

MINUTES OF MIFFLINBURG BOROUGH COUNCIL
January 15, 2013

PRESENT ABSENT

Robert O. Brouse, Jr., Council President	X	
Betsy K. Robertson, Vice President	X	
Benjaman M. Dietrich, Council Member	X	
Bryan E. Rohland, Council Member	X	
Michael E. Snook, Council Member	X	
Tod M. Steese, Council Member	X	
David M. Cooney, Mayor	X	
Jeremiah D. Runkle, Solicitor	X	
Douglas R. Bickhart, Chief of Police		X
Margaret A. Metzger, Borough Manager	X	
Misty L. Ross, Assistant Secretary	X	

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

There was one (1) visitor present at this meeting which was Darwin Swope.

Motion by: Tod M. Steese

Second by: Betsy K. Robertson

MOTION: To approve the minutes of the Tuesday, December 18, 2012 regular meeting of Mifflinburg Borough Council.

Approved via unanimous voice vote.

Mr. Dietrich reminded Borough Council that they took action at the Tuesday, December 18, 2012 regular Borough Council meeting to authorize a final check run for 2012, Bill List #2012-13. Mr. Dietrich informed Borough Council that he has reviewed Bill List #2012-13 in the amount of \$83,558.58. Borough Council action is requested to approve payment of this Bill List.

Motion by: Benjaman M. Dietrich

Second by: Betsy K. Robertson

MOTION: To approve payment of Bill List #2012-13 in the amount of \$83,558.58.

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

No – None

Mr. Dietrich informed Borough Council that he has reviewed Bill List #2013-01 in the amount of \$299,800.46. Bill List #2013-01 is lower this month since there was not an American Municipal Power, Inc. (AMP) invoice included in the Bill List. Bill List #2013-01 did include a Pennsylvania Intergovernmental Risk Management Association (PIRMA) payment in the amount of \$83,333.00.

Motion by: Benjaman M. Dietrich

Second by: Betsy K. Robertson

MOTION: To approve payment of Bill List #2013-01 in the amount of \$299,800.46.

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

No – None

66 Mr. Darwin Swope, Legislative Aide to State Representative Fred Keller (R-85th District), attended
67 tonight's meeting. Mr. Swope informed Borough Council that State Representative Fred Keller has
68 reintroduced House Bill 1329: Prevailing Wage Legislation which would raise the threshold of the
69 Prevailing Wage Act from \$25,000 to \$190,000 in order to help save taxpayers money on public works
70 projects. Mr. Swope clarified that State Representative Fred Keller's District Office is still located in
71 Suite 1 of the Mifflinburg Government Center at 343 Chestnut Street.

72
73
74 Motion by: Benjamin M. Dietrich
75 Second by: Betsy K. Robertson

76
77 **MOTION: To approve the Mifflinburg Borough Zoning Report for December 2012 and authorize**
78 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$47.90.**

79
80 Yes – Mrs. Robertson, Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Rohland, Mr. Brouse

81
82 No – None

83
84
85 Mrs. Metzger reported that PennDOT has provided the revised Reimbursement Agreement for the
86 Chestnut Street Reconstruction Project in the amount of \$1,350,560.30. Mrs. Metzger reminded
87 Borough Council that the revised Reimbursement Agreement revises the dollar amounts to reflect the
88 bid pricing rather than the proposed costs reflected in the original agreement. Mrs. Metzger clarified that
89 she anticipates that the Borough will incur additional costs for the Chestnut Street Reconstruction
90 Project until the completion of the project. Resolution No. 2013-01; authorizes and directs the Borough
91 Council President, Robert O. Brouse, Jr., to sign the attached Reimbursement Agreement No. 033608A
92 with PennDOT. Borough Council action is requested to adopt Resolution No. 2013-01.

93
94 Mr. Brouse informed Mr. Darwin Swope, Legislative Aide to State Representative Fred Keller (R-85th
95 District), that PennDOT is responsible to maintain enclosed surface storm water facilities of the state
96 highway within Townships for deficiencies relating to structural conditions including the repair and
97 replacement of inlets below grates, cross pipes/culverts, parallel pipes/culverts, headwalls and endwalls
98 for structural condition reasons unless the Township has assumed maintenance by written agreement or
99 HOP (highway occupancy permit), a combination or system with treatment facilities involved, or there is
100 joint responsibility at intersecting roads. Mr. Brouse expressed that he would like this policy for
101 Boroughs as well. Mr. Swope stated that he would research this policy and get back to Borough
102 Council.

103
104
105 Motion by: Benjamin M. Dietrich
106 Second by: Betsy K. Robertson

107
108 **MOTION: To adopt Resolution No. 2013-01; Authorizing and directing the Borough Council**
109 **President, Robert O. Brouse, Jr., to sign the attached Reimbursement Agreement No. 033608A**
110 **with PennDOT in the amount of \$1,350,560.30.**

111
112 Approved via unanimous voice vote.

113
114
115 Mrs. Metzger reminded Borough Council that they took action at the Tuesday, December 18, 2012
116 regular Borough Council meeting to adopt the Multi-Municipal Comprehensive Plan titled *Cultivating*
117 *Community* and notify the Union County Planning Commission (UCPC) of the action taken. Mrs.
118 Metzger reported that subsequent to notifying the UCPC of the action taken; Mr. Shawn McLaughlin,
119 Union County Planning Director, contacted her and informed her that the Comprehensive Plan should
120 have been adopted by resolution. Resolution No. 2013-02; a resolution adopting the Multi-Municipal
121 Comprehensive Plan for the Central planning area has been prepared. Borough Council action is
122 requested to adopt this resolution.

123
124 Motion by: Benjamin M. Dietrich
125 Second by: Betsy K. Robertson

126
127 **MOTION: To adopt Resolution No. 2013-02; A resolution adopting the Multi-Municipal**
128 **Comprehensive Plan for the Central planning area.**

129
130 Approved via voice vote, with Mr. Snook voting no.

131 Mr. Runkle reminded Borough Council that they took action at the Tuesday, November 20, 2012 regular
132 Borough Council meeting to authorize him to revise Resolution No. 2012-05; a resolution establishing
133 and adopting a policy for the distribution of connection permits under state, federal, or other regulatory
134 limitations. Mr. Runkle informed Borough Council that he has prepared Resolution No. 2013-03 which
135 replaces Resolution No. 2012-05. Three (3) amendments have been made to the Conditions for Making
136 Sewer Connections and are as follows:

- 137
138 1. Paragraph V; stated that available connection permits will be offered to potential candidates
139 in writing by the Borough of Mifflinburg. Potential candidates will have thirty (30) days to
140 accept the connection permit, and attached conditions, or the connection permit will be
141 offered to the next candidate in the order determined under Paragraph IV. If there is no
142 other candidate remaining whose request has not been fulfilled, the Borough shall re-
143 advertise the availability of the connection(s) and thereafter distribute them according to the
144 terms of this Resolution has been added to this paragraph.
- 145 2. Subparagraph c under Paragraph VI; stated that if the structural foundation has not been
146 completed within one (1) year of the date of connection permit issuance, then the EDU
147 shall be revoked and the Borough shall return 80% of the Tapping Fee paid by the
148 applicant. Subparagraph c has been amended to state that if the structure is a residential
149 structure and is not occupied within eighteen (18) months of the date of connection permit
150 issuance, then the EDU shall be revoked and the Borough shall return 80% of the Tapping
151 Fee paid by the applicant.
- 152 3. Subparagraph d has been added under Paragraph VI; which states that if the structure is a
153 commercial structure and is not occupied within twenty-four (24) months of the date of
154 connection permit issuance, then the EDU shall be revoked and the Borough shall return
155 80% of the Tapping Fee paid by the applicant.

156
157 Mr. Dietrich inquired if the applicant can request an extension if the structure is not occupied within the
158 required time, but is close to being occupied. Mr. Runkle stated that Resolution No. 2013-03 doesn't
159 expressly provide that the applicant can request an extension; however if Borough Council were
160 presented with an extension request, he would advise Borough Council to do as they want as long as
161 they are consistent. Mrs. Metzger inquired if Resolution No. 2013-03 addresses capacity charges. Mr.
162 Runkle reported that subparagraph b under Paragraph VI; states that payment of applicable sewer rentals
163 upon occupancy of the structure. If the structure is not occupied within one (1) year of the date of
164 connection permit issuances, the property owner shall pay any applicable reservation of capacity charges
165 as established by Resolution of the Mifflinburg Borough Council.

166
167 Motion by: Benjamen M. Dietrich

168 Second by: Michael E. Snook

169
170 **MOTION: To adopt Resolution No. 2013-03; A resolution establishing and adopting a policy for**
171 **the distribution of connection permits under state, federal, or other regulatory limitations.**

172
173 Approved via unanimous voice vote.

174
175
176 Mr. Runkle requested an executive session to discuss the sewer EDU's accepted from the eleven (11)
177 distributed at the Tuesday, October 16, 2012 regular Borough Council meeting.

178
179 Mrs. Metzger reported that Don E. Bower, Inc., contractor for the Chestnut Street Reconstruction
180 Project, began work on this project on Monday, November 12, 2012. Preliminary work has been
181 completed in the overlay area, at 2nd and 3rd Streets as of this time. The contractor is currently working
182 at 6th Street and has plans to complete abandonment of the sewer line crossing Chestnut Street at 7th
183 Street and the storm water work at High Alley and 8th Street before the winter shutdown date of
184 Saturday, February 2, 2013. Regular construction and the detour for this project are scheduled to begin
185 on Monday, March 25, 2013.

186
187 Mrs. Metzger informed Borough Council that Don E. Bower, Inc. has scheduled the next Public Meeting
188 for the Chestnut Street Reconstruction Project for Wednesday, March 6, 2013 at 7:00 PM at the
189 Mifflinburg Middle School LGI. Mr. Runkle clarified that he is not required to be present at the Public
190 Meeting. Mrs. Robertson expressed that she believes the Borough should issue their own press release
191 in order to notify the residents and business owners of the Public Meeting. Mrs. Metzger stated that the
192 Borough can issue their own press release in order to notify the residents and business owners of the
193 Public Meeting. In addition, an article will be placed in the "Mifflinburg News & Views" for February
194 2013 and on the Borough's website. The Borough will also send letters to every property owner along
195 Chestnut Street and Market Street since the detour for this project will be on Market Street.

196 Mrs. Metzger reported that Don E. Bower, Inc., contractor for the Chestnut Street Reconstruction, is
197 required to provide Flagpersons/Crossing Guards at the intersections of 1st and Market Streets and Mable
198 and Market Streets, from 7:30 AM to 8:15 AM and 3:00 PM to 3:30 PM, Monday through Friday while
199 school is in session to aid students crossing Market Street on their way to and from school. Don E.
200 Bower, Inc. is seeking qualified applicants for this position on a part-time, temporary basis beginning in
201 April 2013 through October 2013. The salary shall be in accordance with the base rate and fringe
202 benefits established by the Federal Davis-Bacon Wage Determination, General Decision No. PA120014
203 08/03/2012 PA14 as follows:

204		
205	Base Rate:	\$17.71/Hour
206	Fringe Benefits:	<u>\$13.39/Hour</u>
207	Total Rate:	\$31.10/Hour
208		

209 Prior to employment, prospective employees will be required to successfully complete and/or obtain the
210 following in accordance with Pennsylvania Act 34 of 1985, Pennsylvania Act 114 of 2005, Pennsylvania
211 Act 24 of 2011, and Pennsylvania Act 82 of 2012:

- 212 1. Pennsylvania Child Abuse History Clearance.
 - 213 2. Pennsylvania State Police Request for Criminal Record Check.
 - 214 3. Pennsylvania Department of Education Arrest/Conviction and Certification Form.
- 215

216 In addition to the above clearance requirements, prospective employees will be required to participate in
217 and successfully obtain certification as required by the PennDOT mandated flagger training program in
218 accordance with PennDOT Publication 213. A discussion was held; Mrs. Metzger informed Borough
219 Council that the next construction meeting with Don E. Bower, Inc. and PennDOT for the Chestnut
220 Street Reconstruction Project is scheduled for Thursday, January 24, 2013.

221
222 Mrs. Metzger requested an executive session to discuss the sewer EDU's accepted from the eleven (11)
223 distributed at the Tuesday, October 16, 2012 regular Borough Council meeting.

224
225 Mrs. Metzger reminded Borough Council that they took action at the Tuesday, December 18, 2012
226 regular Borough Council meeting to accept the bid received from Mr. Sascha Skucek for the purchase of
227 the Old Borough Building located at 333 Chestnut Street in the amount of \$3,300.00, contingent upon an
228 Agreement of Sale. Mr. Runkle was directed to draft the Agreement of Sale for this property which
229 incorporates the required deed restrictions. Mr. Runkle informed Borough Council that he did not draft
230 the Agreement of Sale for the Old Borough Building which incorporates the required deed restrictions.
231 Mr. Runkle expressed that he felt the Agreement of Sale was unnecessary, unless the buyer or the
232 buyer's attorney wanted an Agreement of Sale, and that drafting the Agreement of Sale would be an
233 extra expense since this was a cash sale and there was no financing involved.

234
235 Mr. Runkle provided Borough Council with an update on the status of the deed transfer for the Old
236 Borough Building located at 333 Chestnut Street. Mr. Skucek has hired Attorney, Peter L. Matson to
237 transfer the title for the Old Borough Building. Mr. Runkle stated that in reviewing the deed and
238 description, and then trying to draft a deed; he didn't realize the extent of the encroachment by the
239 Mifflinburg Hose Company Building located at 325 Chestnut Street. Mr. Runkle explained that
240 typically when completing a deed, you copy the old legal description and add any reservations,
241 easements, or restrictions that may be necessary and is in this case. The deed for the Old Borough
242 Building can't be drafted with the current description; otherwise Mr. Skucek would end up owning a
243 piece of the Mifflinburg Hose Company Building. A survey and Subdivision and Land Development
244 Plan would need to be completed in order to draft the deed for the Old Borough Building. In accord
245 with the Mifflinburg Subdivision and Land Development Ordinance, all Subdivision and Land
246 Development Plans require a metes and bounds description which requires a survey. A discussion was
247 held regarding the Subdivision and Land Development Plan. Mrs. Metzger expressed that she believes
248 the Subdivision and Land Development Plan should be completed legally and correctly since it's a legal
249 document. Mrs. Metzger suggested that a survey be obtained from Wagner's Surveying since they have
250 a lot of historical knowledge of Mifflinburg. Mr. Runkle agreed with Mrs. Metzger and stated that the
251 surveyor should be retained based on who the best person is for the job in terms of what historical
252 knowledge the surveyor may have, rather than price. Mr. Rohland recommended that Borough Council
253 take action to authorize Mr. Runkle to engage a surveyor to prepare the required Subdivision and Land
254 Development Plan and survey for the Old Borough Building located at 333 Chestnut Street at an amount
255 not-to-exceed \$3,500.00.

261 Motion by: Tod M. Steese
262 Second by: Betsy K. Robertson

263
264 **MOTION: To authorize Mr. Runkle to engage a surveyor to prepare the required Subdivision and**
265 **Land Development Plan and survey for the Old Borough Building located at 333 Chestnut Street**
266 **at an amount not-to-exceed \$3,500.00.**

267
268 Mrs. Metzger inquired about the Mifflinburg Hose Company Building located at 325 Chestnut Street. A
269 discussion was held; Mr. Runkle recommended that Borough Council amend the previous motion to
270 authorize him to engage a surveyor to prepare the required Subdivision and Land Development Plan and
271 survey for the Old Borough Building located at 333 Chestnut Street at an amount not-to-exceed
272 \$3,500.00; to include the Mifflinburg Hose Company Building located at 325 Chestnut Street.

273
274 Motion by: Tod M. Steese
275 Second by: Betsy K. Robertson

276
277 **MOTION: To amend the previous motion to authorize Mr. Runkle to engage a surveyor to**
278 **prepare the required Subdivision and Land Development Plan and survey for the Old Borough**
279 **Building located at 333 Chestnut Street at an amount not-to-exceed \$3,500.00; to include the**
280 **Mifflinburg Hose Company Building located at 325 Chestnut Street.**

281
282 Mrs. Robertson clarified that if the surveyor can't prepare the required Subdivision and Land
283 Development Plan and survey for both the Old Borough Building and the Mifflinburg Hose Company
284 Building at the not-to-exceed amount of \$3,500.00; the surveyor should just prepare the required
285 Subdivision and Land Development Plan and survey for the Old Borough Building.

286
287 Yes – Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Brouse

288
289 No – None

290
291
292 Mr. Runkle inquired where the boundary line should be for the Old Borough Building located at 333
293 Chestnut Street. Mr. Brouse directed Mr. Runkle to have the surveyor contact him when they reach that
294 point. A discussion was held; Mr. Runkle requested Borough Council consideration to authorize Mrs.
295 Metzger to execute the deed for the Old Borough Building located at 333 Chestnut Street so that when
296 the required deed restrictions are incorporated, even if it occurs mid month, Mrs. Metzger can execute
297 the deed.

298
299 Motion by: Betsy K. Robertson
300 Second by: Tod M. Steese

301
302 **MOTION: To authorize Mrs. Metzger to execute the deed for the Old Borough Building located at**
303 **333 Chestnut Street.**

304
305 Yes – Mr. Steese, Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Snook, Mr. Brouse

306
307 No – None

308
309
310 Mr. Runkle reminded Borough Council that the contract with the Lycoming County Resource
311 Management for the disposal of municipal sewage sludge expired on Monday, December 31, 2012.
312 Lycoming County Resource Management is proposing to renew this agreement for two (2) years with a
313 non-void clause added to the agreement which would allow them to raise rates with a sixty (60) day
314 notice. If the Borough doesn't accept the rate increase then the contract would be voided. Mr. Runkle
315 informed Borough Council that he has spoke with Ms. Ellen V. Montis, Residual Waste Specialist for
316 Lycoming County Resource Management, regarding the non-void clause and is waiting to hear back
317 from her.

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324

325 Mrs. Metzger reminded Borough Council that she, Mr. Brouse, and Mayor Cooney met with
 326 representatives from Yorktowne and Ritzcraft on Wednesday, December 12, 2012. These companies
 327 were looking for information about the Borough's electric rates and for any cost saving/reduction
 328 measures that could be offered. It was determined that Mrs. Metzger would consult with the Borough's
 329 Electrical Consultant, Mr. Jim Havrilla of Utility Engineers, PC, on this matter. Mrs. Metzger updated
 330 Borough Council that she has consulted with Mr. Havrilla on this matter and a meeting has been
 331 arranged between Yorktowne's consultant, the Borough, and Mr. Havrilla. The meeting is scheduled for
 332 Friday, January 18, 2013 at 9:30 AM.

333
 334 Mrs. Metzger reminded Borough Council that the bid opening for the 2013 Cleaning Quotes was held on
 335 Monday, December 3, 2012 at 1:00 pm. There were two (2) quotes received and are as follows:

	<u>Bi-Weekly</u>	<u>Wax & Buff</u>	<u>Carpet Shampoo</u>
	<u>Price</u>	<u>Vinyl Floor</u>	<u>Cleaning</u>
339 Oliveri's Cleaning Service	\$ 62.50/visit	\$775.00	\$350.00
340 **Bidder meant this to be	\$112.50/visit		
341 McCormick's Home & Office Maintenance	\$126.69/visit	\$480.00	\$300.00

342
 343 Borough Council took action at the Tuesday, December 18, 2012 regular Borough Council meeting to
 344 award the 2013 Cleaning Bid to Oliveri's Cleaning Service for Bi-Weekly Cleaning in the amount of
 345 \$112.50; Wax & Buff Vinyl Floor in the amount of \$775.00; Carpet Shampoo Cleaning in the amount of
 346 \$350.00. Due to health reasons, Oliveri's Cleaning Service resigned on Thursday, December 20, 2012.
 347 Mrs. Metzger informed Borough Council that she has contacted the other bidder, McCormick's Home &
 348 Office Maintenance, and they will be taking over these services for 2013. Borough Council action is
 349 requested to rescind the motion to award the 2013 Cleaning Bid to Oliveri's Cleaning Service for Bi-
 350 Weekly Cleaning in the amount of \$112.50; Wax & Buff Vinyl Floor in the amount of \$775.00; Carpet
 351 Shampoo Cleaning in the amount of \$350.00; and award the 2013 Cleaning Bid to McCormick's Home
 352 & Office Maintenance for Bi-Weekly Cleaning in the amount of \$126.69; Wax & Buff Vinyl Floor in
 353 the amount of \$480.00; Carpet Shampoo Cleaning in the amount of \$300.00.

354 Motion by: Benjamen M. Dietrich
 355 Second by: Betsy K. Robertson

356
 357
 358 **MOTION: To rescind the motion to award the 2013 Cleaning Bid to Oliveri's Cleaning Service for**
 359 **Bi-Weekly Cleaning in the amount of \$112.50; Wax & Buff Vinyl Floor in the amount of \$775.00;**
 360 **Carpet Shampoo Cleaning in the amount of \$350.00; and award the 2013 Cleaning Bid to**
 361 **McCormick's Home & Office Maintenance for Bi-Weekly Cleaning in the amount of \$126.69;**
 362 **Wax & Buff Vinyl Floor in the amount of \$480.00; Carpet Shampoo Cleaning in the amount of**
 363 **\$300.00.**

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

365 No – None

366
 367
 368
 369
 370 Mrs. Metzger reported that Mrs. Erin Threet, HRG, Inc., has submitted the necessary permit information
 371 for the required testing for the Production Well No. PW-2. The Borough is currently awaiting approval
 372 of the testing plan submitted to Pennsylvania Department of Environmental Protection (PA DEP). The
 373 requirements of this testing will last through most of 2013 and must be completed and approved prior to
 374 gaining approval to use this well.

375
 376 Mrs. Metzger informed Borough Council that the Borough will be working with HRG, Inc. to compile
 377 the necessary information for the Annual Chapter 94 Report for the sewer system.

378
 379 Mrs. Metzger informed Borough Council that she and Mr. Jason Mitchell, Borough Public Works
 380 Supervisor, have been working on compiling and quantifying the information for the next Corrective
 381 Action Plan quarterly update report. As a part of this work, prices are being obtained from firms that can
 382 complete flow monitoring and reporting information in order to help us quantify the flows. Mrs.
 383 Metzger requested that a Utility Committee meeting be scheduled to discuss potential revisions to the
 384 Sewer Ordinance and the plans for corrective work in 2013.

385
 386
 387
 388
 389

390 Mrs. Metzger provided Borough Council with an update on the status of the demolition of the property
391 located at 218 Chestnut Street. The demolition of the property is scheduled to begin on Monday,
392 January 14, 2013 and be completed by the end of that same week. Borough Personnel will ensure that
393 the water and sewer connections are properly retired.

394
395 Mrs. Metzger reminded Borough Council that Mr. Jason Mitchell, Borough Public Works Supervisor,
396 has been requesting that a Building Committee meeting be scheduled to discuss the Mifflinburg Hose
397 Company. Immediate roofing repairs have been completed; however the other work requested by Mr.
398 John W. Heiges, Jr., Fire Chief for the Mifflinburg Hose Company, in 2012 requires further direction by
399 Borough Council. Mr. Wayne Bierly, President of the Mifflinburg Hose Company, has also submitted a
400 request for a meeting with the Building Committee at the Mifflinburg Hose Company Building located
401 at 325 Chestnut Street to discuss what they would like done to this building. Mrs. Metzger informed
402 Borough Council that she suggested Tuesday, January 22, 2013 as the suggested meeting date, and is
403 requesting confirmation from the Building Committee. Building Committee Members, Mr. Snook and
404 Mr. Rohland, confirmed the suggested meeting date of Tuesday, January 22, 2013 at 7:00 PM at the
405 Mifflinburg Hose Company Building located at 325 Chestnut Street.

406
407 Mrs. Metzger reported that Mr. Neal Lewis, Lewis, Barlett, Klees, has scheduled to begin the 2012 Audit
408 in mid February. Mrs. Metzger stated that she is currently working to close out the 2012 year and
409 prepare all year end financial and payroll reports. Mrs. Metzger informed Borough Council that she has
410 provided Mr. Lewis with an unadjusted trail balance in order to begin the 2012 Audit.

411
412 Mrs. Metzger informed Borough Council that the Public Works Director position has been advertised for
413 the third time; applications are being accepted through Friday, February 8, 2013. The Personnel
414 Committee has met to discuss other options for filling the Public Works Director position. Mrs. Metzger
415 also informed Borough Council that the Electric Lineman Apprentice/Lineman III position has been re-
416 advertised; applications are being accepted through Friday, February 15, 2013. The material in the
417 advertisement for the Electric Lineman Apprentice/Lineman III position has been rephrased in order to
418 hopefully obtain a larger pool of candidates. Both of these advertisements have been posted on Penn
419 College's on-campus recruiting site as well as on the Borough's website. Mrs. Metzger requested that a
420 Personnel Committee meeting be scheduled to review the applications and discuss other personnel
421 matters.

422
423 Mrs. Metzger requested that Borough Council take action to re-appoint Mr. Ron Bollinger as Park
424 Director and Mr. Matt Wells as Assistant Park Director for the 2013 Season at the Mifflinburg
425 Community Park/Pool. Mrs. Metzger clarified that reappointing Mr. Bollinger and Mr. Wells at this
426 time allows them to begin planning the concerts and other activities for the upcoming season.

427
428 Motion by: Betsy K. Robertson
429 Second by: Benjamin M. Dietrich

430
431 **MOTION: To re-appoint Mr. Ron Bollinger as Park Director and Mr. Matt Wells as Assistant**
432 **Park Director for the 2013 season at the Mifflinburg Community Park/Pool.**

433
434 Yes – Mr. Rohland, Mrs. Robertson, Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Brouse

435
436 No – None

437
438
439 Mrs. Metzger requested that Borough Council take action to authorize her to advertise for Park Staff for
440 the 2013 season at the Mifflinburg Community Park/Pool. Mrs. Metzger clarified that letters will be
441 sent to all Park/Pool employees regarding their plans; additionally any employee returning be hired and
442 then other candidates will be considered as needed.

443
444 Motion by: Betsy K. Robertson
445 Second by: Benjamin M. Dietrich

446
447 **MOTION: To authorize Mrs. Metzger to advertise for Park Staff for the 2013 season at the**
448 **Mifflinburg Community Park/Pool.**

449
450 Approved via unanimous voice vote.

451
452

453 Mrs. Metzger announced that Mr. Jason Mitchell, Borough Public Works Supervisor, has been cleared to
454 return to full-time effective Tuesday, January 8, 2013. Mr. Mitchell will still be assisting in the Borough
455 office more than he did previously due to the Borough Public Works Director vacancy.

456
457 Mrs. Metzger informed Borough Council that they received an invitation for the Borough's Annual
458 Appreciation Dinner included in the information tonight. The annual appreciation dinner has been
459 scheduled for Tuesday, February 5, 2013 at 6:00 PM at the Carriage Corner restaurant located at 257 E.
460 Chestnut Street.

461
462 Mrs. Metzger informed Borough Council that the Mifflinburg Christkindl Committee will be conducting
463 an Appreciation Luncheon for all Borough employees at the Mifflinburg Borough Equipment Shed on
464 Wednesday, January 16, 2013 from 12:00 PM to 1:00 PM.

465
466 Mrs. Metzger reported that she received an email from Mr. Wayne Bierly, President of the Mifflinburg
467 Hose Company, requesting Borough Council action to approve the following 2013 Special Events for
468 the Mifflinburg Hose Company:

- 469
- 470 • The Annual Fireman's Carnival (July 23 through July 27, 2013).
 - 471 • The Annual Fall Festival and Car Show.
 - 472 • Safety presentations at the schools during fire prevention week.
 - 473 • Open House and Fire Truck Rides.
 - 474 • Traffic/road crossing at the Oktoberfest.
 - 475 • Various local Fire Department Parades.
- 476

477 Mrs. Metzger informed Borough Council that additional details are needed in order to provide worker's
478 compensation coverage for these events. Mrs. Metzger stated that she would contact Mr. Bierly to
479 obtain the required details needed. Borough Council action is request to approve the 2013 Special
480 Events for the Mifflinburg Hose Company as presented.

481
482 Mayor Cooney clarified that the 2013 Special Events presented are for the Mifflinburg Hose Company
483 and informed Borough Council that during Public Safety he will be requesting Borough Council action
484 to approve the following 2013 Special Events for the Mifflinburg Fire Police:

- 485
- 486 • Memorial Day.
 - 487 • 4th of July Activities (5K Race, Kids Race, Pet Parade, Fireworks Traffic).
 - 488 • Fireman's Parade.
 - 489 • Homecoming Parade.
 - 490 • Halloween Parade.
 - 491 • Christkindl Market and Parades.
 - 492 • Christmas Tree Lighting.
- 493

494 It's unknown whether the parades will be held this year due to the Chestnut Street Reconstruction
495 Project. Mr. Steese reported that the Fireman's Parade definitely won't be held this year; the
496 Mifflinburg Hose Company voted at their company meeting to cancel the Parade.

497
498 Mr. Steese informed Borough Council that he is no longer the President of the Mifflinburg Hose
499 Company; Mr. Wayne Bierly is now the President of the Mifflinburg Hose Company.

500
501 Mr. Brouse inquired if Borough Council should take action at tonight's meeting to approve the 2013
502 Special Events for the Mifflinburg Hose Company or wait until the required details have been obtained.
503 Mrs. Metzger recommended that Borough Council take action at tonight's meeting to approve the 2013
504 Special Events for the Mifflinburg Hose Company as presented; once the required details have been
505 obtained Borough Council can amend the list.

506
507 Motion by: Benjamin M. Dietrich

508 Second by: Tod M. Steese

509
510 **MOTION: To approve the 2013 Special Events for the Mifflinburg Hose Company as presented.**

511
512 Approved via unanimous voice vote.

513
514
515
516

517 Mayor Cooney reported that a Public Safety Committee meeting will probably be scheduled to discuss
518 the proposed MayFest Event hosted by Mifflinburg Heritage & Revitalization Association's (MHRA)
519 Main Street and Elm Street programs. One of the things MHRA is proposing is the closure of the 400
520 block of Quarry Road. Mr. Brouse inquired if MHRA has submitted an official request. Mayor Cooney
521 stated that MHRA has not submitted an official request; MHRA is required to provide some kind of
522 layout/plan for the MayFest Event. Once the layout/plan for the MayFest Event has been received, a
523 Public Safety Committee meeting will be scheduled. Mr. Brouse directed Mayor Cooney to request
524 Borough Council action prior to conducting a Public Safety Committee meeting so the Borough has the
525 meeting on record.

526
527 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for
528 December 2012 included in the information tonight.

529
530 Mayor Cooney provided Borough Council with the following updates for the Mifflinburg Police
531 Department:

- 532
- 533 • Part-Time Police Officer - Officer Leif Eric Hassenplug was issued uniforms, equipment
534 and sworn into duty on Tuesday, January 8, 2013. On Wednesday, January 9, 2013 Officer
535 Hassenplug qualified on his department issued side arm, shotgun and rifle. Officer
536 Hassenplug should be ready for duty after his training period is completed.
 - 537 • Police Car Purchase - The Mifflinburg Police Department took delivery of a 2013 Dodge
538 Charger which was purchased on state bidding price from Beyer Warnock Fleet Sales. It's
539 anticipated that the new Police car will be in service on Friday, February 1, 2013.

540
541 Mayor Cooney reminded Borough Council that Borough Council action is requested to approve the
542 following 2013 Special Events for the Mifflinburg Fire Police:

- 543
- 544 • Memorial Day.
 - 545 • 4th of July Activities (5K Race, Kids Race, Pet Parade, Fireworks Traffic).
 - 546 • Fireman's Parade.
 - 547 • Homecoming Parade.
 - 548 • Halloween Parade.
 - 549 • Christkindl Market and Parades.
 - 550 • Christmas Tree Lighting.

551
552 A copy of the 2013 Special Events for the Mifflinburg Fire Police is included in the information tonight.
553 As previously reported, the Fireman's Parade won't be held this year and can be removed from the 2013
554 Special Events. Borough Council action is requested to approve the 2013 Special Events for the
555 Mifflinburg Fire Police.

556
557 Motion by: Tod M. Steese
558 Second by: Benjamin M. Dietrich

559
560 **MOTION: To approve the 2013 Special Events for the Mifflinburg Fire Police.**

561
562 Approved via unanimous voice vote.

563
564
565 Mayor Cooney presented Borough Council with some Monthly Highlights for the Mifflinburg Police
566 Department for December 2012.

567
568 Mrs. Robertson informed Borough Council that there is a Personnel Committee meeting scheduled for
569 Tuesday, February 12, 2013 at 7:00 PM to discuss changing some of the benefits (vacation, sick leave,
570 bereavement, etc.) for new management employees but also not make it seem so punitive that they have
571 to wait to receive the benefits. A discussion was held; Borough Council made some suggestion as to
572 what they thought the benefits should be. Mrs. Robertson stated that the Personnel Committee will
573 discuss this matter further and make a recommendation to Borough Council. In addition, the Personnel
574 Committee will also discuss the salary for the Borough Public Works Director position.

575
576 Mrs. Metzger informed Borough Council that Pa DCNR Community Conservation Partnership Program
577 Small Community Recreation Grant applications are being accepted.

578
579
580

581 Mr. Brouse reported that there was a manhole that didn't have to be replaced on the Chestnut Street
582 Reconstruction Project; and that the Borough is in the process of purchasing the manhole that the
583 contractor bought. The Borough believes they can use the manhole at Green Street to alleviate the
584 infiltration.

585
586 Mr. Brouse informed Borough Council that the Borough will be soliciting bids for design proposals for
587 Cherry Alley in March or April of 2013. This work was included in the 2013 budget.

588
589 Mayor Cooney presented Borough Council with an update for the Mifflinburg Regional Economic
590 Development (MRED) Alliance. The meeting scheduled for Wednesday, January 16, 2013 has been
591 canceled.

592
593 Mayor Cooney provided Borough Council with an update on the following businesses in the Borough:

- 594
595 1. Charles Place will be opening up shop at the former Mifflinburg Sub Shop building located
596 at 456 Chestnut Street.
597 2. Snyder Union Mifflin Child Development, Inc. (SUMCD) has outgrown their current
598 location and will be relocating to the Old Theater building located at 434 Chestnut Street.
599 3. Mathison's Tax Service, located at 373 Chestnut Street Suite 2, has relocated to 2 Cedar
600 Green Center and is now under the umbrella of H&R Block.
601 4. PA Collector, Dave Barrett, will be opening up shop at the Old bus garage, located at 52 E.
602 Chestnut Street.
603 5. Nichonate, Inc. has purchased the former Ramsey's School of Martial Art building located
604 at 449-451 Chestnut Street.
605 6. Ms. Pauline Streett has contacted Mrs. Cherie Ross, Main Street Manager for Mifflinburg
606 Heritage & Revitalization Association (MHRA), regarding her vacant property located at
607 145 E. Chestnut Street.

608
609 Mr. Brouse informed Borough Council that they received a copy of the Engineer's Report for January
610 2012 included in the information tonight for their review.

611
612 Mrs. Metzger provided Borough Council with the following brief summary of the various miscellaneous
613 engineering services that Mrs. Erin Threet, HRG, Inc., has provided:

- 614
615 • Review of contractor and PennDOT questions for the Chestnut Street Reconstruction
616 Project on the Borough's behalf and associated coordination. Mrs. Metzger informed
617 Borough Council that she spoke with Mrs. Threet earlier today regarding the Chapter 94
618 Report. It's anticipated that the Borough may have to determine flows and pressures for
619 some of the water valves for the Chestnut Street Reconstruction Project. Mrs. Metzger
620 stated that the Borough will probably have to add one (1) or two (2) insertion valves.
621 • Provided the final plan set to finalize utility relocation design for the Third Street Utility
622 Relocation Project to PennDOT on Monday, January 7, 2013.
623 • Provision of infiltration & inflow quantity guideline information for the Borough's use in
624 reporting Corrective Action Plan updates to PA DEP.

625
626 Mr. Brouse inquired if Borough Council should take action at tonight's meeting to authorize Mrs.
627 Metzger to spend a not-to-exceed amount for two (2) insertion valves for the Chestnut Street
628 Reconstruction Project in case the Borough needs to perform this work before the Tuesday, February 19,
629 2013 regular Borough Council meeting. Mrs. Metzger recommended that Borough Council take action
630 at tonight's meeting to authorize her to spend a not-to-exceed amount for the two (2) insertion valves for
631 the Chestnut Street Reconstruction Project. Mrs. Metzger stated that she is unsure what sizes the valves
632 are; the last time it was about \$5,000.00 for a six (6) inch valve and almost \$9,000.00 for an eight (8)
633 inch valve. Mr. Brouse recommended that Mrs. Metzger be authorized to spend up to \$15,000.00 for
634 two (2) insertion valves for the Chestnut Street Reconstruction Project.

635
636 Motion by: Michael E. Snook

637 Second by: Benjamin M. Dietrich

638
639 **MOTION: To authorize Mrs. Metzger to spend up to \$15,000.00 for two (2) insertion valves for**
640 **the Chestnut Street Reconstruction Project.**

641
642 Yes – Mrs. Robertson, Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Rohland, Mr. Brouse

643
644 No – None

645

646 Mayor Cooney informed Borough Council that he attended in the following events:

647

- 648 • A Christmas Concert that was held at the Elias Center for the Performing Arts located at
- 649 212-214 South Fifth Street.
- 650 • An evaluation meeting for the Elm Street Program at the Mifflinburg Heritage &
- 651 Revitalization Association (MHRA) office located at 300 Chestnut Street.

652

653 Mayor Cooney announced that the first "Artists Among Us" event is scheduled for Wednesday January
654 30, 2013 at 7:30 PM in the Mifflinburg Bank & Trust Company Community Room located at 250 E.
655 Chestnut Street.

656

657

658 Mr. Brouse called an executive session to discuss personnel and potential litigation matters. An
659 executive session was held from 8:55 PM to 9:42 PM.

660

661

662 Mr. Brouse authorized Mr. Runkle to speak with the developer for National Mobile Village 2 regarding
663 the seven (7) sewer EDU's after clarifying that it was the consensus of Borough Council.

664

665

666 Motion by: Michael E. Snook

667

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

669

670 Approved via unanimous voice vote.

671

672

673 Meeting adjourned at 9:43 PM.

674

675 Respectfully Submitted,

676

677

678 Misty L. Ross

679 Assistant Borough Secretary