

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL

2 May 18, 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 - Joined at 6:13 PM	
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 6:31 PM.

19
20 Visitors present at this meeting were Lance Miller and Erin Threet.

21
22
23 Motion by: Richard J. Fry

24 Second by: Matthew C. Wagner

25
26 **MOTION: To approve the minutes of the Tuesday, April 20, 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 - April 2021 data divided into four (4) categories: 1) number of
35 new cases in the Tri-county area; 2) hospitalization data; 3) deaths associated with COVID-19; and 4)
36 people vaccinated to date.

37
38
39 Motion by: Richard J. Fry

40 Second by: Matthew C. Wagner

41
42 **MOTION: To approve payment of Bill List # 2021-05 in the amount of \$576,137.67.**

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

45
46 No – None

47
48
49 Mr. Lance Miller, member of Mifflinburg Innovation Works located at Fourth and Chestnut Streets,
50 introduced himself and announced that he is participating in tonight's virtual meeting to speak to them
51 on behalf of Mifflinburg Innovation Works. Mr. Miller reported that for the past year or so, he has been
52 present at the monthly Council meetings just to observe and listen, trying to learn about the community;
53 however, it's time to provided Borough Council with a brief introduction for Mifflinburg Innovation
54 Works. Mr. Miller detailed that Mifflinburg Innovation Works purchased the building located at Fourth
55 and Chestnut Streets in October of 2020. Mifflinburg Innovation Works is a multi-member LLC with
56 nine (9) members. One (1) member retains a controlling interest; in that regard decision paralysis is not
57 a factor if you ever were to need something quickly, you would have a direct line to that member. Eight
58 (8) of the nine (9) members graduated from the Mifflinburg Area High School and all nine (9) have
59 close personal ties to Central PA. They have a long-time horizon for their objectives and they believe
60 the majority of their financial success will be driven by transformative change of the Mifflinburg
61 Downtown and capital appreciation of their property, not via excessive rental cash flow. Mr. Miller
62 clarified that Mifflinburg Innovation Works is trying to build a team focused on modernizing and
63 increasing the density of business in Mifflinburg's Downtown District without losing sight of their
64 traditions, and a big part of that team has to be Local Government.

65
66

67 Mr. Miller stated that Mifflinburg Innovation Works has been working a lot with Mrs. Metzger, Mayor
68 Cooney, Mrs. Hackenberg, as well as other Council Members trying to understand the many different
69 challenges that Borough Council faces. When speaking with the community, what you hear from the
70 community versus what the actual facts seem to be, can be frequently different and it's because the
71 problems are hard. So, as Mifflinburg Innovation Works considers bringing ideas to Borough Council,
72 they want to make sure that they're bringing more than just ideas and are looking for some sort of a
73 template or written document for how to structure a solid pitch or proposal; what are the specifics things
74 that Borough Council is thinking about every time someone brings something to them.
75

76 Mr. Miller informed Borough Council that as they move from zoom meetings back to in person
77 meetings in June, they lose the ability to record these meetings and for most individuals with families,
78 6:30 PM can be a rough time. Mr. Miller expressed that having these recordings available each month
79 has been really helpful when explaining decisions made by Borough Council to the community.
80 Mifflinburg Innovation Works is requesting that Borough Council consider investing in the technology
81 necessary to retrofit the Council meeting room with the technology to stream and record these meetings.
82

83 Mayor Cooney informed Mr. Miller that with regard to creating a template or written document for how
84 to structure a solid pitch or proposal to Borough Council, he would recommend that the individual
85 attend a Borough Work Session or contact him or Mrs. Metzger. Mayor Cooney stated that it's kind of
86 hard to provide a dialog for how to structure a solid pitch or proposal when it's so broad and that in his
87 opinion it seems to be pretty daunting because there's no way to cover every scenario.
88

89 Mrs. Kreisher inquired about creating a general Frequently Asked Questions (FAQ) guideline document
90 for how to structure a solid pitch or proposal to Borough Council. Mrs. Metzger expressed that she likes
91 Mrs. Kreisher idea of creating a general FAQ guideline document; however, someone that's asking
92 about a community garden is very different than someone that's asking for a change in electric rates or
93 someone that's asking to hold a 5k race and that's where she struggles with creating a universal
94 document. Mrs. Metzger reiterated that she can see where some kind of combination would be needed
95 and that maybe a FAQ guideline document is one way to do it, but she struggles a little bit because it's
96 such a broad thing that Mr. Miller is asking for and she doesn't know that the same steps apply to every
97 scenario that someone might ask. A lengthy discussion was held; Mrs. Hackenberg directed Mrs.
98 Metzger to create a one (1) page creating a FAQ guideline document and email the draft document to
99 Borough Council and Mr. Miller to review and edit. Mr. Miller expressed that he thinks the perfect,
100 most scientific way to do this would be to have every Council Member independently send a list of
101 things they feel are important to Mrs. Metzger prior to seeing what Mrs. Metzger creates. Just the very
102 act of how these meetings run and how the Council communicates, there's a tremendous amount of
103 internal swaying and nudging that occurs which happens with all groups not just council. Mr. Miller
104 clarified that he would love to know what everyone is thinking prior to it having that sort of group thing.
105

106 Mrs. Kreisher stated that when interviewing for the position of Council Member, one of her biggest
107 things was trying to be a little bit more transparent to the community. So often she hears comments
108 about Borough Council making frivolous decisions and things like that. Mrs. Kreisher clarified that she
109 thinks it would show a lot of good faith to the community if Borough Council is proving they're doing
110 some of these items that Mr. Miller is talking about, like being dedicated to changing their system or
111 being more organized or prepared for the community, and they're showing that they are trying to build
112 on those things and not just showing up to their bi-weekly meeting. Ms. Lewis recommended that this
113 discussion be moved to the Borough Work Session to be discussed further and suggested that maybe
114 Borough Council needs to develop a committee for community relations.
115

116 Mrs. Hackenberg directed all Borough Council Members to email their ideas to Mrs. Metzger if they
117 have anything. Mrs. Metzger interjected that she thinks the assignment before the Borough Work
118 Session is for all of Borough Council to email her their list of items, and then that's what they discuss at
119 the next Borough Work Sessions which is schedule for Tuesday, June 1, 2021 at 6:00 PM.
120

121 Mrs. Metzger reported that with regard to recording and broadcasting the meetings and how Borough
122 Council plans to do this moving forward, Borough Council previously looked into this and included
123 funds in the 2021 Budget for the purchase of the equipment, which she thinks they can move forward
124 with looking into that; however, it won't happen before the Tuesday, June 15, 2021 regular Borough
125 Council meeting.
126

127 Mrs. Metzger informed Borough Council that with the Governor's Emergency Orders expiring in June,
128 the Borough is no longer able to conduct their monthly Council meetings via Zoom; however, they are
129 still able to conduct the Borough Work Sessions via Zoom using the same process since there's no
130 action or decision made at these meetings, it's just discussion. Borough Council direction will be
131 needed at some point, to determine whether they want to continuing conducting the Work Sessions via
132 Zoom or switch back to in-person meetings.
133

134 Motion by: Linda L. Lewis

135 Second by: Richard J. Fry

136

137 **MOTION: To approve the Mifflinburg Borough Zoning Report for April 2021 and authorize**
138 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$2,660.10.**

139
140 Yes – Mrs. Kreisher, Ms. Lewis, Mr. Wagner, Mr. Fry, Mrs. Hackenberg

141
142 No – None

143

144

145 Mrs. Metzger reported that she has received two (2) applications for sewer EDUs which are as follows:

146

	<u># of EDUs</u>	<u>Location for</u>
<u>Applicant Name</u>	<u>Requested</u>	<u>EDU Request</u>

149

Berks Homes	12 EDU	Oak Avenue subdivision
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Gary Pfleegor	1 EDUs	Lot #5 Leeward Estates
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152

153 Copies of the applications have been forwarded to Borough Council via email prior to tonight's meeting.
154 Mrs. Metzger informed Borough Council that there are only twelve (12) EDUs that remain
155 undistributed. In accordance with Paragraphs X of the EDU allocation policy resolution, if any EDUs
156 remain available after the initial distribution in accordance with Paragraphs B. I – IV above, the
157 remaining EDUs shall be distributed on a first come, first serve basis until all available EDUs are
158 distributed. Borough Council action is requested to allocate twelve (12) sewer EDUs to Berks Homes.

159

160 Mr. Page interjected that in accordance with Paragraphs V of the EDU allocation policy resolution, after
161 receipt of all applications pursuant to Paragraph B. III, the Borough will establish a distribution list,
162 ranking applications based on the score achieved using the scale provided, with the highest score
163 indicating project readiness. Distribution will be made to the projects with the highest scores first. Any
164 projects with the same score will be distributed by using the dates of the building permit application
165 with the earliest dates being distributed first.

166

167 Motion by: Matthew C. Wagner

168 Second by: Linda L. Lewis

169

170 **MOTION: To allocate twelve (12) sewer EDUs to Berks Homes for Oak Avenue subdivision.**

171

172 Approved via unanimous voice vote.

173

174

175 Mrs. Metzger informed Borough Council that she has received a request from R. Jeffrey Coup, Milton
176 Rotary Club, District 7360, which reads as follows:

177

178 Attention Borough Secretary

179

180 For the past several years the Rotary Clubs of District 7060 have used the gazebo in the
181 Mifflinburg Community Park as a registration place for our Rotary Pedals Out Polio event.

182

183 We would like to do so again on Saturday, June 19, 2021. We will start accepting registrations
184 at the gazebo at 8:00 AM and will be finished by 9:00 AM.

185

186 Our certificate of insurance is included.

187

188 You can email the permission to my attention at the above Milton address or email me.

189

190 Thank you!

191

192 R. Jeffrey Coup, CPCU AIC CIC

193 Rotary District 7360

194 PolioPlus Chairman

195

196 A copy of the request has been distributed to Borough Council members via email prior to tonight's
197 meeting. Borough Council action is requested to approve this request, contingent upon submission and
198 completion of the required paperwork; and to waive the security deposit in the amount of \$250.00.

199

200

201 Motion by: Matthew C. Wagner
202 Second by: Richard J. Fry

203

204 **MOTION: To approve the Lewisburg Rotary Club's request to utilize the gazebo in the**
205 **Mifflinburg Community Park on Saturday, June 19, 2021 in order to begin the bike ride to**
206 **eradicate Polio, contingent upon submission and completion of the required paperwork; and to**
207 **waive the security deposit in the amount of \$250.00.**

208

209 Approved via unanimous voice vote.

210

211

212 Mrs. Metzger informed Borough Council that she has received a request via email from Mr. Eldon Hoy,
213 Athletic Director for the Mifflinburg Area School District (MASD), which reads as follows:

214

215 Margaret,

216

217 On behalf of the Mifflinburg Area School District, I wanted to submit a request for an event to
218 be added to the list of "Approved Activities". I understand that you have an upcoming
219 Borough Council meeting, and I am hoping this request can be added to that meeting for
220 approval.

221

222 On Thursday, June 10th, at approximately 8:00 PM, we are hoping to have a vehicle
223 processional of our seniors on Market Street. Seniors, while in their vehicles, will gather at the
224 Elementary School and be directed through the Intermediate School driveway, proceed to
225 Market Street at Mabel, turn left and travel westward on Market Street through 9th Street. The
226 public will be invited to watch this procession along Market Street. Seniors will be invited to
227 have families ride with them and take part in the procession. Seniors will need to abide by the
228 laws of the road and have road-legal vehicles. Upon reaching 9th Street, the procession
229 vehicles will have the opportunity to make their own way back to the Intermediate School
230 parking lot for the viewing of a fireworks display.

231

232 I will be contacting the appropriate individuals to arrange Fire Police at particular corners
233 along the procession route from Mabel Street to 9th Street.

234

235 If there is any other information that you need, please let me know.

236

237 Please accept my request for our planned procession to be added to the list of Approved
238 Activities.

239

240 Thanks,

241

242 Eldon Hoy

243

244 Athletic Director

245

246 A copy of the request has been distributed to Borough Council members via email prior to tonight's
247 meeting. Borough Council action is requested to add this event to the approved 2021 Special Events for
248 the Mifflinburg Fire Police and the Mifflinburg Hose Company which extends Worker's Compensation
249 Coverage for this event.

250

251 Motion by: Matthew C. Wagner

252

253 Second by: Richard J. Fry

254

255 **MOTION: To add the Mifflinburg Area School District (MASD) Class of 2021 Vehicle Procession**
256 **to the approved 2021 Special Events for the Mifflinburg Fire Police and the Mifflinburg Hose**
257 **Company.**

258

259 Approved via unanimous voice vote.

260

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266

267 Mr. Rowe reported that the bid opening for the paving for the 2021 Annual Street and Alley Paving
268 Project was held on Friday, May 14, 2021 at 1:00 PM. A copy of the bid tabulation for the paving has
269 been distributed to Borough Council members via email prior to tonight's meeting. There were six (6)
270 bids received and are as follows:

271

<u>Paving Bids</u>		
273	1. New Enterprize Stone & Lime Co., Inc.	\$ 88,507.00
274	2. Riteway Sealing & Paving, Inc.	\$ 87,593.00
275	3. Sudol Paving & Excavation, Inc.	\$105,942.80
276	4. Glenn O. Hawbaker, Inc.	\$113,647.30
277	5. Dave Gutelius Excavating, Inc.	\$ 84,525.90
278	6. HRI, Inc.	\$ 72,262.40

279
280 Borough Council action is requested to award the paving proposal to HRI, Inc. in the unit price amount
281 of \$72,262.40, contingent upon receipt of the executed performance and payment bond documents as
282 well as a copy of liability insurance documentation naming the Borough of Mifflinburg as an additional
283 insured in the amount stipulated in the bid specifications.

284
285 Motion by: Linda L. Lewis

286 Second by: Richard J. Fry

287

288 **MOTION: To award the paving proposal for the 2021 Annual Street and Alley Paving Project to**
289 **HRI, Inc. on a unit price basis in the amount of \$72,262.40, contingent upon receipt of the**
290 **executed performance and payment bond documents as well as a copy of liability insurance**
291 **documentation naming the Borough of Mifflinburg as an additional insured in the amount**
292 **stipulated in the bid specifications.**

293

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

295

296 No – None

297

298

299 Mr. Rowe reported that Mr. Jason Mitchell, Borough Public Works Supervisor, has solicited bids for the
300 Borough Maintenance Center Paving. The bid opening was held on Friday, May 14, 2021 at 1:00 PM.
301 There were eight (8) bids received and are as follows:

302

<u>Paving Bids</u>		
304	1. Sudol Paving & Excavation, Inc.	\$42,987.10
305	2. Fairchild Brothers, Inc.	\$46,517.10
306	3. Riteway Sealing & Paving, Inc.	\$37,770.00
307	4. Glenn O. Hawbaker, Inc.	\$58,147.50
308	5. Schlegel Excavation, Inc.	\$48,187.00
309	6. New Enterprise Stone & Lime Co., Inc.	\$49,170.00
310	7. Dave Gutelius Excavating, Inc.	\$40,091.50
311	8. HRI, Inc.	\$46,267.75

312

313 A copy of the bid tabulation has been distributed to Borough Council members via email prior to
314 tonight's meeting. Borough Council action is requested to award the paving proposal to Riteway
315 Sealing & Paving, Inc. in the unit price amount of \$37,770.00, contingent upon receipt of the executed
316 performance and payment bond documents as well as a copy of liability insurance documentation
317 naming the Borough of Mifflinburg as an additional insured in the amount stipulated in the bid
318 specifications.

319

320 Motion by: Richard J. Fry

321 Second by: Linda L. Lewis

322

323 **MOTION: To award the Borough Maintenance Center Paving Contract to Riteway Sealing &**
324 **Paving, Inc. on a unit price basis in the amount of \$37,770.00, contingent upon receipt of the**
325 **executed performance and payment bond documents as well as a copy of liability insurance**
326 **documentation naming the Borough of Mifflinburg as an additional insured in the amount**
327 **stipulated in the bid specifications.**

328

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

330

331 No – None

332

333

334 Mr. Rowe reported that the bid opening for the double bituminous seal coat for the 2021 Annual Street
335 and Alley Paving Project was held on Friday, May 14, 2021 at 1:00 PM. A copy of the bid tabulation
336 for the paving has been distributed to Borough Council members via email prior to tonight's meeting.
337 There were two (2) bids received and are as follows:

338
339 Seal Coat Bids

340	1. Midland Asphalt Materials, Inc.	\$ 49,900.16
341	2. Russell Standard Corporation	\$ 38,676.58

342
343 Borough Council action is requested to award the double bituminous seal coat proposal to Russell
344 Standard Corporation in the unit price amount of \$38,676.58, contingent upon receipt of the executed
345 performance and payment bond documents as well as a copy of liability insurance documentation
346 naming the Borough of Mifflinburg as an additional insured in the amount stipulated in the bid
347 specifications.

348
349 Motion by: Matthew C. Wagner
350 Second by: Richard J. Fry

351
352 **MOTION: To award the double bituminous seal coat proposal for the 2021 Annual Street and**
353 **Alley Paving Project to Russell Standard Corporation in the unit price amount of \$38,676.58,**
354 **contingent upon receipt of the executed performance and payment bond documents as well as a**
355 **copy of liability insurance documentation naming the Borough of Mifflinburg as an additional**
356 **insured in the amount stipulated in the bid specifications.**

357
358 Yes – Mr. Fry, Mrs. Kreisher, Ms. Lewis, Mr. Wagner, Mrs. Hackenberg

359
360 No – None

361
362
363 Mr. Rowe provided Borough Council with an update on the status of the Mifflinburg Community Park
364 Stormwater Project. Mr. Rowe reported that Fairchild Brothers, Inc. has submitted Payment Application
365 No. 2, the final payment application, in the amount of \$21,012.38 for the Mifflinburg Community Park
366 Stormwater Project. A copy of the payment application has been distributed to Borough Council
367 members via email prior to tonight's meeting. LIVIC Civil has reviewed the payment application and is
368 recommending that Borough Council take action to approve the final payment application.

369
370 Motion by: Linda L. Lewis
371 Second by: Ellie K. Kreisher

372
373 **MOTION: To approve Payment Application No. 2 (final payment) to Fairchild Brothers, Inc. for**
374 **the Mifflinburg Community Park Stormwater Project in the amount of \$21,012.38.**

375
376 Yes – Mrs. Kreisher, Ms. Lewis, Mr. Wagner, Mr. Fry, Mrs. Hackenberg

377
378 No – None

379
380
381 Mr. Rowe reported that Fairchild Brothers Inc., the contractor for the Mifflinburg Community Park
382 Stormwater Project, has reached substantial completion. Borough Council action is requested to accept
383 this project as substantially complete.

384
385 Motion by: Linda L. Lewis
386 Second by: Matthew C. Wagner

387
388 **MOTION: To accept the Mifflinburg Community Park Stormwater Project as substantially**
389 **complete.**

390
391 Yes – Ms. Lewis, Mr. Wagner, Mr. Fry, Mrs. Kreisher, Mrs. Hackenberg

392
393 No – None

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395
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400

401 Mr. Rowe provided Borough Council with an update on the status of the Community Development
402 Block Grant (CDBG) funded 2019 Mifflinburg Curb Cuts (Phase 2) Project. Mr. Rowe reported that
403 Bowman Excavating, Paving & Concrete has submitted Change Order No. 1 for a price increase of
404 \$11,280.00 for the 2019 Mifflinburg Curb Cuts (Phase 2) Project. This change order amends the
405 contract price to incorporate the following:

- 406
- 407 • Ramp 08 E – Provide an additional slab of sidewalk to achieve the required grades for
408 ADA compliance.
- 409 • Ramp 09 W – Provide an additional slab of sidewalk to replace slabs that are heaved.
- 410 • Ramp Alt 10 W – Provide an additional slab of sidewalk to replace slabs that are heaved.
- 411 • Ramp Alt 10 N – Provide cheekwall along the back of walk to better retain soil at the back
412 of walk.
- 413 • Ramp Alt 12 S – Provide additional curb required to adjust the longitudinal and cross slope
414 required for ADA compliance.
- 415 • Ramp Alt 12 W – Provide an additional slab of sidewalk to replace slabs that are heaved.
- 416

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

420

421 Motion by: Linda L. Lewis

422 Second by: Richard J. Fry

423

424 **MOTION: To approve Change Order No. 1 to Bowman Excavating, Paving & Concrete for the**
425 **2019 Mifflinburg Curb Cuts (Phase 2) Project for a price increase of \$11,280.00.**

426

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

428

429 No – None

430

431

432 Mr. Rowe reported that Bowman Excavating, Paving & Concrete has also submitted Payment
433 Application No. 2 for the 2019 Mifflinburg Curb Cuts (Phase 2) Project in the amount of \$90,309.46. A
434 copy of the payment application has been distributed to Borough Council members via email prior to
435 tonight's meeting. Livic Civil has reviewed the payment application and is recommending that Borough
436 Council take action to approve this payment application.

437

438 Motion by: Linda L. Lewis

439 Second by: Richard J. Fry

440

441 **MOTION: To approve Payment Application No. 2 to Bowman Excavating, Paving & Concrete for**
442 **the 2019 Mifflinburg Curb Cuts (Phase 2) Project in the amount of \$90,309.46.**

443

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

445

446 No – None

447

448

449 Mr. Rowe reported that Bowman Excavating, Paving & Concrete, the contractor for the 2019
450 Mifflinburg Curb Cuts (Phase 2) Project, has reached substantial completion. Borough Council action is
451 requested to accept this project as substantially complete.

452

453 Motion by: Linda L. Lewis

454 Second by: Matthew C. Wagner

455

456 **MOTION: To accept the 2019 Mifflinburg Curb Cuts (Phase 2) Project as substantially complete.**

457

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

459

460 No – None

461

462

463

464

465

466 Mr. Rowe provided Borough Council with an update on the status of the Pennsylvania Fish & Boat
467 Commission (PFBC) Buffalo Creek Children's Fishing Area Stream Restoration Project. Mr. Rowe
468 reported that the PFBC are requesting Borough Council permission to allow access of the PFBC and its
469 partners to the Borough's property along Buffalo Creek near the Haney Park Complex for the stream
470 restoration project. The PFBC are also requesting that Borough Council send a letter of support for this
471 project as well. Borough Council action is requested on this matter.
472

473 Motion by: Richard J. Fry
474 Second by: Matthew C. Wagner
475

476 **MOTION: To authorize Mr. Rowe to send a letter in support of the Pennsylvania Fish & Boat**
477 **Commission (PFBC) Buffalo Creek Children's Fishing Area Stream Restoration Project; and to**
478 **allow access of the PFBC and its partners to the Borough's property along Buffalo Creek near the**
479 **Haney Park Complex for this project.**
480

481 Approved via unanimous voice vote.
482
483

484 Mr. Rowe provided Borough Council with an update on the status of the following projects:
485

- 486 • The Mifflinburg Community Park Stormwater Project.
- 487 • The Community Development Block Grant (CDBG) funded 2019 Mifflinburg Curb Cuts
488 (Phase 2) Project.
- 489 • The Mifflinburg Dewatering Upgrade Project.
- 490 • The Apple Alley Sanitary Sewer Repairs Project.
- 491 • The Industrial Park Road and Thompson Street Waterline Projects.
- 492 • The CFA Grant funded Sanitary Sewer Main Replacement Project for High Alley and
493 Hickory Street.
- 494 • The CFA Grant funded Master Meter Installation Project.
495

496 Mrs. Erin Threet, HRG, Inc., informed Borough Council that as previously reported by Mr. Rowe, all of
497 dewatering equipment that the Borough previously procured through the Costars purchase with
498 Sherwood Logan & Associates, Inc., has been delivered. Sherwood Logan & Associates, Inc. has
499 submitted the invoices for delivery of the equipment in accordance with the payment terms of the
500 contract. Borough Council action is requested to authorize the equipment delivery milestone payments
501 in an amount not-to-exceed \$205,000.00, contingent upon review and recommendation by the Engineer.
502

503 Motion by: Matthew C. Wagner
504 Second by: Richard J. Fry
505

506 **MOTION: To authorize the equipment delivery milestone payments for the previously approved**
507 **Costars procurement of the dewatering equipment package from Sherwood Logan & Associates,**
508 **Inc. in an amount not-to-exceed \$205,000.00, contingent upon review and recommendation by the**
509 **Engineer.**
510

511 Yes – Ms. Lewis, Mr. Wagner, Mr. Fry, Mrs. Kreisher, Mrs. Hackenberg
512

513 No – None
514
515

516 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an additional update on the status of the
517 Mifflinburg Dewatering Upgrade Project.
518

519 Mrs. Metzger requested Borough Council authorization to proceed with soliciting a Request for
520 Proposals (RFP's) for the engineering design and construction administration of the Walnut and 6th
521 Street Reconstruction Project. Mrs. Metzger indicated that this work generally includes the engineering
522 design to support total reconstruction of new storm water, water and sewer utilities, as well as street and
523 sidewalk reconstruction for the 500 block of Walnut Street and North on 6th Street to Mulberry Street.
524 The project will also include construction administration during the construction phase as well.
525

526 Motion by: Linda L. Lewis
527 Second by: Matthew C. Wagner
528

529 **MOTION: To proceed with soliciting a Request for Proposals (RFP's) for the engineering design**
530 **and construction administration of the Walnut and 6th Street Reconstruction Project.**
531

532 Approved via unanimous voice vote.

533 Mrs. Metzger reminded Borough Council that at the Borough Work Session they briefly discussed the
534 2021 Community Development Block Grant (CDBG) application deadline and what projects they might
535 submit. Mrs. Metzger reported in accordance with the terms of this grant, seventy percent (70%) of each
536 entitlement grant must be used for activities that benefit low- and moderate-income persons. Borough
537 Management has reviewed the Borough's map of required sewer repairs to determine which of these
538 projects might meet the low- and moderate-income grant requirement. Mrs. Metzger presented Borough
539 Council with the following three (3) options:

- 540
- 541 1. Submit an application the Woodland Estates Sanitary Sewer Replacement Project. This
542 work generally includes the replacement of a 185 ft. section of sanitary sewer line near
543 Woodland Estates. It's anticipated to cost approximately \$50,000.00.
 - 544
 - 545 2. Submit an application for additional ADA curb ramps. In 2020, Borough Management
546 submitted an application for Phase 3 of the 2019 Mifflinburg Curb Cuts Project in the
547 amount of \$125,000.00. Borough Management could resubmit this project.
 - 548
 - 549 3. Submit an application for both the Woodland Estates Sanitary Sewer Replacement Project
550 and for additional ADA curb ramps.
 - 551

552 Mrs. Metzger clarified that Borough Council direction is requested on which option they want to
553 proceed with submitting a CDBG application for. It was the consensus of Borough Council to proceed
554 with submitting a CDBG application for both the Woodland Estates Sanitary Sewer Replacement
555 Project and for additional ADA curb ramps.

556

557 Mrs. Metzger reported that Borough Council consideration is requested regarding submitting a grant
558 application under the GIANT Program. The application deadline for this grant is not until June 30, 2021
559 so there's still time to consider. Mrs. Metzger indicated that Mr. Rowe has obtained a proposal from a
560 fencing company for the fencing for the Mifflinburg Dog Park, which was a little over \$15,000.00.
561 Borough Management also obtained information from the Mifflinburg Area School District for
562 restoration of the tennis and basketball courts. It's estimated that the restoration work will cost roughly
563 \$17,000.00 - \$18,000.00 or more. Mrs. Metzger clarified that \$15,000.00 in the upper end of the grant;
564 however, she's sure the Borough could contribute to it for the difference.

565

566 Mr. Wagner and Ms. Lewis both agreed that they would sooner see the grant funds spent on the athletic
567 facilities rather than the Mifflinburg Dog Park.

568

569 Mayor Cooney announced that Mr. Luis Montesinos, with the Mifflinburg Dog Park Association, is
570 supposed to be present at the Tuesday, June 15, 2021 regular Borough Council meeting to provide them
571 with an update on the status of the Mifflinburg Dog Park and suggested that they could provide Mr.
572 Montesinos with grant information to submit a grant application themselves. Mrs. Metzger stated that
573 she also thought the Mifflinburg Dog Park Association could submit a grant application under the
574 GIANT Program themselves with the Borough's assistance.

575

576 Mrs. Metzger informed Borough Council that she has received the actuarial assumptions for the 2021
577 Actuarial Valuations for the Borough of Mifflinburg Police and Non-Uniformed Pension Plans from
578 Mockenhaupt Benefits Group (the Actuary for the Borough). A copy of the actuarial assumptions have
579 been distributed to Borough Council members via email prior to tonight's meeting. After a review of
580 the actuarial assumptions used for the 2019 Actuarial Valuation Report (AVR), Mockenhaupt Benefits
581 Group are recommending changes for the 2021 Actuarial Valuation for both the Borough of Mifflinburg
582 Police and Non-Uniformed Pension Plans. Borough Council action is required to either accept the
583 actuarial assumption change(s) as recommended by the Actuary for 2021 or pay the \$600.00 charge to
584 have an additional analysis prepared that shows the preliminary 2021 valuation results under the 2019
585 assumptions and the recommended assumptions and the impact on the estimated Minimum Municipal
586 Obligation. Mrs. Metzger clarified that in the past, Borough Council has always accepted the actuarial
587 assumption change(s) as recommended by the Actuary.

588

589 Motion by: Matthew C. Wagner

590 Second by: Richard J. Fry

591

592 **MOTION: To accept the actuarial assumption change(s) for the 2021 Actuarial Valuations for the**
593 **Borough of Mifflinburg Police and Non-Uniformed Pension Plans as recommended by the**
594 **Actuary, Mockenhaupt Benefits Group.**

595

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

597

598 No – None

599

600 Mrs. Metzger reported that Borough Council action is requested to appoint Mr. Jeffery C. Dorman to a
601 three (3) year term on the Mifflinburg Zoning Hearing Board as an Alternate.

602
603 Motion by: Linda L. Lewis
604 Second by: Ellie K. Kreisher

605
606 **MOTION: To appoint Mr. Jeffery C. Dorman to a three (3) year term on the Mifflinburg Zoning**
607 **Hearing Board as an Alternate.**

608
609 Approved via unanimous voice vote.

610
611
612 Mrs. Metzger provided Borough Council with an update on the status of the 2021 Season at Mifflinburg
613 Community Park/Pool. Mrs. Metzger reported that the Mifflinburg Community Swimming Pool is
614 scheduled to open on Saturday, May 29, 2021. There will be no private rentals allowed during the 2021
615 Season at the Mifflinburg Community Swimming Pool due to limited Staff.

616
617 Mrs. Metzger requested an executive session to discuss potential litigation and personnel matters.

618
619 Mrs. Metzger announced that Mr. Michael Fuller, Auditor with Wagner, Dreese, Elsasser (W.D.E.) &
620 Associates, PC, will be presenting the 2019 Annual Audit to the Finance Committee at the Tuesday,
621 June 1, 2021 Borough Work Session via Zoom.

622
623 Mrs. Metzger informed Borough Council that each year, the United States Environmental Protection
624 Agency (EPA) requires community water systems to deliver a Consumer Confidence Report (CCR),
625 also known as an Annual Drinking Water Quality Report, to their customers. These reports provide
626 customers information about their local drinking water quality. In the past, while the Borough's CCR
627 has always been available on their website, the Borough usually included a copy of the CCR in the
628 *Mifflinburg News & Views*. However, due to some changes this year in the formatting of the report and
629 some verbiage that had to be added for a violation, the report no longer fit on letter size paper and had to
630 be changed to legal size paper. The customer utility bills will have a statement on them to notify
631 customers that they can have access the CCR through the Borough's website with the link listed.

632
633 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for
634 April 2021 via email prior to tonight's meeting.

635
636 Mayor Cooney presented Borough Council with an update for Public Safety. Mayor Cooney informed
637 Borough Council that he participated in or will be participating in the following meetings:

- 638
- 639 • The Mifflinburg Area High School promenade that was held on Saturday, May 1, 2021 at
 - 640 6:00 PM at the high school. Mayor Cooney stated that there were no issues during this event.
 - 641 • Attended the Evangelical Regional Mobile Medical Services (ERMMS) Board meeting that
 - 642 was held on Wednesday, April 21, 2021.

643
644 Mayor Cooney publically recognized Bowman Excavating, Paving & Concrete, the contractor for the
645 2019 Mifflinburg Curb Cuts (Phase 2) Project. Mayor Cooney stated that Bowman Excavating, Paving
646 & Concrete did a fantastic job with ensuring public safety measures during the project. Everything was
647 fenced off, cones, barriers, every piece of rebar had a cap on it; they did a great job.

648
649 Chief Hackenburg presented Borough Council with some Monthly Highlights for the Mifflinburg Police
650 Department for April 2021.

651
652 Chief Hackenburg requested an executive session to discuss personnel matters.

653
654 Mayor Cooney informed Borough Council that he participated in or will be participating in the
655 following meetings or events:

- 656
- 657 • The ribbon cutting and grand opening for Ms. Selina Heddings's new business, Buffalo
 - 658 Valley Trading Post and Boutique located at 407 Chestnut Street, which is scheduled for
 - 659 Saturday, June 19, 2021.
 - 660 • The Annual Memorial Day Festival that is scheduled for Monday, May 31, 2021.
 - 661 • The Annual Arbor Day celebration that was held on Friday, April 30, 2021 at 10:00 AM at
 - 662 the Mifflinburg Community Park. Mayor Cooney stated that he issued a proclamation
 - 663 during the celebration. This year, members of the Good Time 4H Club helped with
 - 664 cleaning up and mulching the Mifflinburg Community Park.

665 Mrs. Hackenberg announced that it's time for the Borough Non-Uniformed Contract negotiations to
666 begin. Mrs. Kreisher has graciously volunteered to meet with her and Mrs. Metzger. Mrs. Hackenberg
667 clarified that she will provide Borough Council with updates on the negotiations as they proceed.
668

669
670 Motion by: Richard J. Fry
671 Second by: Linda L. Lewis

672
673 **MOTION: To enter into executive session at 8:00 PM.**

674
675 Approved via unanimous voice vote.
676

677
678 Motion by: Richard J. Fry
679 Second by: Matthew C. Wagner

680
681 **MOTION: To reconvene the meeting at 9:37 PM.**

682
683 Approved via unanimous voice vote.
684

685
686 Motion by: Linda L. Lewis
687 Second by: Ellie K. Kreisher

688
689 **MOTION: To promote Mr. Carl Kratzer and Mr. Chris Klinger to Lineman First Class with a**
690 **\$1.50/hr. raise.**

691
692 Yes – Mr. Fry, Mrs. Kreisher, Ms. Lewis, Mr. Wagner, Mrs. Hackenberg

693
694 No – None
695

696
697 Motion by: Richard J. Fry
698 Second by: Matthew C. Wagner

699
700 **MOTION: To adjourn the Mifflinburg Borough Council meeting.**

701
702 Approved via unanimous voice vote.
703

704
705 Meeting adjourned at 9:38 PM.
706

707 Respectfully Submitted,
708

709
710 Misty L. Ross
711 Assistant Borough Secretary