

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL

2 April 20, 2021

3
4 PRESENT ABSENT

5	Beverly L. Hackenberg, Council President	X
6	Tod M. Steese, Vice President	X
7	Richard J. Fry, Council Member	X
8	Ellie K. Kreisher, Council Member	X
9	Linda L. Lewis, Council Member	X
10	Matthew C. Wagner, Council Member	X
11	David M. Cooney, Mayor	X
12	Jeffrey L. Hackenburg, Chief of Police	X
13	Allen P. Page IV, 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 virtual meeting of Mifflinburg Borough Council was called to order at 6:30 PM.

19
20 Visitors present at this meeting were Lance Miller, Rich Schrader, and Bradley Sauers.

21
22
23 Motion by: Tod M. Steese

24 Second by: Richard J. Fry

25
26 **MOTION: To approve the minutes of the Tuesday, March 16, 2021 regular virtual meeting of**
27 **Mifflinburg Borough Council.**

28
29 Approved via unanimous voice vote.

30
31
32 Mrs. Hackenberg informed Borough Council that they received a COVID-19 update via email prior to
33 tonight's meeting. The email contained a Tri-County COVID-19 Tracker spreadsheet that was compiled
34 by Ms. Lewis, containing October 2020 - March 2021 data divided into three (3) categories: 1) number
35 of new cases in the Tri-county area; 2) hospitalization data; and 3) deaths associated with COVID-19 to
36 date.

37
38
39 Motion by: Linda L. Lewis

40 Second by: Richard J. Fry

41
42 **MOTION: To approve payment of Bill List # 2021-04 in the amount of \$603,099.11.**

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

45
46 No – None

47
48
49 Mr. Rich Schrader, President of the Rusty Rail Brewing Company, LLC located at 5 N. 8th Street, Suite
50 1, participated in tonight's virtual meeting to request Borough Council consideration to grant a ninety
51 (90) day extension to utilize the six (6) Sewer EDUs that were issued on August 28, 2020 for the
52 additional suites at the Rusty Rail. Mr. Schrader informed Borough Council that prior to tonight's
53 virtual meeting, he submitted an EDU extension request to Mrs. Metzger via email which read as
54 follows:

55
56 Hello Margaret, please accept this email as our request to file for a 90 day extension for the
57 EDUs we purchased back in September of 2020 for our expansion of our suites. Things are
58 moving along well and we will be moving forward with the project and intend to have the
59 EDUs in use within those 90 days. I will plan on attending the April 20th Council meeting to
60 answer any questions. Feel free to call me with any questions for concerns.

61 Thank You!

62
63
64 Rich Schrader
65 President
66 Rusty Rail Brewing Company, LLC
67

68 Mr. Schrader explained that the Rusty Rail Brewing Company, LLC's plans were derailed due to the
69 coronavirus (COVID-19) pandemic and as a result, their plans were setback by a couple of months.
70 Despite all of the setbacks, the Rusty Rail Brewing Company, LLC continue to move forward with their
71 plans. All required paperwork has been submitted to the Central Keystone Council of Governments
72 (CK-COG) for their review. The Rusty Rail Brewing Company, LLC has been working with SBA
73 Architects, who is providing assistance with the engineering and everything else. Bid packages have
74 been sent out earlier this week, which he also sent to Mr. Rowe and Mrs. Metzger for their review of the
75 timeline and so they could see what their intentions are. Mr. Schrader indicated that SBA Architects has
76 a good relationship with the CK-COG so he feels confident that they'll get through the review process
77 and have the permit in hand and that construction will be started within the ninety (90) day period.

78
79 Mrs. Metzger clarified that in accordance with Paragraphs VII of the EDU allocation policy resolution,
80 the Applicant may apply to Borough Council for one (1) ninety (90) day extension of the construction
81 deadline in subparagraph B. VII (c). The ninety (90) day extension will be granted if the Applicant can
82 demonstrate that the construction will be started within the ninety (90) day period.

83
84 Motion by: Tod M. Steese

85 Second by: Richard J. Fry

86
87 **MOTION: To grant the Rusty Rail Brewing Company, LLC a ninety (90) day extension to utilize**
88 **the six (6) Sewer EDUs that were issued on August 28, 2020 for the additional suites at the Rusty**
89 **Rail.**

90
91 Yes – Mrs. Kreisher, Ms. Lewis, Mr. Steese, Mr. Wagner, Mr. Fry, Mrs. Hackenberg

92
93 No – None

94
95
96 Motion by: Tod M. Steese

97 Second by: Matthew C. Wagner

98
99 **MOTION: To approve the Mifflinburg Borough Zoning Report for March 2021 and authorize**
100 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$3,059.81.**

101
102 Yes – Ms. Lewis, Mr. Steese, Mr. Wagner, Mr. Fry, Mrs. Kreisher, Mrs. Hackenberg

103
104 No – None

105
106
107 Mrs. Hackenberg announced that Borough Council consideration is requested for Resolution No. 2021-
108 07; Amending the updated Mifflinburg Borough Police Department Policy and Procedure Manual for
109 Article XII, Section 1209, Mobile Video/Audio Recording and Body Worn Cameras. A copy of the
110 resolution has been distributed to Borough Council members via email prior to tonight's meeting.

111
112 Chief Hackenburg reminded Borough Council that at the Tuesday, November 20, 2018 regular Borough
113 Council meeting they took action to adopt Resolution No. 2018-13; Amending the updated Mifflinburg
114 Borough Police Department Policy and Procedure Manual for Article XII, Section 1209, Mobile Video
115 Recorder. Chief Hackenburg reported that the current policy does not establish procedures for Body
116 Worn Cameras and needs to be replaced. This policy establishes procedures for the use of the Body
117 Worn Cameras. Borough Council action is requested to adopt this resolution.

118
119 Motion by: Matthew C. Wagner

120 Second by: Linda L. Lewis

121
122 **MOTION: To adopt Resolution No. 2021-07; Amending the updated Mifflinburg Borough Police**
123 **Department Policy and Procedure Manual for Article XII, Section 1209, Mobile Video/Audio**
124 **Recording and Body Worn Cameras.**

125
126 Mrs. Hackenberg inquired if Mr. Page has reviewed Resolution No. 2021-07. Mr. Page stated that
127 Resolution No. 2021-07 was not provided to him and recommended that Borough Council take action to
128 adopt this resolution subject to his review and approval.

129
130
131
132
133
134

135 Motion by: Matthew C. Wagner
136 Second by: Linda L. Lewis

137
138 **MOTION: To amend the previous motion to include “subject to the solicitor’s review and**
139 **approval”.**

140
141 Yes – Mr. Steese, Mr. Wagner, Mr. Fry, Mrs. Kreisher, Ms. Lewis, Mrs. Hackenberg

142
143 No – None

144
145
146 Mrs. Hackenberg announced that Borough Council consideration is requested for Resolution No. 2021-
147 08; Adopting the Union County 2020 Hazard Mitigation Plan Update as the official Hazard Mitigation
148 Plan of the Borough of Mifflinburg. A copy of the resolution has been distributed to Borough Council
149 members via email prior to tonight’s meeting.

150
151 Mrs. Metzger reminded Borough Council that about a year ago, the Central Keystone Council of
152 Governments (CK-COG) requested Borough Council action to adopt the Union County 2020 Hazard
153 Mitigation Plan Update as the official Hazard Mitigation Plan of the Borough of Mifflinburg; however,
154 this was never done. Mrs. Metzger clarified that the Disaster Mitigation Act of 2000 (Public Law 106-
155 390) requires for State and local governments to develop and submit for approval to the President, a
156 mitigation plan that outlines processes for identifying their respected natural hazards, risks, and
157 vulnerabilities. Having an approved local hazard mitigation plan helps you to receive funding when
158 there are natural hazards/disasters that occur and the Federal Emergency Management Agency (FEMA)
159 and Pennsylvania Emergency Management Agency’s (PEMA) get involved. Borough Council action is
160 requested to adopt this resolution.

161
162 Motion by: Linda L. Lewis
163 Second by: Tod M. Steese

164
165 **MOTION: To adopt Resolution No. 2021-08; Adopting the Union County 2020 Hazard Mitigation**
166 **Plan Update as the official Hazard Mitigation Plan of the Borough of Mifflinburg.**

167
168 Yes – Mr. Wagner, Mr. Fry, Mrs. Kreisher, Ms. Lewis, Mr. Steese, Mrs. Hackenberg

169
170 No – None

171
172
173 Mrs. Metzger reported that the Borough has received two (2) applications for sewer EDUs which are as
174 follows:

175

<u>Applicant Name</u>	<u># of EDUs Requested</u>	<u>Location for EDU Request</u>
Gary Pfleegor	1 EDU	Lot #5 Leeward Estates, Phase 1 Subdivision
R. Gordon Ziegler	2 EDUs	80 Lynn Street & 18 Ann Street

181
182 A copy of the applications have been forwarded to Borough Council via email prior to tonight’s
183 meeting. In accordance with Paragraphs VI of the EDU allocation policy resolution, if any EDUs
184 remain available after the initial distribution in accordance with Paragraphs B. I – IV above, the
185 remaining EDUs shall be distributed on a first come, first serve basis until all available EDUs are
186 distributed. Borough Council action is requested to allocate one (1) sewer EDU to Gary Pfleegor and
187 two (2) sewer EDUs to R. Gordon Ziegler.

188
189 Motion by: Matthew C. Wagner
190 Second by: Linda L. Lewis

191
192 **MOTION: To allocate one (1) sewer EDU to Gary Pfleegor for Lot 5 subdivision of Leeward**
193 **Estates and two (2) sewer EDUs to R. Gordon Ziegler for 80 Lynn Street and 18 Ann Street.**

194
195 Yes – Mr. Fry, Mrs. Kreisher, Ms. Lewis, Mr. Steese, Mr. Wagner, Mrs. Hackenberg

196
197 No – None

198
199
200

201 Mr. Fry inquired how many EDUs remain undistributed. Mrs. Metzger stated that with the eight (8)
202 EDUs relinquished by Mr. Vincent J. Romanini, there are twelve (12) EDUs that remain undistributed.

203
204 Mrs. Metzger informed Borough Council that she has received a request from Mr. Steven M. Diehl,
205 Adult Probation Officer/Treatment Court Coordinator at the Union County Probation Department, which
206 reads as follows:

207
208 To: Mifflinburg Borough

209
210 Re: 17th Judicial District Treatment Court Graduation

211
212 I am writing with respect to your park facilities in Mifflinburg Borough. The 17th Judicial
213 District Treatment Program is a Court program that encompasses Union and Snyder Counties
214 and is focused on rebuilding the lives of its participants through the criminal justice program
215 intensive treatment. The program is both accredited by the Pennsylvania Supreme Court and is
216 one of nine National Mentor Courts. Traditionally we hold a graduation ceremony for those
217 who complete the yearlong program in our courtroom, however due to the continuing COVID-
218 19 situation, our courtroom capacity cannot be utilized, so we have been having our graduation
219 ceremonies outdoors, with our most recent being held at East Snyder Park in Selinsgrove, PA.

220
221 On May 19th, 2021 we plan on holding our next graduation ceremony. We would like to
222 utilize the Town Park in Mifflinburg for this event. We estimate approximately 100 people to
223 be in attendance. All social distancing/CDC protocols will be followed at this event. We
224 would ask to reserve the Gazebo and portion of one of the pavilions for this event. We will not
225 require any equipment or other services from the Borough and we will be responsible for setup
226 as well as clean up after the event. We would also ask that any rental fees be waived for the
227 courts. Please let us know if this is acceptable as soon as possible. Thank you for your
228 consideration.

229
230 Sincerely,

231
232 Steven M. Diehl
233 Adult Probation Officer/Treatment Court Coordinator

234
235 A copy of the request has been distributed to Borough Council members via email prior to tonight's
236 meeting. Mr. Diehl has already completed and submitted the required pavilion reservation forms and he
237 will provide the appropriate certificate of insurance upon approval of the event. Borough Council action
238 is requested to approve this request.

239
240 Motion by: Tod M. Steese

241 Second by: Richard J. Fry

242
243 **MOTION: To approve the Union County Probation Department's request to utilize the**
244 **Mifflinburg Community Park on Wednesday, May 19, 2021 to conduct the 17th Judicial District**
245 **Treatment Court Graduation Ceremony, contingent upon submission of a certificate of insurance;**
246 **and to waive the required security deposit in the amount of \$250.00.**

247
248 Approved via unanimous voice vote.

249
250
251 Mrs. Metzger informed Borough Council that Borough Management has prepared the Athletic Use
252 Agreement between the Borough of Mifflinburg and the Mifflinburg Swim Team as discussed
253 previously at their Borough Work Session. The proposed fees will remain the same as in 2019 (a cost of
254 \$35.00 per team member). A copy of the agreement has been distributed to Borough Council members
255 via email prior to tonight's meeting. Borough Council action is requested to approve this agreement.

256
257 Motion by: Tod M. Steese

258 Second by: Richard J. Fry

259
260 **MOTION: To approve the Athletic Use Agreement between the Borough of Mifflinburg and the**
261 **Mifflinburg Swim Team.**

262
263 Approved via unanimous voice vote.

264
265

266 Mrs. Metzger informed Borough Council that she has received a request from Ms. Heidi Criswell,
267 Executive Director for the Mifflinburg Heritage & Revitalization Association (MHRA), which reads as
268 follows:
269

270 Dear Borough:

271
272 Our annual Wine Festival at the VFW Carnival Grounds on Saturday, May 22, 2021. Our
273 Oktoberfest dates are still Friday, October 1 and Saturday October 2, 2021. As every year, we
274 are in need of your assistance with the following two items:
275

- 276 1. Electrical bag carts (2 minimum) – 220 hookup. (The wrong cart was installed last
277 year?) Please ask Jason Mitchell or Joe Zimmerman about the issue.
- 278 2. Water available at the site.
279

280 We will arrange to have someone hook up the bag carts. Please let me know a day and time
281 that is convenient so we can be present at the site and have someone there at that time to hook
282 them up. They can also coordinate directly with Mr. Juergen Seefeldt.
283

284 Thank you for your help. We appreciate what the Borough does to support us and our events.
285

286 Sincerely,

287
288 Ms. Heidi Criswell
289 Executive Director
290

291 A copy of the request has been distributed to Borough Council members via email prior to tonight's
292 meeting. Borough Council action is requested on this matter.
293

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

297 **MOTION: To provide water services to the Mifflinburg VFW Carnival Grounds and to provide**
298 **but not install two (2) electric bag carts for the Mifflinburg Heritage & Revitalization Association**
299 **(MHRA) on Saturday, May 22, 2021 in order to conduct the Wine Festival; to provide water**
300 **services to the Mifflinburg VFW Carnival Grounds, assistance in transporting picnic tables, both**
301 **from the VFW Grounds and the Weirick House, and to provide but not install three (3) electric**
302 **bag carts for the Mifflinburg Oktoberfest Committee on Friday, October 1 and Saturday October**
303 **2, 2021 in order to conduct Oktoberfest 2021.**
304

305 Approved via unanimous voice vote.
306
307

308 Mr. Rowe provided Borough Council with an update on the status of the Borough Maintenance Center
309 Roof. Mr. Rowe reported that Mr. Jason Mitchell, Borough Public Works Supervisor, has solicited bids
310 for the Borough Maintenance Center Roof. The bid opening was held on Wednesday, April 14, 2021 at
311 1:00 PM. There were four (4) bids received and are as follows:
312

	<u>Timber</u>	<u>Keystone</u>	<u>Five Star</u>	<u>Ark</u>
	<u>Ridge</u>	<u>Commercial</u>	<u>Roof</u>	<u>Contracting</u>
	<u>Roofing</u>	<u>Roofing</u>	<u>Solutions</u>	<u>LLC</u>
316 Item No. & Description				
317				
318 1. Prep/cleaning of existing roof	\$16,262.00	\$ 3,200.00	N/A	N/A
319 2. Application of coating	\$28,145.00	\$21,900.00	N/A	N/A
320				
321 Total of All Work & Materials	\$44,407.00	\$25,100.00	\$61,377.00	\$63,433.00
322 Manufacturer's Warranty	18 Years	18 Years	25 Years	20 Years
323				

324 A copy of the bid tabulation has been distributed to Borough Council members via email prior to
325 tonight's meeting. Mr. Rowe clarified that \$50, 000.00 has been included in the 2021 Budget for this
326 work. Borough Council action is requested to award the Borough Maintenance Center Roof bid to
327 Keystone Commercial Roofing for a lump sum amount of \$25,100.00.
328
329
330
331
332

333 Motion by: Richard J. Fry
334 Second by: Matthew C. Wagner

335
336 **MOTION: To award the Borough Maintenance Center Roof bid to Keystone Commercial Roofing**
337 **for a lump sum amount of \$25,100.00.**

338
339 Yes – Mrs. Kreisher, Ms. Lewis, Mr. Steese, Mr. Wagner, Mr. Fry, Mrs. Hackenberg

340
341 No – None

342
343
344 Mr. Rowe provided Borough Council with an update on the status of the Mifflinburg Community Park
345 Stormwater Project. Mr. Rowe reported that Fairchild Brothers, Inc. has submitted Change Order No. 1
346 for a price increase of \$33,164.00 for the Mifflinburg Community Park Stormwater Project. This
347 change order amends the contract price to incorporate the following:

- 348
349
 - CO1-A Supply and Install LF of 18” HDPE Pipe, Storm inlet and DW HD-Wall, 6”
350 Perforated Pipe, Pavement Restoration, and Lawn Seeding (\$30,460.00).
 - CO1-B Replace Concrete Dumpster Pad (\$2,704.00).

351
352
353 A copy of the change order has been distributed to Borough Council members via email prior to
354 tonight’s meeting. Livic Civil has reviewed the change order and is recommending that Borough
355 Council take action to approve this change order.

356
357 Motion by: Linda L. Lewis
358 Second by: Richard J. Fry

359
360 **MOTION: To approve Change Order No. 1 to Fairchild Brothers, Inc. for the Mifflinburg**
361 **Community Park Stormwater Project for a price increase of \$33,164.00.**

362
363 Yes – Ms. Lewis, Mr. Steese, Mr. Wagner, Mr. Fry, Mrs. Kreisher, Mrs. Hackenberg

364
365 No – None

366
367
368 Mr. Rowe reported that Fairchild Brothers, Inc. has also submitted Change Order No. 2 for a price
369 increase of \$16,169.27 for the Mifflinburg Community Park Stormwater Project. This change order
370 amends the contract price to incorporate the following additional quantities on base bid:

371
372 Removal of existing pipe under edge of paved parking area and restore paving.

373
374 Class 1B excavation 152’ X 3.5’ X 2.5’/27 = 49 CY @ \$77/CY = \$3,773.00
375 6” Subbase 152’ X 4’/27 = 67.5 SY @ \$27.50/SY = \$1,856.25
376 Pave Restoration 67.5 SY @ \$93.25/SY = \$6,294.38

377
378 Additional quantities on base bid.

379
380 Class 1B excavation 4.6 CY @ \$ 77.00/CY = \$ 359.59
381 Base Paving 17 SY @ \$107.10/SY = \$1,820.70
382 6” Subbase 17 SY @ \$ 53.00/SY = \$ 901.00
383 Wearing Paving 11 SY @ \$105.85/SY = \$1,164.35

384
385 A copy of the change order has been distributed to Borough Council members via email prior to
386 tonight’s meeting. Livic Civil has reviewed the change order and is recommending that Borough
387 Council take action to approve this change order.

388
389 Motion by: Richard J. Fry
390 Second by: Matthew C. Wagner

391
392 **MOTION: To approve Change Order No. 2 to Fairchild Brothers, Inc. for the Mifflinburg**
393 **Community Park Stormwater Project for a price increase of \$16,169.27.**

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

396
397 No – None

398
399

400 Mr. Rowe reported that Fairchild Brothers, Inc. has also submitted Change Order No. 3 for a decrease in
401 price of \$1,850.03 for the Mifflinburg Community Park Stormwater Project. This change order amends
402 the contract price to incorporate the following reduced quantities on base bid:
403

404 Reduced quantities on base bid.

405
406 24" ADS N-12 Pipe -15 lf X \$55.15/lf = (\$ 827.25)
407

408 Reduced quantities on Change Order #1.

409
410 18" ADS N-12 Pipe -8 lf X \$50.10/lf = (\$ 400.80)

411 Patch Pave Restoration -6.67 SY X \$93.25/SY = (\$ 621.98)
412

413 Total Balancing Change Order Request = (\$1,850.03)
414

415 A copy of the change order has been distributed to Borough Council members via email prior to
416 tonight's meeting. Livic Civil has reviewed the change order and is recommending that Borough
417 Council take action to approve this change order.
418

419 Motion by: Linda L. Lewis

420 Second by: Matthew C. Wagner
421

422 **MOTION: To approve Change Order No. 3 to Fairchild Brothers, Inc. for the Mifflinburg**
423 **Community Park Stormwater Project for a decrease in price of (\$1,850.03).**
424

425 Yes – Mr. Wagner, Mr. Fry, Mrs. Kreisher, Ms. Lewis, Mr. Steese, Mrs. Hackenberg
426

427 No – None
428
429

430 Mr. Rowe stated that in addition to the change orders, Fairchild Brothers, Inc. has also submitted
431 Payment Application No. 1 for the Mifflinburg Community Park Stormwater Project in the amount of
432 \$92,019.16. A copy of the payment application has been distributed to Borough Council members via
433 email prior to tonight's meeting. Livic Civil has reviewed the payment application and is
434 recommending that Borough Council take action to approve this payment application.
435

436 Motion by: Linda L. Lewis

437 Second by: Richard J. Fry
438

439 **MOTION: To approve Payment Application No. 1 to Fairchild Brothers, Inc. for the Mifflinburg**
440 **Community Park Stormwater Project in the amount of \$92,019.16.**
441

442 Yes – Mr. Fry, Mrs. Kreisher, Ms. Lewis, Mr. Steese, Mr. Wagner, Mrs. Hackenberg
443

444 No – None
445
446

447 Mr. Rowe provided Borough Council with an update on the status of the Community Development
448 Block Grant (CDBG) funded Curb Cut Project for additional ADA curb ramps. Mr. Rowe reported that
449 Bowman Excavating, Paving & Concrete has submitted Payment Application No. 1 in the amount of
450 \$26,553.64 for the Community Development Block Grant (CDBG) funded Curb Cut Project for
451 additional ADA curb ramps. A copy of the payment application has been distributed to Borough
452 Council members via email prior to tonight's meeting. Livic Civil has reviewed the payment application
453 and is recommending that Borough Council take action to approve this payment application.
454

455 Motion by: Linda L. Lewis

456 Second by: Richard J. Fry
457

458 **MOTION: To approve Payment Application No. 1 to Bowman Excavating, Paving & Concrete for**
459 **the Community Development Block Grant (CDBG) funded Curb Cut Project for additional ADA**
460 **curb ramps in the amount of \$26,553.64.**
461

462 Yes – Mrs. Kreisher, Ms. Lewis, Mr. Steese, Mr. Wagner, Mr. Fry, Mrs. Hackenberg
463

464 No – None
465
466

467 Mr. Rowe provided Borough Council with an update on the status of the Apple Alley Sanitary Sewer
468 Repairs Project. Mr. Rowe reported that Mid-State Paving LLC has submitted Change Order No. 1 for a
469 price increase of \$4,500.00 for the Apple Alley Sanitary Sewer Repairs Project. This change order
470 amends the contract price to incorporate the additional cost to remove existing asphalt pavement and
471 install four (4) inches of base material and 1 ½ inch of top material in Apple Alley per paint marks
472 provided by owner. A copy of the change order has been distributed to Borough Council members via
473 email prior to tonight's meeting. Borough Council action is requested to approve this change order.
474

475 Motion by: Richard J. Fry
476 Second by: Linda L. Lewis
477

478 **MOTION: To approve Change Order No. 1 to Mid-State Paving LLC for the Apple Alley**
479 **Sanitary Sewer Repairs Project for a price increase of \$4,500.00.**
480

481 Yes – Ms. Lewis, Mr. Steese, Mr. Wagner, Mr. Fry, Mrs. Kreisher, Mrs. Hackenberg
482

483 No – None
484
485

486 Mr. Rowe stated that in addition to the change order, Mid-State Paving LLC has submitted Payment
487 Application No. 1 in the amount of \$26,000.00 for the Apple Alley Sanitary Sewer Repairs Project. A
488 copy of the payment application has been distributed to Borough Council members via email prior to
489 tonight's meeting. Borough Council action is requested to approve this payment application.
490

491 Motion by: Linda L. Lewis
492 Second by: Matthew C. Wagner
493

494 **MOTION: To approve Payment Application No. 1 to Mid-State Paving LLC for the Apple Alley**
495 **Sanitary Sewer Repairs Project in the amount of \$26,000.00.**
496

497 Yes – Mr. Steese, Mr. Wagner, Mr. Fry, Mrs. Kreisher, Ms. Lewis, Mrs. Hackenberg
498

499 No – None
500
501

502 Mr. Rowe provided Borough Council with an update on the status of the following projects:
503

- 504 • The Industrial Park Road and Thompson Street Waterline Project.
- 505 • The Automatic gate at the Wastewater Treatment Plant.
- 506 • The CFA Grant funded Sanitary Sewer Main Replacement Project for High Alley and
507 Hickory Street.
- 508 • The CFA Grant funded Master Meter Installation Project.
- 509 • Liquid Sludge Hauling.
510

511 Mrs. Metzger informed Borough Council that she has received a request from the Mifflinburg Heritage
512 & Revitalization Association (MHRA) to utilize the Mifflinburg Community Park on Friday, July 16,
513 2021 to conduct their Annual Blueberries & Bluegrass Festival. MHRA has already completed and
514 submitted the required pavilion reservation forms and they will provide the appropriate deposit and
515 certificate of insurance upon approval of the event. A copy of the completed pavilion reservation forms
516 has been distributed to Borough Council members via email prior to tonight's meeting. Borough
517 Council action is requested to approve this event, contingent upon submission of the security deposit in
518 the amount of \$250.00 as well as a certificate of insurance.
519

520 Motion by: Linda L. Lewis
521 Second by: Ellie K. Kreisher
522

523 **MOTION: To approve the Mifflinburg Heritage & Revitalization Association (MHRA)'s request**
524 **to utilize the Mifflinburg Community Park on Friday, July 16, 2021 to conduct their Annual**
525 **Blueberries & Bluegrass Festival, contingent upon submission of the security deposit in the**
526 **amount of \$250.00 as well as a certificate of insurance.**
527

528 Approved via unanimous voice vote.
529
530
531
532

533 Chief Hackenburg provided Borough Council with an update on the status of the part-time police officer
534 position for the Mifflinburg Police Department. Chief Hackenburg requested Borough Council action to
535 offer employment to Mr. David Shaffer as a part-time Police Officer for the Borough of Mifflinburg at a
536 rate of \$25.00/hr., contingent upon successful completion of the required pre-employment testing.

537
538 Motion by: Tod M. Steese

539 Second by: Linda L. Lewis

540

541 **MOTION: To offer employment to Mr. David Shaffer as a part-time Police Officer for the**
542 **Borough of Mifflinburg at a rate of \$25.00/hr., contingent upon successful completion of the**
543 **required pre-employment testing.**

544

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

546

547 No – None

548

549

550 Mrs. Metzger reported that Borough Council action is requested to hire the following three (3) additional
551 employees for the 2021 Season at the Mifflinburg Community Park/Pool:

552

553 Ethan Bomgardner

554 Zachary Kerstetter

555 Sydney Nornhold

556

557 Borough Council action is requested to hire these individuals as recommended.

558

559 Motion by: Tod M. Steese

560 Second by: Matthew C. Wagner

561

562 **MOTION: To hire the additional employees for the 2021 Season at the Mifflinburg Community**
563 **Park/Pool as listed and recommended by the Borough Manager.**

564

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

566

567 No – None

568

569

570 Mrs. Metzger reported that Borough Council action is requested to approve the payroll rates for the
571 Mifflinburg Park/Pool employees for the 2021 season remain the same as they were in 2020.

572

573 Motion by: Linda L. Lewis

574 Second by: Matthew C. Wagner

575

576 **MOTION: To approve the payroll rates for the Mifflinburg Park/Pool employees for the 2021**
577 **season remain the same as they were in 2020.**

578

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

580

581 No – None

582

583

584 Mrs. Metzger reported that Borough Council consideration is requested with regard to setting the
585 admission rates for the Mifflinburg Community Pool passes for the 2021 season. In accordance with the
586 Secretary of Health's Mitigation and Enforcement order, public bathing places and other community
587 pools may operate at up to 75% of the maximum capacity stated on the applicable certificate of
588 occupancy and the maximum bather load. Mrs. Metzger stated that she feels the Borough can sell
589 season pool passes for the 2021 season since the Mifflinburg Community Pool can operate at up to 75%
590 capacity, with the condition that applicants be required to complete a Pool Pass Application and sign a
591 Waiver of Liability Relating to COVID-19.

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599

600 Mrs. Metzger proposed that the following admission rates be set for the 2021 season:

601		
602	Students	
603	• Resident	\$ 75.00
604	• Non-resident	\$ 85.00
605		
606	Adults-Yellow	
607	• Resident	\$ 85.00
608	• Non-resident	\$ 95.00
609		
610	Family (5 people)-Pink	
611	• Resident	\$195.00
612	• Non-resident	\$215.00
613	• Extra family members	\$ 20.00
614		
615	Student weekly pass	\$ 20.00
616	(7 Consecutive days)	
617		
618	Daily admission	
619	• Students	\$ 5.00
620	• Adults	\$ 6.00
621		
622	Lap Swimming	\$ 2.00/person
623		

624 A copy of the proposed admission rates for the 2021 season has been distributed to Borough Council
625 members via email prior to tonight's meeting, along with a spreadsheet which compares the rates with
626 other community pools in our area. A lengthy discussion was held; Mrs. Metzger clarified that the
627 Mifflinburg Community Pool is scheduled to open on Saturday, May 28, 2021.

628
629 Motion by: Matthew C. Wagner

630 Second by: Linda L. Lewis

631

632 **MOTION: To set the admission rates for the Mifflinburg Community Pool passes for the 2021**
633 **season as recommended by Mrs. Metzger.**

634

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

636

637 No – None

638

639

640 Mrs. Metzger reminded Borough Council that Ms. Meghan Beck, President of the Susquehanna Valley
641 Community Education Project (SVCEP) Board, participated in the Tuesday, March 16, 2021 regular
642 virtual meeting, along with Mr. John Shipman, Ms. Ellie Fogarty, and Mr. Bob Zimmerman seeking
643 Borough Council support in its pursuit of a regional community college. The SVCEP Board are looking
644 for sponsorship exclusively from the counties and they're seeking letters of support for sponsorship of
645 the proposed community college. Mrs. Metzger reported that Borough Council direction is requested on
646 whether or not they wish to send a letter of support.

647

648 Mr. Wagner inquired if the Borough has provided letters of support for other things in the past. Mrs.
649 Metzger stated that the Borough has provided letters of support in the past; sometimes if there's a county
650 grant or other grant which requires a letter of support, or sometimes a Non-Profit Organization will
651 request a letter of support if they're applying for a grant. Mrs. Metzger clarified that the SVCEP
652 Board's request is slightly different than previous request since it's still in the planning stages.

653

654 Mrs. Hackenberg inquired if the SVCEP Board are looking for any kind of financial backing as well for
655 the proposed community college. Mayor Cooney indicated that at this point, the letter doesn't obligate
656 the Borough to provide any kind of financial backing.

657

658 Mr. Wagner expressed that he doesn't really see a problem with the Borough sending a letter in support
659 of the concept of an independent, dedicated community college serving the four-county region; he just
660 doesn't want to obligate the Borough to any financial commitments at this point.

661

662 Mrs. Hackenberg and Mr. Steese both agreed with Mr. Wagner.

663

664

665

666 Motion by: Matthew C. Wagner
667 Second by: Richard J. Fry

668
669 **MOTION: To approve the Susquehanna Valley Community Education Project (SVCEP) Board's**
670 **request to send a letter in support of the concept of an independent, dedicated community college**
671 **servicing the four-county region.**

672
673 Approved via unanimous voice vote.

674
675
676 Mrs. Metzger requested an executive session to discuss potential litigation and personnel matters.

677
678 Mrs. Metzger provided Borough Council with an update on the status of the 2019 Annual Audit for the
679 Borough of Mifflinburg. Mrs. Metzger reported that Wagner, Dreese, Elsasser (W.D.E.) & Associates,
680 PC has completed the draft 2019 Audit Report and she will begin preparing the Management's Discussion
681 and Analysis that is included with the report. It's anticipated that the 2019 Audit Report will be prepared
682 for Borough Council consideration at the Tuesday, May 18, 2021 regular virtual Council meeting. Mrs.
683 Metzger clarified that she would forward a copy of the draft report to Borough Council via email for their
684 review subsequent to receiving the report.

685
686 Mr. Fry inquired if there was a mechanical problem with the Borough's Street Sweeper that the Street
687 Sweeper is creating a dust cloud as it travels down the street sweeping. Mr. Fry explained that he is
688 asking for two (2) reason: one (1), he has received numerous complaints from Borough residents
689 regarding the dust and two (2), he literally seen traffic stopped on Chestnut Street because of poor
690 visibility caused by the cloud of dust that the street sweeper was leaving behind as it cleaned the street.
691 Mrs. Metzger and Mr. Rowe both indicated that they weren't aware of any mechanical problems with
692 the Borough's Street Sweeper; however, they would mention it to Mr. Jason Mitchell, the Borough
693 Public Works Supervisor.

694
695 Mrs. Hackenberg informed Borough Council that she also received a complaint on the condition of some
696 of the sidewalks in the Borough. Mrs. Metzger recapped that in 2020, the Borough began compiling a
697 list of properties whose sidewalks need to be repaired/replaced; however, Borough Council opted not to
698 proceed with enforcement because of COVID-19. Mr. Rowe interjected that the list compiled is
699 comprehensive; the Borough performed inspections on all of the sidewalks throughout the Borough.
700 Mrs. Hackenberg expressed that with the weather getting nicer, she thinks the Borough should begin
701 sending Sidewalk Repair Notices to property owners whose sidewalks need to be repaired/replaced.

702
703 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for
704 March 2021 via email prior to tonight's meeting.

705
706 Mayor Cooney presented Borough Council with an update for Public Safety. Mayor Cooney informed
707 Borough Council that he participated in or will be participating in the following meetings:

- 708
- 709 • Will be attending the Evangelical Regional Mobile Medical Services (ERMMS) Board
710 meeting that is scheduled for Wednesday, April 21, 2021. Mayor Cooney asked that
711 Borough Council notify him of any questions or concerns they have in terms of ambulance
712 prior to the meeting.
 - 713 • Received a telephone call earlier today from Mr. Jason Mitchell, the Borough Public Works
714 Supervisor, reminding him that the Borough's ordinance pertaining to snow emergencies is
715 outdated and needs to be updated.
 - 716 • A meeting with Mrs. Eva Linke-Bender, representing the Mifflinburg Buggy Museum, to
717 discuss the Mifflinburg Buggy Days event. Mr. Wagner announced that the Mifflinburg
718 Buggy Museum Board has decided to postpone their fundraising event until next year.

719
720 Chief Hackenburg provided Borough Council with an update on the status of the full-time police officer
721 position for the Mifflinburg Police Department.

722
723 Chief Hackenburg presented Borough Council with some Monthly Highlights for the Mifflinburg Police
724 Department for March 2021.

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731

732 Chief Hackenburg announced that he attended an active shooter awareness seminar with Fred Dyroff
733 earlier today that was held at the Wellsboro High School where experts came together to show off some
734 of the latest technology in public safety. The experts showed how these technologies can be used to
735 help with public safety and how to interact with individuals in the least confrontational manner. Giving
736 both our officers and civilians a comprehensive plan for active assailant incidents. The “Strategies for
737 Responding to an Active Shooter” began with discussions from experts in the field, eventually leading to
738 live demonstrations of some of the new technology being used by police departments including the
739 “Generated Low Output Voltage Emitter” (G.L.O.V.E.) System. The G.L.O.V.E. manufactured by
740 Compliant Technologies, is a pair of gloves that quickly transforms into a Conducted Electrical Weapon
741 (CEW) that is used within the force continuum to supplement existing tools. The G.L.O.V.E. is a
742 normal glove that has been fitted with a battery, controller, contact pads, switch, and available SIM card.
743 When activated, the glove device delivers a low voltage current to bare skin that causes immobilization
744 and immediate compliance. Chief Hackenburg informed Borough Council that he would like to look
745 into purchasing a pair of gloves (a right and a left) for the Mifflinburg Police Department, which can be
746 used either individually or together. The cost would be \$1,100.00. Chief Hackenburg clarified that he
747 would forward a link on the G.L.O.V.E System to Borough Council via email subsequent to tonight’s
748 meeting.

749
750 Mayor Cooney informed Borough Council that he participated in or will be participating in the
751 following meetings or events:

- 752
- 753 • Working with Ms. Heidi Criswell, Executive Director for the Mifflinburg Heritage &
754 Revitalization Association, Inc. (MHRA), on scheduling the Ribbon Cuttings for all the
755 new business downtown.
- 756 • The annual Arbor Day celebration that is scheduled for Friday, April 30, 2021 at 10:00 AM
757 at the Mifflinburg Community Park. Mayor Cooney stated that he will be issuing a
758 proclamation during the celebration. This year, members of the Good Time 4H Club will
759 most likely be helping with cleaning up and mulching the Mifflinburg Community Park.
- 760 • Received a “thank you” letter from Ms. Dianne Smith, who resides at 24 Market Street,
761 thanking her neighbor Ms. Jackie Kaler, at 60 Market Street, for keeping the fire hydrant
762 area cleared of snow.
- 763 • The Annual Mifflinburg Community Easter Egg Hunt that was held on Saturday, April 3,
764 2021 at 10:00 AM at the Mifflinburg VFW Carnival Grounds. Mayor Cooney stated that
765 the Mifflinburg VFW and the Forest House partnered together and brought back the
766 Annual Easter Egg Hunt. Mayor Cooney publicly thanked Ms. Ashley Williams, the new
767 Manager for the Mifflinburg VFW, for officiating the Community Easter Egg Hunt this
768 year; as well as Officer Matthew Wenrich, with the Mifflinburg Police Department, for
769 signaling the start of the Easter Egg Hunt with the police siren.
- 770

771 Mr. Page provided Borough Council with an update on the status of the Mifflinburg Mobile Food
772 Vendor Pilot Program. Mr. Page reported that Mrs. Metzger has forwarded the Mifflinburg Mobile
773 Food Vendor Pilot Program Rules and Regulations, as well as the Mobile Food Vendor Permit
774 Application to him via email for his review and approval. Mr. Page stated that he has reviewed the
775 articles of the Mifflinburg Food Vendor Pilot Program and has no changes with the requirements being
776 proposed. A lengthy discussion was held regarding the Mobile Food Vendor Pilot Program. Mr. Page
777 clarified that Borough Council action is required to proceed with the Mifflinburg Mobile Food Vendor
778 Pilot Program and suggested that the motion include the term of the Pilot Program and the
779 administrators designated to make the necessary adjustments to the Pilot Program as they see fit.

780
781 Motion by: Linda L. Lewis
782 Second by: Ellie K. Kreisher

783
784 **MOTION: To proceed with the Mifflinburg Mobile Food Vendor Pilot Program for one (1) year,**
785 **with an effective start date of Wednesday, April 21, 2021; and to designate Mayor Cooney, Mrs.**
786 **Metzger, and Chief Hackenburg to be the administrators of the Mifflinburg Mobile Food Vendor**
787 **Pilot Program with the ability to make the necessary adjustments as they see fit.**

788
789 Approved via unanimous voice vote.
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797

798 Mayor Cooney announced that Mrs. Autumn Faust, a resident of 264 Market Street, found baby owlets
799 that were in the next door neighbor's tree that was cut down and their nest came down with it. Upon
800 finding the baby owlets, Mrs. Faust reached out to him to see who she should call and he directed her to
801 contact Mrs. Hackenberg. Mrs. Hackenberg then contacted her daughter, Miss Tori Hackenberg a local
802 animal rehabilitator, who provided her expert advice in how to make an artificial nest box where their
803 mother can find them and resume caring for the owlets. The mother, an Eastern Screech Owl, did not go
804 in the nest box though she was flying all around. Mrs. Hackenberg continued that it was determined that
805 the baby owlets were only a day or so old and wouldn't make it overnight due to the cold. So, the
806 Centre Wildlife Care in Centre County dispatched one of their volunteers to come retrieve the nestlings.
807 Once the baby nestling owlets develop their pin feathers (little dark beginnings of feathers), the Centre
808 Wildlife Care are going to return them to the artificial nest and hope that the mother returns. If the
809 mother doesn't return, the baby owlets will be released once they get big enough and are able to hunt
810 and fend for themselves.

811
812
813 Motion by: Tod M. Steese

814 Second by: Matthew C. Wagner

815
816 **MOTION: To enter into executive session at 7:49 PM.**

817
818 Approved via unanimous voice vote.

819
820
821 Motion by: Matthew C. Wagner

822 Second by: Richard J. Fry

823
824 **MOTION: To reconvene the meeting at 8:10 PM.**

825
826 Approved via unanimous voice vote.

827
828
829 Motion by: Matthew C. Wagner

830 Second by: Richard J. Fry

831
832 **MOTION: To approve the Coronavirus Aid, Relief, and Economy Security (CARES) Act Policy**
833 **for the Borough of Mifflinburg to extend paid sick and family leave to employees affected by**
834 **COVID-19, until September 30, 2021.**

835
836 Yes – Mr. Steese, Mr. Wagner, Mr. Fry, Mrs. Kreisher, Ms. Lewis, Mrs. Hackenberg

837
838 No – None

839
840
841 Motion by: Matthew C. Wagner

842
843 **MOTION: To adjourn the Mifflinburg Borough Council meeting.**

844
845 Approved via unanimous voice vote.

846
847
848 Meeting adjourned at 8:12 PM.

849
850 Respectfully Submitted,

851
852
853 Misty L. Ross

854 Assistant Borough Secretary