is acceptable to the borough, with the option to say no if we're not
258 satisfied with their schedule.**

259
260 Yes – Mr. Fry, Ms. Lewis, Mr. Steese, Mr. Bottiger, Mrs. Hackenberg

261
262 No – None

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

269
270 **MOTION: To approve the proposal from HRG, Inc. for professional engineering services related**
271 **to the proposed Dewatering Upgrade Project Phase 1: Pilot Testing on a time and materials basis**
272 **for an estimated fee of \$6,330.00 as presented.**

273
274 Yes – Ms. Lewis, Mr. Steese, Mr. Bottiger, Mr. Fry, Mrs. Hackenberg

275
276 No – None

277
278
279 Mr. Rowe reminded Borough Council that they took action at the Tuesday, May 21, 2019 regular
280 Borough Council meeting to reject the bids for the Green Light GO Grant Signal Upgrade Project for
281 Video Detection and Retiming to the traffic signal at Chestnut Street (SR 0045) and Mabel
282 Street/Meadow Green and to rebid the project with language included clarifying the timeline to complete
283 the project. Mr. Rowe explained that there was one (1) bid received from Atlantic Transportation
284 System (ATS) for \$59,104.00. The grant amount that the Borough received was \$53,331.00 which
285 included engineering; the amount set aside in the grant for the contractor was \$41,331.00. The
286 contractors were overbidding or not bidding at all because they were too busy; this was an issue
287 statewide. Borough Council action is requested to rebid the Green Light GO Grant Signal Upgrade
288 Project for Video Detection and Retiming to the traffic signal at Chestnut Street (SR 0045) and Mabel
289 Street/Meadow Green, with language included clarifying the timeline to complete the project.

290
291 Motion by: Paul E. Bottiger
292 Second by: Linda L. Lewis

293
294 **MOTION: To resolicit bids for the Green Light GO Grant Signal Upgrade Project for Video**
295 **Detection and Retiming to the traffic signal at Chestnut Street (SR 0045) and Mabel**
296 **Street/Meadow Green, with language included clarifying the timeline to complete the project.**

297
298 Yes – Mr. Steese, Mr. Bottiger, Mr. Fry, Ms. Lewis, Mrs. Hackenberg

299
300 No – None

301
302
303 Mrs. Erin Threet, HRG, Inc. requested that in case any of the pilot manufacturers have any documents
304 that need to be signed prior to moving forward, Borough Council take action to designate either Mrs.
305 Metzger or Mr. Rowe to sign any and all documents required to move forward with the pilot
306 manufacturers subsequent to the Borough Solicitor's review of that document.

307
308 Motion by: Paul E. Bottiger
309 Second by: Linda L. Lewis

310
311 **MOTION: To amend the previous motion to move forward with the pilot manufacturers as**
312 **presented for an out-of-pocket freight cost not-to-exceed \$6,100.00, which would be the total cost**
313 **of freight for the BDP Screw Press, the Schwing Bioset Screw Press, and the Trident MD Press,**
314 **plus \$1,500.00 for an allowance for the Ishigaki ISGK-A Screw Press, with the option to say no if**
315 **we're not satisfied with their schedule; to add "and to designate either Mrs. Metzger or Mr. Rowe**
316 **to sign any and all documents required to move forward with the pilot manufacturers subsequent**
317 **to the Borough Solicitor's review of that document.**

318
319 Approved via unanimous voice vote.

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321
322 Mr. Steese announced that the overhead Fire Hall doors at the Mifflinburg Hose Company, located at
323 325 Chestnut Street, have been replaced. If you have not seen the new overhead doors, please stop by
324 the Hose Company Building to see them; they look fantastic. Mr. Steese thanked Borough Council on
325 behalf of the Mifflinburg Hose Company.

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327
328 Motion by: Tod M. Steese

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

331
332 Approved via unanimous voice vote.

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334 Meeting adjourned at 8:41 PM.
335
336 Respectfully Submitted,
337
338
339 Misty L. Ross
340 Assistant Borough Secretary
341