

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL

2 April 19, 2022

3  
4 PRESENT ABSENT

5	Richard J. Fry, Council President	X
6	Matthew C. Wagner, Vice President	X
7	Jarred R.W. Fry, Council Member	X
8	Beverly L. Hackenberg, Council Member	X
9	Ellie K. Kreisher, Council Member	X
10	Bradley M. Sauers, Council Member	X
11	David M. Cooney, Mayor	X
12	Jeffrey L. Hackenburg, Chief of Police	X
13	Thomas A. Burkhart, 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 meeting of Mifflinburg Borough Council was called to order at 6:30 PM.

19  
20 Visitors present at this meeting were Jim Emery, Karen Musser, and Michael Smith.

21  
22  
23 Motion by: Matthew C. Wagner

24 Second by: Bradley M. Sauers

25  
26 **MOTION: To approve the minutes of the Tuesday, March 15, 2022 regular meeting of Mifflinburg**  
27 **Borough Council.**

28  
29 Approved via unanimous voice vote.

30  
31  
32 Motion by: Jarred R.W. Fry

33 Second by: Ellie K. Kreisher

34  
35 **MOTION: To approve payment of Bill List # 2022-04 in the amount of \$990,903.18.**

36  
37 Yes – Mr. J. Fry, Mrs. Hackenberg, Mrs. Kreisher, Mr. Sauers, Mr. Wagner, Mr. R. Fry

38  
39 No – None

40  
41  
42 Mr. Michael Smith, a resident of 278 Market Street, informed Borough Council that he is conducting a  
43 Mifflinburg Borough Cleanup Day on Saturday, April 23, 2022 and he was hoping to dispose of private  
44 property yard waste from the cleanup to the Borough’s Annual Spring Drop-Off site. The times  
45 permitted for the disposal of items at the Annual Spring Drop-Off site on Saturday is 8:00 AM until  
46 Noon (12:00 PM). Mr. Smith stated that he doesn’t know if he’ll be able to make it to the Annual  
47 Spring Drop-Off site by the posted closing time and inquired about the possibility of the gate remaining  
48 unlocked after the event, for him to dispose of the private property yard waste from the cleanup, and then  
49 he could lock the gate after he’s finished.

50  
51 Mrs. Metzger and Mr. Rowe were both in agreement that they didn’t think it was a good idea to leave the  
52 gate unlocked after the Annual Spring Drop-Off event, due to the sheer volume of vehicles that use this  
53 event. During days when the lines to enter the site are long, Borough Staff has to turn vehicles away at  
54 closing time.

55  
56 Mrs. Hackenberg inquired about Mr. Miller utilizing the dumpsters at the Mifflinburg Community Park  
57 to dispose of private property yard waste from the Mifflinburg Borough Cleanup Day. It was decided  
58 that Mr. Miller would utilize the dumpsters at the Mifflinburg Community Park to dispose of private  
59 property yard waste from the Mifflinburg Borough Cleanup Day.

60  
61  
62  
63  
64  
65

66 Motion by: Matthew C. Wagner  
67 Second by: Beverly L. Hackenberg

68  
69 **MOTION: To approve the Mifflinburg Borough Zoning Report for March 2022 and authorize**  
70 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$2,801.16.**

71  
72 Yes – Mrs. Hackenberg, Mrs. Kreisher, Mr. Sauers, Mr. Wagner, Mr. J. Fry, Mr. R. Fry

73  
74 No – None

75  
76  
77 Mr. Burkhardt announced that Borough Council action is requested to adopt Resolution No. 2022-16;  
78 Establishing and adopting a policy for the distribution of connection permits under state, federal or  
79 regulatory limitations. A copy of the resolution has been included in the information tonight for  
80 Borough Council review. The resolution amends the previous EDU allocation resolution to add  
81 Subsection e, under Section VII of Paragraph B, which reads that Borough Council may consider one (1)  
82 additional ninety (90) day extension request on a case by case basis based on the conditions presented by  
83 the applicant, or if there is a PA Declaration of Emergency in place at the time of the request.

84  
85 Motion by: Matthew C. Wagner  
86 Second by: Bradley M. Sauers

87  
88 **MOTION: To adopt Resolution 2022-16; Establishing and adopting a policy for the distribution of**  
89 **connection permits under state, federal or regulatory limitations.**

90  
91 Approved via unanimous voice vote.

92  
93  
94 Mr. Burkhardt announced that Borough Council action is requested to adopt Resolution 2022-17; A  
95 resolution establishing fees for the Borough's Residential Rental Unit Licensing Ordinance. This  
96 resolution amends the established fees under the Borough's Residential Rental Unit Licensing Ordinance  
97 as submitted by the Central Keystone Council of Governments (CK-COG). The changes being proposed  
98 are as follows:

- 99
- 100 1. The fee for a Rental Unit License shall increase from \$25.00 for one residential rental unit  
101 and \$10.00 for each additional residential rental on the same premises to \$35.00 per  
102 dwelling or rooming unit.
  - 103 2. The "No-Show" fee charged to the Property Owner who fail to be present for the inspection  
104 shall increase from \$15.00 to \$50.00.
  - 105 3. Failure to pay any fee due within Ninety (90) days of billing date will result in a late fee of  
106 \$50.00 per License charged to the Property Owner has been added to the established fees.
- 107  
108  
109

110 A copy of the resolution has been included in the information tonight's for Borough Council review.  
111 Borough Council action is requested on this resolution.

112  
113 Motion by: Bradley M. Sauers  
114 Second by: Ellie K. Kreisher

115  
116 **MOTION: To adopt Resolution 2022-17; Establishing fees for the Borough's Residential Rental**  
117 **Unit Licensing Ordinance.**

118  
119 Approved via unanimous voice vote.

120  
121  
122 Mrs. Metzger announced that Borough Council action is requested to adopt Resolution 2022-18;  
123 Amending the Rules and Regulations for the Public Use of the Mifflinburg Recreation Area. A copy of  
124 the resolution has been forwarded to Borough Council via email prior to tonight's meeting for their  
125 review.

126  
127  
128

129 Mr. Burkhart informed Borough Council that he has reviewed the revised Rules and Regulations for the  
130 Public Use of the Mifflinburg Recreation Area as recommended by Mr. Wagner. The changes/additions  
131 are provided in italics and underlined.  
132

133 **Rules and Regulations for the Public Use of the Mifflinburg Recreation Area**  
134

135 Section 1. Mifflinburg Recreation Area. The Borough does hereby approve the following rules  
136 and regulations for the control and use of the Mifflinburg Recreation Area in the Borough of  
137 Mifflinburg, which are to include, but not be limited to, the Mifflinburg Area Recreational Park  
138 located at North Fifth Street, and the Harry F. Haney Park located at North Eighth Street, in the  
139 Borough of Mifflinburg.  
140

- 141 1. The hours during which the recreation area shall be open daily are: 6:00 a.m. to 9:00 p.m.,  
142 except during special events which have been approved by the Borough Council.  
143
- 144 2. The dates during which the recreation area shall be used by the general public shall be April  
145 15th through October 15th of each calendar year. The Borough Council may grant  
146 approval for special events to be held in the park which are hosted by non-profit  
147 organizations before May 15th and after September 15th, and on any date between May  
148 15th and September 15th, when the pavilions have not been reserved.  
149
- 150 3. The use of the picnic pavilions at the North Fifth Street Park may be by reservation as  
151 established by the Borough Office. Reservations are accepted for the period of May 15th  
152 through September 15th of each year beginning on January 2nd of the same year.  
153 Reservations are recorded on a first come first served basis. Reservation fees to be set by  
154 resolution of Borough Council. The Borough Council may grant permission for pavilion  
155 use during special events hosted by non-profit organizations and approved by council  
156 before May 15th and after September 15th, and on any date between May 15th and  
157 September 15th, when the pavilions have not been reserved.  
158
- 159 4. The speed limit for all motor vehicles on the driveway into the park/recreation area shall be  
160 5 m.p.h. No motor vehicles shall be permitted within the park area except the established  
161 parking areas and driveway. No overnight parking permitted. Exceptions to vehicle  
162 parking during special events hosted by non-profit organizations may be granted by the  
163 Borough Council.  
164
- 165 5. No person shall indulge in any threatening, abusive, insulting, indecent or profane language  
166 or act.  
167
- 168 6. It shall be unlawful for any person to commit any violation of any Pennsylvania State  
169 Criminal Law Statutes (i.e., criminal mischief, riotous assemblage, fights, boisterousness,  
170 drunkenness, public indecencies, etc.).  
171
- 172 7. It shall be the responsibility of all persons using the park/recreation area to deposit all trash  
173 or refuse in the containers provided within the said park.  
174
- 175 8. No explosives, explosive devices, or fireworks shall be permitted within the park area. The  
176 Borough Council may grant permission for fireworks displays during special events hosted  
177 by non-profit organizations and approved by council at any time throughout the year.  
178
- 179 9. Usage of the park or recreation area during any time other than the time limits established  
180 by Subsections 1 and 2 of these rules shall be approved by the Mifflinburg Borough  
181 Council.  
182
- 183 10. It shall be unlawful for any person to possess any weapon or knife within the park area.  
184
- 185 11. It shall be unlawful to use any tobacco product within the park area.  
186
- 187 12. No horses, dogs, or other animals shall be permitted within the park or recreation area,  
188 unless a special occasion shall be approved by the Mifflinburg Borough Council.  
189 Individuals with service animals are exempted from this rule.  
190  
191  
192

- 193 13. The possession or consumption of alcoholic beverages and/or any illegal drugs at all  
194 Mifflinburg Borough parks and recreation areas, including, but not limited to the North  
195 Fifth Street Recreation Area and the Harry F. Haney Memorial Park is hereby prohibited,  
196 and shall be enforced by the Mifflinburg Borough Police. The Borough Council may grant  
197 permission for the sale and consumption of alcohol during special events hosted by non-  
198 profit organizations and approved by Council. The organization or entity selling alcohol  
199 must provide the following: proof of application and approval of a PLCB special occasion  
200 permit application, as required by State Law; proof of appropriate licenses and certificates  
201 for servers, as required by State Law; and, provide a certificate of general liability  
202 insurance, as more fully set forth in Section 2 herein. Events where alcohol will be sold or  
203 consumed may not be scheduled between Memorial Day and Labor Day.  
204
- 205 14. No golfing shall be permitted in any area other than the specified area on of the North Fifth  
206 Street Park.  
207
- 208 15. The Mifflinburg Borough Police Department and the Park Directors shall have the authority  
209 to temporarily remove any person or persons from the park or recreation area for violation  
210 of any of the above rules and regulations for up to 5 days. Permanent removal (longer than  
211 5 days) shall be made at the discretion of the Mayor of Mifflinburg Borough.  
212

213 Section 2. Insurance Requirements. Before final approval of a special event by a non-profit  
214 organization is granted, the organization or entity may be required to provide a current  
215 certificate of general liability insurance including bodily injury, and property damage in the  
216 amount of \$1,000,000 per occurrence and aggregate of \$2,000,000, naming the Borough of  
217 Mifflinburg, 120 N. 3rd Street, Mifflinburg, PA 17844, as an additional insured. The  
218 insurance provided shall save, defend, keep harmless and indemnify the Borough of  
219 Mifflinburg and its appointed and elected officials, officers, servants, agents and employees  
220 from and against any and all costs and liability, including all attorneys' fees, however, caused,  
221 resulting from or arising out of or in any way connected with the organization or entity's  
222 activities or use of the parks and recreation areas and Borough property. The Borough of  
223 Mifflinburg reserves the right to request a copy of the entire insurance policy and to demand  
224 additional insurance as warranted by the special event.  
225

226 Section 3. Hold Harmless/Indemnify Agreement. To the fullest extent permitted by law, the  
227 organization or entity hosting a special event shall indemnify and hold harmless the Borough  
228 of Mifflinburg, its agents and employees from and against all claims, damages, losses and  
229 expenses including but not limited to attorney's fees, arising out of or resulting from the event,  
230 regardless of whether such claim, damage, loss or expense is caused, in whole or in part, by  
231 the indemnified hereunder, unless any such claim, damage, loss or expense is caused by the  
232 gross negligence or willful misconduct of the Borough, or anyone directly or indirectly  
233 employed by the Borough, or anyone for whose acts the Borough is liable. Such obligation  
234 shall not be construed to negate or abridge, or otherwise reduce any other right or obligation  
235 of indemnity, which would otherwise exist as to any party or person, described in this  
236 paragraph.  
237

238 Section 4. Penalty for Violation. Any person ~~or persons~~ violating any of the foregoing rules  
239 and regulations shall pay a fine of not less than \$50 nor more than \$300, and costs of  
240 prosecution, and, in default of the payment thereof, shall undergo imprisonment for not more  
241 than 30 days.  
242

243 Section 5. Amendments. The Borough of Mifflinburg reserves the right to alter and amend  
244 these rules and regulations in the manner provided by law.  
245

246 Borough Council action is requested to adopt Resolution 2022-18; Amending the Rules and Regulations  
247 for the Public Use of the Mifflinburg Recreation Area.  
248

249 Motion by: Beverly L. Hackenberg

250 Second by: Ellie K. Kreisher  
251

252 **MOTION: To adopt Resolution 2022-18; Amending the Rules and Regulations for the Public Use**  
253 **of the Mifflinburg Recreation Area in the Borough of Mifflinburg.**  
254

255 Approved via unanimous voice vote.  
256  
257

258 Mrs. Hackenberg stated that after the first big event is held at the Mifflinburg Community Park, she  
259 thinks Borough Council needs to look at how much electric is being used and depending on the usage,  
260 they may want to consider charging the organization for the electric since they charge the Mifflinburg  
261 Christkindl Market for electric.

262  
263 Mrs. Metzger announced that Borough Council action is requested to adopt Resolution 2022-19;  
264 Amending the updated Mifflinburg Borough Police Department Policy and Procedure Manual for Article  
265 III, Section 302, Position Descriptions and Responsibilities-Sergeant, and Article X, Section 1003, Chain  
266 of Command. A copy of the resolution has been included in the information tonight for Borough  
267 Council review. This resolution has not been included on tonight's Council Agenda. In accordance with  
268 the new requirements imposed on Pennsylvania municipalities for holding governmental meetings, a  
269 political subdivision may take official action on a matter if a majority of the governing body formally  
270 approves the amendment of the agenda to include the additional matter. Borough Council action is  
271 requested to amend tonight's Council Agenda to include consideration of approval of this resolution.

272  
273 Motion by: Jarred R.W. Fry  
274 Second by: Matthew C. Wagner  
275

276 **MOTION: To approve the amendment of the Tuesday, April 19, 2022 Borough Council Agenda to**  
277 **include consideration of approval of Resolution 2022-19; Amending the updated Mifflinburg**  
278 **Borough Police Department Policy and Procedure Manual for Article III, Section 302, Position**  
279 **Descriptions and Responsibilities-Sergeant, and Article X, Section 1003, Chain of Command.**

280  
281 Chief Hackenburg detailed the amendments being made to Article III, Section 302, Position Descriptions  
282 and Responsibilities-Sergeant, and Article X, Section 1003, Chain of Command.

283  
284 Approved via unanimous voice vote.

285  
286  
287 Motion by: Jarred R.W. Fry  
288 Second by: Matthew C. Wagner  
289

290 **MOTION: To adopt Resolution 2022-19; Amending the updated Mifflinburg Borough Police**  
291 **Department Policy and Procedure Manual for Article III, Section 302, Position Descriptions and**  
292 **Responsibilities-Sergeant, and Article X, Section 1003, Chain of Command.**

293  
294 Approved via unanimous voice vote.

295  
296  
297 Mrs. Metzger informed Borough Council that Ms. Heidi Criswell, Executive Director Mifflinburg  
298 Heritage & Revitalization Association, Inc., (MHRA), has submitted a request to utilize the Mifflinburg  
299 Community Park on Friday, July 15 and Saturday, July 16, 2022 to conduct the Annual Blueberries &  
300 Bluegrass Festival. Usually, this festival would be held on Friday, July 15<sup>th</sup>; however, this year MHRA  
301 would like to hold the festival on Saturday, July 16<sup>th</sup>, with July 15<sup>th</sup> (in the evening) being retained for  
302 set-up in preparation for this festival. Mrs. Metzger clarified that there would be no alcohol involved  
303 with this event. This event will be slightly larger than the normal Blueberries & Bluegrass Festival and  
304 it will be held during the day, with a few different non-profit organizations participating in the festival.  
305 MHRA has already completed and submitted the required pavilion reservation forms and a copy of the  
306 completed forms has been included in the information tonight. Borough Council action is requested to  
307 approve this request contingent upon submission of the security deposit in the amount of \$250.00, as  
308 well as a certificate of insurance.

309  
310 Motion by: Ellie K. Kreisher  
311 Second by: Bradley M. Sauers  
312

313 **MOTION: To approved the Mifflinburg Heritage & Revitalization Association, Inc. (MHRA)'s**  
314 **request to utilize the Mifflinburg Community Park on Friday, July 15 and Saturday, July 16, 2022**  
315 **to conduct the Annual Blueberries & Bluegrass Festival, contingent upon submission of the**  
316 **security deposit in the amount of \$250.00, and a certificate of insurance.**

317  
318 Approved via unanimous voice vote.

319  
320  
321

322 Mrs. Metzger informed Borough Council that the Buffalo Valley Lutheran Parish, located at 404 Market  
323 Street, has submitted a request to utilize the Mifflinburg Community Park on Sunday, July 17, 2022 and  
324 Sunday, September 11, 2022 to conduct their church service and a picnic. The Buffalo Valley Lutheran  
325 Parish has already completed and submitted the required pavilion reservation forms and paid the \$250.00  
326 security deposit, as well as submitted the required certificate of insurance for both of these requests. A  
327 copy of the completed reservation forms has been included in the information tonight. Borough Council  
328 action is requested to approve these request.

329

330 Motion by: Matthew C. Wagner

331 Second by: Bradley M. Sauers

332

333 **MOTION: To approve the Buffalo Valley Lutheran Parish's request to utilize the Mifflinburg**  
334 **Community Park on Sunday, July 17, 2022 and Sunday, September 11, 2022 to conduct their**  
335 **church service and a picnic.**

336

337 Approved via unanimous voice vote.

338

339

340 Mrs. Metzger informed Borough Council that she received a request from the Perinatal Loss Team of the  
341 Family Place of Evangelical Community Hospital, which reads as follows:

342

343 The Perinatal Loss Team of the Family Place of Evangelical Community Hospital requests the  
344 use of the pavilion and gazebo at the Mifflinburg Community Park to host the 2022 Walk for  
345 Remembrance and Hope, to honor precious babies who have been lost.

346

347 Date of event: September 24, 2022

348

349 The Perinatal Loss Team

350 The Family Place of Evangelical Community Hospital

351

352 A copy of the request has been included in the information tonight. The Evangelical Perinatal Loss  
353 Team has already completed and submitted the required pavilion reservation forms. Borough Council  
354 action is requested to approve this event, contingent upon submission of the security deposit in the  
355 amount of \$250.00, as well as a certificate of insurance.

356

357 Motion by: Ellie K. Kreisher

358 Second by: Beverly L. Hackenberg

359

360 **MOTION: To approve the Perinatal Loss Team of the Evangelical Community Hospital's request**  
361 **to utilize the Mifflinburg Community Park on Saturday, September 24, 2022 to host Evangelical's**  
362 **2022 Walk for Remembrance and Hope, contingent upon submission of the security deposit in the**  
363 **amount of \$250.00, as well as a certificate of insurance.**

364

365 Approved via unanimous voice vote.

366

367

368 Mrs. Metzger reminded Borough Council that they took action at the Tuesday, December 21, 2021  
369 regular Borough Council meeting to grant Berks Homes a ninety (90) day extension to utilize the three  
370 (3) Sewer EDUs that were issued June 28, 2021 for Lot #8 - 10 Oak Avenue, Lot #9 - 16 Oak Avenue,  
371 and Lot #10 - 18 Oak Avenue; and to return one hundred percent (100%) of the tapping fee paid by  
372 Berks Homes for the three (3) Sewer EDUs that were issued on June 28, 2021 for Lot #99 - 1 Oak  
373 Avenue, Lot #16 - 25 Oak Avenue, and Lot #17- 23 Oak Avenue. The other six (6) EDUs that were  
374 issued to Berks Homes were already put into use. Mrs. Metzger reported that she has received an email  
375 from Ms. Pam Hertz, Office Manager at Berks Homes, which reads as follows:

376

377 Please let this email be a formal request for an extension to the three (3) EDU's we purchased  
378 for:

379

10 Oak Avenue

380

16 Oak Avenue

381

18 Oak Avenue

382

383 Due to the current market conditions materials have been hard to come by and slow to be  
384 received creating a much longer than expected build time. We are trying to get the six we have  
385 built to the finish line, complete with landscaping as we need to sell those before we can start  
386 additional homes.

387 We are having a Grand Opening Event this Saturday, April 2nd and except that sales will be  
388 generated this weekend during the event. Our hope is to start the three homes above no later  
389 than May/June 2022.

390  
391 Thank you for your consideration of this request.

392  
393 Pam Hertz  
394 Office Manager, Central Region  
395

396 A copy of the email has been included in the information tonight. Borough Council action is requested  
397 to approve this request.

398  
399 Motion by: Bradley M. Sauers  
400 Second by: Matthew C. Wagner

401  
402 **MOTION: To grant Berks Homes an additional ninety (90) day extension to utilize the three (3)**  
403 **Sewer EDUs that were issued June 28, 2021 for 10 Oak Avenue, 16 Oak Avenue, and 18 Oak**  
404 **Avenue.**

405  
406 Approved via unanimous voice vote.

407  
408  
409 Mrs. Metzger reported that the Borough has advertised for a Part-Time Seasonal Groundskeeper and  
410 interviewed the candidates for this position. Since the Borough is down three (3) Maintenance  
411 Employees, Borough Management is recommending that two (2) Part-Time Seasonal Groundskeepers be  
412 hired. Borough Council action is requested to offer employment to Mr. Eric J. Fahrman, Sr. and Mr.  
413 Michael Reilly at the starting wage of \$14.00/hr. as a Part-Time Seasonal Groundskeeper, contingent  
414 upon successful completion of the required pre-employment testing and criminal and child abuse  
415 clearances.

416  
417 Motion by: Matthew C. Wagner  
418 Second by: Bradley M. Sauers

419  
420 **MOTION: To offer employment to Mr. Eric J. Fahrman, Sr. and Mr. Michael Reilly at the starting**  
421 **wage of \$14.00/hr. as a Part-Time Seasonal Groundskeeper, contingent upon successful**  
422 **completion of the required pre-employment testing and criminal and child abuse clearances.**

423  
424 Approved via unanimous voice vote

425  
426  
427 Mrs. Metzger informed Borough Council that Borough Management has prepared the Athletic Use  
428 Agreement between the Borough of Mifflinburg and the Mifflinburg Swim Team. The proposed fees for  
429 2022 will increase to a cost of \$45.00 per team member. Borough Council action is requested to  
430 approve these agreements.

431  
432 Motion by: Ellie K. Kreisher  
433 Second by: Matthew C. Wagner

434  
435 **MOTION: To approve the Athletic Use Agreement between the Borough of Mifflinburg and the**  
436 **Mifflinburg Swim Team.**

437  
438 Approved via unanimous voice vote.

439  
440  
441 Mrs. Metzger reported that Borough Council action is requested to hire the following six (6) additional  
442 employees for the 2022 Season at the Mifflinburg Community Park/Pool:

443  
444 Assistant Director: Mason Bollinger  
445  
446 Riley Griffith            Eli Brouse                    Avery DeWire  
447 Kambria Kline            Esmerelda Valle Torres        Eli Erickson

448  
449 Borough Council action is requested to hire these individuals as recommended.

450  
451

452 Motion by: Ellie K. Kreisher  
453 Second by: Matthew C. Wagner

454  
455 **MOTION: To authorize a contingent offer of employment to Mr. Mason Bollinger as Assistant**  
456 **Park Director for the 2022 season at the Mifflinburg Community Park/Pool; and to hire the**  
457 **additional employees for the 2022 Season at the Mifflinburg Community Park/Pool as listed and**  
458 **recommended by the Borough Manager.**

459  
460 Yes – Mrs. Kreisher, Mr. Sauers, Mr. Wagner, Mr. J. Fry, Mrs. Hackenberg, Mr. R. Fry

461  
462 No – None

463  
464  
465 Mrs. Metzger reported that Borough Council action is requested to approve the Mutual Assistance  
466 Agreement between the Borough of Mifflinburg and Citizens’ Electric Company of Lewisburg, PA for  
467 distribution and transmission emergencies pursuant to guideline of the Edison Electric Institute.

468  
469 Motion by: Beverly L. Hackenberg  
470 Second by: Matthew C. Wagner

471  
472 **MOTION: To approve the Mutual Assistance Agreement between the Borough of Mifflinburg and**  
473 **Citizens’ Electric Company of Lewisburg, PA for distribution and transmission emergencies**  
474 **pursuant to guideline of the Edison Electric Institute.**

475  
476 Approved via unanimous voice vote.

477  
478  
479 Mrs. Metzger reported that Borough Council action is requested to approve the Borough of Mifflinburg  
480 AMP Member Mutual Aid Agreement between the Borough of Mifflinburg, American Municipal  
481 Power, Inc. (AMP), and other participating members of AMP.

482  
483 Motion by: Beverly L. Hackenberg  
484 Second by: Matthew C. Wagner

485  
486 **MOTION: To approve the Borough of Mifflinburg AMP Member Mutual Aid Agreement between**  
487 **the Borough of Mifflinburg, American Municipal Power, Inc. (AMP), and other participating**  
488 **members of AMP.**

489  
490 Approved via unanimous voice vote.

491  
492  
493 Mrs. Kreisher informed Borough Council that she and Mr. Wagner have reviewed the admission rates  
494 for the Mifflinburg Community Pool passes for the 2022 season and is recommending the admission  
495 rates be increased. The following admission rates are being proposed for the 2022 season:

496

497	Daily admission	
498	• Ages 6-59	\$ 5.00
499	• 60+	\$ 3.00
500	Single - Student	\$100.00
501	Single - Adults	\$125.00
502	Family (5 people)	\$250.00
503	• Extra family members	\$ 20.00
504	Student weekly pass	\$ 30.00
505	(7 Consecutive days)	
506	Lap Swimming	\$ 5.00/person

507  
508 **\*\*Pool Hours: 1:00-8:00 PM**  
509 **\*\*Senior Citizen Discount: 20% Off Single Adult Rate (\$100.00) Age 60+**  
510 **\*\*Family Membership** are for immediate family ONLY. (A family membership is recognized  
511 those individual living in the same household; however, it does not include grandparents, aunts,  
512 uncles, grandchildren, and children older than 18 years of age (except college students ID).

513  
514 The proposed admission rates would eliminate the Resident and Non-Resident rates to make it a flat rate.  
515 In addition, the ‘½ price after 5:00 PM discount’ for daily admissions would be eliminated, as well as the  
516 ‘10% discount if purchased prior to the pool opening date’ for seasonal passes.



517 Mrs. Kreisher clarified that it's still uncertain as to whether or not there will be Swim Lessons held at the  
518 Mifflinburg Community Pool during the 2022 season due to the staffing issues.

519  
520 A lengthy discussion was held regarding the proposed admission rates, pool hours, and the staffing  
521 issues at the Mifflinburg Community Pool for the 2022 season. Mrs. Metzger informed Borough  
522 Council that they increased the pay wages for the Mifflinburg Park/Pool Employees, so they need to  
523 increase the admissions rates to cover the increased costs for staffing.

524  
525 Mayor Cooney suggested that no seasonal passes be offered for the 2022 season at the Mifflinburg  
526 Community Pool due to the uncertainty with the pool hours and the staffing issues.

527  
528 Mr. Wagner stated that the Borough has made the community aware of the issues with regard to staffing  
529 and the concern of being able to afford the increased costs for staffing. Additionally, the community is  
530 aware that the Borough had to find the revenue somewhere to cover the cost of higher pay wages. Mr.  
531 Wagner reiterated that he thinks the Borough is justified if someone were to complain about the  
532 proposed admission rates for the 2022 Season. Mr. J. Fry agreed with Mr. Wagner, clarifying that in  
533 order to even open the pool the Borough had to offer higher pay wages.

534  
535 Mrs. Hackenberg expressed that she doesn't like that the proposed admission rates eliminate the  
536 different rates for Resident and Non-Resident and make it a flat rate. Mrs. Kreisher explained that she  
537 and Mr. Wagner discussed this and the goal is to show inclusivity of Borough and surrounding  
538 Townships. This might encourage financial support in the future from other municipalities.

539  
540 Motion by: Matthew C. Wagner

541 Second by: Ellie K. Kreisher

542  
543 **MOTION: To set the admission rates for the Mifflinburg Community Pool passes for the 2022**  
544 **season as recommended.**

545  
546 Mrs. Hackenberg inquired about daily lap swim admissions. Mrs. Kreisher clarified that daily lap swim  
547 admissions would increase from \$2.00 to \$5.00/person. A lengthy discussion was held; it was decided  
548 that the daily lap swim admissions would increase from \$2.00 to \$3.00/person

549  
550 Yes – Mr. Sauers, Mr. Wagner, Mr. J. Fry, Mrs. Hackenberg, Mrs. Kreisher, Mr. R. Fry

551  
552 No – None

553  
554  
555 Mr. Rowe provided Borough Council with an update on the status of the Walnut Street Reconstruction  
556 Project. Mr. Rowe reported that Livic Civil has solicited bids for the Walnut Street Reconstruction  
557 Project. The bid opening was held on Tuesday, April 19, 2022 at 2:00 PM. There were four (4) bids  
558 received and are as follows:

559

560	Dave Gutelius Excavating, Inc.	\$420,596.00
561	Fairchild Base Brothers Inc.	\$486,595.62
562	Mid-State Paving, LLC	\$519,697.20
563	Glenn O. Hawbaker, Inc.	\$651,410.50

564

565 A copy of the bid tabulation has been included in the information tonight. After reviewing the required  
566 documents and unit prices submitted by each contractor, the low bid for this project was submitted by  
567 Dave Gutelius Excavating, Inc. for a total base bid amount of \$420,596.00. Based on the bid values and  
568 supporting information provided by the contractor, Livic Civil is recommending that Borough Council  
569 proceed with award to Dave Gutelius Excavating, Inc.

570  
571 Mr. Rowe pointed out that \$320,250.00 has been included in the 2022 Budget for the Walnut Street  
572 Reconstruction Project, a difference of \$100,346.00. Mr. Rowe and Mrs. Metzger detailed several  
573 options that were available on where the remaining funds could be transferred from in order to proceed  
574 with this project. A lengthy discussion was held; Mr. Rowe clarified that the bids are valid for sixty (60)  
575 days.

576  
577  
578  
579  
580  
581

582 Motion by: Beverly L. Hackenberg  
583 Second by: Matthew C. Wagner

584

585 **MOTION: To award the bids for the Walnut Street Reconstruction Project to Dave Gutelius**  
586 **Excavating, Inc. for a total base bid amount of \$420,596.00 as recommended by Livic Civil.**

587

588 Yes – Mr. Wagner, Mr. J. Fry, Mrs. Hackenberg, Mrs. Kreisher, Mr. Sauers, Mr. R. Fry

589

590 No – None

591

592

593 Mrs. Metzger informed Borough Council that consideration is requested to approve the Consent to  
594 Assignment Agreements between the Borough of Mifflinburg and Silvertip, Inc. Mr. Burkhart explained  
595 that Silvertip, Inc. was the contractor awarded the HVAC Contract and the Plumbing Contract for the  
596 Borough Equipment Center and the Mifflinburg Hose Company Building Renovations. It's Mr.  
597 Burkhart's understanding that Silvertip, Inc. intends to reorganize and recapitalize its business by  
598 transferring all of its assets, including its right under the Agreement, to Silvertip Acquisition, LLC, a  
599 Delaware limited liability company, with the current management team to remain in place. Pursuant to  
600 Section 13.2.1 of General Conditions of the Agreement, Silvertip, Inc. is not permitted to assign the  
601 Agreement to the Silvertip Acquisition, LLC without the prior written consent of the Borough. Silvertip,  
602 Inc. has requested the Borough's consent to assign the Agreement to Silvertip Acquisition, LLC in  
603 connection with the aforesaid reorganization and recapitalization.

604

605 Motion by: Matthew C. Wagner

606 Second by: Ellie K. Kreisher

607

608 **MOTION: To approve the Consent to Assignment Agreements between the Borough of**  
609 **Mifflinburg and Silvertip, Inc. for the HVAC Contract and the Plumbing Contract for the**  
610 **Borough Equipment Center and the Mifflinburg Hose Company Building Renovations.**

611

612 Yes – Mr. Wagner, Mr. J. Fry, Mrs. Hackenberg, Mrs. Kreisher, Mr. Sauers, Mr. R. Fry

613

614 No – None

615

616

617 Mr. Rowe provided Borough Council with an update on the status of the Borough Equipment Center  
618 located at 6 Industrial Parkway and the Mifflinburg Hose Company Building located at 325 Chestnut  
619 Street Renovation. Mr. Rowe reported that Silvertip Inc. has submitted Payment Application No. 3 in  
620 the amount of \$11,789.70 for the Plumbing Contract for the Borough Equipment Center and the  
621 Mifflinburg Hose Company Building Renovations. A copy of the payment application has been  
622 included in the information tonight. Mr. Rowe and Anthony H. Visco Jr. Architects have reviewed the  
623 payment application and recommend that Borough Council take action to approve this payment  
624 application.

625

626 Motion by: Matthew C. Wagner

627 Second by: Bradley M. Sauers

628

629 **MOTION: To approve Payment Application No. 3 to Silvertip Inc. for the Plumbing Contract for**  
630 **the Borough Equipment Center and the Mifflinburg Hose Company Building Renovations in the**  
631 **amount of \$11,789.70.**

632

633 Yes – Mr. Wagner, Mr. J. Fry, Mrs. Hackenberg, Mrs. Kreisher, Mr. Sauers, Mr. R. Fry

634

635 No – None

636

637

638 Mr. Rowe reported that Silvertip Inc. has also submitted Payment Application No. 3 in the amount of  
639 \$17,584.18 for the HVAC Contract for the Borough Equipment Center and the Mifflinburg Hose  
640 Company Building Renovations. A copy of the payment application has been included in the  
641 information tonight. Mr. Rowe and Anthony H. Visco Jr. Architects have reviewed the payment  
642 application and recommend that Borough Council take action to approve this payment application.

643

644

645

646

647 Motion by: Matthew C. Wagner  
648 Second by: Bradley M. Sauers

649

650 **MOTION: To approve Payment Application No. 3 to Silvertip Inc. for the HVAC Contract for the**  
651 **Borough Equipment Center and the Mifflinburg Hose Company Building Renovations in the**  
652 **amount of \$17,584.18.**

653

654 Yes – Mr. J. Fry, Mrs. Hackenberg, Mrs. Kreisher, Mr. Sauers, Mr. Wagner, Mr. R. Fry

655

656 No – None

657

658

659 Mr. Rowe reported that KC Larson Inc. has submitted Payment Application No. 3 in the amount of  
660 \$9,315.00 for the Electrical Contract for the Borough Equipment Center and the Mifflinburg Hose  
661 Company Building Renovations. A copy of the payment application has been included in the  
662 information tonight. Mr. Rowe and Anthony H. Visco Jr. Architects have reviewed the payment  
663 application and recommend that Borough Council take action to approve this payment application.

664

665 Motion by: Bradley M. Sauers

666 Second by: Ellie K. Kreisher

667

668 **MOTION: To approve Payment Application No. 3 to KC Larson Inc. for the Electrical Contract**  
669 **for the Borough Equipment Center and the Mifflinburg Hose Company Building Renovations in**  
670 **the amount of \$9,315.00.**

671

672 Yes – Mrs. Hackenberg, Mrs. Kreisher, Mr. Sauers, Mr. Wagner, Mr. J. Fry, Mr. R. Fry

673

674 No – None

675

676

677 Mr. Rowe reported that Yoder Builders, Inc. has submitted Payment Application No. 2 in the amount of  
678 \$52,472.55 for the General Contract for the Borough Equipment Center and the Mifflinburg Hose  
679 Company Building Renovations. A copy of the payment application has been included in the  
680 information tonight. Mr. Rowe and Anthony H. Visco Jr. Architects have reviewed the payment  
681 application and recommend that Borough Council take action to approve this payment application.

682

683 Motion by: Bradley M. Sauers

684 Second by: Matthew C. Wagner

685

686 **MOTION: To approve Payment Application No. 2 to Yoder Builders, Inc. for the General**  
687 **Contract for the Borough Equipment Center and the Mifflinburg Hose Company Building**  
688 **Renovations in the amount of \$52,472.55.**

689

690 Yes – Mrs. Kreisher, Mr. Sauers, Mr. Wagner, Mr. J. Fry, Mrs. Hackenberg, Mr. R. Fry

691

692 No – None

693

694

695 Mrs. Kreisher reminded Borough Council that Ms. Karen Musser and Ms. Julia Hummel attended the  
696 Tuesday, April 5, 2022 Borough Work Session to voice their desire to enhance the Mifflinburg  
697 Community Park; and with that, Ms. Musser offered to assist the Borough with grant writing which Mrs.  
698 Metzger would essentially be required to complete and submit. It was agreed upon by those present at  
699 the Borough Work Session, that the Borough would submit an American Rescue Plan Act (ARPA)  
700 Application to the County of Union to update the playground equipment at the Mifflinburg Community  
701 Park. Mrs. Kreisher reported that since the Borough Work Session, a meeting was held with Mrs. Erin  
702 Threet, Assistant Vice President at HRG, Inc., and Ms. Nichole Mendinsky, Practice Area Leader Land  
703 Development at HRG, Inc., whom were both in agreeance with the Borough submitting an ARPA  
704 Application for the playground equipment. Subsequently, a discussion was held about completing an  
705 overall all-encompassing plan for the Mifflinburg Community Park on how the Borough wants to  
706 restructure the park, and it was mentioned that the Pennsylvania Department of Community and  
707 Economic Development (DCED) is accepting applications for Greenways, Trails and Recreation  
708 Program (GTRP) Grant Funds until May 31, 2022. Grants are for projects up to \$250,000.00 with a  
709 15% local cash match of the total project cost or cash equivalents for the appraised value of real estate.  
710 It's anticipated, that it will cost \$50,000.00 to \$60,000.00 to have an overall all-encompassing plan  
711 completed for the Mifflinburg Community Park.

712 A lengthy discussion was held regarding submitting a GTRP Application to DCED to complete an  
713 overall all-encompassing plan for the Mifflinburg Community Park. Mrs. Kreisher clarified that  
714 Borough Council consideration is requested to 1) determine what they intend to use the Union County  
715 ARPA funds for, and with that, how much money they want to contribute since there is a 10% match  
716 required with this grant; 2) if they want to submit a GTRP Application to DCED, and with that, if  
717 they're okay with allowing Ms. Musser and Ms. Hummel to assist the Borough with researching and  
718 writing the grant application, with Mrs. Metzger ultimately submitting the application.

719

720 Motion by: Matthew C. Wagner

721 Second by: Bradley M. Sauers

722

723 **MOTION: To submit a Greenways, Trails and Recreation Program (GTRP) Application to the**  
724 **Department of Community and Economic Development (DCED) to complete an overall all-**  
725 **encompassing plan for the Mifflinburg Community Park up to \$75,000.00, with a commitment of**  
726 **\$11,250.00 in local matching funds; with assistance of Ms. Karen Musser and Ms. Julia Hummel.**

727

728 Yes – Mr. Sauers, Mr. Wagner, Mr. J. Fry, Mrs. Hackenberg, Mrs. Kreisher, Mr. R. Fry

729

730 No – None

731

732

733 Another lengthy discussion was held regarding submitting an ARPA Application to the County of Union  
734 and what Borough Council intends to use the ARPA funds for. It was decided to submit two (2) ARPA  
735 applications to the County of Union, one for the Sewer Projects and another one to update the  
736 playground equipment at the Mifflinburg Community Park.

737

738 Motion by: Matthew C. Wagner

739 Second by: Ellie K. Kreisher

740

741 **MOTION: To submit an American Rescue Plan Act (ARPA) Application to the County of Union**  
742 **in the amount not-to-exceed \$600,000.00 for the Sewer Projects.**

743

744 Yes – Mr. Wagner, Mr. J. Fry, Mrs. Hackenberg, Mrs. Kreisher, Mr. Sauers, Mr. R. Fry

745

746 No – None

747

748

749 Motion by: Matthew C. Wagner

750 Second by: Jarred R.W. Fry

751

752 **MOTION: To submit a 2<sup>nd</sup> American Rescue Plan Act (ARPA) Application to the County of Union**  
753 **in amount not-to-exceed \$300,000.00 to update the playground equipment at the Mifflinburg**  
754 **Community Park.**

755

756 Yes – Mr. J. Fry, Mrs. Hackenberg, Mrs. Kreisher, Mr. Sauers, Mr. Wagner, Mr. R. Fry

757

758 No – None

759

760

761 Ms. Karen Musser announced that she is working on writing a letter of support to submit with the  
762 Greenways, Trails and Recreation Program (GTRP) Application.

763

764 Mrs. Metzger informed Borough Council that she has received a request from Lewisburg to allow the  
765 Mifflinburg Fire Police to participate in the Union County 4<sup>th</sup> of July Parade. Borough Council is  
766 requested to add the Union County 4<sup>th</sup> of July Parade to the 2022 Special Events for the Mifflinburg Fire  
767 Police which extends Worker's Compensation Coverage for this activity.

768

769 Motion by: Matthew C. Wagner

770 Second by: Jarred R.W. Fry

771

772 **MOTION: To add the Union County 4<sup>th</sup> of July Parade to the 2022 Special Events for the**  
773 **Mifflinburg Fire Police.**

774

775 Approved via unanimous voice vote.

776

777 Mrs. Metzger requested Borough Council action to accept the resignation of Mr. Christopher Klinger as  
778 an Electric Lineman I effective Friday, April 8, 2022.

779

780 Motion by: Matthew C. Wagner

781 Second by: Bradley M. Sauers

782

783 **MOTION: To accept with regret the resignation of Mr. Christopher Klinger as an Electric**  
784 **Lineman I effective Friday, April 8, 2022.**

785

786 Approved via unanimous voice vote

787

788

789 Mrs. Metzger informed Borough Council that they received a copy of the April 2022 Project Updates for  
790 the Past 2 Weeks included in the information tonight that Mr. Rowe was asked to submit. Mr. Wagner  
791 thanked Mr. Rowe, Mayor Cooney, and Chief Hackenburg for submitting their reports prior to the  
792 meeting.

793

794 Mrs. Metzger requested an executive session to discuss personnel matters.

795

796

797 Mrs. Metzger reported that Nexgrid, the Borough's AMI System, are upgrading to version 4.0 and they  
798 are suggesting that as a part of that, the Borough upgrade to their for Cloud storage. Nexgrid has  
799 provided a proposal for Cloud storage in the amount of \$4,200.00/year. This proposal has not been  
800 included on tonight's Council Agenda. Borough Council action is requested to amend tonight's Council  
801 Agenda to include consideration of the Nexgrid proposal for Cloud storage.

802

803 Motion by: Matthew C. Wagner

804 Second by: Bradley M. Sauers

805

806 **MOTION: To approve the amendment of the Tuesday, April 19, 2022 Borough Council Agenda to**  
807 **include consideration of the Nexgrid proposal for Cloud storage.**

808

809 Approved via unanimous voice vote.

810

811

812 Motion by: Matthew C. Wagner

813 Second by: Bradley M. Sauers

814

815 **MOTION: To approve the Nexgrid proposal for Cloud storage in the amount of \$4,200.00/year to**  
816 **upgrade the Borough's AMI System.**

817

818 Yes – Mrs. Hackenberg, Mrs. Kreisher, Mr. Sauers, Mr. Wagner, Mr. J. Fry, Mr. R. Fry

819

820 No – None

821

822

823 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Department  
824 Call Summary for March 2022 included in the information tonight.

825

826 Mayor Cooney informed Borough Council that they received a copy of the Public Safety Report for  
827 April 2022 included in the information tonight. Mayor Cooney provided Borough Council with an  
828 update on the status of the Mifflinburg Buggy Days Event.

829

830 A lengthy discussion was held regarding park safety and police presence at the Mifflinburg Community Park, in  
831 addition to the camera system. Mr. Wagner recommended that this matter be deferred to the Borough Work  
832 Session to be discuss further.

833

834 Chief Hackenburg provided Borough Council with an update on the status of the promotion process for  
835 Mifflinburg Police Officers. Chief Hackenburg reported that Borough Council approval is requested to  
836 notify the Civil Service Commission (CSC) of the vacancy to be filled by promotion and request a  
837 certification of an Eligibility List for the position.

838

839

840

841

842

843 Motion by: Matthew C. Wagner  
844 Second by: Bradley M. Sauers

845

846 **MOTION: To notify the Civil Service Commission (CSC) of the vacancy to be filled by promotion**  
847 **and request a certification of an Eligibility List for the position.**

848

849 Approved via unanimous voice vote.

850

851

852 Chief Hackenburg informed Borough Council that on April 14, 2022 he received correspondence  
853 requesting manpower assistance from Chief Daniel Embeck, South Williamsport Police Department, for  
854 the annual Little League World Series (LLWS) to be held on August 17-28, 2022. Chief Embeck has  
855 indicated that the Officers' pay is at overtime rate and payroll is completely reimbursed by Little League  
856 International. This would be on a volunteer basis and in addition to Officers' regular duties/shifts in the  
857 Borough. A lengthy discussion was held; Chief Hackenburg stated that he would check with the  
858 Mifflinburg Police Officers to see if any of them are interested in assisting prior to Borough Council  
859 consideration.

860

861 Chief Hackenburg announced that the Mifflinburg Police Department donated eight (8) ballistic vests,  
862 which were no longer in service, to Ukrainian soldiers through the Fraternal Order of Police.

863

864 Chief Hackenburg presented Borough Council with some Monthly Highlights for the Mifflinburg Police  
865 Department for March 2022.

866

867 Chief Hackenburg requested an executive session to discuss pending litigation.

868

869 Mayor Cooney informed Borough Council that he participated in or will be participating in the following  
870 meetings or events:

871

- 872 • Worked with Selina Heddings and Miranda Reber on their Spring Craft Show that was held  
873 at the Buffalo Valley Trading Post and Boutique, located at 407 Chestnut Street, on  
874 Saturday, April 16, 2022. Ms. Heddings and Ms. Reber invited the Mifflinburg Hose  
875 Company who sold out of Chicken BBQ.
- 876 • The Annual Mifflinburg Community Easter Egg Hunt that was held on Saturday, April 16,  
877 2022 at the Mifflinburg VFW Carnival Grounds.
- 878 • Mr. Holden Midkiff and his wife will be opening up a new business, Crossroads Farms, at  
879 the corner of 5<sup>th</sup> and Chestnut Streets.
- 880 • Spoke with the owner of Pelican's SnoBalls, located at 104 N. 8<sup>th</sup> Street, about scheduling a  
881 Ribbon Cutting. It's anticipated that a Ribbon Cutting Ceremony will be scheduled after  
882 their outside renovations and landscaping projects were finished.

883

884

885 Motion by: Matthew C. Wagner

886 Second by: Jarred R.W. Fry

887

888 **MOTION: To enter into executive session at 9:04 PM.**

889

890 Approved via unanimous voice vote.

891

892

893 Motion by: Matthew C. Wagner

894 Second by: Bradley M. Sauers

895

896 **MOTION: To reconvene the meeting at 9:26 PM.**

897

898 Approved via unanimous voice vote.

899

900

901 Motion by: Matthew C. Wagner

902

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

904

905 Approved via unanimous voice vote.

906

907

908 Meeting adjourned at 9:27 PM

909

910

911 Respectfully Submitted,

912

913

914 Misty L. Ross

915 Assistant Borough Secretary