

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL

2 February 19, 2013

3
4 PRESENT ABSENT

5 Robert O. Brouse, Jr., Council President	X	
6 Betsy K. Robertson, Vice President	X	
7 Benjamin M. Dietrich, Council Member	X	
8 Bryan E. Rohland, Council Member	X	
9 Michael E. Snook, Council Member	X	
10 Tod M. Steese, Council Member	X – Arrived at 8:10 PM	
11 David M. Cooney, Mayor	X	
12 Jeremiah D. Runkle, Solicitor	X	
13 Douglas R. Bickhart, Chief of Police		X
14 Margaret A. Metzger, Borough Manager	X	
15 Misty L. Ross, Assistant Secretary	X	

16
17 The regular meeting of Mifflinburg Borough Council was called to order at 7:00 PM.

18
19 Visitors present at this meeting were David Grey, Kelly Walter, Crystal Bollinger, Murrie Zlotziver,
20 Cherie Ross, Erin Threet, Jim Emery, and Roberta Greene.

21
22 Mr. Brouse recessed the regular Borough Council meeting at 7:01 PM to conduct a Public Hearing to
23 consider the application for continued financing for the Elm Street Grant for New Communities Program
24 Elm Street Project for both the Operational and Residential Reinvestment funds from the Pennsylvania
25 Department of Community and Economic Development (DCED). Mr. Murrie Zlotziver, Elm Street
26 Manager for Mifflinburg Heritage & Revitalization Association (MHRA), presented the application for
27 continued financing for the Elm Street Grant for years four (4) and five (5). The funding will include
28 Operational funds for the Elm Street office in the amount of \$100,000.00 and Residential Reinvestment
29 funds in the amount of \$250,000.00 for additional funding to allow for the continuation of the
30 Streetscape Project which will include the installation of new sidewalks, curbs, streetlights, and trees
31 along Green Street between 5th Street and 6th Street on both sides of the street, as well as continuing the
32 committees and other work that is designated. A new updated set of goals and objectives are part of this
33 application to cover the next few years. There being no further comments or discussion the hearing
34 concluded at 7:02 PM.

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36
37 Motion by: Betsy K. Robertson
38 Second by: Benjamin M. Dietrich

39
40 **MOTION: To approve the minutes of the Tuesday, January 15, 2013 regular meeting of**
41 **Mifflinburg Borough Council.**

42
43 Approved via unanimous voice vote.

44
45
46 Mr. Brouse informed Borough Council that he has reviewed Bill List #2013-02 in the amount of
47 \$563,329.46. Borough Council action is requested to approve Bill List #2013-02.

48
49 Motion by: Benjamin M. Dietrich
50 Second by: Betsy K. Robertson

51
52 **MOTION: To approve payment of Bill List #2013-02 in the amount of \$563,329.46.**

53
54 Yes – Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Snook, Mr. Brouse

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56 No – None
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66 Mr. Murrie Zlotziver, Elm Street Manager for Mifflinburg Heritage & Revitalization Association
67 (MHRA), attended tonight's meeting with regard to the application for continued financing for the Elm
68 Street Grant for New Communities Program Elm Street Project for both the Operational and Residential
69 Reinvestment funds from the Pennsylvania Department of Community and Economic Development
70 (DCED). Mr. Zlotziver informed Borough Council that the application has been prepared and submitted
71 to DCED pending Borough Council approval at tonight's meeting in terms of moving forward. Mr.
72 Zlotziver expressed that MHRA feels that the program has been very successful over the last three (3)
73 years. The original funding through this program has made possible the completion of the Streetscape
74 Project on 5th Street from Market Street to Quarry Road on both sides of the street as well as on Market
75 Street between 3rd Street and 4th Street on the North side of the street. The following three (3)
76 committees have been formed and will continue:

- 77 • Safe, Clean & Green Committee: the Elm Street neighborhood in reality is safe and clean,
78 so the committee has been working on the green aspect. Although there isn't a lot of empty
79 space in the Elm Street neighborhood, the committee has installed a cutting garden at the
80 Weirick House (located at 433 Green Street) and will continue that this year.
- 81 • Image & Identity Committee: the committee was 1st created to develop the MayFest Event
82 in 2012, which will be addressed following the Elm Street Project discussion.
- 83 • Design Committee: the committee has been working on historic banners and plaques.

84
85
86 Mr. Zlotziver stated that there has been a lot of collaboration in the historic district between the
87 Mifflinburg Buggy Museum (MBM) located at 598 Green Street, Preservation Mifflinburg, Inc. (PMI)
88 which owns the Gutelius Log House Museum located at 432 Green St, and MHRA. The past two (2)
89 summers the MBM, PMI, and MHRA have sponsored the Mifflinburg Historic Day Camp for children
90 6-12 years of age and will be sponsoring it again this year as part of the program. Within the upcoming
91 two (2) years MHRA will be looking at a gateway designation as well as continuing with the New
92 Communities Program Elm Street Project. As previously mentioned during the Public Hearing, the
93 continuation of the Streetscape Project along Green Street between 5th and 6th Streets on both sides of
94 the street will be part of the program this year. Additional Residential Reinvestment funds may be
95 requested from DCED for year five (5) once the Streetscape Project has been completed. Mr. Zlotziver
96 inquired if Borough Council has any questions regarding the New Communities Program Elm Street
97 Project, what they've done and where they're going. A discussion was held; Mrs. Metzger informed
98 Borough Council that Resolution No. 2013-04 has been prepared which authorizes the filing of a
99 proposal for funds with the Department of DCED, Commonwealth of Pennsylvania and commits the
100 Borough share of the 10% match (\$35,000.00).

101
102 Ms. Cherie Ross, Main Street Manager for Mifflinburg Heritage & Revitalization Association (MHRA),
103 attended tonight's meeting with regard to the MayFest Event hosted by MHRA's Main Street and Elm
104 Street programs. Ms. Ross informed Borough Council that a new component has been added to this
105 year's MayFest Event which is a Wine Festival. The only other closest Wine Festival in the area is
106 located in Bloomsburg, PA. MHRA has discussed the MayFest/Wine Festival with the Mifflinburg
107 Buggy Museum located at 598 Green Street. A layout/plan and a brief overview for the MayFest/Wine
108 Festival have been provided for Borough Council review. Ms. Ross reported that wineries are required
109 to provide MHRA with a copy of their insurance, including liquor liability, no later than one (1) week
110 prior to the event; as well as submit a copy of their Pennsylvania Liquor Control Board (PLCB) License.
111 The wineries' PLCB License applications are pending submission based upon Borough Council approval
112 of the layout/plan since the site plan must be submitted with their application. MHRA has verified that
113 their insurance will cover the MayFest/Wine Festival. The MayFest/Wine Festival is scheduled for
114 Saturday, May 18, 2013. Hours are 10:00 AM to 6:00 PM for the MayFest Festival and 11:00 AM to
115 5:00 PM for the Wine Festival. Borough Council action is requested to close Quarry Road from 4th
116 Street to 6th Street and 5th Street from the Elias Center for the Performing Arts (located at 212-214 South
117 5th Street) to Green Street.

118
119 Mr. Brouse inquired if the Public Safety Committee has discussed the proposed MayFest/Wine Festival.
120 Mayor Cooney reported that he has spoken with the Public Safety Committee (Chief Bickhart, Mr.
121 Robert O. Brouse, Jr., Mr. Tod M. Steese, the Fire Chief, and the Ambulance Captain) regarding the
122 proposed MayFest/Wine Festival; the Public Safety Committee is okay with the proposed road closure as
123 long as it's a "soft" road closure (traffic cones) to allow emergency vehicles access. This shouldn't be
124 a problem since nothing is actually physically located on the street or Quarry Road. Additionally, the
125 Public Safety Committee wants the residents who park on Quarry Road to be able to move those traffic
126 cones as well as the residents on 5th Street. Mayor Cooney recommended that Borough Council
127 authorize the closure of Quarry Road from 4th Street to 6th Street and 5th Street from the Elias Center for
128 the Performing Arts (located at 212-214 South 5th Street) to Green Street

131 Mrs. Robertson inquired how many vendors MHRA is hoping to obtain for the Wine Festival. Ms. Ross
132 reported that there are currently eight confirmed wineries for the Wine Festival which is a good number,
133 particularly for the first year, otherwise there are too many vendors and not enough people and the
134 vendors don't make any money. Ms. Ross clarified that this is a ticketed event and you must be 21 years
135 old to purchase a ticket. Identification will be required at the gate and security guards will be provided
136 for the duration of the Wine Festival.

137
138 Mrs. Robertson expressed that the Selinsgrove Beer & Wine Festival is very successful and has grown
139 over the years. Mrs. Robertson stated that she is unsure how many years Selinsgrove has been
140 conducting the Beer & Wine Festival but she believes Borough Council should focus on whether or not
141 the MayFest/Wine Festival could grow like that eventually and not the wine. Ms. Ross expressed that
142 the wineries participating in the Wine Festival have been very enthusiastic and supportive of the idea;
143 MHRA is very encouraged.

144
145 Motion by: Betsy K. Robertson
146 Second by: Benjamin M. Dietrich

147
148 **MOTION: To approve the Mayfest/Wine Festival for Saturday, May 18, 2013 as outlined in the**
149 **layout/plan including the "soft" road closure of Quarry Road from 4th Street to 6th Street and 5th**
150 **Street from the Elias Center for the Performing Arts (located at 212-214 South 5th Street) to Green**
151 **Street.**

152
153 Mr. Rohland inquired what safety measure will be taken with regard to anyone who is intoxicated at the
154 Wine Festival. Ms. Ross reported that security guards will be provided for the duration of the Wine
155 Festival and will be authorized to remove the wristband of anyone who appears to be under the
156 influence. The wineries are all very experienced and know when someone is intoxicated. Guidelines for
157 wine vendors will be provided to the wineries including what to do if someone appears intoxicated,
158 where first aid is available, no one without a wristband will be served, etc. Designated drivers will also
159 be available.

160
161 Approved via unanimous voice vote.

162
163
164 Mrs. Robertson wished Ms. Ross luck on a successful event.

165
166 Mr. David Grey, Program Analyst at SEDA-COG, attended tonight meeting to provide Borough Council
167 with an update on the status of the demolition of the property located at 218 Chestnut Street. Demolition
168 of the property has been completed with the exception of the final grading and seeding. Steinbacher
169 Construction is going to grade the property and return in the spring to finish the work. Mr. Grey
170 inquired Borough Council direction on what the step in this process is. Mr. Runkle briefly explained
171 that the next step in this process would be to place a lien against the property for the demolition and
172 enforcement costs. At that point Borough Council has the following two (2) options:

173
174 Option 1: Do nothing in which the lien will remain on the real estate and accrue interest at the
175 statutory rate until eventually the property is sold, or if the current property owner
176 would want to obtain financing or something like that, the lien would need to be
177 satisfied.

178
179 Option 2: The Borough can proceed with execution of the lien, which the process is akin to a
180 Sheriff sale.

181
182 A discussion was held; Mrs. Metzger reported that Borough Council action is requested at tonight's
183 meeting to approve payment of the invoices received for the demolition. Mr. Grey informed Borough
184 Council that there were two (2) invoices submitted for the demolition which are as follows:

185
186 1. Central Keystone Council of Governments (CK-COG) \$ 2,477.40
187 2. Steinbacher Enterprises, Inc. \$14,672.00

188
189 Mrs. Metzger expressed that she thought the invoices submitted for the demolition should come before
190 Borough Council due to the amount and secondly, the invoice amount for Steinbacher Enterprises, Inc. is
191 different than the bid amount due to the additional costs incurred by the underground fuel tank that
192 needed to be addressed. Mrs. Metzger informed Borough Council that a copy of the invoices is included
193 in the information tonight for their review.

195 Mr. Dietrich clarified that the only outstanding work remaining for the demolition of the property
196 located at 218 Chestnut Street is that Steinbacher Enterprises, Inc. has to return in the spring to finish the
197 seeding. Mr. Dietrich inquired what the amount is for the outstanding work. Mr. David Grey, Program
198 Analyst at SEDA-COG, reported that he doesn't know what the amount is for the outstanding work off
199 the top of his head. Mrs. Metzger inquired if there were any other costs incurred by the Borough for the
200 demolition project. Mr. Jim Emery, Central Keystone Council of Government (CK-COG), reported that
201 the Borough previously paid \$3,483.08 to the CK-COG for the demolition project. Mr. Runkle informed
202 Borough Council that he has a copy of the invoice previously paid to the CK-COG, the invoice from
203 Steinbacher Enterprises, Inc. and the current invoice from the CK-COG. Mr. Runkle stated that he can
204 place a lien on the property for these costs; and if Steinbacher Enterprises, Inc. submits a final bill for the
205 outstanding work he will place an additional lien on the property for that amount.

207 Mr. Jim Emery, Central Keystone Council of Government (CK-COG), informed Borough Council that
208 there was a notice hanging on the door the day of demolition of the property located at 218 Chestnut
209 Street for back taxes. Mr. Runkle inquired if he should look into the back taxes. Mr. Brouse directed
210 Mr. Runkle to look into the back taxes.

212 Mr. Runkle informed Borough Council that he was contacted by Mr. Landon Scholl; Mr. Scholl is
213 interested in purchasing the property located at 218 Chestnut Street. Mr. Runkle stated that he provided
214 Mr. Scholl with basically the same information as he has provided to Borough Council tonight. Mr.
215 Scholl was very interested in trying to find Mr. Nelson Kim Jones, owner of the property located at 218
216 Chestnut Street, and negotiating a private deal. Mr. Runkle encouraged Mr. Scholl to attend tonight's
217 meeting; however, Mr. Scholl is not present at tonight's meeting.

219 Mr. Dietrich clarified that Borough Council approves payment of the invoices to Steinbacher
220 Enterprises, Inc. and the Central Keystone Council of Governments (CK-COG); and SEDA-COG will
221 issue the checks and mail them.

223 Motion by: Benjaman M. Dietrich

224 Second by: Bryan E. Rohland

226 **MOTION: To approve payment of the invoice to Steinbacher Enterprises, Inc. in the amount of**
227 **\$14,672.00 as well as the Central Keystone Council of Governments (CK-COG) in the amount of**
228 **\$2,477.40 for the demolition of the property located at 218 Chestnut Street.**

230 Yes – Mr. Rohland, Mrs. Robertson, Mr. Snook, Mr. Dietrich, Mr. Brouse

232 No – None

235 Ms. Kelly Walter, Director of the Herr Memorial Library located at 500 Market Street, provided
236 Borough Council with an update on the 2012 Keystone Recreation, Park and Conservation Fund Grant
237 Program for Public Library Facilities. Ms. Walter thanked Borough Council for their support with the
238 Keystone Library Grant; however notification has been received from the Pennsylvania Department of
239 Education that the Keystone Library Grant submitted was not selected for funding this year. A copy of
240 the correspondence is included in the information tonight.

242 Ms. Kelly Walter also noted that she is present at tonight's meeting along with Ms. Roberta Greene,
243 Director of the Union County Library System (UCLS), regarding the 2013 Summer Reading Program
244 titled "Dig Into Reading". The three (3) libraries in the Union County Library System (Herr Memorial
245 Library, Public Library of Union County, and the West End Library) plan to hold a joint summer
246 reading kick off celebration on Wednesday, June 5, 2013 from 5:30 PM to 7:30 PM at the Mifflinburg
247 Community Park. Borough Council action is requested to approve the following:

- 249 1. Use of the park/grassy area.
- 250 2. Reserve a few picnic tables at the pavilion.
- 251 3. Reserve the gazebo with electricity.

253 Ms. Walter reminded Borough Council that the UCLS held a summer reading kick off celebration at the
254 Mifflinburg Community Park in 2010. Mrs. Metzger felt the summer reading kick off celebration
255 required Borough Council action since it was held in Lewisburg in 2011 and 2012.

259 Mrs. Metzger explained that she felt the summer reading kick off celebration required Borough Council
260 action since they enacted Resolution No. 2010-04; a resolution authorizing the Mifflinburg Community
261 Park Pavilions Reservation Policy. The policy became effective January 1, 2011 for all rentals made
262 after the policy effective date. In accord with the Pavilions Reservation Policy, special events held at the
263 Mifflinburg Park/Pool must be pre-approved by Borough Council or the Borough Manager and will
264 require a security deposit in the amount of \$250.00. An application along with a Terms and Conditions
265 Agreement must be completed and submitted along with payment prior to reserving the pavilions.

266
267 Ms. Roberta Greene, Director of the Union County Library System (UCLS) expressed that the UCLS
268 would like to bring the 2013 Summer Reading Program titled "Dig Into Reading" to Mifflinburg this
269 year and they believe the Mifflinburg Community Park is a great location for the summer reading kick
270 off celebration. Ms. Greene stated that the UCLS would be happy to comply with the required security
271 deposit in the amount of \$250.00 as well as complete the application along with the Terms and
272 Conditions Agreement. The UCLS can also provide a certificate of insurance for the event.

273
274 Motion by: Benjaman M. Dietrich
275 Second by: Michael E. Snook

276
277 **MOTION: To approve Ms. Walter's request to reserve the gazebo, a few picnic tables at the**
278 **pavilion, and the grassy area at the Mifflinburg Community Park/Pool on Wednesday, June 5,**
279 **2013 from 5:30 PM to 7:30 PM for the Union County Library System (Herr Memorial Library,**
280 **Public Library of Union County, and the West End Library) to hold a joint summer reading kick**
281 **off celebration for the 2013 Summer Reading Program titled "Dig Into Reading".**

282
283 Approved via unanimous voice vote.

284
285
286 Ms. Crystal Bollinger informed Borough Council that she is present at tonight's meeting in place of Ms.
287 Jane Hunter, Postmaster for the Mifflinburg Post Office located at 10 N. 4th Street, to request Borough
288 Council consideration to convert Cherry Street to a one-way street to increase safety. Ms. Bollinger
289 explained that there have been several close calls and near accidents with mail carriers and individuals
290 on Cherry Street. The United States Postal Service (USPS) has a policy that all accidents are
291 preventable; a notification of termination is given immediately to mail carriers involved in any accident,
292 no matter how minor the accident is. Ms. Bollinger stated that if Cherry Street is not converted to a one-
293 way street, the Mifflinburg Post Office will relocate the USPS Collection Stations (blue mailbox)
294 located on Cherry Street to Walnut Street.

295
296 Mayor Cooney reported that in order to convert Cherry Street to a one-way street the Mifflinburg Police
297 Department would be required to complete the necessary traffic study which would consist of Chief
298 Bickhart or himself, or both of them, observing the traffic on Cherry Street. Mayor Cooney stated that
299 this is a unique situation in that Cherry Street is located behind his property at 358 Chestnut Street, so he
300 is aware of the problems. Mayor Cooney affirmed that he has witnessed actual accidents on Cherry
301 Street and that he drives east on Cherry Street everyday when leaving his property where there have been
302 numerous incidents when other vehicles nearly collided head-on with him. Mayor Cooney inquired
303 about the status of the ordinance revisions with regard to the no parking ordinance and the stop
304 intersection portion of the ordinance to incorporate Miriam Street. Mr. Runkle reminded Borough
305 Council that there were numerous revisions that needed to be made to the ordinance and it needed to be a
306 more comprehensive amendment. The ordinance has not been prepared; a meeting has been scheduled
307 with Chief Bickhart to continue working on the amendments. A discussion was held; Mayor Cooney
308 stated that he has spoke with the Public Safety Committee and they are recommending that Borough
309 Council take action to advertise to amend §17-114 of the Mifflinburg Borough Code of Ordinances to
310 convert Cherry Street from 4th Street to 3rd to a one-way street traveling east.

311
312 Motion by: Benjaman M. Dietrich
313 Second by: Michael E. Snook

314
315 **MOTION: To advertise to amend §17-114 of the Mifflinburg Borough Code of Ordinances to**
316 **convert Cherry Street from 4th Street to 3rd to a one-way street traveling east.**

317
318 Yes – Mrs. Robertson, Mr. Snook, Mr. Dietrich, Mr. Rohland, Mr. Brouse

319
320 No – None

321
322
323

324 Motion by: Benjamin M. Dietrich

325 Second by: Betsy K. Robertson

326

327 **MOTION: To approve the Mifflinburg Borough Zoning Report for January 2013 and accept the**
328 **payment from the Central Keystone Council of Government (CK-COG) in the amount of \$17.21.**

329

330 Yes – Mr. Snook, Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Brouse

331

332 No – None

333

334

335 Mrs. Robertson inquired about the Sign/Business at 373 Chestnut Street on the Mifflinburg Borough
336 Zoning Report for January 2013. Mayor Cooney reported that Ms. Karen Straub opened up a business
337 called “Shop N Save”.

338

339 Mr. Brouse informed Borough Council that action is required to approve the Elm Street Grant
340 application by adopting Resolution No. 2013-04; authorizing the filing of a proposal for funds with the
341 Department of Community and Economic Development (DCED), Commonwealth of Pennsylvania and
342 commits to the required matching funds. Borough Council action is requested on this matter.

343

344 Motion by: Betsy K. Robertson

345 Second by: Benjamin M. Dietrich

346

347 **MOTION: To adopt Resolution No. 2013-04; authorizing the filing of a proposal for funds with**
348 **the Department of Community and Economic Development (DCED), Commonwealth of**
349 **Pennsylvania and commits to the required matching funds.**

350

351 Mrs. Metzger clarified that the application for continued Elm Street Grant funding must be filed by the
352 Borough of Mifflinburg as the Grantee, and requires that the Borough make a 10% match (\$35,000.00).

353

354 Yes – Mr. Dietrich, Mrs. Robertson, Mr. Snook, Mr. Brouse

355

356 No – Mr. Rohland

357

358

359 Mrs. Metzger informed Borough Council that in addition to Resolution No. 2013-04; authorizing the
360 filing of a proposal for funds with the Department of Community and Economic Development (DCED),
361 Commonwealth of Pennsylvania and commits to the required matching funds, Borough Council action is
362 also required to approve the Municipal-Mifflinburg Heritage & Revitalization Association, Inc. (MHRA)
363 Elm Street Grant Cooperative Agreement and the Payroll Services Agreement between the Borough and
364 MHRA. Mrs. Metzger reminded Borough Council that in previous discussion, Borough Council
365 requested that MHRA provide them with assurance that should the Elm Street Grant be denied by
366 DCED, MHRA understood that Mr. Murrie Zlotziver was their employee and they would be responsible
367 for his salary. MHRA has provided Resolution 1/2013; a resolution acknowledging MHRA’s pledge to
368 cover Mr. Murrie Zlotziver’s salary should the grant be denied. A copy of the Municipal-Mifflinburg
369 Heritage & Revitalization Association, Inc. (MHRA) Elm Street Grant Cooperative Agreement, the
370 Payroll Services Agreement, as well as MHRA’s Resolution 1/2013 has been included in the information
371 tonight for Borough Council review. Borough Council action is requested on this matter.

372

373 Motion by: Betsy K. Robertson

374 Second by: Benjamin M. Dietrich

375

376 **MOTION: To approve the Municipal-Mifflinburg Heritage & Revitalization Association, Inc.**
377 **(MHRA) Elm Street Grant Cooperative Agreement between the Borough of Mifflinburg and**
378 **MHRA and also the Payroll Services Agreement between the Borough of Mifflinburg and MHRA**
379 **for the Elm Street Manager for MHRA.**

380

381 Yes – Mr. Rohland, Mrs. Robertson, Mr. Snook, Mr. Dietrich, Mr. Brouse

382

383 No – None

384

385

386

387

388 Mrs. Metzger inquired if Borough Council action is required to adopt MHRA's Resolution 1/2013; a
389 resolution acknowledging MHRA's pledge to cover Mr. Murrie Zlotziver's salary should the Elm Street
390 Grant be denied. Mr. Runkle stated that he doesn't believe Borough Council action is necessary to
391 acknowledge MHRA's Resolution 1/2013; a resolution acknowledging MHRA's pledge to cover Mr.
392 Murrie Zlotziver's salary should the Elm Street Grant be denied. Borough Council received a copy of
393 the resolution and the minutes of the Tuesday, February 19, 2013 regular meeting of Mifflinburg
394 Borough Council will reflect the resolution.

395
396 Mrs. Metzger reported that the PennDOT Central Office has rejected the Reimbursement Agreement for
397 the Third Street Utility Relocation Project. This will require that a revised Reimbursement Agreement
398 be prepared and approved by Union County, the Borough, and PennDOT sometime in the near future.
399 PennDOT will not permit a project to be put out to bid, unless there is an approved Reimbursement
400 Agreement in place, therefore this may delay this project until the next construction year. A discussion
401 was held; Mrs. Metzger informed Borough Council that she will keep them posted.

402
403 Mrs. Erin Threet, HRG, Inc., informed Borough Council that she attended a meeting with PennDOT at
404 the Borough Office to discuss the Third Street Utility Relocation Project. The only other follow-up that
405 came out of the meeting with PennDOT was not only is the reimbursements and right-of-way stuff
406 holding PennDOT up, they are also having some issues with the plan submission. It's anticipated that
407 the Third Street Utility Relocation Project is not likely to start in the next few months. Mrs. Metzger
408 stated that the Third Street Utility Relocation Project will remain untouched until the Borough receives
409 the go ahead from PennDOT. Mr. Brouse inquired if the Borough will have to wait two (2) years to
410 receive their money. Mrs. Metzger reported that the Borough will probably have to wait two (2) years to
411 receive their money. A discussion was held; Mr. Brouse expressed that he believes the Borough should
412 send Union County an invoice. Mrs. Metzger clarified that she will prepare and send an invoice to
413 Union County; however, without an agreement Union County is not going to send the money either.

414
415 Mrs. Metzger reported that Don E. Bower, Inc., contractor for the Chestnut Street Reconstruction
416 Project, has completed the preliminary utility work. The project is currently on winter break status and
417 regular construction and the detour for this project should resume on Monday, March 25, 2013. The
418 contractor plans to begin the required work at the Forest Hill Road intersection at that time. That work
419 is estimated to continue through the first full weekend in April, after which they will move operations to
420 Eighth Street and continue working east. The detour will be observed beginning on or around Tuesday,
421 April 9, 2013 and continue through Thursday, October 31, 2013.

422
423 Mrs. Metzger reminded Borough Council that Don E. Bower, Inc. has scheduled the next Public Meeting
424 for the Chestnut Street Reconstruction Project for Wednesday, March 6, 2013 at 7:00 PM at the
425 Mifflinburg Middle School LGI. The Borough has sent letters to every property owner and business
426 along Chestnut Street and Market Street since the detour for this project will be on Market Street. Mrs.
427 Metzger informed Borough Council that she has received an agenda for the Public Meeting via email
428 and she will forward it to them.

429
430 Mrs. Robertson inquired if the Borough issued their own press release in order to notify the residents and
431 business owners of the Public Meeting for the Chestnut Street Reconstruction Project that is scheduled
432 for Wednesday, March 6, 2013 at 7:00 PM. Mrs. Metzger informed Borough Council that the Borough
433 has placed an article in the "*Mifflinburg News & Views*" for February 2013 and on the Borough's
434 website, as well as sent letters to every property owner and business along Chestnut Street and Market
435 Street. PennDOT was going to issue a press release in order to notify the residents and business owners
436 of the Public Meeting.

437
438 Mrs. Metzger informed Borough Council that Mayor Cooney has received a request from the Memorial
439 Day Committee of the American Legion Post 410 requesting that they be granted permission to conduct
440 their Annual Memorial Day Ceremony at the Mifflinburg Community Park/Pool.

441
442 Mayor Cooney reported that he spoke with Mr. Hall Solomon; Mr. Solomon stated that the Memorial
443 Day Committee of the American Legion Post 410 do not intend on conducting the Annual Memorial
444 Day Ceremony at the Mifflinburg Cemetery this year and that the Annual Memorial Day Parade has been
445 canceled this year due to the Chestnut Street Reconstruction Project. The Memorial Day Committee of
446 the American Legion Post 410 is requesting Borough Council action to approve the following:

- 447
448 1. Conduct the Annual Memorial Day Ceremony at the Mifflinburg Community Park/Pool.
449 2. Close the Mifflinburg Community Swimming Pool early.
450 3. Use of the park/grassy area.
451 4. Reserve the gazebo.
452

453 Mrs. Metzger reminded Borough Council that in accord with the Pavilions Reservation Policy, special
454 events held at the Mifflinburg Park/Pool must be pre-approved by Borough Council or the Borough
455 Manager and will require a security deposit in the amount of \$250.00. An application along with a
456 Terms and Conditions Agreement must be completed and submitted along with payment prior to
457 reserving the pavilions. Mrs. Metzger expressed that she believes it's unfair to require that the Memorial
458 Day Committee of the American Legion Post 410 pay the security deposit since they're kind of being
459 forced to move by the Chestnut Street Reconstruction Project.

460
461 Mr. Dietrich inquired if anyone spoke with Mr. Ron Bollinger, Park Director, regarding the Annual
462 Memorial Day Ceremony. Mrs. Metzger reported that she has spoke with Mr. Ron Bollinger, Park
463 Director, regarding the Annual Memorial Day Ceremony and he is okay with the event.

464
465 Mayor Cooney informed Borough Council that the Annual Memorial Day Ceremony is schedule for
466 Monday, May 27, 2013 at 6:00 PM.

467
468 Motion by: Benjamin M. Dietrich
469 Second by: Michael E. Snook

470
471 **MOTION: To approve the Memorial Day Committee of the American Legion Post 410's request to**
472 **conduct their Annual Memorial Day Ceremony at the Mifflinburg Community Park/Pool on**
473 **Monday, May 27, 2013 at 6:00 PM, utilizing the gazebo and grassy area, and closing the**
474 **Mifflinburg Community Swimming Pool early.**

475
476 Mr. Dietrich inquired if he should amend the previous motion to approve the Memorial Day Committee
477 of the American Legion Post 410's request to conduct their Annual Memorial Day Ceremony at the
478 Mifflinburg Community Park/Pool on Monday, May 27, 2013 at 6:00 PM, utilizing the gazebo and
479 grassy area, and closing the Mifflinburg Community Swimming Pool early; to include that the security
480 deposit in the amount of \$250.00 be waived.

481
482 Mr. Brouse stated that the motion to approve the Memorial Day Committee of the American Legion Post
483 410's request to conduct their Annual Memorial Day Ceremony at the Mifflinburg Community
484 Park/Pool on Monday, May 27, 2013 at 6:00 PM, utilizing the gazebo and grassy area, and closing the
485 Mifflinburg Community Swimming Pool early; should be amended to include that the security deposit in
486 the amount of \$250.00 be waived.

487
488 Motion by: Benjamin M. Dietrich
489 Second by: Michael E. Snook

490
491 **MOTION: To amend the previous motion to approve the Memorial Day Committee of the**
492 **American Legion Post 410's request to conduct their Annual Memorial Day Ceremony at the**
493 **Mifflinburg Community Park/Pool on Monday, May 27, 2013 at 6:00 PM, utilizing the gazebo and**
494 **grassy area, and closing the Mifflinburg Community Swimming Pool early; to include that the**
495 **security deposit in the amount of \$250.00 be waived.**

496
497 Approved via unanimous voice vote.

498
499
500 Mrs. Metzger provided Borough Council with an updated on the sewer EDU's accepted from the eleven
501 (11) distributed at the Tuesday, October 16, 2012 regular Borough Council meeting. The Borough has
502 received payment for all of the Sewer EDU's distributed during the first round of distributions under the
503 2012 connection ban.

504
505 Mrs. Metzger informed Borough Council that she and Mr. Jason Mitchell, Borough Public Works
506 Supervisor, have been working on compiling and quantifying the information for the next Corrective
507 Action Plan quarterly update report. As a part of this work, they are obtaining prices from firms that can
508 complete flow monitoring and reporting information in order to help them quantify the flows.

509
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516

517 Mr. Runkle provided Borough Council with an update on the status of the Old Borough Building located
518 at 333 Chestnut Street. Mr. Alan Wagner, Wagner's Surveying, has surveyed and prepared the
519 Subdivision & Land Development Plan for the Old Borough Building located at 333 Chestnut Street and
520 the Mifflinburg Hose Company Building located at 325 Chestnut Street. The subdivision plan was
521 presented to the Mifflinburg Planning Commission at tonight's meeting and they have approved the plan
522 with two (2) conditions. Mr. Runkle informed Borough Council that he circulated a proposed deed for
523 the Old Borough Building via email this afternoon based on the subdivision plan. The next step is to
524 proceed with the closing unless Borough Council desires to re-do the eastern boundary line. There were
525 some comments made regarding the eastern boundary line but there was never any consensus received
526 via email. Mr. Runkle clarified that if Borough Council decides to re-do the eastern boundary line; the
527 subdivision plan would need to be re-submitted to the Mifflinburg Planning Commission for approval.
528 A discussion was held; Mr. Brouse stated that he has no desire of re-doing the eastern boundary line.
529 Mr. Runkle informed Borough Council that he would proceed with the closing which is tentatively
530 scheduled for Monday, February 25, 2013. Mr. Runkle requested that Borough Council ensure they
531 review the deed description regarding the demolition of the building as well as the easement regarding
532 the monument area, and notify him if there is content missing prior to Thursday February 21, 2013. Mr.
533 Runkle also informed Borough Council that he will either have a reservation of an easement to add to
534 the deed or execute a separate easement agreement to allow the Borough to relocate the sewer lateral
535 from the front of the property to the rear.

536
537 Mrs. Metzger reported that one (1) of the large pumps located in the Headworks of the Wastewater
538 Treatment Plant has stopped working. In the process of removing this pump for repair it was noted that
539 there were several deficiencies in the installation of these pumps. Mrs. Metzger informed Borough
540 Council that she has been working with RAM Industrial Services and HRG, Inc. to determine the best
541 fix for this problem. This will likely be a very expensive repair. Initial quotes to replace the pump
542 exceed \$45,000, in addition to that cost the Borough will also have to correct some plumbing issues and
543 service some of the other pumps at this installation. This maintenance work will have to be completed
544 as soon as possible due to the fact that Spring, our wettest time of year, is just around the corner. Mrs.
545 Metzger expressed that the Treatment Plant Operators like the idea of a submersible pump; however, a
546 submersible pump changes the installation, which will require some modifications to the construction of
547 the building. The cost for a new submersible pump is estimated at \$43,000.00 including installation.
548 Mrs. Erin Threet, HRG, Inc., clarified that a submersible pump is a different kind of pump that the
549 Treatment Plant Operators suggested because it's a type of pump they are familiar and comfortable with.
550 Mrs. Threet illustrated on the white board a quick diagram of the Headworks of the Wastewater
551 Treatment Plant and the differences between the vertical pump and a submersible pump. Mrs. Threet
552 detailed the modifications that would be required to the construction of the building as well as the costs
553 involved. The overall cost to remove the current pump and make it submersible is approximately
554 \$85,500.00 for one (1) pump. Mr. Metzger reported that the Borough has worked out a rental agreement
555 with Gutelius Excavating, Inc. since one (1) pump can't keep up during a heavy rain storm. Mr. Metzger
556 informed Borough Council that there is another pump located in the Headworks of the Wastewater
557 Treatment Plant that has begun making a clunking noise and she is recommending that pump be repaired
558 right away as well. Mrs. Metzger clarified that she is basing her recommendation to a submersible pump
559 based on what the operators are telling her. Mrs. Metzger expressed that she understands the
560 submersible pump is more expensive and that she is worried about the bid requirements; if the Borough
561 has to bid this work they're in trouble since we're in the rainy season and the Headworks of the
562 Wastewater Treatment Plant will overflow. A discussion was held; Mrs. Threet explained how the
563 pumps in the Headworks of the Wastewater Treatment Plant were designed and supposed to operate
564 verses how the pumps are actually operating. Mr. Brouse recommended that Borough Council take
565 action to authorize Mrs. Metzger to make the necessary emergency repairs at the Wastewater Treatment
566 Plant to get it operational.

567
568 Motion by: Bryan E. Rohland
569 Second by: Michael E. Snook

570
571 **MOTION: To authorize Mrs. Metzger to make the necessary emergency repairs at the Wastewater**
572 **Treatment Plant to get it operational.**

573
574 Yes – Mrs. Robertson, Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Rohland, Mr. Brouse

575
576 No -- None

577
578
579
580

581 Mrs. Erin Threet, HRG, Inc., presented Borough Council with the Engineer's Report for February 2013.
582 A copy of the Engineer's Report is included in the information tonight. Mrs. Threet provided Borough
583 Council with the following brief summary of the various miscellaneous engineering services that HRG,
584 Inc. has provided:

- 585
- 586 • Review of contractor and PennDOT question for the Chestnut Street Reconstruction Project
587 on the Borough's behalf and associated coordination and distribution. Mrs. Threet inquired
588 if she is required to be present at the Public Meeting. Mr. Brouse informed Mrs. Threet
589 that she is not required to be present at the Public Meeting unless she wants to attend the
590 meeting as a visitor.
- 591 • Assistance and coordination related to the upcoming Third Street Bridge Replacement
592 Project and associated utility relocation, including a meeting with Borough Representatives.
- 593 • Discussions and assistance regarding infiltration & inflow quantity for the Borough's use in
594 reporting Corrective Action Plan (CAP) updates to Pennsylvania Department of
595 Environmental Protection (PA DEP).
- 596 • Assistance in reviewing information, providing guidance and obtaining quotes related to the
597 malfunction of one of the larger raw water pumps at the wastewater Treatment Plant.
- 598

599 Mrs. Erin Threet, HRG, Inc., reported that HRG, Inc. is also in the process of preparing the Borough's
600 Annual Chapter 94 Report. HRG, Inc. plan to have a draft of the report to Borough Staff for review in
601 the next few weeks.

602 Mrs. Erin Threet, HRG, Inc., informed Borough Council that HRG, Inc. has learned that Pennsylvania
603 Department of Environmental Protection (PA DEP) failed to notify the Borough of their approval of the
604 Long Term 2 Enhanced Surface Water Treatment Rule (LT2) Sampling Plan Submission. In email
605 correspondence from PA DEP dated Wednesday, February 6, 2013, they stated that "the plan is fine" and
606 that the Borough should begin sampling after submitting a revised sampling schedule. HRG, Inc.
607 intends to revise the schedule and submit it to PA DEP so that sampling can begin on Tuesday, February
608 26, 2013.

609

610 Mrs. Metzger informed Borough Council that when the Borough went to obtain the reading from the
611 transducers in the monitoring well around the wetland, which the Borough is required to obtain and
612 share with the Susquehanna River Basin Commission (SRBC) while they're doing this testing, the
613 monitoring well was frozen and the transducers aren't reading. The cold weather also apparently
614 impacted the battery life; the batteries are dead and the Borough can't get the batteries out to charge
615 them since they are frozen in the wells. The Borough is currently trying to figure out how to charge the
616 battery so when the monitoring well does thaw the transducers can continue to monitor. The
617 recommendation is to hook-up a laptop to the battery and let it charge. The other option would be to
618 remove the batteries and plug them into a desktop, but that's not going to work since the monitoring well
619 is frozen and they can't be removed. Mrs. Erin Threet, HRG, Inc., reported that she has been trying to
620 contact the SRBC all day regarding this matter. Mrs. Threet expressed that she hopes the SRBC states
621 that its winter, take a tape measure and use that for your whole winter reading and they'll accept that.

622

623 Mrs. Metzger reminded Borough Council that the Borough has an agreement with the Lycoming County
624 Resource Management for the disposal of municipal sewage sludge; this agreement expired on Monday,
625 December 31, 2012. Lycoming County Resource Management is proposing to renew this agreement for
626 two (2) years with a non-void clause added to the agreement which would allow them to raise rates with
627 a sixty (60) day notice. If the Borough doesn't accept the rate increase then the contract would be
628 voided. Mr. Runkle spoke with Ms. Ellen V. Montis, Residual Waste Specialist for Lycoming County
629 Resource Management, regarding the non-void clause. Mr. Runkle has received and reviewed the
630 revised agreement and is recommending Borough Council action to approve the two (2) year contract
631 extension with all other terms to be the same.

632

633

634 Motion by: Bryan E. Rohland
635 Second by: Betsy K. Robertson

636

637 **MOTION: To approve the two (2) year contract extension with Lycoming County Resource**
638 **Management for the disposal of municipal sewage sludge with all other terms to be the same.**

639

640 Yes – Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Brouse

641

642 No – None

643

644

645

646 Mrs. Metzger requested that the Annual Spring Drop-Off event be scheduled for the following dates:

- 647
- 648 • Wednesday, April 24, 2013 12:00 PM-8:00 PM
- 649 • Thursday, April 25, 2013 12:00 PM-8:00 PM
- 650 • Friday, April 26, 2013 12:00 PM-8:00 PM
- 651 • Saturday, April 27, 2013 8:00 AM-12:00 PM

652
653 Borough Council action is requested to approve the dates for the Annual Spring Drop-Off Event and to
654 solicit a bid for hauling fees for this project. Mrs. Metzger informed Borough Council that these dates
655 are within the Great American Cleanup Event, which will allow us to take advantage of the absence of
656 tipping fees at the landfill for our event.

657
658 Motion by: Betsy K. Robertson
659 Second by: Benjamin M. Dietrich

660
661 **MOTION: To approve the dates for the Annual Spring Drop-Off event for April 24-26, 2013**
662 **(12:00-8:00 pm) and April 27, 2012 (8:00 am-12:00 pm) and authorize Mrs. Metzger to solicit a bid**
663 **for hauling fees for this project.**

664
665 Yes – Mr. Steese, Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Snook, Mr. Brouse

666
667 No – None

668
669
670 Mrs. Metzger announced that the Borough will publicize in the *Mifflinburg News & Views* that there will
671 be random Photo ID checks during this years Annual Spring Drop-Off event.

672
673 Mrs. Metzger reminded Borough Council that she, Mr. Brouse, and Mayor Cooney met with
674 representatives from Yorktowne and Ritzcraft on Wednesday, December 12, 2012. These companies
675 were looking for information about the Borough's electric rates and for any cost saving/reduction
676 measures that could be offered. It was determined that Mrs. Metzger would consult with the Borough's
677 Electrical Consultant, Mr. Jim Havrilla of Utility Engineers, PC, on this matter. Mrs. Metzger updated
678 Borough Council that the Borough and Mr. Havrilla met with the consultant for Yorktowne, Inc. on
679 Friday, January 18, 2013 at 9:30 AM. Yorktowne, Inc. sent a letter to the Borough requesting that the
680 Borough consider amending the Electric ordinance to allow for customer owned generation and that the
681 Borough consider selling a portion of the infrastructure serving their facilities to them to allow them to
682 consolidate services. Mr. Joe Zimmerman, Borough Electrical Foreman, and Mr. Havrilla are working
683 on a proposal for this request. Mrs. Metzger requested that a Utility Committee meeting be scheduled to
684 consider these as well as other utility matters.

685
686 Mrs. Metzger informed Borough Council that she has requested that the Borough's Electrical
687 Consultant, Mr. Jim Havrilla of Utility Engineers, PC, submit a proposal to assist the Borough in
688 bidding and selecting an automated metering infrastructure (AMI) system. This matter can also be
689 considered by the Utility Committee during the requested Utility Committee Meeting.

690
691 Mrs. Metzger reported that the Utility Committee also needs to review and revise the sewer ordinance to
692 add language to make it easier to require privately owned developments to fix problem areas so they're
693 not contributing to the Borough's problems.

694
695 Mr. Snook scheduled a Utility Committee meeting for Tuesday, March 5, 2013 at 7:00 PM.

696
697 Mrs. Metzger reported that members of the Building Committee and the Mifflinburg Hose Company met
698 on Tuesday, January 22, 2013 at 7:00 PM at the Mifflinburg Hose Company Building located at 325
699 Chestnut Street to discuss the Mifflinburg Hose Company. After a tour and discussion, the Building
700 Committee determined that it would be best to have a Structural Engineer review the building to help
701 determine what necessary repairs should be completed together with the estimated costs for those
702 repairs. Mrs. Metzger informed Borough Council that she has prepared a Request for Proposals (RFP)
703 for Structural Engineering Services. A copy of the RFP is included in the information tonight for
704 Borough Council review. Mrs. Metzger requested Borough Council action to authorize her to solicit a
705 RFP for Structural Engineering Services.

706
707
708
709
710

711 Motion by: Benjamin M. Dietrich

712 Second by: Tod M. Steese

713

714 **MOTION: To authorize Mrs. Metzger to solicit a Request for Proposals (RFP) for Structural**
715 **Engineering Services to review the Mifflinburg Hose Company Building located at 325 Chestnut**
716 **Street to help determine what necessary repairs should be completed together with the estimated**
717 **costs for those repairs.**

718

719 Mr. Rohland stated that someone other than a Structural Engineer might be qualified to review the
720 Mifflinburg Hose Company Building located at 325 Chestnut Street to help determine what necessary
721 repairs should be completed together with the estimated costs for those repairs. A discussion was held;
722 Mrs. Metzger explained the reasons for obtaining a Structural Engineer to perform these services.

723

724 Yes – Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Snook, Mr. Steese, Mr. Brouse

725

726 No – None

727

728

729 Mrs. Metzger requested an executive session to discuss Personnel related matters.

730

731 Mrs. Metzger informed Borough Council that Mr. Ron Bollinger, Park Director, is requesting that the
732 following Mifflinburg Park/Pool employees be hired for the 2013 season:

733

734	Jacqueline Beck	Jessica Lloyd	Micah Bollinger
735	Sam Chlebowski	Gillian Allen	Alexia Erb
736	Caitlin Wells	Jared Moser	Tessa Woodring
737	Hannah Schultz	Katie Sauers	Kyle Failor
738	Maura McGlaughlin	Erica Dehaas	Dylan Yost
739	Mark Deford	Marc Bollinger	Marie Caruso

740

741 A copy of the memo dated Friday, February 11, 2013 is included in the information tonight. Borough
742 Council action is requested on this matter. Mrs. Metzger clarified that the Mifflinburg Park/Pool
743 employees listed above are only the rehires from the 2012 season. It is anticipated that Mr. Ron
744 Bollinger, Park Director, will provide Borough Council with a list of new Mifflinburg Park/Pool
745 employees for the 2013 season at the Tuesday, March 19, 2013 regular Borough Council meeting.

746

747 Motion by: Betsy K. Robertson

748 Second by: Benjamin M. Dietrich

749

750 **MOTION: To hire the Mifflinburg Park/Pool employees for the 2013 season as listed and**
751 **recommended by Mr. Ron Bollinger, Park Director, in the memo dated Friday, February 11, 2013.**

752

753 Yes – Mr. Rohland, Mrs. Robertson, Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Brouse

754

755 No – None

756

757

758 Mrs. Metzger reported that in accordance with Section II – Closeout Guidelines for Contracts with State
759 Funding \$100,000.00 or More, all Pennsylvania Department of Community & Economic Development
760 (PA DCED) contracts funded 100 percent with state funds in the amount of \$100,000.00 or more require
761 the submission of an audit (“Project Audit”) of the contract within 120 days after the contract
762 termination date or 120 days after the termination of contract activities, whichever comes first. The
763 format of the audit report must comply with Section D of this section to be acceptable by the PA DCED.
764 Annual financial statement audits or financial statements from Federal Single Audits may not be
765 substituted for a financial compliance (project) audit. The Elm Street Grant for New Communities
766 Program Elm Street Project termination date is Tuesday, March 12, 2013. Mrs. Metzger informed
767 Borough Council that she has emailed Mr. Neal Lewis, Lewis, Barlett, Klees, and requested that he
768 provide a cost for this work. Mr. Lewis has indicated that he would complete some of the work while he
769 is at the Borough Office to complete the 2012 Audit and finish up some of the compliance work later. If
770 the Borough would allow Mr. Lewis to wait until after the tax deadline of Monday, April 15, 2013, he is
771 willing to complete the remaining work for \$750.00. Mrs. Metzger expressed that she believes \$750.00
772 is a reasonable price; normally this work would be around \$1,250.00. The Borough has budgeted
773 \$2,000.00 for this work in the 2013 Budget. Borough Council action is requested to authorize Mr. Lewis
774 to complete the closeout audit for the Elm Street Grant for New Communities Program Elm Street
775 Project in the amount of \$750.00.

776 Motion by: Benjamin M. Dietrich

777 Second by: Betsy K. Robertson

778

779 **MOTION: To authorize Mr. Neal Lewis, Lewis, Barlett, Klees, to complete the closeout audit for**
780 **the Elm Street Grant for New Communities Program Elm Street Project in the amount of \$750.00.**

781

782 Yes – Mrs. Robertson, Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Rohland, Mr. Brouse

783

784 No – None

785

786

787 Mr. Brouse inquired if Borough Council action is requested to consider opening up a Maintenance I
788 position under the Nonuniformed Employment Contract and authorize Mrs. Metzger to post this vacancy
789 in accord with Article 7, §7.5. Mrs. Metzger informed Borough Council that they can take action to
790 consider opening up a Maintenance I position under the Nonuniformed Employee Contract and authorize
791 Mrs. Metzger to post this vacancy in accord with Article 7, §7.5 or wait to discuss this matter during
792 executive session. Mrs. Metzger reminded Borough Council that they took action at the Tuesday, May
793 15, 2012 regular Borough Council meeting to accept Mr. Dennis Weaver's notice of retirement as a
794 Borough maintenance employee effective Sunday, June 3, 2012; and to authorize Mrs. Metzger to
795 advertise the vacancy for the Borough maintenance position. It was determined that the vacancy would
796 be advertised for the Maintenance II position rather than a Maintenance I. Mrs. Metzger explained that
797 in accord with the Job Classifications, the Maintenance I position requires that you need to have eight (8)
798 years proven work experience in municipal public works including extensive skills in utility, street,
799 storm water and public property maintenance; of which five (5) years are in direct municipal
800 maintenance work in the Borough. Borough Council action is requested on this matter.

801

802 Motion by: Benjamin M. Dietrich

803 Second by: Betsy K. Robertson

804

805 **MOTION: To authorize Mrs. Metzger to post the vacancy for the Borough Maintenance I position**
806 **in accord with Article 7, §7.5 of the Nonuniformed Employment Contract.**

807

808 Approved via unanimous voice vote.

809

810

811 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for
812 January 2013 included in the information tonight.

813

814 Mayor Cooney presented Borough Council with some Monthly Highlights for the Mifflinburg Police
815 Department for January 2013. Mayor Cooney informed Borough Council that the 2013 Dodge Charger
816 has returned from Keystone Communication today. Borough Council action is requested to advertise for
817 sealed bids for the sale of the 2008 Dodge Charger for the Mifflinburg Police Department.

818

819 Motion by: Benjamin M. Dietrich

820 Second by: Tod M. Steese

821

822 **MOTION: To advertise for sealed bids for the sale of the 2008 Dodge Charger for the Mifflinburg**
823 **Police Department.**

824

825 Yes – Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Brouse

826

827 No – None

828

829

830 Mayor Cooney informed Borough Council that Chief Bickhart has provided an explanation for specific
831 calls in McClure. Mr. Brouse requested that Chief Bickhart provide an explanation (time, miles, hours,
832 etc.) for specific calls in any Townships without a Police Force that the Mifflinburg Police Department
833 provides assistance to. Mr. Brouse explained that he is trying to obtain numbers in order to push for
834 legislation to enforce that Townships without a Police Force have to pay for assistance provided by other
835 Police Department.

836

837 Mrs. Robertson requested an executive session to discuss Personnel matters.

838

839

840

841 Mr. Snook reminded Borough Council that there is a Utility Committee meeting schedule for Tuesday,
842 March 5, 2013 at 7:00 PM.

843
844 Mayor Cooney presented Borough Council with an update for the Mifflinburg Regional Economic
845 Development (MRED) Alliance. There was a MRED Alliance meeting held this month. Mayor Cooney
846 informed Borough Council that a walking tour of the downtown has been schedule for next month. Ms.
847 Cherie Ross, Main Street Manager for Mifflinburg Heritage & Revitalization Association (MHRA),
848 would like to formalize the description of the businesses that are available in the downtown and take a
849 more creative approach.

850
851 Mayor Cooney provided Borough Council with an update on the following businesses in the Borough:

- 852
853 1. PA Collector, Dave Barrett, opened up shop at the Old bus garage, located at 52 E.
854 Chestnut Street.
855 2. Ms. Karen Straub opened up a business called "Shop N Save" located at 373 Chestnut
856 Street.

857
858 Mr. Runkle reminded Borough Council that there is a meeting scheduled with Chief Bickhart to continue
859 working on the ordinance revisions with regard to the no parking ordinance and the stop intersection
860 portion of the ordinance to incorporate Miriam Street. The meeting is scheduled for Wednesday,
861 February 27, 2013.

862
863 Mr. Runkle reported that Chief Bickhart has contacted him to inquire if the Mifflinburg Police
864 Department would open themselves up to any kind of liability and/or litigation risks if a Mifflinburg
865 Police Officer, who is a certified TASER instructor, instructs TASER Training to other Police
866 Departments and the Police Department inappropriately TASER somebody. Mr. Runkle informed Chief
867 Bickhart that the Mifflinburg Police Department would open themselves up to liability and/or litigation
868 risks. An agreement would be required between the Mifflinburg Police Department and the other Police
869 Department which states that the Police Department agrees to hold harmless and indemnify the
870 Mifflinburg Police Department from all liability, loss, costs and obligation of any and every kind on
871 account of or arising out of any injuries or losses incurred by the other Police Department, however
872 occurring, arising out of any TASER Electronic Control Device (ECD) Exposure. Mr. Runkle stated
873 that he was thinking a one (1) or two (2) page boilerplate and that the most important part would be to
874 sign a whole harmless and indemnity of the agreement; however you can't waive the third parties right's
875 to file a suit. Therefore the Mifflinburg Police Department could still be dragged into something in
876 theory but the other Police Department would have to fulfill the Mifflinburg Police Department's legal
877 defense and cover the cost if there would be any kind of recovery by the third party. A discussion was
878 held; Mr. Runkle inquired if Borough Council wants him to keep working on this or wait until Borough
879 Council speaks with Chief Bickhart. Mr. Brouse directed Mr. Runkle to wait until Borough Council
880 speaks with Chief Bickhart.

881
882 Mayor Cooney informed Borough Council that he will be attending the following events:

- 883
884 • He will be issuing a letter of congratulations to Tyler Lauver, a Cub Scout from Mifflinburg
885 Pack 3520, for officially earning the rank of Eagle Scout. An Eagle Scout ceremony has
886 been scheduled for Sunday, April 7, 2013.
887 • The Mifflinburg American Legion Post 410 and the Mifflinburg Moose will be co-
888 sponsoring the Annual Easter Egg Hunt at the VFW Carnival Grounds on Saturday, March
889 23, 2013 at 10:00 AM.
890 • He will be a guest reader for Dr. Seuss Night at the Mifflinburg Elementary School on
891 Friday, March 1, 2013 at 6:30 PM.
892 • He will be speaking to the Mifflinburg Kiwanis on Monday, February 25, 2013.
893 • The second "Artists Among Us" event is scheduled for Wednesday February 27, 2013 at
894 7:30 PM in the Mifflinburg Bank & Trust Company Community Room located at 250 E.
895 Chestnut Street. The featured presenter will be Ms. Bridget Catherman, a resident located
896 at 663 Grand Valley Road, who will be teaching about Fraktur Folk Art, a type of
897 Pennsylvania German folk art.

898
899 Mayor Cooney reported that he spoke with an individual who is interested in opening up a restaurant in
900 the Borough. The individual already has a location in mind.

901
902
903
904
905

906 Mrs. Robertson inquired about the status of the property located at 246 Chestnut Street. Mayor Cooney
907 informed Borough Council that the property was found in deplorable condition. The property owner
908 ended up in a nursing home and to his knowledge has never returned. Mr. Graham C. Showalter, an
909 Attorney at Law out of Lewisburg, is executor of the property owner's affairs. Mayor Cooney stated that
910 he noticed the property was listed as a tax sale property in the last notification that was published in the
911 newspaper. Mrs. Metzger reported that there has been several issue with this property.

912
913 Mayor Cooney informed Borough Council that Mr. Landon Scholl has contacted him with regard to
914 purchasing the property located at 218 Chestnut Street. Mayor Cooney suggested some properties to Mr.
915 Scholl that are in the process of being declared uninhabitable or are empty incase he is looking to rehab.
916 Mayor Cooney provided Mr. Scholl with a list of properties and the contact information for each
917 property.

918
919 Mr. Brouse inquired about the status of the property located at 403 Thompson Street. Mr. Runkle stated
920 that Mr. Jim Emery, Central Keystone Council of Government (CK-COG), contacted him to inquire
921 what the next step would be in the process. Mr. Runkle informed Mr. Emery that the CK-COG needs to
922 determine whether the property is repairable or not and then issue the appropriate order. Mr. Emery
923 stated that the CK-COG can't determine whether the property is repairable or not until observing the
924 inside of the property. Mr. Runkle directed Mr. Emery to contact the property owner to request
925 permission to enter the property; if the property owner won't grant Mr. Emery permission to enter the
926 property, then the Borough would begin the process for a search warrant and go from there.

927
928 Mr. Brouse inquired about the status of the property located at 67-69 Chestnut Street. Mrs. Metzger
929 informed Borough Council that the last she heard there was a sale pending on the property. Mayor
930 Cooney explained that there are four (4) or five (5) siblings involved in the estate and they were waiting
931 for the one (1) sibling to sign.

932
933 Mr. Brouse inquired about the status of the property located at 131 Chestnut Street. Mrs. Metzger
934 reported that the property owner has an active building permit. In accord with the *Pennsylvania Code*,
935 §403.63-Grant, denial and effect of permits, an active permit may be valid for no more than five (5)
936 years from its issue date.

937
938 Mr. Brouse informed Borough Council that the Finance Committee meeting scheduled for Tuesday,
939 February 24, 2013 has been canceled. The meeting will be rescheduled sometime in March.

940
941 Mr. Runkle informed Borough Council that he forgot to mention about an outstanding title issue with
942 regard to the Old Borough Building located at 333 Chestnut Street and the Mifflinburg Hose Company
943 Building located at 325 Chestnut Street. There is an agreement of sale on record for the little parcel that
944 belonged to Mifflinburg Bank Corporate that was essentially an installment contract; however there was
945 never a deed recorded. Mr. Runkle clarified that the title is still with Mifflinburg Bank Corporate. Mr.
946 Runkle recommended that Borough Council allow him to contact Mifflinburg Bank Corporate
947 (Mifflinburg Bank & Trust Company) to convince them to sign-off on the title and then complete a deed
948 from the Borough to the Borough for the remaining parcel with a clean legal description based on the
949 survey prepared by Mr. Alan Wagner, Wagner's Surveying. Then if the Borough decides to sale the
950 property down the road, they won't have to address the title issue at that time. Mr. Runkle expressed
951 that the Borough is fortunate that the business on the title still exists and they don't have to locate heirs
952 to resolve this matter. Borough Council unanimously approved Mr. Runkle's recommendation.

953
954
955 Mr. Brouse called an executive session to discuss personnel matters. An executive session was held
956 from 10:02 PM to 10:24 PM.

957
958
959 Motion by: Betsy K. Robertson
960 Second by: Benjamin M. Dietrich

961
962 **MOTION: To authorize a \$0.75/hr merit raise to Mr. David Moroskie's hourly rate; increasing his**
963 **hourly rate from \$19.60/hr to \$20.35/hr for recognition of his expanded performance.**

964
965 Yes – Mr. Steese, Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Snook, Mr. Brouse

966
967 No – None

968
969
970

971 Motion by: Betsy K. Robertson
972 Second by: Benjamin M. Dietrich

973

974 **MOTION: To authorize a salary increase to Mrs. Margaret A. Metzger's salary; increasing her**
975 **salary to \$65,000.00/yr effective with the next pay based on a survey of other Borough Manager's**
976 **salaries in the area.**

977

978 Yes – Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Snook, Mr. Steese, Mr. Brouse

979

980 No – None

981

982

983 Mr. Rohland informed Borough Council that Mr. Hall Solomon contacted him a few months ago
984 regarding doing something with the Memorial Monument. A discussion was held; Mrs. Metzger stated
985 that she would contact Mr. Solomon.

986

987

988 Motion by: Michael E. Snook

989

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

991

992 Approved via unanimous voice vote.

993

994

995 Meeting adjourned at 10:28 PM.

996

997 Respectfully Submitted,

998

999

1000 Misty L. Ross

1001 Assistant Borough Secretary