

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL

2 Rescheduled Meeting

3 February 24, 2015

4

5	PRESENT	ABSENT
6 Michael E. Snook, Council President	X	
7 Beverly L. Hackenberg, Vice President	X	
8 Troy A. Berkheiser, Council Member	X	
9 Paul E. Bottiger, Council Member	X	
10 Bryan E. Rohland, Council Member	X	
11 Tod M. Steese, Council Member	X	
12 David M. Cooney, Mayor	X	
13 Jeremiah D. Runkle, Solicitor	X	
14 Douglas R. Bickhart, Chief of Police	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 rescheduled meeting of Mifflinburg Borough Council was called to order at 7:00 PM.

20  
21 Visitors present at this meeting were Jenny Ruth Partica, Joshua Owens, Daniel Sanders, Michelle  
22 Dietrich, Susan Smith, Troy Smith, Jeff Kline, Alan Wagner, and Sharon Hixson.

23  
24 Mr. Snook conducted a Public Hearing for Ordinance No. 2015-02; Amending Chapters 5 and 13 of the  
25 Code of the Borough of Mifflinburg to delete §5-110 “LEASEHOLD PERMITS” and add provisions  
26 regarding Residential Rental Units as Part 1 in Chapter 13 “HOUSING” of the Borough Code.

27  
28 Mr. Runkle introduced himself to the visitors present at tonight’s meeting and informed them that he  
29 drafted the proposed ordinance at the Borough’s request and in collaboration with Mayor Cooney and  
30 some other professionals engaged by the Borough. Mr. Runkle noted that tonight’s Public Hearing was  
31 advertised, as is required by law, on January 30, 2015 in the Union County Times; in addition a copy of  
32 the draft ordinance was also placed on the Borough’s website to facilitate public access. Mr. Runkle  
33 clarified that tonight’s Public Hearing was originally scheduled/advertised for Tuesday February 17,  
34 2015 at 7:00 PM during the regularly scheduled Borough Council meeting; however due to lack of a  
35 quorum, the Public Hearing and regularly scheduled meeting were rescheduled for tonight. The  
36 Borough Council Chambers door was posted, postponing the Public Hearing and regularly scheduled  
37 meeting until tonight. Mr. Runkle added that the purpose of tonight’s Public Hearing is to give the  
38 public the opportunity to comment or ask questions about the proposed ordinance.

39  
40 Ms. Michelle Dietrich, Mr. Alan Wagner, Mr. Josh Owens, and Mr. Daniel Sanders, were all present at  
41 tonight’s meeting with regard to the proposed ordinance.

42  
43 Ms. Michelle Dietrich, a resident/landlord located at 601 Chestnut Street, expressed that in her opinion,  
44 this ordinance makes the property owner responsible for their tenants, she’s not a babysitter; she can’t be  
45 home 24/7 and who is she to judge anybody? Ms. Dietrich added that she believes in second chances  
46 and that she is concerned where all the homeless would go if every municipality in the Commonwealth  
47 of PA adopts this ordinance.

48  
49 Mr. Alan Wagner, a resident located at 512 Chestnut Street, inquired how long the Borough has been  
50 working on the proposed ordinance. Mayor Cooney stated that the Borough has been working on the  
51 proposed ordinance for about two (2) years. Mr. Wagner respectfully requested that Borough Council  
52 delay any action on this ordinance another month to allow the public additional time to review the  
53 ordinance.

54  
55 Mr. Josh Owens, a resident located at 431 Market Street, clarified that he doesn’t own any rental  
56 properties in the Borough; he is present at tonight’s meeting on behalf of other residents. Mr. Owens  
57 expressed that generally speaking as a landlord in another town, he has no major issues with the  
58 proposed ordinance, but agrees with Mr. Wagner that Borough Council should delay any action on this  
59 ordinance another month to allow the public additional time to review the ordinance.

60  
61 Mr. Daniel Sanders, a resident located at 1014 Market Street, inquired about Part B in Appendix A  
62 “Tenant’s Covenants and Obligations”. Mr. Sanders expressed that Number 3 reads: “Tenant shall, in a  
63 clean and safe manner, deposit all rubbish, garbage and other waste from his or her rental unit into  
64 containers provided by the owner or landlord”. Mr. Sanders inquired why the owner or landlord is  
65 required to provide containers.

66  
67

68 Mr. Runkle stated that the body of the ordinance was changed and Number 3 was amended to read: “The  
69 occupant shall, in a clean and safe manner, deposit all rubbish, garbage and other waste from his or her  
70 rental unit into containers in compliance with the Property Maintenance Code”. Mr. Runkle clarified  
71 that this was an oversight on his part and that he would correct it.  
72

73 Mr. Daniel Sanders inquired what the Borough’s procedures were for adopting an ordinance. Mr.  
74 Runkle stated that in accordance with the Borough Code: a Public Notice shall be published once each  
75 week for two successive weeks in a newspaper of general circulation in the municipality. Such notice  
76 shall state the time and place of a public hearing or meeting and the particular nature of the matter to be  
77 considered at said hearing or meeting. The first publication shall not be more than 30 days and the  
78 second publication shall not be less than seven days from the date of said hearing or meeting. The  
79 Borough decided to place a copy of the draft ordinance on their website to make it less difficult for the  
80 public to access and review. Otherwise, the only way the public would have been able to access and  
81 review the proposed ordinance would have been to purchase a copy from the Borough.  
82

83 There being no further comments or discussion the hearing concluded at 7:44 PM at which time the  
84 rescheduled meeting convened.  
85

86  
87 Motion by: Beverly L. Hackenberg

88 Second by: Tod M. Steese  
89

90 **MOTION: To adopt Ordinance No. 2015-02; Amending Chapters 5 and 13 of the Code of the**  
91 **Borough of Mifflinburg to delete §5-110 “LEASEHOLD PERMITS” and add provisions**  
92 **regarding Residential Rental Units as Part 1 in Chapter 13 “HOUSING” of the Borough Code.**  
93

94 Yes – Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Snook  
95

96 No – None  
97  
98

99 Mr. Snook requested Borough Council action to adopt Resolution No. 2015-02; Establishing fees and  
100 the Appeals Board for the Borough’s Residential Rental Unit Ordinance. Mr. Runkle informed Borough  
101 Council that a copy of the resolution was emailed to Borough Council prior to tonight’s meeting.  
102

103 Motion by: Beverly L. Hackenberg

104 Second by: Tod M. Steese  
105

106 **MOTION: To adopt Resolution No. 2015-02; Establishing fees and the Appeals Board for the**  
107 **Borough’s Residential Rental Unit Ordinance.**  
108

109 Approved via unanimous voice vote.  
110  
111

112 Motion by: Tod M. Steese

113 Second by: Beverly L. Hackenberg  
114

115 **MOTION: To approve the minutes of the Tuesday, January 20, 2015 regular meeting of**  
116 **Mifflinburg Borough Council.**  
117

118 Approved via unanimous voice vote.  
119  
120

121 Motion by: Troy A. Berkheiser

122 Second by: Paul E. Bottiger  
123

124 **MOTION: To approve payment of Bill List #2015-02 in the amount of \$340,255.67.**  
125

126 Yes – Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Berkheiser, Mr. Snook  
127

128 No – None  
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134

135 Ms. Jenny Ruth Partica, 5K Director/SoleMates Coordinator for Girls on the Run of the Greater  
136 Susquehanna Valley, attended tonight's meeting to request Borough Council permission to utilize the  
137 Mifflinburg Community Park on Saturday, May 9, 2015 from 6:00 AM - 12:30 PM to conduct their  
138 Spring 2015 5k Event. Ms. Partica reported Girls on the Run is a transformational learning program for  
139 girls in 3<sup>rd</sup> - 8<sup>th</sup> grade that teaches life skills through dynamic, conversation-based lessons and running  
140 games. The goal of the program is to unleash confidence through accomplishment while establishing a  
141 lifetime appreciation of health and fitness. The program culminates with the girls being physically and  
142 emotionally prepared to complete a celebratory 5k running event. Ms. Partica informed Borough  
143 Council that she provided a copy of the Girls on the Run Spring 2015 5k Race Site Proposal to the  
144 Borough prior to tonight's meeting. Ms. Partica added that the Girls on the Run Spring 5k Event was  
145 held at the Mifflinburg Community Park in 2014.

146  
147 Mayor Cooney inquired if the race course for the Spring 2015 5k Event would be the same as it was in  
148 2014. Ms. Partica detailed that the race course for the Spring 2015 5k Event would be pretty much the  
149 same as it was in 2014; the participants will start by running south on 5<sup>th</sup> Street, then east on Walnut  
150 Street, north on Line Street, west on E. Walnut Street, and then continue east for a bit on the Buffalo  
151 Valley Rail Trail (BVRT) before turning around and returning to the park on the trail. A discussion was  
152 held; Mayor Cooney reported that the race course for the Spring 5k Event in 2014 remained on the  
153 BVRT the entire time. Ms. Partica stated that Girls on the Run are willing to change the race course if  
154 Borough Council rather the Spring 2015 5k Event remain on the BVRT the entire time. Mayor Cooney  
155 expressed that from a safety standpoint, he would feel more comfortable if the race course remained on  
156 the BVRT.

157  
158 Motion by: Troy A. Berkheiser

159 Second by: Paul E. Bottiger

160  
161 **MOTION: To approve the Girls on the Run of the Greater Susquehanna Valley's request to utilize**  
162 **the Mifflinburg Community Park on Saturday, May 9, 2015 from 6:00 AM - 12:30 PM to conduct**  
163 **their Spring 2015 5k Event, changing the race course to just the Buffalo Valley Rail Trail (BVRT),**  
164 **contingent upon completion and submission of the required paperwork, as well as a security**  
165 **deposit in the amount of \$250.00 and a certificate of liability insurance.**

166  
167 Approved via unanimous voice vote.

168  
169  
170 Mr. Alan C. Wagner, R.P.S., Wagner's Surveying, attended tonight's meeting along with Mr. Jeff Kline,  
171 General Manager of Designer Homes of Ritz-Craft Corporation, on behalf of Mr. William and Mrs.  
172 Patricia Kerstetter, with regard to Mr. and Mrs. Kerstetter's tract of land located at 1212 Chestnut Street.  
173 Mr. Wagner informed Borough Council that he prepared and provided copies of the site plan to the  
174 Borough prior to tonight's meeting. Mrs. Metzger clarified that she emailed a copy the site plan to  
175 Borough Council members prior to tonight's meeting due to the size of the plan. Mr. Wagner reported  
176 that Mr. and Mrs. Kerstetter own 2.00 Acres of land in the Borough of Mifflinburg as identified in  
177 Record Book 2311 Page 314 and Record Book 2444 Page 297 and is further identified as Parcel  
178 Identification Number (PIN) 010-031-027.00001. This tract of land has an existing mobile home that is  
179 served by the Borough and outbuildings thereon. Mr. and Mrs. Kerstetter intend to construct a new  
180 single family home on the above described tract of land while residing in the existing mobile home.  
181 Upon completion of the new single family home the existing mobile home will be removed and utility  
182 services to the mobile home will be terminated as per Borough specifications. As part of the  
183 construction of the new single family home, applications for utility services will be made. Mr. and Mrs.  
184 Kerstetter are respectfully requesting Borough Council consideration to waive the tapping fee, which  
185 cover connection fees and capacity purchase, for water and sanitary sewer services for their new home,  
186 since there is no increase or change in the proposed use and the lot is already connected to water and  
187 sanitary sewer services and the proposal simply requests a relocation of the connection on the same lot.  
188 Mr. and Mrs. Kerstetter understand that all other fees would apply as far as whatever costs would be  
189 incurred with extending the water line. As part of this request, it was recommended and agreed upon  
190 that an Agreement to Raze Existing Structure be prepared between the Borough and Mr. and Mrs.  
191 Kerstetter. An Agreement to Raze Existing Structure has been prepared and was sent to Attorney Tom  
192 Clark, who represents Mr. and Mrs. Kerstetter, for his review; Attorney Tom Clark indicated that he was  
193 fine with the agreement. The agreement essentially is guaranteeing that Mr. and Mrs. Kerstetter agree to  
194 remove the existing mobile home and also disconnect any utilities to that structure as per Borough  
195 specification. A copy of the agreement was provided to the Borough prior to tonight's meeting. Mr.  
196 Runkle stated that he has received and reviewed the agreement prior to tonight's meeting; the agreement  
197 appear to be fine.

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202 Motion by: Paul E. Bottiger  
203 Second by: Beverly L. Hackenberg

204  
205 **MOTION: To approve Mr. William and Mrs. Patricia Kerstetter's request to waive the tapping**  
206 **fees for water and sanitary sewer services for their new single family home located at 1212**  
207 **Chestnut Street per the Agreement to Raze Existing Structure.**

208  
209 Mrs. Metzger made Borough Council aware that in accordance with the Borough Code each partial is  
210 permitted only one (1) connection. Mrs. Metzger clarified that there will only be one (1) connection  
211 subsequent to the completion of the new single family home and removal of the existing mobile home.

212  
213 Approved via unanimous voice vote.

214  
215  
216 Ms. Sharon Hixson, Chairperson for the Family Place at Evangelical Community Hospital's Annual  
217 Walk for Remembrance and Hope, attended tonight's meeting to request Borough Council permission to  
218 utilize the Mifflinburg Community Park on Saturday, October 3, 2015. Ms. Hixson reported that the  
219 purpose of this event is to raise awareness regarding pregnancy and infant loss and to remember and  
220 honor the precious ones who have been lost. Ms. Hixson informed Borough Council that this event was  
221 previously held at the Lewisburg Area Park Pavilion on Saint Mary Street located in Lewisburg;  
222 however the event has outgrown this location. Registrants will participate in a one-mile walk on the  
223 Buffalo Valley Rail Trail (BVRT), a service of remembrance, a balloon release, and an optional picnic  
224 meal.

225  
226 Mrs. Metzger reported that in accordance with Chapter 18 of the Borough Code of Ordinances the dates  
227 during which the recreation area shall be used by the general public shall be April 15 through October  
228 15 of each calendar year; pavilion reservations are accepted May 15 through September 15 of each  
229 calendar year. Borough Council action is requested to approve this event and authorize the use of the  
230 pavilions since this event is occurring after the official date for closure.

231  
232 Mayor Cooney inquired if crossing guards would be provided at the intersections to ensure safety. Ms.  
233 Hixson stated if Borough Council believes crossing guards should be provided at the intersections, then  
234 she's willing to work to ensure that they are obtained. Mayor Cooney recommended that crossing  
235 guards be provided at the intersections.

236  
237 Motion by: Beverly L. Hackenberg  
238 Second by: Paul E. Bottiger

239  
240 **MOTION: To authorize Ms. Sharon Hixson's request to utilize the Mifflinburg Community Park**  
241 **on Saturday, October 3, 2015, in order to conduct the Family Place at Evangelical Community**  
242 **Hospital's Annual Walk for Remembrance and Hope, contingent upon completion and submission**  
243 **of the required paperwork, as well as the security deposit in the amount of \$250.00 and a**  
244 **certificate of liability insurance.**

245  
246 Mr. Berkheiser inquired if this is an all-day event. Ms. Hixson informed Borough Council that usually  
247 set-up begins around 7:00 AM and is all cleaned up by 2:00 PM.

248  
249 Approved via unanimous voice vote.

250  
251  
252 Motion by: Paul E. Bottiger

253 Second by: Troy A. Berkheiser

254  
255 **MOTION: To approve the Mifflinburg Borough Zoning Report for January 2015 and authorize**  
256 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$91.50.**

257  
258 Yes – Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Berkheiser, Mr. Bottiger, Mr. Snook

259  
260 No – None

261  
262  
263 Mrs. Metzger announced that Mr. Runkle has received and reviewed the Utility Reimbursement  
264 Agreements between the County of Union and the Borough of Mifflinburg for the Third Street Bridge  
265 Replacement Project.

266  
267  
268

269 Mr. Runkle provided Borough Council with an update on the status of the Third Street Bridge  
270 Relocation Project. Mr. Runkle reported that he and Mr. Ryan Tira, the Union County Solicitor, both  
271 have the same concern regarding the Utility Reimbursement Agreements; the Reimbursement  
272 Agreements state that “100% of the facilities that will be reimbursed are located outside the public right-  
273 of-way”. Mr. Runkle informed Borough Council that he contacted Mr. Chris Magness, Utility  
274 Relocation Administrator at PennDOT Office located in Harrisburg; Mr. Magness confirmed that the  
275 Borough would be reimbursed for the costs to relocate the utilities. Mr. Runkle expressed that he  
276 doesn’t believe the Reimbursement Agreements makes any sense, but advised Borough Council to sign  
277 Reimbursement Agreements since they have in writing from PennDOT that the utility relocation costs  
278 would be reimbursed. Mr. Runkle clarified that there are three (3) Reimbursement Agreements: one (1)  
279 for each Electric, Water, and Sanitary Sewer.

280  
281 Motion by: Bryan E. Rohland  
282 Second by: Beverly L. Hackenberg

283  
284 **MOTION: To execute the three (3) Utility Reimbursement Agreements between the County of**  
285 **Union and the Borough of Mifflinburg for the Third Street Bridge Replacement Project.**

286  
287 Yes – Mr. Rohland, Mr. Steese, Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg, Mr. Snook

288  
289 No – None

290  
291  
292 Mrs. Metzger provided Borough Council with an update on the status of the removal of approximately  
293 twenty (20) dead trees at the Mifflinburg Community Park. Mrs. Metzger reminded Borough Council  
294 that this matter was previously discussed at the Tuesday, November 18, 2014 regular Borough Council  
295 meeting; Borough Council took action to authorize her to enter into a contract for the removal of  
296 approximately twenty (20) dead trees at the Mifflinburg Community Park satisfactory to her for a price  
297 not to exceed \$4,500.00 since some of the trees are fairly large and the Borough Maintenance  
298 Employees can’t handle the complete take down of the trees on their own. Mrs. Metzger informed  
299 Borough Council that she has prepared and distributed RFP’s for tree removal at the Mifflinburg  
300 Community Park. The deadline to receive proposals was Monday, February 23, 2015. There were three  
301 (3) proposals received and are as follows:

302		
303	Dincher and Dincher Tree Surgeons Inc.	\$16,100.00
304	Custom Cut Tree, Inc.	\$ 8,425.00
305	Hackenburg’s Tree Service	\$15,625.00
306		

307 Mrs. Metzger requested Borough Council direction on this matter since the proposals exceeded the  
308 established maximum cost. A discussion was held; Mr. Bottiger and Mr. Steese both agreed that  
309 someone with experience should complete this work.

310  
311 Motion by: Beverly L. Hackenberg  
312 Second by: Bryan E. Rohland

313  
314 **MOTION: To award the contract for the removal of approximately twenty (20) dead trees at the**  
315 **Mifflinburg Community Park to Custom Cut Tree, Inc. for the not to exceed amount of \$8,425.00.**

316  
317 Mr. Bottiger informed Borough Council that from personal business with Custom Cut Tree, Inc. he  
318 believes they would consider reducing their proposal. Mr. Bottiger suggested that Mrs. Metzger be  
319 authorized to contact Custom Cut Tree, Inc. to try to get the price reduced.

320  
321 Motion by: Beverly L. Hackenberg  
322 Second by: Bryan E. Rohland

323  
324 **MOTION: To amend the previous motion to award the contract for the removal of approximately**  
325 **twenty (20) dead trees at the Mifflinburg Community Park to Custom Cut Tree, Inc. for the not to**  
326 **exceed amount of \$8,425.00; to include that Mrs. Metzger be authorized to contact Custom Cut**  
327 **Tree, Inc. to try to get the not to exceed amount reduced.**

328  
329 Yes – Mr. Steese, Mr. Rohland, Mr. Bottiger, Mrs. Hackenberg, Mr. Snook

330  
331 No – Mr. Berkheiser

332  
333  
334  
335

336 Mrs. Metzger informed Borough Council that Mr. Ron Bollinger, Park Director, is requesting that the  
337 following Mifflinburg Park/Pool employees be hired for the 2015 season:

338			
339	Mckenna Magyar	Jessica Lloyd	Katie Sauers
340	Gillian Allen	Alexia Erb	Marc Bollinger
341	Hannah Schultz	Maura McGlaughlin	Olivia Finerghy
342	Haley Beck	Mason Bollinger	Sydney McGlaughlin
343	Spencer Dunkle	Rachael Peoples	Megan Nogle
344	Sierra Martin	Michael Renard	
345			

346 A copy of the memo dated Friday, February 6, 2015 is included in the information tonight. Borough  
347 Council action is requested on this matter. Mrs. Metzger clarified that the Mifflinburg Park/Pool  
348 employees listed above are only the rehires from the 2014 season. It is anticipated that Mr. Ron  
349 Bollinger, Park Director, will provide Borough Council with a list of new Mifflinburg Park/Pool  
350 employees for the 2015 season at the Tuesday, March 17, 2015 regular Borough Council meeting.

351  
352 Motion by: Bryan E. Rohland

353 Second by: Beverly L. Hackenberg

354  
355 **MOTION: To rehire the Mifflinburg Park/Pool employees for the 2015 season as listed and**  
356 **recommended by Mr. Ron Bollinger, Park Director, in the memo dated Friday, February 6, 2015.**

357  
358 Approved via unanimous voice vote.

359  
360  
361 Mrs. Metzger reported that the Park/Property Committee has reviewed the proposed fees for 2015 and  
362 are recommending that the cost for the Athletic Use Agreement between the Borough of Mifflinburg and  
363 the Mifflinburg Swim Team be changed from \$30.00/member to \$35.00/member to help cover the costs  
364 of the lifeguard's required to cover their practice times. Borough Council action is requested to enter  
365 into the Athletic Use Agreement between the Borough of Mifflinburg and the Mifflinburg Swim Team  
366 at a cost of \$35.00/member; to approve the Field Lighting Agreements between the Borough of  
367 Mifflinburg and the Mifflinburg Little League Association and the Borough of Mifflinburg and the  
368 Harry F. Haney Memorial Park Association at a rate of \$1,050.00 each; and to approve that all other  
369 admission rates remain the same for the 2015 season.

370  
371 Motion by: Paul E. Bottiger

372 Second by: Troy A. Berkheiser

373  
374 **MOTION: To enter into the Athletic Use Agreement between the Borough of Mifflinburg and the**  
375 **Mifflinburg Swim Team at a cost of \$35.00/member; to approve the Field Lighting Agreements**  
376 **between the Borough of Mifflinburg and the Mifflinburg Little League Association and the**  
377 **Borough of Mifflinburg and the Harry F. Haney Memorial Park Association at a rate of \$1,050.00**  
378 **each; and to approve that all other admission rates remain the same for the 2015 season.**

379  
380 Approved via unanimous voice vote.

381  
382  
383 Mrs. Metzger requested an executive session to discuss potential litigation and personnel matters.

384  
385 Mrs. Metzger reported that the Utility Committee met with Mrs. Erin Threet, HRG, Inc., on Tuesday,  
386 February 10, 2015 at 8:30 PM to discuss the permitting and required testing for the Production Well No.  
387 PW-2 as explained to Mrs. Metzger and Mrs. Threet at the meeting with the Susquehanna River Basin  
388 Commission (SRBC) staff on Wednesday, December 17, 2014. Of the biggest concern was that  
389 technically there is no classification for a 'backup or emergency source'; therefore all testing is what  
390 would be required for a permanent source which means that in order to remove the annual wetland  
391 monitoring requirement, the Borough would have to use this source as a primary source pumping at the  
392 maximum rate for five (5) years in order to be able to request to have that requirement removed from the  
393 Borough's Production Well No. PW-2 permit. After much discussion, it was determined that the Utility  
394 Committee would make a motion which would affirm that the Production Well No. PW-2 would  
395 continue to be considered and used as a 'backup or emergency source' with the understanding that the  
396 wetland delineation and monitoring would continue as an annual requirement.

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403 Motion by: Paul E. Bottiger  
404 Second by: Beverly L. Hackenberg

405  
406 **MOTION: To affirm that the Production Well No. PW-2 would continue to be considered and**  
407 **used as a ‘backup or emergency source’ with the understanding that the wetland delineation and**  
408 **monitoring would continue as an annual requirement.**

409  
410 Approved via unanimous voice vote.

411  
412  
413 Mrs. Metzger informed Borough Council that Mrs. Erin Threet, HRG, Inc., has presented a proposal to  
414 provide professional engineering services related to the Susquehanna River Basin Commission (SRBC)  
415 compliance assistance requirements for the Production Well No. PW-2. HRG, Inc. will provide  
416 assistance in fulfilling the following requirements:

417  
418           The Annual Wetlands Survey & Associated Characterization/Documentation.  
419           Preparation & Submission of the Annual SRBC Interpretive Report.

420  
421 HRG, Inc. is proposing to complete these tasks for the lump sum fee of \$6,600.00. Borough Council  
422 action is requested to approve this proposal.

423  
424 Motion by: Paul E. Bottiger  
425 Second by: Beverly L. Hackenberg

426  
427 **MOTION: To approve HRG, Inc.’s proposal to provide professional engineering services to**  
428 **complete the Annual Wetlands Survey & Associated Characterization/Documentation and**  
429 **Preparation & Submission of the Annual Susquehanna River Basin Commission (SRBC)**  
430 **Interpretive Report for the Production Well No. PW-2 for the lump sum fee of \$6,600.00.**

431  
432 Yes – Mr. Steese, Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Snook

433  
434 No – None

435  
436  
437 Mrs. Metzger announced that Mr. David E. Iddings has submitted a letter of resignation from the  
438 Mifflinburg Civil Service Commission. Mr. Iddings is requesting Borough Council action to accept his  
439 letter of resignation and to appoint him to the Mifflinburg Planning Commission. Borough Council  
440 action is requested on this matter.

441  
442 Motion by: Beverly L. Hackenberg  
443 Second by: Bryan E. Rohland

444  
445 **MOTION: To accept the letter of resignation from Mr. David E. Iddings from the Mifflinburg**  
446 **Civil Service Commission.**

447  
448 Mrs. Hackenberg inquired if there was a term for the Mifflinburg Civil Service Commission. Mrs.  
449 Metzger clarified that there is a six (6) year term for the Mifflinburg Civil Service Commission.

450  
451 Mrs. Hackenberg inquired when Mr. Iddings term on the Mifflinburg Civil Service Commission expired.  
452 Mrs. Metzger stated that she believed Mr. Iddings term on the Mifflinburg Civil Service Commission  
453 expired at the end of 2016.

454  
455 Approved via unanimous voice vote.

456  
457  
458 Mrs. Metzger informed Borough Council that they still need to appoint Mr. David E. Iddings to the  
459 Mifflinburg Planning Commission.

460  
461 Motion by: Beverly L. Hackenberg  
462 Second by: Bryan E. Rohland

463  
464 **MOTION: To appoint Mr. David E. Iddings to the Mifflinburg Planning Commission.**

465  
466 Approved via unanimous voice vote.

467  
468

469 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for  
470 January 2015 included in the information tonight.

471  
472 Mayor Cooney reported that the letter was sent to the Christkindl Market of Mifflinburg, Inc. to address  
473 some public safety issues that came up this year regarding the Christkindl Market and traffic and  
474 pedestrian interactions. Mayor Cooney informed Borough Council that he and Chief Bickhart met with  
475 Ms. Joannah Skucek and Mrs. Paula Christy regarding the public safety issues. A discussion was held;  
476 Mayor Cooney stated that Ms. Skucek and Mrs. Christy were supposed to attend tonight's meeting;  
477 however, they deferred this matter until the Tuesday, March 17, 2015 regular Borough Council meeting.

478  
479 Chief Bickhart presented Borough Council with some Monthly Highlights for the Mifflinburg Police  
480 Department for January 2015.

481  
482 Chief Bickhart requested an executive session to discuss personnel matters.

483  
484 Mrs. Hackenberg requested an executive session to discuss personnel matters.

485  
486 Mrs. Hackenberg reported that Mr. Rob Rowe, the Borough's new Project Manager, began work on  
487 Monday, February 9, 2015. Mrs. Hackenberg welcomed Mr. Rowe aboard.

488  
489 Mrs. Metzger requested that a Finance Committee meeting be scheduled within the next month to  
490 review and discuss the Borough's utility collection procedures.

491  
492 Mr. Bottiger reminded Borough Council that there was a combined Park/Property and Utility Committee  
493 meeting for held on Tuesday, February 10, 2015 at 7:00 PM. Mr. Bottiger reported that the  
494 Park/Property Committee met with the Mifflinburg Hose Company regarding what the next phase of  
495 improvements should be for the Mifflinburg Hose Company Building located at 325 Chestnut Street for  
496 2015. Now that the scope of work has been determined Mrs. Metzger will be soliciting a proposal from  
497 Ted Strosser for the design, bid, and contract management for this project. Mrs. Metzger informed  
498 Borough Council that it was determined to do away with the outside restroom.

499  
500 Mayor Cooney presented Borough Council with an update for the Mifflinburg Regional Economic  
501 Development (MRED) Alliance. Mayor Cooney provided Borough Council with an update on the  
502 following businesses in the Borough:

- 503  
504 1. The ribbon cutting for Whispering Willow Primitives and Antiques located at 451 Chestnut  
505 Street is slated for Saturday, March 7, 2015.

506  
507 Mr. Snook informed Borough Council that they received a copy of the Engineer's Report for February  
508 2015 included in the information tonight.

509  
510 Mr. Runkle provided Borough Council with an update on the status of the New Communities Program  
511 Elm Street Project – Phase III. Mr. Runkle reported that he contacted Mr. Justin Ross, Project Manager  
512 at Larson Design Group, with regard to the insurances provided by McBryan Contracting, the contractor  
513 for the Elm Street Project – Phase III. It is anticipated that McBryan Contracting will be beginning tree  
514 removal work.

515  
516 Mr. Runkle provided Borough Council with an update on the status of the Eastern Pennsylvania Power  
517 Group (EPPG) vs. PPL Electric Utilities Corporation (PPL) settlement. Mr. Runkle reported that the  
518 settlement has been settled and the Borough will be receiving money. Mrs. Metzger clarified that there  
519 is two (2) parts to the settlement which are as follows:

- 520  
521 1. Amount actually given to the individual municipalities from PPL \$26,750.00  
522 2. Amount credited on the American Municipal Power, (AMP) Invoice \$ 5,685.00

523  
524 Mr. Runkle requested an executive session to discuss potential litigation.

525  
526 Mr. Runkle provided Borough Council with an update on the status of the Fire Loss Ordinance and the  
527 Right-of-Way Ordinance for the Borough of Mifflinburg. Mr. Runkle reported that a draft ordinance  
528 has been prepared for both ordinances. Mr. Runkle clarified that the draft ordinances need to be  
529 cleaned-up prior to circulation.

530  
531  
532 Mr. Snook called an executive session to discuss potential litigation and personnel matters. An  
533 executive session was held from 9:05 PM to 10:12 PM.

534



535 Motion by: Beverly L. Hackenberg  
536 Second by: Bryan E. Rohland

537  
538 **MOTION: To authorize Chief Bickhart to solicit interest in part-time Police Officer candidates for**  
539 **the Mifflinburg Police Department.**

540  
541 Approved via unanimous voice vote.

542  
543  
544 Motion by: Beverly L. Hackenberg  
545 Second by: Paul E. Bottiger

546  
547 **MOTION: To reimburse Mr. Rob Rowe, Borough Project Manager, for a monthly cell phone**  
548 **allowance of \$25.00/month with the knowledge that his phone may be subpoenaed under the**  
549 **Right-to-Know Law.**

550  
551 Yes – Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Snook

552  
553 No – None

554  
555  
556 Mayor Cooney informed Borough Council that he participated in or will be participating in the  
557 following meetings or events:

- 558
- 559 • Took part in the Union County Greenway Focus Group with Mr. Shawn McLaughlin,  
560 Union County Planning Commission Director, Mr. John Uehling, Mr. Ryan Sabo, and Mr.  
561 Donald Bowman, Chairman for the Mifflinburg Borough Planning Commission earlier  
562 tonight. Mayor Cooney explained that the Union County Greenway Focus Group is kind of  
563 an initiative to save green space and connect those green spaces in Union County.
  - 564 • The Annual Easter Egg Hunt that is scheduled for Saturday, March 28, 2015 at 12:00 PM  
565 (noon) at the VFW Carnival Grounds. Mayor Cooney informed Borough Council that the  
566 Annual Easter Egg Hunt is co-sponsored by the Mifflinburg American Legion Post 410 and  
567 the Mifflinburg Moose.

568  
569 Mayor Cooney thanked Borough Council members for their support with the Landlord Ordinance and  
570 Mr. Runkle for all his hard work and assistance with developing the Landlord Ordinance for the  
571 Borough of Mifflinburg.

572  
573 Mr. Rohland thanked Mayor Cooney for all his hard work with developing the Landlord Ordinance for  
574 the Borough of Mifflinburg.

575  
576 Mr. Berkheiser thanked Borough Council for the sympathy card and for postponing the Tuesday,  
577 February 17, 2015 regular Borough Council meeting.

578  
579 Mr. Rohland expressed that he believes Borough Council should consider changing the order of  
580 Borough Council meetings to move “any other items of business” before executive session.

581  
582 Mr. Rohland informed Borough Council that he would like to re-evaluate the Intermunicipal Agreement  
583 between the West Buffalo Township and Municipal Authority and the Borough of Mifflinburg, as far as  
584 the discounted rates they receive. Mr. Snook clarified that the Utility Committee would need to  
585 schedule a meeting to discuss this matter.

586  
587 The Finance Committee scheduled a meeting for Wednesday, March 11, 2015 at 8:30 AM to discuss the  
588 Borough’s utility collection procedures.

589  
590  
591 Motion by: Beverly L. Hackenberg

592  
593 **MOTION: To adjourn the Mifflinburg Borough Council meeting.**

594  
595 Approved via unanimous voice vote.

596  
597  
598 Meeting adjourned at 10:20 PM.

599  
600  
601

602 Respectfully Submitted,  
603  
604  
605 Misty L. Ross  
606 Assistant Borough Secretary