

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL

2 January 4, 2016

3 Reorganizational Meeting

4

5	PRESENT	ABSENT
6 Beverly L. Hackenberg, Council President	X	
7 Tod M. Steese, Vice President	X	
8 Troy A. Berkheiser, Council Member	X	
9 Paul E. Bottiger, Council Member	X	
10 Richard J. Fry, Council Member	X	
11 Duane L. Zimmerman, Council Member	X	
12 David M. Cooney, Mayor	X	
13 Jeremiah D. Runkle, Solicitor	X	
14 Douglas R. Bickhart, Chief of Police	X	
15 Margaret A. Metzger, Borough Manager	X	
16 Robert M. Rowe, Borough Project Manager	X	
17 Misty L. Ross, Assistant Secretary	X	

18
19 The Reorganizational meeting of Mifflinburg Borough Council was called to order at 7:30 PM.

20
21 There was one (1) visitor present at this meeting which was Jeffrey L. Mensch.

22
23 District Justice, Jeffrey L. Mensch, conducted the Oath of Office Ceremony for Council Members
24 Richard J. Fry, Duane L. Zimmerman, and Tod M. Steese.

25
26 Mayor Cooney declared the nominations for the office of Borough Council President to be open.

27
28 Council Member Tod M. Steese nominated Beverly L. Hackenberg for the office of Borough Council
29 President. With no other nominations made, the appointment was approved via unanimous voice vote.

30
31 Mayor Cooney declared the nominations for the office of Borough Council Vice-President to be opened.

32
33 President Beverly L. Hackenberg nominated Tod M. Steese for the office of Borough Council Vice-
34 President. With no other nominations made, the appointment was approved via unanimous voice vote.

35
36
37 Motion by: Duane L. Zimmerman

38 Second by: Tod M. Steese

39
40 MOTION: **To readopt the Bylaws and Robert's Rules of Order for conducting council meetings.**

41
42 Approved via unanimous voice vote.

43
44
45 Motion by: Tod M. Steese

46 Second by: Troy A. Berkheiser

47
48 MOTION: **To reappoint HRG, Inc. as the retained engineering firm and Utility Engineering PC as
49 the electrical engineering firm for the Borough of Mifflinburg.**

50
51 Approved via unanimous voice vote.

52
53
54 Motion by: Paul E. Bottiger

55 Second by: Tod M. Steese

56
57 MOTION: **To reappoint Mr. Jeremiah Runkle, Esquire (Ax Runkle Law) as the Borough Solicitor
58 for 2016.**

59
60 Mrs. Hackenberg inquired if the motion should include Mr. Runkle's rates. Mrs. Metzger reminded
61 Borough Council that they took action at the Tuesday, December 15, 2015 regular Borough Council
62 meeting to increase Mr. Jeremiah Runkle, Esquire (Ax Runkle Law) hourly fee for Professional Service
63 rendered from \$110.00/hr. to \$150.00/hr.

64
65 Approved via unanimous voice vote.

66 Motion by: Troy A. Berkheiser
67 Second by: Paul E. Bottiger

68
69 **MOTION: To approve the following depositories: PLGIT, M & T Bank / Wilmington Trust, First**
70 **National Bank, West Milton State Bank, Mifflinburg Bank & Trust Company, PSAB Municipal**
71 **Retirement Trust, and Swineford National Bank.**

72
73 Approved via unanimous voice vote.

74
75
76 Motion by: Troy A. Berkheiser
77 Second by: Paul E. Bottiger

78
79 **MOTION: To grant the Borough Manager – Mrs. Margaret A. Metzger, Council President – Mrs.**
80 **Beverly L. Hackenberg, Mayor – Mr. David M. Cooney, and Borough Clerk – Mrs. Tina M.**
81 **DeFord the authority to sign Borough checks.**

82
83 Approved via unanimous voice vote.

84
85
86 Mrs. Hackenberg informed Borough Council that the Committee Assignments will be as follows:

87
88 Public Safety – Mayor Cooney*, Chief of Police, Fire Chief, Mr. Steese, and Ambulance Captain.
89 Personnel – Mr. Steese*, Mr. Bottiger and Mr. Berkheiser.
90 Finance – Mr. Berkheiser*, Mr. Bottiger, and Mr. Fry.
91 Park & Recreation– Mr. Bottiger*, Mr. Zimmerman, and Mr. Fry.
92 Utilities – Mr. Zimmerman*, Mr. Steese, and Mr. Berkheiser.
93 Streets & Property – Mr. Fry *, Mr. Zimmerman, and Mr. Steese.
94 *Denotes Chairperson
95 Mifflinburg Regional Economic Development Alliance – Mayor Cooney.

96
97
98 Motion by: Troy A. Berkheiser
99 Second by: Paul E. Bottiger

100
101 **MOTION: To approve payment of Bill List # 2015-13 in the amount of \$228,580.60.**

102
103 Yes - Mr. Berkheiser, Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mrs. Hackenberg

104
105 No - None

106
107
108 Mrs. Metzger reminded Borough Council that they took action at the Tuesday, November 17, 2015
109 regular Borough Council meeting to approve the proposal from Fluid Conservation Technologies, Inc.
110 (FCT) for leak detection services for a cost of \$8,281.25. Mr. Nate Stauffer, FCT, originally estimated 6
111 ¼ days of leak detection; however Mr. Stauffer now feels it will take 7 ¼ days. An amended contract
112 has been received for one (1) additional day for a cost of \$1,325.00. Borough Council action is
113 requested to approve the amended contract.

114
115 Motion by: Troy A Berkheiser
116 Second by: Tod M. Steese

117
118 **MOTION: To approve the amended contract from Fluid Conservation Technologies, Inc. for one**
119 **(1) additional day of leak detection services for a cost of \$1,325.00.**

120
121 Mr. Berkheiser inquired an update on the status of the leak detection services. Mrs. Metzger provided
122 Borough Council with an update on the status of the leak detection services. Mrs. Metzger reported that
123 so far Mr. Stauffer has located six (6) fairly significant leaks; three (3) of the six (6) leaks have been
124 repaired. Mr. Zimmerman inquired what areas still need to be done. Mr. Rowe detailed that areas that
125 still need to be done.

126
127 Yes - Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mr. Berkheiser, Mrs. Hackenberg

128
129 No - None

130 Mrs. Metzger informed Borough Council that they received a copy of the 2016 Special Events for the
131 Mifflinburg Hose Company included in the information tonight which reads as follows:

- 132
- 133 • Mifflinburg Memorial Day Parade.
- 134 • New Berlin's Parade/Carnival.
- 135 • 5 K Run.
- 136 • Fireworks.
- 137 • Mifflinburg Parade/Carnival.
- 138 • Lewisburg 4th of July Parade.
- 139 • Middleburg Parade Carnival.
- 140 • West End Fair.
- 141 • Buffalo Valley Recreational Authority Sprint Triathlon.
- 142 • Fall Festival.
- 143 • Mifflinburg Homecoming Parade.
- 144 • Mifflinburg Halloween Parade.
- 145 • Northumberland Halloween Parade.
- 146 • Half & Full Marathon Trail Race – R.B. Winter Park.
- 147 • Selinsgrove Fall Festival.
- 148 • Selinsgrove Street Fair.
- 149 • Mifflinburg Lighting of Christmas Tree.
- 150 • Funerals as needed.

151

152 Borough Council action is request to approve the 2016 Special Events for the Mifflinburg Hose
153 Company as presented.

154

155 Mr. Steese announce that Mr. Chuck Klose is the new President for the Mifflinburg Hose Company and
156 Mr. Steve Walter is the new Chief for the Mifflinburg Hose Company.

157

158

159 Motion by: Tod M. Steese
160 Second by: Paul E. Bottiger

161

162 **MOTION: To approve the 2016 Special Events for the Mifflinburg Hose Company as presented.**

163

164 Approved via unanimous voice vote.

165

166

167 Mrs. Metzger reminded Borough Council that Mr. Duane Zimmerman, the Electrical Foreman, has
168 retired from the Borough of Mifflinburg. Borough Council authorization is requested to promote Mr.
169 Craig Lewis to the Electrical Foreman position for the Borough of Mifflinburg with a \$1.00/hr. raise.

170

171 Motion by: Paul E. Bottiger
172 Second by: Duane L. Zimmerman

173

174 **MOTION: To promote Mr. Craig Lewis to the Electrical Foreman position for the Borough of**
175 **Mifflinburg with a \$1.00/hr. raise.**

176

177 Yes - Mr. Fry, Mr. Steese, Mr. Zimmerman, Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg

178

179 No - None

180

181

182 Mrs. Metzger requested Borough Council action to authorize her to advertise the vacancy for the Electric
183 Lineman Apprentice position.

184

185 Motion by: Tod M. Steese
186 Second by: Paul E. Bottiger

187

188 **MOTION: To authorize Mrs. Metzger to advertise the vacancy for the Electric Lineman**
189 **Apprentice position.**

190

191

192

193 Mr. Zimmerman inquired if Mrs. Metzger is advertising for an Electric Lineman Apprentice/Lineman II.
194 Mrs. Metzger stated that she was planning on advertising for an Electric Lineman Apprentice/Lineman
195 III. A discussion was held; Mr. Bottiger suggested that Mrs. Metzger could advertise for both an Electric
196 Lineman Apprentice/Lineman II and III position.

197
198 Motion by: Tod M. Steese
199 Second by: Troy A. Berkheiser

200
201 **MOTION: To authorize Mrs. Metzger to advertise the vacancy for an Electric Lineman**
202 **Apprentice/Lineman II and/or III position for the Borough of Mifflinburg.**

203
204 Approved via unanimous voice vote.

205
206
207 Mrs. Metzger informed Borough Council that Ms. Joannah Skucek, President of the Christkindl Market
208 of Mifflinburg, Inc., has contacted the Borough and requested a list of the business utility customers
209 located in the Borough so that the Christkindl Committee can contact them. Mrs. Metzger explained
210 that typically, the Borough doesn't give out their customer list to anyone. Borough Council direction is
211 requested on this matter.

212
213 Mayor Cooney stated that he spoke with Mrs. Cherie Ross, Executive Director of the Mifflinburg
214 Heritage and Revitalization Association (MHRA) today and she assured him that she was completing the
215 survey and that she has the information the Christkindl Committee needed. A discussion was held; Mr.
216 Runkle advised Mrs. Metzger to contact Ms. Skucek to see if she acquired all the information she was
217 seeking and if she didn't, have her complete a Right-to-Know Request and then he can review the
218 request.

219
220 Mrs. Metzger informed Borough Council that West Buffalo Township has contacted her with regard to
221 the new waters meters. A discussion was held; Mrs. Metzger stated that she wanted to make sure that
222 Borough Council understood that West Buffalo Township will not have access to the Borough's
223 Advanced Metering Infrastructure (AMI) system; the Borough is willing to provide West Buffalo
224 Township with the monthly reading so that they can generate their own bills.

225
226 Mrs. Hackenberg requested an executive session to discuss personnel matters.

227
228 Mr. Zimmerman inquired about how he could obtain copies of the Borough Council meeting minutes.
229 Mrs. Metzger announced that all of the Borough Council meeting minutes are posted on the Borough's
230 website: mifflinburgborough.org.

231
232
233 Mr. Snook called an executive session to discuss personnel matters. An executive session was held from
234 8:15 PM to 9:00 PM.

235
236
237 Motion by: Troy A. Berkheiser
238 Second by: Paul E. Bottiger

239
240 **MOTION: To grant Mr. Douglas R. Bickhart, the Chief of Police, a 3% increase in salary,**
241 **increasing his salary from \$62,268.70 to \$64,136.76 for 2016.**

242
243 Yes - Mr. Steese, Mr. Zimmerman, Mr. Berkheiser, Mr. Bottiger, Mr. Fry, Mrs. Hackenberg

244
245 No - None

246
247
248 Motion by: Troy A. Berkheiser
249 Second by: Paul E. Bottiger

250
251 **MOTION: To grant Mr. Jason W. Mitchell, the Public Works Supervisor, a 1 ½% increase in**
252 **salary, increasing his salary from \$52,189.97 to \$52,972.82 and a bonus of two (2) additional**
253 **vacation days for 2016.**

254
255 Yes - Mr. Zimmerman, Mr. Berkheiser, Mr. Bottiger, Mr. Fry, Mr. Steese, Mrs. Hackenberg

256
257 No - None

258 Motion by: Troy A. Berkheiser

259 Second by: Paul E. Bottiger

260

261 **MOTION: To grant Mrs. Margaret A. Metzger, the Borough Manager, a 1 ½% increase in salary,**
262 **increasing her salary from \$67,626.00 to \$68,640.39 for 2016.**

263

264 Yes - Mr. Berkheiser, Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mrs. Hackenberg

265

266 No - None

267

268

269 Motion by: Troy A. Berkheiser

270

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

272

273 Approved via unanimous voice vote.

274

275

276 Meeting adjourned at 9:02 pm

277

278 Respectfully Submitted,

279

280

281 Misty L. Ross

282 Assistant Borough Secretary