

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL

2 January 19, 2021

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	PRESENT	ABSENT
Beverly L. Hackenberg, Council President	X	
Tod M. Steese, Vice President	X	
Richard J. Fry, Council Member	X	
Ellie K. Kreisher, Council Member	X	
Linda L. Lewis, Council Member	X	
Duane L. Zimmerman, Council Member		X
David M. Cooney, Mayor	X - Joined at 6:36 PM	
Jeffrey L. Hackenburg, Chief of Police	X - Joined at 6:48 PM	
Allen P. Page IV, Solicitor	X - Joined at 6:32 PM	
Margaret A. Metzger, Borough Manager	X	
Robert M. Rowe, Borough Project Manager	X	
Misty L. Ross, Assistant Secretary	X	

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

Visitors present at this meeting were Lance Miller and Steven Niles.

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

**MOTION: To approve the minutes of the Tuesday, December 15, 2020 regular virtual meeting of Mifflinburg Borough Council.**

Approved via unanimous voice vote.

Mrs. Metzger informed Borough Council that they received a COVID-19 update via email prior to tonight's meeting and clarified that Ms. Lewis desired a few minutes at the beginning of tonight's meeting for discussion. The email contained a Tri-County COVID-19 Tracker spreadsheet that was compiled by Ms. Lewis, containing October 2020 - January 2021 data divided into three (3) categories: 1) number of new cases in the Tri-county area; 2) hospitalization data; and 3) deaths associated with COVID-19 to date. The January 2021 data showed a downward trend of the number of new COVID-19 cases, but increased numbers of daily hospitalizations, patients in ICUs and on ventilators, and the number of daily deaths since the previous months. Mr. Fry noted that Borough Council can read and that no discussion is necessary.

(Mr. Page joined)

Motion by: Linda L. Lewis  
Second by: Richard J. Fry

**MOTION: To approve payment of Bill List # 2020-13 in the amount of \$212,607.77.**

Yes – Mr. Fry, Mrs. Kreisher, Ms. Lewis, Mr. Steese, Mrs. Hackenberg

No – None

Motion by: Linda L. Lewis  
Second by: Richard J. Fry

**MOTION: To approve payment of Bill List # 2021-01 in the amount of \$439,437.95.**

Yes – Mrs. Kreisher, Ms. Lewis, Mr. Steese, Mr. Fry, Mrs. Hackenberg

No – None

67 Mr. Steven Niles, participated in tonight’s virtual meeting on behalf of Limestone Township Municipal  
68 Authority regarding installation of the master metering pits. Mr. Niles informed Borough Council that  
69 Limestone Township Municipal Authority is currently looking for grant funding to help cover the costs  
70 for the master metering pits. Mr. Niles inquired about the project timeline for the Borough’s Master  
71 Meter Installation Project. Mrs. Metzger provided Borough Council with a summary timeline for the  
72 Master Meter Installation Project. Mrs. Metzger reported that the Borough obtained a PA Small Water  
73 and Sewer Program Grant through the Commonwealth Financing Authority (CFA) for the Master Meter  
74 Installation Project. It’s anticipated that the Master Meter Installation Project will begin in 2021,  
75 although the CFA grant extends through 2023.

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77

78 (Mayor Cooney joined)

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80

81 Mr. Niles inquired if the Borough had any sort of timeline for when construction would begin for the  
82 Master Meter Installation Project. Mrs. Metzger stated that the Master Meter Installation Project has  
83 been included in the 2021 Budget; however, the Borough hasn’t completed the design work or obtained  
84 the required permits needed for the West Buffalo Township interconnects. The Professional  
85 Engineering Services Agreement between Uni-Tec Consulting Engineers Inc. and the Borough of  
86 Mifflinburg to provide professional engineering services related to the Master Meter Installation Project  
87 has been included on tonight’s agenda for Borough Council consideration. Mrs. Metzger and Mr. Rowe  
88 both agreed that their best guess would be that construction would begin early/late summer of 2021.

89  
90

91 Motion by: Richard J. Fry

92 Second by: Tod M. Steese

93

94 **MOTION: To approve the Mifflinburg Borough Zoning Report for December 2020 and authorize**  
95 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$1,218.75.**

96

97 Yes – Ms. Lewis, Mr. Steese, Mr. Fry, Mrs. Kreisher, Mrs. Hackenberg

98

99 No – None

100

101

102 Mrs. Hackenberg announced that Borough Council consideration is requested for Resolution No. 2021-  
103 01; Appointing Drew Christy to the Central Keystone Council of Governments (CK-COG). A copy of  
104 the resolution has been distributed to Borough Council members via email prior to tonight’s meeting.  
105 Borough Council action is requested to adopt this resolution.

106

107 Motion by: Linda L. Lewis

108 Second by: Ellie K. Kreisher

109

110 **MOTION: To adopt Resolution No. 2021-01; Appointing Drew Christy to the Central Keystone**  
111 **Council of Governments (CK-COG).**

112

113 Approved via unanimous voice vote.

114

115

116 Mrs. Hackenberg announced that Borough Council consideration is requested for Resolution No. 2021-  
117 02; Setting the salary for the Borough Manager. Mrs. Metzger clarified that it’s a requirement that the  
118 Borough Manager’s salary be set by resolution. This resolution, which establishes the Borough  
119 Manager’s salary for 2021, has been prepared based on the action taken at the Tuesday, December 15,  
120 2020 regular virtual Borough Council meeting. A copy of the resolution has been distributed to  
121 Borough Council members via email prior to tonight’s meeting. Borough Council action is requested to  
122 adopt this resolution.

123

124 Motion by: Linda L. Lewis

125 Second by: Richard J. Fry

126

127 **MOTION: To adopt Resolution No. 2021-02; Setting the salary for the Borough Manager.**

128

129 Yes – Mr. Steese, Mr. Fry, Mrs. Kreisher, Ms. Lewis, Mrs. Hackenberg

130

131 No – None

132

133 Mrs. Metzger reported that as previously discussed at the Borough Work Session that was held on  
134 Tuesday, January 5, 2021, the Borough has received a Coronavirus Aid, Relief, and Economic Security  
135 Act (CARES Act) Grant in the amount of \$18,983.00 from the County of Union. There was a Grant  
136 Compliance Agreement between the Borough of Mifflinburg and the County of Union that was required  
137 for acceptance of this grant and was required to be signed by the recipients. Mrs. Metzger informed  
138 Borough Council that she signed the agreement on Monday, December 28, 2020; however, Borough  
139 Council approval is required so it's on the books for the Auditors.

140  
141 Motion by: Tod M. Steese

142 Second by: Richard J. Fry

143

144 **MOTION: To approve the Grant Compliance Agreement between the Borough of Mifflinburg**  
145 **and the County of Union for acceptance of a Coronavirus Aid, Relief, and Economic Security Act**  
146 **(CARES Act) Grant in the amount of \$18,983.00.**

147

148 Approved via unanimous voice vote.

149

150

151 Mrs. Metzger informed Borough Council that they received a copy of the 2021 Special Events for the  
152 Mifflinburg Fire Police and the Mifflinburg Hose Company included in the information tonight.  
153 Borough Council action is requested to approve the 2021 Special Events as presented, which extends  
154 Worker's Compensation Coverage for these activities.

155

156 Motion by: Richard J. Fry

157 Second by: Linda L. Lewis

158

159 **MOTION: To approve the 2021 Special Events for the Mifflinburg Fire Police and the Mifflinburg**  
160 **Hose Company as presented.**

161

162 Mayor Cooney pointed out that there are a few events included on the 2021 Special Events that they no  
163 longer do. Mrs. Metzger clarified that the 2021 Special Events being presented is the list that they  
164 provided.

165

166 Approved via unanimous voice vote.

167

168

169 Mrs. Metzger provided Borough Council with an update on the status of the Mifflinburg Dewatering  
170 Upgrade Project. Mrs. Metzger reminded Borough Council that they took action at the Tuesday,  
171 November 17, 2020 regular virtual Borough Council meeting to authorize HRG, Inc. to move forward  
172 with advertisement of the bid documents for installation of the Schwing Dewatering and Ancillary  
173 Equipment. Mrs. Metzger reported that HRG, Inc. has solicited bids for Contract No. 20-01: General  
174 Construction. The bid opening was held on Tuesday, December 22, 2020. There were one (7) bids  
175 received and are as follows:

176

177 Jp Environmental, LLC \$103,000.00

178 Pioneer Construction Co., Inc. \$155,050.00

179 GM McCrossin, Inc. \$170,394.00

180 Michael F. Ronca & Sons, Inc. \$183,000.00

181 PSI Pumping Solutions, Inc. \$216,875.00

182 M2 Construction, LLC \$218,174.00

183 Greenland Construction, Inc. \$261,000.00

184

185 A copy of the bid tabulation has been distributed to Borough Council members via email prior to  
186 tonight's meeting. Borough Council action is requested to award Contract No. 20-01: General  
187 Construction to Jp Environmental, LLC, for their apparent low bid in the amount of \$103,000.00,  
188 conditional upon receipt of acceptable payment bond and insurance documents.

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199 Motion by: Linda L. Lewis  
200 Second by: Ellie K. Kreisher

201  
202 **MOTION: To award Contract No. 20-01: General Construction to Jp Environmental, LLC for**  
203 **their apparent low bid in the amount of \$103,000.00, conditional upon receipt of acceptable**  
204 **payment bond and insurance documents.**

205  
206 Yes – Mr. Fry, Mrs. Kreisher, Ms. Lewis, Mr. Steese, Mrs. Hackenberg

207  
208 No – None

209  
210  
211 (Chief Hackenberg joined)

212  
213  
214 Mrs. Metzger reported that HRG, Inc. has also solicited bids for Contract No. 20-02: Electrical  
215 Construction. The bid opening was held on Tuesday, December 22, 2020. There were four (4) bids  
216 received and are as follows:

217  
218 Tra Electric, Inc. \$33,500.00  
219 PSI Pumping Solutions, Inc. \$35,750.00  
220 Robert P. Lepley Electrical Contractor \$52,081.00  
221 Dave Kronewetter \$55,309.00

222  
223 A copy of the bid tabulation has been distributed to Borough Council members via email prior to  
224 tonight's meeting. Borough Council action is requested to award Contract No. 20-02: Electrical  
225 Construction to Tra Electric, Inc., for their apparent low bid in the amount of \$33,500.00, conditional  
226 upon receipt of acceptable payment bond and insurance documents.

227  
228 Motion by: Linda L. Lewis  
229 Second by: Richard J. Fry

230  
231 **MOTION: To award Contract No. 20-02: Electrical Construction to Tra Electric, Inc. for their**  
232 **apparent low bid in the amount of \$33,500.00, conditional upon receipt of acceptable payment**  
233 **bond and insurance documents.**

234  
235 Yes – Mrs. Kreisher, Ms. Lewis, Mr. Steese, Mr. Fry, Mrs. Hackenberg

236  
237 No – None

238  
239  
240 Mr. Rowe reported that Livic Civil has solicited bids for the Mifflinburg Community Park Storm Water  
241 Project. The bid opening was held on Friday, January 15, 2021. There were nine (9) bids received and  
242 are as follows:

243  
244 Fairchild Brothers, Inc. \$ 65,548.30  
245 Mid-State Paving & Excavating \$ 66,408.00  
246 Dave Gutelius Excavating, Inc. \$ 66,995.00  
247 Columbia Excavating \$ 73,560.00  
248 Schlegel Excavating, Inc. \$ 82,455.00  
249 New Enterprise Stone & Lime \$ 82,667.50  
250 Glen O. Hawbaker, Inc. \$ 96,167.30  
251 Umbrack Trucking LLC \$ 97,228.00  
252 Sikora Brothers Paving \$133,345.00

253  
254 A copy of the bid tabulation has been distributed to Borough Council members via email prior to  
255 tonight's meeting. Borough Council action is requested to award the Mifflinburg Community Park  
256 Storm Water Project to Fairchild Brothers, Inc., the low bidder, for a lump sum amount of \$65,548.30.

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266 Motion by: Richard J. Fry  
267 Second by: Linda L. Lewis

268  
269 **MOTION: To award the bid for the Mifflinburg Community Park Storm Water Project to**  
270 **Fairchild Brothers Inc. for a lump sum amount of \$65,548.30.**

271  
272 Yes – Ms. Lewis, Mr. Steese, Mr. Fry, Mrs. Kreisher, Mrs. Hackenberg

273  
274 No – None

275  
276  
277 Mr. Rowe informed Borough Council that as previously discussed at the Borough Work Session, he has  
278 solicited a Requests for Quotes (RFQ) for the Apple Alley Sanitary Sewer Repairs Project. The RFQ for  
279 this project included the following three (3) options:

280

<u>Option</u>	<u>Description</u>
281 1	Complete reconstruction of 95' 8" SDR 35 PVC of sanitary sewer, 2 manhole 282 replacements, replacement of 15' 4" SDR 35 PVC sewer lateral @ 140 East St, 22'-25' 283 8" SDR 35 PVC sanitary sewer main spot repair and associated restoration.
284 2	Replacement 15' 4" SDR 35 PVC sewer lateral @ 140 East St only.
285 3	Jet/Cut roots from service lateral @ 140 East St.

286  
287

288 Mr. Rowe reported that the quote opening was held on Tuesday, January 19, 2021 at 1:00 PM. There  
289 were four (4) quotes received and are as follows:

290

	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
291 Zook's Septic Services, LLC			\$255.00
292 Mid-State Paving & Excavating	\$29,000.00	\$2,500.00	
293 Fairchild Brothers, Inc.	\$42,600.00	\$5,485.00	
294 Dave Gutelius Excavating, Inc.	\$29,815.00	\$2,875.00	

295

296 A copy of the tabulation has been distributed to Borough Council members via email prior to tonight's  
297 meeting. Mr. Rowe detailed that Options 1 and 2 were quoted out to the full contractors that are on the  
298 list including: Mid-State Paving & Excavating, Fairchild Brothers, Inc., and Dave Gutelius Excavating,  
299 Inc.; and then for Option 3, they only contacted Zook's Septic Services, LLC because it's such a minimal  
300 amount to do the flushing and jetting of the lateral. Borough Council direction is requested on which  
301 option they want to proceed with, Option 1, Option 2, or Option 3; and then based on that discussion,  
302 decide how they want to move forward with award based on the option they decide. A discussion was  
303 held; Mr. Rowe clarified that \$100,000.00 has been included in the 2021 Budget for System Repairs.

304  
305 Ms. Lewis indicated that when they previously discussed the sewer repairs, she believes it was the  
306 consensus of Borough Council to proceed with Option 1, since it's a permanent fix instead of some kind  
307 of interim band-aid solution. Ms. Lewis stated that the repairs need done, so we might as well ensure  
308 that the repairs are done right the first time.

309  
310 Motion by: Tod M. Steese  
311 Second by: Ellie K. Kreisher

312  
313 **MOTION: To proceed with Option 1 for the Apple Alley Sanitary Sewer Repairs Project.**

314  
315 Yes – Mr. Steese, Mr. Fry, Mrs. Kreisher, Ms. Lewis, Mrs. Hackenberg

316  
317 No – None

318  
319  
320 Mr. Rowe informed Borough Council that based on their decision to proceed with Option 1, Borough  
321 Council action is also requested to award the quote to Mid-State Paving & Excavating, the low quote for  
322 Option 1, for a lump sum amount of \$29,000.00.

323  
324 Motion by: Tod M. Steese  
325 Second by: Richard J. Fry

326  
327 **MOTION: To award the quote for the Apple Alley Sanitary Sewer Repairs Project to Mid-State**  
328 **Paving & Excavating, the low quote for Option 1, for a lump sum amount of \$29,000.00.**

329  
330 Yes – Mr. Fry, Mrs. Kreisher, Ms. Lewis, Mr. Steese, Mrs. Hackenberg

331  
332 No – None

333 Mrs. Metzger provided Borough Council with an update on the status of the Corrective Action Plan  
334 (CAP). Mrs. Metzger reported that the Pennsylvania Department of Environmental Protection (DEP)  
335 has completed its review of the Borough's CAP Update that was submitted on October 1, 2020 and the  
336 additional information shared via email on December 22, 2020. DEP has determined it's appropriate to  
337 allocate ten (10) additional sewer EDUs. Mrs. Metzger pointed out that there is also one (1) EDU  
338 remaining from the last distribution. Mrs. Metzger recapped that Designer Homes returned the letter  
339 accepting the EDU connection permit offered for 26 Oak Avenue on October 28, 2020; however,  
340 payment of the required tapping fee of \$3,500.00 was not made within fifteen (15) days of this  
341 acceptance and therefore, Designer Homes forfeited their rights to that EDU. Borough Council action is  
342 requested to authorize her to advertise the availability of eleven (11) sewer EDU's in accordance with  
343 Resolution No. 2020-15; a resolution establishing and adopting a policy for the distribution of  
344 connection permits under state, federal, or other regulatory limitations for distribution at the Tuesday,  
345 February 16, 2021 regular virtual Borough Council meeting.

346  
347 Motion by: Tod M. Steese  
348 Second by: Richard J. Fry  
349

350 **MOTION: To authorize Mrs. Metzger to advertise the availability of eleven (11) sewer EDU's in**  
351 **accordance with Resolution No. 2020-15; a resolution establishing and adopting a policy for the**  
352 **distribution of connection permits under state, federal, or other regulatory limitations for**  
353 **distribution at the Tuesday, February 16, 2021 regular virtual Borough Council meeting.**

354  
355 Approved via unanimous voice vote.  
356  
357

358 Mr. Rowe provided Borough Council with an update on the status of the Community Development  
359 Block Grant (CDBG) funded Curb Cut Project for additional ADA curb ramps. The bid documents have  
360 been prepared and are ready to go to bid. Borough Council action is requested to authorize Borough  
361 Management to move forward with advertisement of bids for the CDBG funded Curb Cut Project for  
362 additional ADA curb ramps.

363  
364 Motion by: Linda L. Lewis  
365 Second by: Richard J. Fry  
366

367 **MOTION: To authorize Borough Management to move forward with advertisement of bids for**  
368 **the Community Development Block Grant (CDBG) funded Curb Cut Project for additional ADA**  
369 **curb ramps.**

370  
371 Approved via unanimous voice vote.  
372  
373

374 Mrs. Metzger provided Borough Council with an update on the status of the Master Meter Installation  
375 Project and the Sanitary Sewer Main Replacement Project. Mrs. Metzger recapped that Uni-Tec  
376 Consulting Engineers Inc. assisted Borough Management with preparing a CFA Grant application for  
377 both the Master Meter Installation Project and the Sanitary Sewer Main Replacement Project. Within  
378 these grants, there were some engineering estimates; Uni-Tec Consulting Engineers Inc. has submitted  
379 proposals for the design work for both of these projects at Borough Managements' request.

380  
381 Mrs. Metzger reported that Borough Council action is requested to approve the Professional Engineering  
382 Services Agreement between Uni-Tec Consulting Engineers Inc. and the Borough of Mifflinburg to  
383 provide professional engineering services related to the Master Meter Installation Project for a lump sum  
384 fee not to exceed \$14,000.00. A copy of the agreement has been distributed to Borough Council  
385 members via email prior to tonight's meeting.

386  
387 Motion by: Richard J. Fry  
388 Second by: Ellie K. Kreisher  
389

390 **MOTION: To approve the Professional Engineering Services Agreement between Uni-Tec**  
391 **Consulting Engineers Inc. and the Borough of Mifflinburg to provide professional engineering**  
392 **services related to the Master Meter Installation Project for a lump sum fee not to exceed**  
393 **\$14,000.00.**

394  
395 Yes – Mrs. Kreisher, Ms. Lewis, Mr. Steese, Mr. Fry, Mrs. Hackenberg  
396

397 No – None  
398  
399

400 Mrs. Metzger reported that Borough Council action is also requested to approve the Professional  
401 Engineering Services Agreement between Uni-Tec Consulting Engineers Inc. and the Borough of  
402 Mifflinburg to provide professional engineering services related to the Sanitary Sewer Main  
403 Replacement Project for a lump sum fee not to exceed \$15,000.00. A copy of the agreement has been  
404 distributed to Borough Council members via email prior to tonight's meeting.

405  
406 Motion by: Linda L. Lewis  
407 Second by: Richard J. Fry  
408

409 **MOTION: To approve the Professional Engineering Services Agreement between Uni-Tec**  
410 **Consulting Engineers Inc. and the Borough of Mifflinburg to provide professional engineering**  
411 **services related to the Sanitary Sewer Main Replacement Project for a lump sum fee not to exceed**  
412 **\$15,000.00.**

413  
414 Yes – Ms. Lewis, Mr. Steese, Mr. Fry, Mrs. Kreisher, Mrs. Hackenberg  
415

416 No – None  
417  
418

419 Mrs. Metzger informed Borough Council that she has presented a policy to the Personnel Committee  
420 regarding the extension of the Coronavirus Aid, Relief, and Economy Security (CARES) Act. Mrs.  
421 Metzger reported that under the Families First Coronavirus Response Act (FFCRA), employers can  
422 grant paid leave for an employee to take care of their health needs related to COVID -19 or to care for  
423 their family members. The FFCRA or the CARES Act expired on December 31, 2020. The stimulus  
424 package that has passed, authorizes employers to voluntarily continue provisions of the CARES Act  
425 until March 31, 2021. The CARES Act Policy that has been prepared extends the continuation of some  
426 CARES Act leave time. Borough Council action is requested to approve this policy.

427  
428 Motion by: Tod M. Steese  
429 Second by: Ellie K. Kreisher  
430

431 **MOTION: To approve the Coronavirus Aid, Relief, and Economy Security (CARES) Act Policy**  
432 **for the Borough of Mifflinburg to extend paid sick and family leave to employees affected by**  
433 **COVID-19, until March 31, 2021.**

434  
435 Approved via unanimous voice vote.  
436  
437

438 Mrs. Metzger reminded Borough Council that they will be discussing the Food Truck Ordinance  
439 samples at the Borough Work Session that is scheduled for Tuesday, February 16, 2021.  
440

441 Mrs. Metzger informed Borough Council that they received copies of the Mifflinburg Planning  
442 Commission 2020 Annual Report, Mifflinburg Hose Company 2020 Incident Reports, and Mifflinburg  
443 Borough Annual Zoning Report 2020 via email prior to tonight's meeting.  
444

445 Mrs. Metzger requested an executive session to discuss potential litigation and personnel matters.  
446

447 Mrs. Hackenberg announced that Borough Council consideration is requested for Resolution No. 2021-  
448 03; Amending the updated Mifflinburg Borough Police Department Policy and Procedure Manual for  
449 Article XII, Section 1215, Use of Force.  
450

451 Chief Hackenburg reported that as mentioned at the Tuesday, January 5, 2021 Borough Work Session,  
452 this amendment was necessitated by President Trump's Executive Order No. 13929 ("Executive Order  
453 on Safe Policing"), which mandates that all Police Departments certify the following in their Use of  
454 Force Policies:

- 455  
456 1. Agency's use-of-force policies adhere to all applicable federal, state, and local laws.  
457 2. Agency maintains use-of-force policies that prohibit the use of choke holds, except in those  
458 situations where the use of deadly force is allowed by law.  
459

460 Upon review of the Mifflinburg Police Department's old Use of Force Policy, he discovered the policy  
461 was out-of-date and sorely in need of revision. Using the Pennsylvania State Police Use of Force Policy  
462 (Field Regulation 9-1) as a template and incorporated statements from the old Mifflinburg Police  
463 Department Policy; as well as some from the current Mahoning Township Police Policy. The Mahoning  
464 Township Police recently had their entire Policy and Procedures Manual reviewed and revised by an  
465 outside agency, Lexipol, which uses not only Federal and State standards, but best practices as well.

466 Chief Hackenburg clarified that the revised policy has been sent to the Borough's Labor Attorney,  
467 Langdon T. Ramsburg with McNees Wallace & Nurick LLC, via email for his review and approval.  
468 Attorney, Ramsburg has reviewed the revised policy and is fine with the changes/corrections being  
469 made. A copy of the revised Use of Force Policy, as well as a copy of the associated resolution, have  
470 been distributed to Borough Council via email prior to tonight's meeting. Borough Council action is  
471 requested to adopt Resolution No. 2021-03; Amending the updated Mifflinburg Borough Police  
472 Department Policy and Procedure Manual for Article XII, Section 1215, Use of Force.

473  
474 Motion by: Richard J. Fry  
475 Second by: Linda L. Lewis  
476

477 **MOTION: To adopt Resolution No. 2021-03; Amending the updated Mifflinburg Borough Police**  
478 **Department Policy and Procedure Manual for Article XII, Section 1215, Use of Force.**

479  
480 Approved via unanimous voice vote.  
481

482  
483 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for  
484 December 2020 via email prior to tonight's meeting.  
485

486 Chief Hackenburg publicly acknowledged the passing of Chief Tony Jordan, longtime Chief of Police  
487 for the Middleburg Police Department, who sadly passed away on Wednesday, January 14, 2021 after he  
488 lost his battle to Covid-19. Services for Chief Jordan were held earlier today. Chief Jordan was on the  
489 force for more than forty (40) years, and he mentored many young police officers during that time,  
490 including Mifflinburg Police Officers Mark Bailey, Tracy Fetterman, and Matt Wenrich. In addition to  
491 Middleburg, where Jordan served for over three decades, he was the Chief of Police in McClure and  
492 Beavertown Boroughs. Chief Jordan was a pillar of the community, having served years in law  
493 enforcement, and will be greatly missed.  
494

495 Mr. Steese expressed that he thinks it would be appropriate for Borough Council to send a letter of  
496 condolence or sympathy card to the Middleburg Police Department.  
497

498 Chief Hackenburg announced that Detective Mark Bailey, with the Mifflinburg Police Department, has  
499 been serving as acting Police Chief for the Middleburg Police Department overseeing two (2) officers  
500 while Chief Jordan was ill and was formally appointed during a council meeting on Tuesday, January  
501 12, 2021.  
502

503 Chief Hackenburg presented Borough Council with some Monthly Highlights for the Mifflinburg Police  
504 Department for December 2020.  
505

506 Mayor Cooney informed Borough Council that he participated in or will be participating in the  
507 following meetings or events:  
508

- 509 • Conducted the Oath of Office Ceremony for Mr. Cameron Susan, the new volunteer Fire  
510 Police Officer for the Mifflinburg Fire Police.
- 511 • A new accounting office will be opening up on the 300 block.
- 512 • A new church has opened up at the corner of 4<sup>th</sup> and Chestnut Streets in the building owned  
513 by Mifflinburg Innovation Works.
- 514 • A new restaurant will be opening up on the 400 Block Chestnut Street.
- 515 • A new store will be opening up on 400 Block Chestnut Street.
- 516 • Stan Sauers Barber shop located at 415 Chestnut Street has sold, as well as the little  
517 building to the east.

518  
519  
520 Motion by: Richard J. Fry  
521 Second by: Linda L. Lewis  
522

523 **MOTION: To enter into executive session at 7:20 PM.**  
524

525 Approved via unanimous voice vote.  
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531



532 Motion by: Richard J. Fry  
533 Second by: Tod M. Steese

534  
535 **MOTION: To reconvene the meeting at 8:21 PM.**

536  
537 Approved via unanimous voice vote.

538  
539  
540 Motion by: Tod M. Steese  
541 Second by: Richard J. Fry

542  
543 **MOTION: To authorize the Borough Manager to advertise for all positions at the Mifflinburg  
544 Community Park and Pool for the 2021 season.**

545  
546 Approved via unanimous voice vote.

547  
548  
549 Motion by: Tod M. Steese  
550 Second by: Ellie K. Kreisher

551  
552 **MOTION: To authorize the Mifflinburg Police Department to advertise for a part-time Police  
553 Officer for the Borough of Mifflinburg.**

554  
555 Approved via unanimous voice vote.

556  
557  
558 Motion by: Tod M. Steese  
559 Second by: Ellie K. Kreisher

560  
561 **MOTION: To contact the Mifflinburg Civil Service Commission and authorize them to start the  
562 procedure for compiling an eligibility list for a full-time Police Officer for the Borough of  
563 Mifflinburg.**

564  
565 Approved via unanimous voice vote.

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567  
568 Motion by: Tod M. Steese  
569 Second by: Ellie K. Kreisher

570  
571 **MOTION: To authorize the Mifflinburg Civil Service Commission to advertise for a full-time  
572 Police Officer for the Borough of Mifflinburg.**

573  
574 Approved via unanimous voice vote

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576  
577 Motion by: Richard J. Fry

578  
579 **MOTION: To adjourn the Mifflinburg Borough Council meeting.**

580  
581 Approved via unanimous voice vote.

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583  
584 Meeting adjourned at 8:23 PM.

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586 Respectfully Submitted,

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589 Misty L. Ross  
590 Assistant Borough Secretary

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