

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL
2 July 16, 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	
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.

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19 Visitors present at this meeting were Michael McEvoy, Michael E. Kerstetter, Erin Threet, Cody Lytle,
20 Jean Shipe, Dan Blosser, and Russ Bidelspach.

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23 Motion by: Tod M. Steese
24 Second by: Michael E. Snook

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26 **MOTION: To approve the minutes of the Tuesday, June 18, 2013 regular meeting of Mifflinburg**
27 **Borough Council.**

28
29 Approved via unanimous voice vote.

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32 Mr. Dietrich informed Borough Council that he has reviewed Bill List #2013-07; the following invoices
33 were included in the bill list:

- 34
- 35 • PA Department of Transportation in the amount of \$184,073.97 for the Chestnut Street
36 Reconstruction Project.
 - 37 • RAM Industrial Services in the amount of \$45,754.00 for the submersible pump in the Wet
38 Well at the Wastewater Treatment Plant Headworks.
 - 39 • Larson Design Group in the amount of \$5,187.71 for Structural Analysis of the Mifflinburg
40 Hose Company Building located at 325 Chestnut Street.

41
42 Borough Council action is requested to approve payment of Bill List #2013-07 in the amount of
43 \$739,416.68.

44
45 Motion by: Benjamin M. Dietrich
46 Second by: Michael E. Snook

47
48 **MOTION: To approve payment of Bill List #2013-07 in the amount of \$739,416.68.**

49
50 Yes – Mr. Dietrich, Mr. Snook, Mr. Steese, Mrs. Robertson

51
52 No – None

53
54
55 Mr. Michael McEvoy, a resident located at 110 S. 5th Street, attended tonight's meeting with regard to the
56 handling of food carts within the Borough limits. Mr. McEvoy inquired if someone has the legal papers
57 for handling food, is there any Borough ordinance that states you cannot have a pushable food carts go
58 around the Borough. A discussion was held; Mr. Runkle recommended that Mr. McEvoy contact the
59 Borough's Zoning Officer, Mr. Matt Sauers at the Central Keystone Council of Governments (CK-COG),
60 regarding this matter.
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68 Motion by: Benjamin M. Dietrich
69 Second by: Michael E. Snook

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71 MOTION: To approve the Mifflinburg Borough Zoning Report for June 2013 and accept the
72 payment from the Central Keystone Council of Government (CK-COG) in the amount of \$23.00.

73
74 Approved via unanimous voice vote.

75
76
77 Mrs. Metzger reminded Borough Council that they took action at the Tuesday, June 18, 2013 regular
78 Borough Council meeting to authorize Mr. Runkle to advertise the ordinance amending Chapter 21 of the
79 Mifflinburg Borough Code of Ordinances to establish a Defined Contribution Plan for anyone hired after
80 January 01, 2013; and to conduct a Public Hearing on Tuesday, July 16, 2013 at 7:00 PM. Mrs. Metzger
81 reported that she contacted the Borough's labor counsel, Mr. Michael Miller of Eckert Seamans Cherin &
82 Mellott, LLC, to inquire if the American Federation of State, County and Municipal Employees
83 (AFSCME) Union has to review the revised Non-uniformed Pension Ordinance prior to the adoption;
84 however, she never informed Mr. Runkle that she received an answer. The ordinance will be advertised
85 for adoption at the Tuesday, August 20, 2013 regular Borough Council Meeting. Mrs. Metzger stated that
86 she will provide a copy of the ordinance to the AFSCME representative as a courtesy.

87
88 Mrs. Erin Threet, HRG, Inc., introduced Mr. Cody Lytle to Borough Council. Mrs. Threet informed
89 Borough Council that Mr. Lytle will serve as the Borough's primary point of contact at HRG, Inc. while
90 she is on maternity leave this fall.

91
92 Mrs. Erin Threet, HRG, Inc., presented Borough Council with the Engineer's Report for July 2013. A
93 copy of the Engineer's Report is included in the information tonight. Mrs. Threet provided Borough
94 Council with the following brief summary of the various miscellaneous engineering services that HRG,
95 Inc. has provided:

- 96
- 97 • Review of Borough questions related to stormwater system design for the Chestnut Street
98 Reconstruction Project and associated coordination.
 - 99 • Coordination with Pennsylvania Department of Environmental Protection (DEP) to
100 determine status of recent National Pollutant Discharge Elimination System (NPDES) permit
101 renewal submission and associated follow-up with Borough Staff.

102
103 Mrs. Erin Threet, HRG, Inc., reported that HRG, Inc. has completed the required annual wetlands
104 monitoring for the Production Well No. PW-2. A hard copy and an electronic copy of the report will be
105 provided to Mrs. Metzger subsequent to tonight's meeting. The report associated with this monitoring
106 must be submitted to the Susquehanna River Basin Commission (SRBC) in early 2014 as part of the
107 comprehensive annual water level data report for the Production Well No. PW-2. The Borough is
108 continuing the Long Term 2 Enhanced Surface Water Treatment Rule (LT2) sampling which began on
109 Tuesday, February 26, 2013 and will continue for one (1) year.

110
111 Mrs. Metzger provided Borough Council with an update on the Chestnut Street Reconstruction Project.
112 Don E. Bower, Inc., contractor for the Chestnut Street Reconstruction Project, began work in Phase 3-
113 from 5th Street to 3rd Street on Wednesday, June 19, 2013. Phase 3 work includes full-depth
114 reconstruction of the street, replacement of the water main and the associated water laterals, and
115 replacement of the ADA curb and sidewalks at the intersections. So far they have completed the water
116 main installation and storm water work at the 4th and 5th Street intersections. They are currently working
117 to tie in individual water services and will begin the final grading once the water services are all
118 completed. The work in this area was originally scheduled to be completed in forty (40) days which was
119 Wednesday, July 31, 2013; however since work in this section started a few days late the completion date
120 is now Wednesday, August 7, 2013. Don E. Bower, Inc. continues to work on sidewalk installation in
121 Phase 2- from 8th Street to 5th Street. This part of the project has been moving much more slowly than
122 anticipated.

123
124 Mrs. Robertson inquired if Don E. Bower, Inc., contractor for the Chestnut Street Reconstruction Project,
125 has set any kind of date as to when the sidewalk installation in Phase 2- from 8th Street to 5th Street will be
126 completed. Mrs. Metzger reported that Don E. Bower, Inc. keeps indicating that the Borough will notice
127 a change and that they're going to acquire more work crews in order to cover more ground.

128
129 Mrs. Robertson inquired when the next job conference is scheduled for the Chestnut Street Reconstruction
130 Project. Mrs. Metzger stated that the next job conference was originally scheduled for this week; however
131 it has been rescheduled for Wednesday, July 24, 2013 at 1:00 PM.

132
133

134 Mrs. Metzger informed Borough Council that PennDOT has submitted Invoice: 033608 003 in the
135 amount of \$22,966.43 for the Borough's share of the Chestnut Street Reconstruction Project.
136 Management has reviewed the invoice. A copy of the invoice is included in the information tonight for
137 Borough Council review. Borough Council action is requested to approve payment of this invoice.
138

139 Motion by: Benjaman M. Dietrich
140 Second by: Michael E. Snook
141

142 **MOTION: To approve payment of Invoice: 033608 003 to PennDOT in the amount of \$22,966.43**
143 **for the Borough's share of the Chestnut Street Reconstruction Project.**
144

145 Yes – Mr. Snook, Mr. Steese, Mr. Dietrich, Mrs. Robertson
146

147 No – None
148
149

150 Mrs. Robertson inquired about the status of the shade trees that were removed from the Chestnut Street
151 Reconstruction Project area, that the Borough thought could be saved, but cannot. Mrs. Metzger stated
152 that the Borough Public Works Supervisor, Mr. Jason Mitchell, has been keeping the Mifflinburg Shade
153 Tree Commissioner, Mr. Juergen Seefeldt, updated on the progress; Mr. Seefeldt has been assisting the
154 Borough with inspections of the shade trees. Mrs. Metzger clarified that the Borough is trying to put the
155 shade trees back where they were or move them accordingly if they have to be removed from their
156 original location; the Borough will replace the same number of trees as were removed. The shade trees
157 have been the highest topic for complaint with regard to residents not wanting shade trees at their
158 property. Mr. Seefeldt has been assisting the Borough by meeting with the residents to try and
159 compromise on some of the locations.
160

161 Mrs. Metzger reported that Steinbacher Enterprises, Inc. has completed the final grading and seeding for
162 the lot located at 218 Chestnut Street. Invoice No. 00126659 has been received in the amount of
163 \$1,465.00 for this work. This work is a part of the Community Development Block Grant (CDBG)
164 received to demolish the home formerly located at this site. Borough Council action is requested to
165 approve payment of this invoice. Mrs. Metzger informed Borough Council that the invoice will then be
166 submitted to SED-COG for payment from the CDBG grant.
167

168 Motion by: Benjaman M. Dietrich
169 Second by: Michael E. Snook
170

171 **MOTION: To approve payment of Invoice No. 00126659 to Steinbacher Enterprises, Inc. in the**
172 **amount of \$1,465.00 for final grading and seeding for the lot located at 218 Chestnut Street.**
173

174 Yes – Mr. Steese, Mr. Dietrich, Mr. Snook, Mrs. Robertson
175

176 No – None
177
178

179 Mrs. Metzger informed Borough Council that she has been working with Mr. Runkle to prepare an
180 official offer for the sale of some of the Borough's Electrical infrastructure to Elkay, Inc. to allow them to
181 combine their metering at their 10th Street facility.
182

183 Mrs. Metzger informed Borough Council that she and Mr. Brouse have been working with the Eastern
184 Pennsylvania Power Group (EPPG) to come to terms with the PPL Electric Utilities Corporation
185 (PPL) litigation. An update will be provided during executive session.
186

187 Mrs. Metzger reported that the Borough has completed the re-plumbing for the small pump in the Wet
188 Well at the Wastewater Treatment Plant Headworks on Monday, July 15, 2013. This should complete the
189 work approved in the letter amendment submitted to the Pennsylvania Department of Environmental
190 Protection (DEP). The Borough will now begin to address the 2nd set of raw water pumps that are located
191 in the other side of the Wet Well.
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Mrs. Metzger reminded Borough Council that the Borough's water system is required to complete tri-annual Lead and Copper testing in 2013 as part of their regulatory requirements as a drinking water provider. This sampling of residential drinking water is a requirement of the Pennsylvania Department of Environmental Protection (DEP) and must be accomplished by the Borough every three (3) years. The Borough must obtain twenty (20) water samples from residents; these water sampling requirements are very specific and must be obtained according to the instructions included with the sample kit in order to be considered valid. A minimum 6-hour period during which there is no water use throughout the house must be achieved prior to sampling; the filling of the sample bottle should be the first draw of the day. This testing will be completed on Tuesday, July 30, 2013. Twenty-five (25) residents will be asked to assist the Borough by drawing a sample from their home.

Mrs. Metzger informed Borough Council that she has been working with the Borough Engineer, Mrs. Erin Threet of HRG, Inc., and the Technical Consultant who assists with the programming at the Borough's Water and Wastewater Treatment Plants to develop more meaningful reports from the 8th Street Pump Station in hopes that they can monitor this area for inflow and infiltration. So far these reports are trending with higher flows than was previously indicated. This could indicate either a leak or that our previous data was not accurate.

Mrs. Metzger reminded Borough Council that the Building Committee met on Tuesday, July 2, 2013 at 7:00 PM to review/discuss the Structural Analysis that was prepared by Larson Design Group for the Mifflinburg Hose Company Building located at 325 Chestnut Street. At this meeting, the committee considered the priority of the improvements and the funding options available. The following improvements were considered:

- Roof: Considered removing the existing mansard-style roof and replacing it with a more aesthetically pleasing construction.
- Overhead Doors at Truck Bay: Considered reconfiguring the truck bays to allow two (2) larger overhead doors instead of the existing four (4) door configuration.
- Concrete slab at Truck Bay: The Hose Company representative noted some potential issues with the interior concrete slab.
- Exterior Building: Considered replacing the existing membrane roof as it's at the end of its service life and replacing undersized rear gutters and downspouts.
- Pointing in the concrete blocks: There is some excessive deterioration of the pointing in a few locations; considered removing loose mortar and paint from deteriorated joints, locally re-point and paint affected areas.
- Exterior public restrooms: Considered renovating the restrooms and access route to meet ADA guidelines.

It was determined that the Mifflinburg Hose Company Building is structurally sound; the roof is the most urgent repair needed. It's estimated to cost approximately \$270,000.00 to complete all of the repairs needed to the Mifflinburg Hose Company Building. The Building Committee discussed completing part of the repairs, such as the roof since that's the most urgent repair needed, and then budgeting towards completing the repairs that aren't so urgent. One (1) of the Building Committee members suggested that it might make sense to obtain a short term loan to complete the repairs all at once; they thought that perhaps with the current interest rates and with the increasing rate for building materials, there might be a break even. Subsequent to the meeting, Mr. Brouse contacted the Mifflinburg Bank & Trust Company (MBTC) to obtain a cost estimate; the following amortization table was provided:

<u>Loan Term</u>	<u>Interest Rate</u>	<u>Interest Paid</u>	<u>Mthly Payments</u>
3 yrs.	2.15%	\$ 9,042.84	\$7,751.19
5 yrs.	2.50%	\$15,013.80	\$4,750.23

The yearly breakdown for the overall costs incur would be as follows:

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
3 yrs.:	\$38,755.95	\$93,014.28	\$93,014.28	\$54,258.33	-	-
5 yrs.:	\$23,751.15	\$57,002.76	\$57,002.76	\$57,002.76	\$57,002.76	\$33,251.61

Borough Council direction is requested prior to the 2014 budget. Mrs. Metzger reminded Borough Council that the Borough will send out budgetary reminders in August 2013. In accordance with Resolution Number 90-03, all budgetary requests shall be filed no later than October 1 of the year preceding that for which the request is being made, and that the non-budgetary reports shall be filed no later than thirty-one (31) days following the close of the calendar year.

265 Mr. Steese inquired what the consensus of the Building Committee was with regard to the repairs needed
266 to the Mifflinburg Hose Company Building. Mrs. Metzger reported that there wasn't a consensus of the
267 Building Committee. Mr. Snook stated that the Building Committee was really uncertain with the
268 difference in price. Mrs. Metzger explained that any financing for a municipality has to be approved by
269 the State and has to go through the Local Government Unit Debt Act. There is a process and application
270 fees, documents that have to be drawn up, a debt ordinance needs to be advertised and adopted; there's a
271 lot to think about and all of these things have costs involved as well. A discussion was held; Mr. Snook
272 recommended that another Building Committee meeting be scheduled to further discuss obtaining a short
273 term loan to complete the repairs needed to the Mifflinburg Hose Company Building.
274

275 Mrs. Metzger reported that the Elm Street Grant Audit has been completed for the Grant period ending
276 Tuesday, March 12, 2013. This report was submitted to the Pennsylvania Department of Community and
277 Economic Development (DCED); correspondence was received from DCED requesting additional
278 information. Mr. Neal Lewis, of Lewis, Barlett, Klees, provided a draft amended report to DCED for
279 review prior to resubmission. Borough Council action will be requested to accept this audit as amended
280 once a response has been received from DCED.
281

282 Mrs. Metzger updated Borough Council that Mr. Murrie Zlotziver, Elm Street Manager for the
283 Mifflinburg Heritage and Revitalization Association (MHRA), has updated and distributed the Request
284 for Proposals (RFP) for the design of the next phase of the Residential Reinvestment grant; Green Street
285 from 5th Street to 6th Street. The pre-bid meeting has been held; it's anticipated that Mr. Zlotziver will
286 request Borough Council action on these proposals at the Tuesday, August 20, 2013 regular Borough
287 Council meeting. The design is the Borough's match for this portion of the grant.
288

289 Mrs. Metzger reported that the Cable TV Advisory Board is attempting to meet with some of the other
290 local cable companies to see what they offer to existing customers as well as working with the attorney
291 handling the negotiations with Atlantic Broadband. Mrs. Metzger informed Borough Council that she is
292 still waiting to hear from one (1) of the Cable TV Advisory Board members to see if a meeting can be
293 scheduled with a local provider to consider extending service to the Borough. The Cable TV Advisory
294 Board currently consists of two (2) members, both of whom are very busy business men; one (1) of the
295 members has recently changed employment and has a difficult time attending meetings. Mrs. Metzger
296 stated that she spoke with Mr. Runkle; Mr. Runkle has suggested that perhaps appointing another person
297 to the Board in addition to the two (2) existing members may be helpful in moving this project forward.
298 Mayor Cooney informed Borough Council that he has been attending the Cable TV Advisory Board
299 meetings and inquired if he is able to be appointed to the Cable TV Advisory Board.
300

301 Motion by: Benjamen M. Dietrich

302 Second by: Michael E. Snook
303

304 **MOTION: To appoint Mayor David M. Cooney to the Cable TV Advisory Board.**
305

306 Approved via unanimous voice vote.
307
308

309 Mrs. Metzger reported that she received a request from PennDOT for a notarized affidavit which provides
310 them with utility and street ownership information. Mrs. Metzger explained that PennDOT doesn't feel
311 that the right-of-way agreements provided are adequate. Mrs. Metzger stated that she has reviewed the
312 request with Mr. Runkle and will provide an affidavit with some amended language, once the employees
313 have gathered the detailed information requested. Mrs. Metzger informed Borough Council that she has
314 received an email from PennDOT earlier today notifying her that a meeting has been scheduled for
315 Monday, July 22, 2013 at the Union County Government Building to provide an update on the Third
316 Street Utility Relocation Project.
317

318 Mrs. Metzger reminded Borough Council that she reported at the Tuesday, June 18, 2013 regular Borough
319 Council meeting that she received a noise complaint from a resident on Meadow Lane regarding Elkay,
320 Inc. facilities; Borough Council directed her to move on since there was only one (1) complaint received.
321 Mrs. Metzger informed Borough Council that she has received a 2nd noise complaint from a different
322 resident in the Meadow Lane area. This complaint was again about noise coming from the Elkay, Inc.
323 facilities. The noise complaint was reported to the Plant Manager at Elkay, Inc. Mrs. Metzger reported
324 that she received a packet of information along with a note; the note didn't list the names of the residents,
325 however it was designed to represent all of the residents in the Meadow Lane area. A copy of the note
326 and the information provided were included in the information tonight. Mrs. Metzger requested advice
327 from Mr. Runkle on this matter. Mr. Runkle stated that he would like to review the information provided
328 prior to advising Borough Council on this matter. Mr. Runkle clarified that he would review the
329 information and provide Borough Council with an opinion on this matter at the Tuesday, August 20, 2013
330 regular Borough Council.
331

332 Mrs. Metzger requested that the Personnel Committee schedule a meeting prior to the Tuesday, August
333 20, 2013 regular Borough Council meeting to review the applications for the Public Works Director
334 position and interview candidates. The deadline for applications is Friday, July 19, 2013.
335

336 Mrs. Metzger reminded Borough Council that the Personnel Committee met on January 4, 2011 regarding
337 the Arc Flash electrical requirements. The committee is recommending incorporation of the policy into
338 the safety policy and making the safety policy an incorporated amendment to the Borough personnel
339 policy with disciplinary accountability for blatant safety violations. The Personnel Committee met on
340 June 12, 2012 and again on July 9, 2013 to review the plan for providing FR clothing for maintenance
341 employees as proposed by the Borough Manager. The Arc Flash Study for the Wastewater Treatment
342 Plant still remains outstanding; this was submitted to Utility Engineers for completion last October. Mrs.
343 Metzger informed Borough Council that a resolution to adopt the amended safety policy will be prepared
344 for adoption at the Tuesday, August 20, 2013 regular Borough Council meeting.
345

346 Mrs. Robertson scheduled a Personnel Committee meeting for Tuesday, July 30, 2013 at 7:00 PM. The
347 purpose of the meeting will be to review the applications for the Public Works Director position and
348 interview candidates.
349

350 Mrs. Metzger reported that she has received an email from Ms. Lisa Mazzarella, WVIA Public Media,
351 regarding the *Our Town* project. Mrs. Robertson added that after the documentary has been aired as a
352 Public Media fundraiser, it will be turned over to the host town to be used as a marketing tool to attract
353 new businesses, new residents, and bolster its profile as a tourism destination; someone will need to take
354 ownership of the documentary whether it's the Borough or the Mifflinburg Heritage and Revitalization
355 Association (MHRA). Mrs. Metzger informed Borough Council that the cost of the *Our Town* project is
356 \$10,000.00. The project follows a process beginning with a series of two (2) to three (3) town meetings
357 to inform the community about the project and encourage them to participate as either a business sponsor,
358 volunteer videographer, or both. Staff from WVIA Public Media will assist in the following capacities:
359

- 360 • Underwriting Representation for all business sponsors of the documentary.
- 361 • Public Relations/Communications via newspaper, internet, radio, television.
- 362 • Videographic tutelage and editing.

363 In addition to the town meetings, a premiere night will be held after the editing process is completed; all
364 volunteer videographers and business sponsors will be invited to the Public Media Studios for the live
365 television premiere of their documentary. It's a two-hour event which will showcase the efforts of the
366 people of the town. Videographers and business leaders will be asked to be on the set to answer phone
367 calls and take pledges from viewers during the airing of their documentary. Premiere night serves as a
368 public celebration of the featured host region, and is among one (1) of the highlights of the *Our Town*
369 project. WVIA Public Media are hoping to air the documentary in the fall. Ms. Mazzarella is requesting
370 that a preliminary meeting be arranged and has proposed the following meeting dates:
371

- 372 • Tuesday, July 23, 2013
- 373 • Tuesday, July 30, 2013

374 Mrs. Metzger requested Borough Council direction on this matter. Mr. Runkle inquired if Ms. Mazzarella
375 is aware of the Chestnut Street Reconstruction Project. Mayor Cooney expressed that he believes there is
376 too much involved in such a short time span. Mrs. Robertson agreed with Mayor Cooney and stated that
377 the documentary would take some planning. Mrs. Metzger expressed that she believes the documentary is
378 a unique opportunity and maybe the timing is a good thing if it can be postponed till spring instead of fall.
379 A discussion was held; Mrs. Metzger informed Borough Council that she would contact Ms. Mazzarella
380 to see how much Borough Council could defer.
381
382

383 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for
384 June 2013 included in the information tonight.
385
386

387 Chief Bickhart presented Borough Council with some Monthly Highlights for the Mifflinburg Police
388 Department for June 2013. Chief Bickhart announced that House Bill No. 1217; an act amending the act
389 of April 14, 1972 (P.L.233, No.64), entitled "An act relating to the manufacture, sale and possession of
390 controlled substances, other drugs, devices and cosmetics; conferring powers on the courts and the
391 secretary and Department of Health, and a newly created Pennsylvania Drug, Device and Cosmetic
392 Board; establishing schedules of controlled substances; providing penalties; requiring registration of
393 persons engaged in the drug trade and for the revocation or suspension of certain licenses and
394 registrations; and repealing an act," further providing for schedules of controlled substances has been
395 passed. This Act shall take effect immediately.
396

397 Chief Bickhart reported that the Mifflinburg Police Department assisted the Pennsylvania State Police
398 with the 8th Susquehanna Valley Law Enforcement Camp Cadet program on Thursday, June 20, 2013.
399 The Camp Cadet program was held on Sunday, June 16 thru Friday, June 21, 2013 at Susquehanna
400 University, Selinsgrove Pa. The Camp Cadet program strives to provide a fun, structured environment for
401 youth ages twelve (12) to fifteen (15) years old in the Union, Montour, Snyder, and Northumberland
402 Counties and is designed to bring a better understanding to youth of law enforcement activities while
403 living in an atmosphere of an actual State Police Training School. Emphasis is placed on structure,
404 teamwork, discipline, and self-esteem during this week-long experience.
405

406 Chief Bickhart provided Borough Council with an update on the status of the school zones in the
407 Borough. Chief Bickhart reminded Borough Council that due to the detour route for the Chestnut Street
408 Reconstruction Project, it was brought to the Mifflinburg Police Department's attention that there is only
409 one (1) official school zone in the Borough which is located in front of the Mifflinburg Area High School
410 (75 Market Street); cautionary signs are posted at the Mifflinburg Area Middle (100 Mabel Street) and
411 Elementary (115 Shipton Street) Schools. Chief Bickhart clarified that cautionary signs are yellow and
412 black and are advisory only; regulatory signs are black and white and are enforceable. In accordance with
413 PennDOT's rules and regulations, the municipality and/or school district is responsible for conducting an
414 Engineering and Traffic Study to determine if a school zone can be established, with PennDOT having
415 final approval. If a school speed zone can be established, PennDOT will issue the application to install
416 flashing warning devices upon approval of the Engineering and Traffic Study. A permit for electrified
417 installations will be issued to the municipality upon receipt of the completed application. Chief Bickhart
418 reported that the Engineering and Traffic Study was completed and submitted to PennDOT on Friday,
419 May 31, 2013. Correspondence was received from PennDOT on Wednesday, July 3, 2013; PennDOT has
420 approved all of the requests. Chief Bickhart informed Borough Council that Mr. Runkle has indicated
421 that an ordinance will be required to establish locations for school zones in the Borough. An ordinance
422 will be prepared and included with the other amendments to this section. Chief Bickhart stated that Mrs.
423 Metzger will be working on the proper signage for the school zone locations.
424

425 Mr. Steese reminded Borough Council that at the Tuesday June 18, 2013 regular Borough Council
426 meeting they directed Mayor Cooney to make a request for a temporary traffic change to PennDOT to
427 convert 3rd Street from Chestnut Street to Market Street to a one-way street traveling south until the
428 Chestnut Street Reconstruction Project has been completed. Mr. Steese expressed that he believes the
429 traffic change has been working really well and that Borough Council should make a request for a
430 permanent traffic change to PennDOT to convert 3rd Street to a one-way street. A discussion was held;
431 Mr. Steese recommended that a Park & Recreation, Street & Alleys Committee meeting be scheduled to
432 further discuss this matter. Mr. Snook reported that he would contact Mr. Rohland to schedule a Park &
433 Recreation, Street & Alleys Committee meeting and notify Borough Council via email.
434

435 Mrs. Robertson reminded Borough Council that there is a Personnel Committee meeting scheduled for
436 Tuesday, July 30, 2013 at 7:00 PM. The purpose of the meeting will be to review the applications for the
437 Public Works Director position and interview candidates.
438

439 Mr. Dietrich informed Borough Council that the Mifflinburg Planning Commission has requested that a
440 meeting be scheduled prior to the Tuesday, August 20, 2013 regular Borough Council meeting to discuss
441 the draft Zoning and Subdivision and Land Development Ordinance revisions that were forwarded to
442 Borough Council for review, comment, revision, and adoption. Mr. Dietrich reminded Borough Council
443 that Mr. Brouse and Mayor Cooney have reviewed and modified these ordinance revisions; the revised
444 document was emailed to Borough Council members and the Mifflinburg Planning Commission for
445 review. Mr. Dietrich tentatively scheduled a meeting for Tuesday, August 6, 2013 at 7:00 PM.
446

447 Mayor Cooney presented Borough Council with an update from the Mifflinburg Regional Economic
448 Development (MRED) Alliance. Ms. Cherie Ross, Main Street Manager for the Mifflinburg Heritage &
449 Revitalization Association (MHRA), spoke with PennDOT about changing the signage (for the downtown
450 district) at the east end of the detour for the Chestnut Street Reconstruction Project. Mayor Cooney
451 informed Borough Council that the signage has been changed.
452

453 Mr. Runkle provided Borough Council with an update on the status of the ordinance revisions with regard
454 to the no parking ordinance and the stop intersection portion of the ordinance to incorporate Miriam
455 Street. There were numerous revisions that needed to be made to the ordinance and it needed to be a
456 more comprehensive amendment. An amendment needs to be drafted which essentially states that the
457 section will be replaced in its entirety with the following. Mr. Runkle stated that he anticipates an
458 amendment will be drafted prior to the Tuesday, August 20, 2013 regular Borough Council meeting.
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461
462

463 Mr. Runkle provided Borough Council with an update on the status of the outstanding title issue with
464 regard to the Old Borough Building located at 333 Chestnut Street and the Mifflinburg Hose Company
465 Building located at 325 Chestnut Street. Mr. Runkle reminded Borough Council that there was an
466 agreement of sale on record for the little parcel that belonged to Mifflinburg Bank Corporate that was
467 essentially an installment contract; however there was never a deed recorded. The title was still with
468 Mifflinburg Bank Corporate. Mr. Runkle informed Borough Council that he has received the signed deed
469 for the remaining parcel and will record the deed next week.

470
471 Mr. Runkle requested an executive session to discuss potential litigation.

472
473 Mr. Runkle reminded Borough Council that at the beginning of tonight's meeting Mr. Michael McEvoy, a
474 resident located at 110 S. 5th Street, inquired if someone has the legal papers for handling food, is there
475 any Borough ordinance that states you cannot have a pushable food carts go around the Borough. Mr.
476 Runkle informed Borough Council that while they were discussing another topic, he reviewed the
477 Mifflinburg Borough Code. Chapter 15: Licenses, Permits and General Business Regulations; addresses
478 Mr. McEvoy's question.

479
480 Mayor Cooney announced that he attended or will be attending the following events:

- 481
- 482 • Conducted the Oath of Office Ceremony for the newly appointed Mr. Rick Fry, a resident
483 located at 239 Walnut Street, who was appointed to a six (6) year term on the Mifflinburg
484 Civil Service Commission.
 - 485 • The Union County YMCA meeting that was held on Wednesday, June 19, 2013 at the
486 Mifflinburg Bank & Trust Company Community Room located at 250 E. Chestnut Street at
487 3:00 PM, 5:00 PM, and 7:00 PM. Mrs. Metzger and Mr. Snook also attended the meeting.
488 Those presented at the meeting were sworn to secrecy with regard to the events that
489 transpired therein.
 - 490 • The 19th Annual Union County Veterans 4th of July Parade that was held on Saturday, June
491 28, 2013 at 10:00 AM. This year was the Union County Bicentennial parade.
 - 492 • The Summer Discover Class that was held at the Mifflinburg Herr Memorial Library, located
493 at 500 Market Street, on Thursday, July 11, 2013 at 10:10 AM. Mayor Cooney informed
494 Borough Council that he read two (2) stories to the children.
 - 495 • There will be a mini-festival held at the Mifflinburg Community Park on Wednesday, July
496 24, 2013 for WNEP-TV Channel 16's Joe Snedeker on his annual Go Joe 16 charity bike
497 ride for St. Joseph's Center.

498
499 Mayor Cooney announced that the buffalo for the Union County "Parade of Buffalos" in celebration of
500 Union County's Bicentennial has arrived. Each municipality is responsible for decorating and painting
501 their buffalo for permanent display at a location of their choice in their respective community. The
502 "Artists Among Us" has volunteered to decorate the buffalo in a manner that reflects Mifflinburg's buggy
503 heritage.

504
505
506 Mrs. Robertson called an executive session to discuss potential litigation. An executive session was held
507 from 8:39 PM to 8:58 PM.

508
509
510 Motion by: Michael E. Snook

511
512 **MOTION: To adjourn the Mifflinburg Borough Council meeting.**

513
514 Approved via unanimous voice vote.

515
516
517 Meeting adjourned at 9:00 PM.

518
519 Respectfully Submitted,

520
521
522 Misty L. Ross
523 Assistant Borough Secretary