

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL
2 March 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	
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 Kenneth Walter, Jim Emery, Ed Bennage, Wayne Bierly, Eric
20 Wert, and Trish Wert.

21
22
23 Motion by: Tod M. Steese
24 Second by: Benjamin M. Dietrich

25
26 **MOTION: To approve the minutes of the Tuesday, February 19, 2013 regular meeting of**
27 **Mifflinburg Borough Council.**

28
29 Approved via unanimous voice vote.

30
31
32 Motion by: Benjamin M. Dietrich
33 Second by: Bryan E. Rohland

34
35 **MOTION: To approve payment of Bill List #2013-03 in the amount of \$886,138.56.**

36
37 Yes – Mr. Dietrich, Mr. Rohland, Mr. Snook, Mr. Steese, Mr. Brouse

38
39 No – None

40
41
42 Mr. Kenneth Walter, Mifflinburg Little League President, attended tonight's meeting to provide Borough
43 Council with an update on the projects/repairs that are planned for the ball field at the Mifflinburg
44 Community Park on N. 5th Street, which are as follows:

- 45
46
- 47 • Field dedication; spoke with Mayor Cooney about dedicating the ball field to Mr. Paul
48 Smith, a previous Mifflinburg resident, Mayor, and Little League President for over thirty
49 (30) years as well as Mr. Smith's family; the family has indicated that they are okay with
50 the dedication and are very excited. Borough Council clarification is requested on what's
51 permitted with regard to the placement of a plaque/stone.
 - 52 • Replace backstop; the frame is in good condition; however the fence isn't, the boards
53 around the bottom are rotted. Mr. Walter expressed that he is concerned about safety for
54 the children and visitors at the park, as well as potential litigation if someone were to get
55 hurt by a piece of wire sticking out.
 - 56 • Pour concrete in the dugouts; this would be a very inexpensive project.
 - 57 • Place cracker dust around the batting cage; the person in charge of mowing the lawn
58 doesn't use a push mower around the batting cage. When using a push mower the mower
59 gets tangled in the batting cage and tears the net.
 - 60 • Repair the toilet in the ladies restroom at the concession stand.
 - 61 • Relocate the sewer cleanout pipe; the pipe sticks out at the corner of the concession stand.
62 Mr. Walter expressed that he is concerned about safety for the children and older visitors at
63 the park, as well as potential litigation if someone were to trip over the pipe and get hurt.

64 Mr. Walter thanked Borough Council for their continued support and expressed that he would like to be
65 keep Borough Council updated on what's happening, fundraising events or any other activities/events for
66 the Mifflinburg Little League that Borough Council could be of assistance.

67
68 Mrs. Metzger reported that each year in August the Borough sends out budgetary reminders along with a
69 copy of Resolution Number 90-03 which states that budgetary requests shall be filed no later than
70 October 1 of the year preceding that for which the request is being made, and that the non-budgetary
71 reports shall be filed no later than thirty-one (31) days following the close of the calendar year. A
72 discussion was held; Mrs. Metzger stated that she would have the Borough maintenance employees look
73 at the sewer cleanout pipe and the toilet in the ladies restroom at the concession stand, as well as have
74 Mr. Jason Mitchell, Borough Public Works Supervisor, look at the backstop. With regard to the batting
75 cage, the Borough leases this property and would be required to contact the property owner. If Borough
76 Council desires she can contact the property owner; however she believes the property owner will want
77 to modify the lease. Mr. Walter inquired about placing the batting cage at the grassy area where the mini
78 golf course used to be. Mrs. Metzger clarified that the purpose for the grassy area was to provide space
79 for the people reserving the pavilions and stated that she could obtain the measurements in order to
80 determine what space is available.

81
82 Mr. Eric Wert, Mifflinburg Little League, provided Borough Council with an update on the
83 projects/repairs that are planned for the Scott S. Sholley Field at the Harry F. Haney Memorial Park on
84 N. 8th Street, which are as follows:

- 86 • Install a press box; this would not be a permanent structure, but rather something similar to
87 a Yoder's Barn that would sit on stones. There would be no cost to the Borough for this
88 work.
- 89 • Level the Junior Boys Field; there will be a team utilizing the field this year, there hasn't
90 been a team to utilize the field in years. The field is in bad condition and needs to be
91 repaired. Mr. Wert stated that he is unsure what can be done with the field other than to
92 completely regrade it.

93
94 Mrs. Metzger clarified that the Borough provides lawn mowing services for the ball field at the
95 Mifflinburg Community Park and the Scott S. Sholley Field at the Harry F. Haney Memorial Park;
96 however the Borough doesn't provide maintenance work for these fields, typically this work is
97 completed by Mifflinburg Little League volunteers. Mr. Dietrich recommended that the Borough submit
98 an application for the Pa DCNR Community Conservation Partnership Program Small Community
99 Recreation Grant next year to repair the Junior Boys Field. Mr. Wert requested that the Borough have
100 the Scott S. Sholley Field at the Harry F. Haney Memorial Park rolled. Mr. Walter requested that the
101 Borough also have the ball field at the Mifflinburg Community Park rolled.

102
103 Motion by: Benjamin M. Dietrich

104 Second by: Michael E. Snook

105
106 **MOTION: To authorize the Mifflinburg Little League to purchase a press box at their expense to**
107 **be installed at the Scott S. Sholley Field at the Harry F. Haney Memorial Park on N. 8th Street,**
108 **with the location to be approved by the Borough.**

109
110 Approved via unanimous voice vote.

111
112
113 Mr. Jim Emery, Central Keystone Council of Government (CK-COG), informed Borough Council that
114 he is present at tonight's meeting to discuss several Property Maintenance issues, which are as follows.

- 116 1. Ordinance No. 2004-07; the 2012 edition of the International Property Maintenance Code
117 (IPMC) came out this year; the Borough is the only municipality still using the 2003
118 edition. The 2012 edition has been updated to reflect the most current industry standards
119 and technology, as well as provides guidelines and requirements for the continued use and
120 maintenance of plumbing, mechanical, electrical and fire protection systems in existing
121 residential and nonresidential structures. The comprehensive coverage also extends to
122 include space requirements for determining maximum occupancy, as well as minimum light
123 and ventilation criteria. Basically, the 2012 edition breaks down the guidelines and
124 requirements and makes them clearer. The CK-COG is requesting that the Borough agree
125 to use the 2012 edition or the current edition of the IPMC. Mr. Brouse stated that Borough
126 Council should review the 2012 edition prior to taking action and requested that Mr. Emery
127 provide a copy of the 2012 edition. Mr. Emery stated that he submitted a letter dated
128 Tuesday, March 19, 2013 to the Borough regarding this matter.

- 129 2. The Chestnut Street Reconstruction Project; the CK-COG has received numerous
130 complaints and questions regarding the structures along Chestnut Street since the trees have
131 been removed. The CK-COG has performed a review of the structures along Chestnut
132 Street from 60 E. Chestnut Street to 639 Chestnut Street. A spreadsheet titled
133 "Mifflinburg-Chestnut Street Project 2013" has been included in the information tonight
134 which details the address, International Property Maintenance Code (IPMC) Violations, and
135 notes for these structures. Mr. Emery used the Borough's projector to illustrate pictures of
136 the structures and expressed that as a Borough resident he believes these structures need to
137 be addressed. Mr. Brouse directed the CK-COG to address the structures with more serious
138 problems and send a letter to the property owner for the structures with minor problems.
139 Mr. Emery suggested that the Borough send a formal letter to the property owner for the
140 structures with minor problems. Mrs. Metzger stated that Borough Council is concerned
141 about the health and safety of the Borough residents and expressed that she doesn't believe
142 paint is a critical health or safety issue like a chimney or siding are. A discussion was held;
143 Mr. Brouse directed Mayor Cooney to schedule a Public Safety Committee meeting to
144 review the structures along Chestnut Street and establish a plan.
- 145 3. The property located at 403 Thompson Street; an executive session is required to discuss
146 this matter further.

147
148
149 Mr. Brouse called an executive session to discuss the property located at 403 Thompson Street. An
150 executive session was held from 7:56 PM to 8:13 PM.

151
152
153 Motion by: Benjaman M. Dietrich
154 Second by: Michael E. Snook

155
156 **MOTION: To approve the Mifflinburg Borough Zoning Report for February 2013 and authorize**
157 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$118.00.**

158
159 Yes – Mr. Rohland, Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Brouse

160
161 No – None

162
163
164 Mrs. Metzger reminded Borough Council that during the utility construction work at Second and
165 Chestnut Streets there was a sewer manhole originally specified for replacement that Don E. Bower, Inc.
166 didn't have to replace. The Borough has indicated that they would like to purchase the sewer manhole
167 for use on another project. Don E. Bower, Inc. has prepared an invoice for the purchase of this manhole;
168 however, the Borough has not received the invoice. Mrs. Metzger inquired whether Borough Council
169 wants to take action at tonight's meeting or wait until the invoice has been received. Mr. Brouse stated
170 that Borough Council will wait until the invoice has been received to take action.

171
172 Mrs. Metzger reminded Borough Council that she and Mr. Jason Mitchell, Borough Public Works
173 Supervisor, have been working on compiling and quantifying the information for the next Corrective
174 Action Plan (CAP) quarterly update report to Pennsylvania Department of Environmental Protection (PA
175 DEP). The next Interim Report for the CAP Status has been completed and submitted earlier today.
176 Due to some issues with the Borough's flow meters, specific flow details are not available. Flow
177 information from 2010, 2011 and 2012 bench sheets from the Wastewater Treatment Plant has been
178 provided to Mrs. Erin Threet, HRG, Inc., in an effort to provide flow data to support the release of
179 additional sewer EDU's. As a part of this work, Borough staff will be obtaining prices for updated flow
180 meters and software to increase our flow monitoring efforts.

181
182 Mr. Runkle provided Borough Council with an update on the status of the outstanding title issue with
183 regard to the Old Borough Building located at 333 Chestnut Street and the Mifflinburg Hose Company
184 Building located at 325 Chestnut Street. Mr. Runkle informed Borough Council that he has contacted
185 Mifflinburg Bank Corporate (Mifflinburg Bank & Trust Company) to convince them to sign-off on the
186 title. Mifflinburg Bank & Trust Company has indicated that they have no objection with signing-off on
187 the title and requested that a letter be provided indicating exactly what was found along with copies of
188 the information. Mr. Runkle stated that he needs to compile the packet of information for Mifflinburg
189 Bank & Trust Company.

192 Mrs. Metzger reported that the bid opening for refuse hauling and disposal for the Annual Spring Drop-
193 Off Event was held on Friday, March 15, 2013 at 1:00 PM. There were three (3) bids received and are
194 as follows:

	<u>Waste Management of Coal Township</u>	<u>Hometown Disposal</u>	<u>Danley's Disposal</u>
197 Roll-off load hauled	\$ 275.00	\$ 285.00	\$ 300.00
198 Total price per ton for disposal	\$ 8.00	\$ 15.00	Not Provided
199 Cost for return of unused roll-off	<u>\$ 150.00</u>	<u>\$ 90.00</u>	<u>Not Provided</u>
200 Estimated cost based on 2012 quantities	\$5,927.16	\$6,349.05	Not Complete

201
202 A copy of the bid tabulation is included in the information tonight. Borough Council action is requested
203 to award the Annual Spring Drop-Off Event to Waste Management of Coal Township for the unit price
204 amounts of \$275.00 per Roll-off load hauled; \$8.00 for total price per ton for disposal; \$150.00 for cost
205 for return of unused roll-off.

206
207 Motion by: Benjamin M. Dietrich
208 Second by: Robert O. Brouse, Jr.

209
210 **MOTION: To award the Annual Spring Drop-Off Event to Waste Management of Coal Township**
211 **for the estimated cost of \$5,927.16.**

212
213 Mrs. Metzger clarified that the estimated cost of \$5,927.16 is based on 2012 quantities; the motion
214 should be for the unit price amounts of \$275.00 per Roll-off load hauled; \$8.00 for total price per ton for
215 disposal; \$150.00 for cost for return of unused roll-off. Mrs. Metzger informed Borough Council that
216 the Annual Spring Drop-Off Event is being done in conjunction with the Great American Cleanup
217 Event, which will allow the Borough to take advantage of the absence of tipping fees at the landfill for
218 our event.

219
220 Yes – Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Rohland, Mr. Brouse

221
222 No – None

223
224
225 Mrs. Metzger reminded Borough Council that there was a Utility Committee meeting held on Tuesday,
226 March 5, 2013 to discuss an update to the Electric ordinance to allow for customer owned generation,
227 and a possible asset sale to Yorktowne, Inc. to allow them to have one (1) billing point. Both the
228 ordinance and the asset sale were not ready for consideration at the time of the meeting. To date, only
229 preliminary numbers for the asset sale have been provided. Mrs. Metzger requested that a Utility
230 Committee meeting be scheduled prior to the Tuesday, April 16, 2013 regular Borough Council meeting.

231
232 Mrs. Metzger reported that Utility Engineers, PC, the Borough's Electrical Consultant, submitted a
233 proposal at the Utility Committee meeting held on Tuesday, March 5, 2013 to provide the following
234 Engineering, Design & Consultation Services to procure and install a Borough wide Advanced Metering
235 Infrastructure (AMI) system for both the electric and water systems:

- 236
- 237 1. Meet with Borough officials and representatives of the electric and water departments to
238 discuss system needs, project budget, and project timeline.
 - 239 2. Obtain electric and water systems meter counts and types from the Borough.
 - 240 3. Conduct field investigations of typical customer electric and water installations.
 - 241 4. Conduct field investigations of non-typical industrial/commercial electric and water
242 installations.
 - 243 5. Investigate and review the various manufacturers' AMI systems.
 - 244 6. Arrange for and attend various AMI manufacturers' system demonstrations at the Borough.
 - 245 7. Develop technical and installation specifications for bidding.
 - 246 8. Solicit bids from the qualified AMI manufacturers/vendors.
 - 247 9. Review submitted bids and make recommendation to Borough.
 - 248 10. Arrange and attend project kick-off meeting with AMI system representatives and Borough
249 representatives.

250
251 Utility Engineers, PC is proposing to complete these services on a time and materials basis for an
252 amount of \$31,525.00. The following items are included in this amount:

- 253
- 254 1. Five (5) trips to Mifflinburg
 - 255 2. Specification Copies
 - 256 3. Postage

257 All additional Engineering, Design & Consultation Services that occur after award and project kick-off
258 meeting with the approved supplier will be billed at the rate of \$100.00/hr. All additional expense items,
259 over and above those indicated, such as travel, copies, postage, etc. will be billed at cost. The mileage
260 rate will be billed at the prevailing Internal Revenue Service (IRS) mileage rate. A copy of the proposal
261 is included in the information tonight. Mr. Brouse stated that he believes the proposal is a little high, but
262 still within the ballpark for these services. Borough Council action is requested on this matter.

263
264 Motion by: Benjamen M. Dietrich
265 Second by: Michael E. Snook
266

267 **MOTION: To accept the proposal from Utility Engineers, PC to provide Engineering, Design &**
268 **Consultation Services to the Borough to procure and install a Borough wide Advanced Metering**
269 **Infrastructure (AMI) system for both the electric and water systems on a time and materials basis**
270 **for an amount of \$31,525.00 per the terms of the proposal.**

271
272 Yes – Mr. Steese, Mr. Dietrich, Mr. Rohland, Mr. Snook, Mr. Brouse
273

274 No – None
275

276
277 Mrs. Metzger reported that the Utility Committee is recommending that Borough Council take action to
278 approve the Field Lighting Agreements between the Borough of Mifflinburg and the Mifflinburg Little
279 League Association; the Borough of Mifflinburg and the Harry F. Haney Memorial Park Association at a
280 rate of \$1,050.00 each; to enter into the Athletic Use Agreement between the Borough of Mifflinburg
281 and the Mifflinburg Swim Team at a cost of \$30.00 per member for the 2013 season. Mrs. Metzger
282 clarified that these prices are the same as they were for the 2012 season.
283

284 Motion by: Michael E. Snook
285 Second by: Benjamen M. Dietrich
286

287 **MOTION: To approve the Field Lighting Agreements between the Borough of Mifflinburg and**
288 **the Mifflinburg Little League Association; the Borough of Mifflinburg and the Harry F. Haney**
289 **Memorial Park Association at a rate of \$1,050.00 each; to enter into the Athletic Use Agreement**
290 **between the Borough of Mifflinburg and the Mifflinburg Swim Team at a cost of \$30.00 per**
291 **member for the 2013 season.**

292
293 Yes – Mr. Dietrich, Mr. Rohland, Mr. Snook, Mr. Steese, Mr. Brouse
294

295 No – None
296

297
298 Mrs. Metzger reported that the sixty (60) HP raw water pump located in the Headworks of the
299 Wastewater Treatment Plant is still out of service. The Borough has determined that by re-installing the
300 existing plates over the pump area rather than a hatch, we can eliminate the need for any additional
301 HVAC work. This will save the Borough a significant amount on this project, possibly \$30,000.00. It
302 was brought to the Borough's attention by Mrs. Erin Threet, HRG, Inc., that Pennsylvania Department of
303 Environmental Protection (PA DEP) would be required to review/approve the repair/replacement of this
304 pump. HRG, Inc. has submitted the required letter to PA DEP requesting that they consider a letter
305 amendment to our Water Quality Permit and now the Borough must await their response before ordering
306 the replacement pump. PA DEP has thirty (30) days to respond to this request. Mrs. Metzger informed
307 Borough Council that the Borough has worked out a rental agreement with Gutelius Excavating, Inc. for
308 a diesel pump to be maintained at the Wastewater Treatment Plant until the pump has been replaced.
309 This was done in an effort to help prevent overflows while the Borough waits for the repairs to be
310 completed since one (1) pump can't keep up during a heavy rain storm. Mr. Dietrich clarified that the
311 rental agreement with Gutelius Excavating, Inc. is \$800.00/month.
312
313
314
315
316
317
318
319
320

321 Mrs. Metzger reminded Borough Council that they took action at the Tuesday, February 19, 2013 regular
322 Borough Council meeting to authorize her to solicit Request for Proposals (RFP) for Structural
323 Engineering Services to review the Mifflinburg Hose Company Building located at 325 Chestnut Street
324 to help determine what necessary repairs should be completed together with the estimated costs for those
325 repairs. There were three (3) proposals received and are as follows:

	<u>Lump Sum Fee</u>
327 Larson Design Group	\$5,300.00
328 Providence Engineering Corporation (PEC)	\$6,950.00
329 Coukart & Associates, Inc.	\$7,200.00

331
332 A copy of the tabulation for the proposals is included in the information tonight. Borough Council
333 action is requested to accept the proposal from Larson Design Group, the lowest responsible bidder, for
334 the lump sum fee of \$5,300.00.

335
336 Motion by: Benjamin M. Dietrich
337 Second by: Tod M. Steese

338
339 **MOTION: To accept the proposal from Larson Design Group to provide Structural Engineering**
340 **Services to review the Mifflinburg Hose Company Building located at 325 Chestnut Street to help**
341 **determine what necessary repairs should be completed together with the estimated costs for those**
342 **repairs for the lump sum fee of \$5,300.00.**

343
344 Mr. Dietrich inquired what fund the lump sum fee of \$5,300.00 would be deducted from. Mrs. Metzger
345 stated that the lump sum fee of \$5,300.00 would be deducted from the engineering line item in the
346 General Fund. Mrs. Metzger clarified that in accord with the RFP the contracted consultant shall
347 complete the work identified in the Project Description within sixty (60) days following the notice-to-
348 proceed in order for the Borough to obtain the estimated costs prior to budget time.

349
350 Yes – Mr. Rohland, Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Brouse

351
352 No – None

353
354
355 Mr. Steese inquired about the status of the signs for the parking stalls designated to the Mifflinburg Hose
356 Company Building located at 325 Chestnut Street. Mrs. Metzger reported that Mr. Jason Mitchell,
357 Borough Public Works Supervisor, has ordered the signs. Mr. Steese clarified that once the signs have
358 been delivered, the Mifflinburg Hose Company is good to go. Mr. Jim Emery, Central Keystone
359 Council of Government (CK-COG), informed Borough Council that the CK-COG makes street signs.

360
361 Mrs. Metzger reminded Borough Council that the two (2) vacancies for the Electric Lineman
362 Apprentice/Lineman III position have been re-advertised; applications were accepted through Friday,
363 February 15, 2013. Mrs. Metzger informed Borough Council that she has interviewed five (5) applicants
364 which were selected by the Borough Electrical Foreman, Mr. Joe Zimmerman. Borough Council action
365 is requested to offer employment to Mr. Jarad Seidel at the starting wage of \$16.75/hr; Mr. Christopher
366 Klinger at the starting wage of \$14.00/hr under the terms of the AFSCME employment agreement, as an
367 Electric Lineman Apprentice/Lineman III, contingent upon successful completion of the required pre-
368 employment testing and criminal and child abuse clearances.

369
370 Motion by: Benjamin M. Dietrich
371 Second by: Bryan E. Rohland

372
373 **MOTION: To offer employment to Mr. Jarad Seidel at the starting wage of \$16.75/hr; Mr.**
374 **Christopher Klinger at the starting wage of \$14.00/hr under the terms of the AFSCME**
375 **employment agreement, as an Electric Lineman Apprentice/Lineman III, contingent upon**
376 **successful completion of the required pre-employment testing and criminal and child abuse**
377 **clearances.**

378
379 Yes – Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Rohland, Mr. Brouse

380
381 No – None

382
383
384

385 Mrs. Metzger informed Borough Council that Mr. Ron Bollinger, Park Director, is requesting that the
386 following seven (7) Mifflinburg Park/Pool employees be hired for the 2013 season:

387
388 Haley Beck Mckenna Magyar Mason Bollinger Rachael Peoples
389 Spencer Dunkle Olivia Finerghty Sydney McGlaughlin

390
391 A copy of the memo dated Friday, March 15, 2013 is included in the information tonight. Borough
392 Council action is requested on this matter.

393
394 Motion by: Benjamin M. Dietrich
395 Second by: Bryan E. Rohland

396
397 **MOTION: To hire the Mifflinburg Park/Pool employees for the 2013 season as listed on the memo**
398 **dated Friday, March 15, 2013.**

399
400 Yes – Mr. Steese, Mr. Dietrich, Mr. Rohland, Mr. Snook, Mr. Brouse

401
402 No – None

403
404
405 Mrs. Metzger reported that Mr. Ron Bollinger, Park Director, has reviewed the payroll rates for the
406 Mifflinburg Park/Pool employees and the rates for the Mifflinburg Community Pool passes for the 2012
407 season, which are as follows:

408
409 Payroll Rates for the Park/Pool employees

410 Park Director	\$6,250.00/season
411 Assistant Park Director 1	\$4,350.00/season
412 Assistant Park Director 2	\$4,000.00/season
413 WSI Lifeguard	\$ 7.85/hr
414 Regular Lifeguard	\$ 7.10/hr
415 Desk/Playground	\$ 6.35/hr
416 Concession	\$ 6.10/hr

417
418 Rates for the Mifflinburg Community Pool passes

419 Student Pass	-Residents	\$ 70.00
420 Student Pass	-Non-Residents	\$ 80.00
421 Adult Pass	-Residents	\$ 80.00
422 Adult Pass	-Non-Residents	\$ 90.00
423 Family Pass (5 Members)	-Residents	\$175.00
424 Family Pass (5 Members)	-Non-Residents	\$190.00
425 Additional Family Members		\$ 10.00/person
426 Student Weekly Pass (7 Consecutive Days)		\$ 15.00
427 Student Daily Admission		\$ 3.50
428 Adult Daily Admission		\$ 4.50
429 Lap Swimming (12:30 - 1:00 pm)		\$ 1.00/person
430 Swimming Lessons (per session)		\$ 40.00
431 Children 5 and under (not in school) are free w/ adult supervision		
432 10% discount to senior citizens age 65+		
433 Tickets ½ price after August 1 st except student weekly passes		
434 Daily Admission ½ price after 5:00 pm		
435 10% discount if purchased prior to opening date (May 25, 2013)		

436
437 Mr. Bollinger is recommending that Borough Council take action to set the rates for the 2013 season, the
438 same as the 2012 season.

439
440 Motion by: Benjamin M. Dietrich
441 Second by: Bryan E. Rohland

442
443 **MOTION: To set the payroll rates for the Mifflinburg Park/Pool employees and the rates for the**
444 **Mifflinburg Community Pool passes for the 2013 season the same as they were for the 2012 season.**

445
446 Yes – Mr. Dietrich, Mr. Rohland, Mr. Snook, Mr. Steese, Mr. Brouse

447
448 No – None

449

450 Mrs. Metzger requested an executive session to discuss personnel related matters.

451

452 Mrs. Metzger reminded Borough Council that they took action at the Tuesday, February 19, 2013 regular
453 Borough Council meeting to authorize her to post the vacancy for the Borough Maintenance I position in
454 accord with Article 7, §7.5 of the Nonuniformed Employment Contract. In accord with the Job
455 Classifications, the Maintenance I position requires eight (8) years proven work experience in municipal
456 public works including extensive skills in utility, street, storm water and public property maintenance; of
457 which five (5) years are in direct municipal maintenance work in the Borough. Mrs. Metzger reported
458 that she has posted the vacancy for the Borough Maintenance I position. There were two (2) Borough
459 Maintenance II employees that applied for the position and are as follows:

460

- 461 1. Mr. Heath Sholley
- 462 2. Mr. Vinson Shemory

463

464 Mrs. Metzger recommended that Borough Council promote Mr. Sholley to the Borough Maintenance I
465 position, since he has been employed by the Borough longer and has more experience.

466

467 Motion by: Benjamin M. Dietrich

468 Second by: Bryan E. Rohland

469

470 **MOTION: To promote Mr. Heath Sholley from the Borough Maintenance II position to the**
471 **Borough Maintenance I position.**

472

473 Yes – Mr. Rohland, Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Brouse

474

475 No – None

476

477

478 Mrs. Metzger requested an executive session to discuss potential litigation and personnel related matters.

479

480 Mrs. Metzger informed Borough Council that they received a copy of the Mifflinburg Borough Planning
481 Commission 2012 Annual Report included in the information tonight.

482

483 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for
484 February 2013 included in the information tonight.

485

486 Mayor Cooney provided Borough Council with an update on the Landlord-Tenant Ordinance. Mayor
487 Cooney reminded Borough Council that Sunbury City Council passed the new Landlord-Tenant
488 Ordinance with a last-minute change to the ordinance at their meeting held on Monday, August 13, 2012
489 at 7:00 PM. Mayor Cooney stated that Sunbury's version of the ordinance is not the same as Berwick's.
490 The Sunbury Landlord-Tenant Ordinance has a tougher policy on convicted drug offenders renting in the
491 city while the Berwick Landlord Registration Ordinance is much broader, and allows the municipality to
492 force landlords to evict troublesome tenants and provides the municipality with the authority to revoke a
493 landlord's license for refusing to cooperate. Mayor Cooney informed Borough Council that he is
494 looking to develop an edited version of the Landlord-Tenant Ordinance for the Borough of Mifflinburg
495 that simplifies and captures the key components of Berwick's Landlord Registration Ordinance plus
496 incorporates the policy for convicted drug offenders from Sunbury's Landlord-Tenant Ordinance.
497 Mayor Cooney requested Borough Council action to authorize him to speak with Mr. Runkle to prepare
498 an edited version of the Landlord-Tenant Ordinance for the Borough of Mifflinburg.

499

500 Motion by: Bryan E. Rohland

501 Second by: Benjamin M. Dietrich

502

503 **MOTION: To authorize Mayor Cooney to speak with Mr. Runkle to prepare an edited version of**
504 **the Landlord-Tenant Ordinance for the Borough of Mifflinburg.**

505

506 Yes – Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Rohland, Mr. Brouse

507

508 No – None

509

510

511 Chief Bickhart presented Borough Council with some Monthly Highlights for the Mifflinburg Police
512 Department for February 2013.

513

514 Chief Bickhart provided Borough Council with an updated on the status of the new police car for the
515 Mifflinburg Police Department. Chief Bickhart informed Borough Council that the 2013 Dodge Charge
516 went into service on Tuesday, February 19, 2013. To date, the overall cost incurred for the 2013 Dodge
517 Charger is \$29,700.55 which is well under the \$36,000.00 budgeted amount.

518
519 Chief Bickhart reminded Borough Council that they took action at the Tuesday, February 19, 2013
520 regular Borough Council meeting to advertise for sealed bids for the sale of the 2008 Dodge Charger for
521 the Mifflinburg Police Department. The bid opening was held on Tuesday, March 19, 2013 at 1:00 PM.
522 There were six (6) bids received and are as follows:

	<u>Bid Amount</u>
524	
525 1. Hajjii Auto Sales Inc.	\$4,888.00
526 1002 W. Green Street	
527 Michigan City, IN 46360	
528 2. Asia Motors Inc.	\$5,100.00
529 1659 W Grand Avenue	
530 Chicago, IL 60622	
531 3. Sulli Motors	\$2,354.00
532 321 8th Street	
533 Ambridge, PA 15003	
534 4. Chicago Motors Inc.	\$5,507.00
535 2553 W. Chicago Avenue	
536 Chicago, IL 60622	
537 5. Emergency Remarking	\$3,587.00
538 8216 Mayfield Road	
539 Chesterland, Ohio 44026	
540 6. Mr. Donald Long	\$3,810.00
541 91 Orchard Road	
542 Millmont, PA 17845	

543
544 A copy of the bid tabulation is included in the information tonight. Borough Council action is requested
545 to award the sale of the 2008 Dodge Charger for the Mifflinburg Police Department to the highest
546 bidder, Chicago Motors Inc., in the amount of \$5,507.00.

547
548 Motion by: Benjaman M. Dietrich
549 Second by: Michael E. Snook

550
551 **MOTION: To award the sale of the 2008 Dodge Charger for the Mifflinburg Police Department to**
552 **Chicago Motors Inc., in the amount of \$5,507.00.**

553
554 Yes – Mr. Steese, Mr. Dietrich, Mr. Rohland, Mr. Snook, Mr. Brouse

555
556 No – None

557
558
559 Mr. Runkle provided Borough Council with an updated on the status of the ordinance revisions with
560 regard to the no parking ordinance and the stop intersection portion of the ordinance to incorporate
561 Miriam Street. There were numerous revisions that needed to be made to the ordinance and it needed to
562 be a more comprehensive amendment. A meeting was held with Chief Bickhart to continue working on
563 the revisions; an amendment needs to be drafted which essentially states that the section will be replaced
564 in its entirety with the following. Mr. Runkle reported that he requested that Mrs. Metzger provide him
565 with a copy of the Mifflinburg Borough Code of Ordinances in word format to speedup the process of
566 drafting the amendment. Mr. Runkle explained he needs to work through the entire ordinance and
567 compose a new version. Mr. Runkle reminded Borough Council that they took action at the Tuesday,
568 February 19, 2013 regular Borough Council meeting to advertise to amend §17-114 of the Mifflinburg
569 Borough Code of Ordinances to convert Cherry Street from 4th Street to 3rd Street to a one-way street
570 traveling east. This amendment will be included with the other amendments; Mr. Runkle expressed that
571 is doesn't make sense to complete the amendments separately due to advertising costs. Chief Bickhart
572 clarified that a lot of the revisions are due to streets that don't exist anymore, addressing updates, street
573 changes: Railroad Crossing is now the Buffalo Valley Rail Trail, and name changes: Buffalo Road
574 renamed Forest Hill Road. Mr. Runkle stated that there are a few questions that require Borough
575 Council direction on how they want to handle. Mr. Runkle clarified that he'll present the questions to
576 Borough Council subsequent to drafting the ordinance amendment.

577
578

579 Mrs. Metzger inquired if the Mifflinburg Police Department can enforce parking violations on Market
580 Street during the Chestnut Street Reconstruction Project without an ordinance. Chief Bickhart reported
581 that the parking violations were redesigned so that if the Mifflinburg Police Department needs to follow-
582 up on a violation; they may do so within the provisions of the Mifflinburg Borough Code of Ordinances
583 or the Pennsylvania Vehicle Code. In accordance with § 3111 of the Pennsylvania Vehicle Code:
584 Obedience to traffic-control devices; unless otherwise directed by a uniformed police officer or any
585 appropriately attired person authorized to direct, control or regulate traffic, the driver of any vehicle shall
586 obey the instructions of any applicable official traffic-control device placed or held in accordance with
587 the provisions of this title, subject to the privileges granted the driver of an emergency vehicle in this
588 title. A discussion was held; Chief Bickhart inquired if the Mifflinburg Police Department is allowed to
589 prohibit parking on the 200 block of Market Street during the Chestnut Street Reconstruction Project.
590 Mrs. Metzger clarified that it's the Mifflinburg Police Department's decision, not PennDOT's, where
591 parking is prohibited on Market Street with the exception to 2nd Street since the street is too narrow.

592
593 Mr. Snook scheduled a Utility Committee meeting for Tuesday, April 9, 2013 at 7:00 PM to discuss an
594 update to the Electric ordinance to allow for customer owned generation, and a possible asset sale to
595 Yorktowne, Inc.

596
597 Mayor Cooney presented Borough Council with an update for the Mifflinburg Regional Economic
598 Development (MRED) Alliance. There was a walking tour of the downtown held on Wednesday, March
599 13, 2013. Ms. Cherie Ross, Main Street Manager for Mifflinburg Heritage & Revitalization Association
600 (MHRA), would like to formalize the description of the businesses that are available in the downtown
601 and take a more creative approach.

602
603 Mayor Cooney informed Borough Council that the Lighting New York Office has relocated to 357
604 Chestnut Street.

605
606 Mayor Cooney informed Borough Council that he participated in the following events:

- 607
608
- 609 • Spoke to the Mifflinburg Kiwanis on Monday, February 25, 2013.
 - 610 • Attended the second "Artists Among Us" event that was held on Wednesday February 27,
611 2013 at 7:30 PM in the Mifflinburg Bank & Trust Company Community Room located at
612 250 E. Chestnut Street. The next "Artists Among Us" event is scheduled for Wednesday,
613 April 17, 2013 from 7:00 PM to 8:00 PM.
 - 614 • Attended the Public Meeting for the Chestnut Street Reconstruction Project that was held
615 on Wednesday, March 6, 2013 at 7:00 PM at the Mifflinburg Middle School LGI.
 - 616 • He was a guest reader for Dr. Seuss Night at the Mifflinburg Elementary School on Friday,
617 March 1, 2013 at 6:30 PM.

618 Mayor Cooney announced that the Mifflinburg American Legion Post 410 and the Mifflinburg Moose
619 will be co-sponsoring the Annual Easter Egg Hunt on Saturday, March 23, 2013 at 10:00 AM at the
620 VFW Carnival Grounds.

621
622 Mr. Brouse reported that Mr. Jeffrey L. Mensch, Union County Magisterial District Judge, has contacted
623 him regarding the Borough relocating the electric service to the flag pole for the Memorial Monument at
624 the Old Borough Building located at 333 Chestnut Street to the Union County Government Services
625 Building located at 343 Chestnut Street. The Union County Commissioners are requesting that the
626 Borough pay the electric bill which would cost approximately \$3.80/month, since they paid to have High
627 Street paved. Mr. Brouse expressed that he believes the Union County Commissioner should submit a
628 written request. A discussion was held; Mrs. Metzger informed Borough Council that she may have
629 unintentionally created part of this issue. Mrs. Metzger explained that the County's engineer contacted
630 her to see if the Borough would pay to have High Street completely paved. Mrs. Metzger informed the
631 engineer that the Borough wouldn't pay to have High Street completely paved, that they should have
632 submitted a request for Borough Council consideration prior to beginning the project. The engineer
633 indicated that he was okay with this and she never heard from anyone else. Then when the Borough
634 Electrical Foreman, Mr. Joe Zimmerman, spoke with Mr. George Steese about the electric service; Mr.
635 Steese said to just relocate the electric service to the Union County Government Services Building
636 located at 343 Chestnut Street. Mrs. Metzger informed Mr. Zimmerman that the Borough would gladly
637 pay for the materials and let him perform the work, but not until Mr. Steese obtained written permission
638 from the County. Mrs. Metzger stated that she believes Mr. Zimmerman notified Mr. Steese that he
639 needed to obtain permission from the County; however she hasn't heard anything. Mr. Brouse directed
640 Mrs. Metzger to obtain permission from the County in writing.

641
642

643 Mr. Brouse informed Borough Council that he has drafted a letter to State Representative Fred Keller
644 (R-85th District) to request his support and assistance to gain economic fairness with Police protection
645 within the region. Mr. Brouse explained that he is trying to push for legislation to enforce that
646 Townships without a Police Department have to pay for assistance provided by other Police Department.
647 A copy of the draft letter is included in the information tonight for Borough Council review and
648 consideration. Mr. Brouse stated that he would also like to send a copy of the letter to Senator Gene
649 Yaw (R-23) and Congressman Tom Marino. Mrs. Metzger clarified that the excess cost of Eight
650 hundred and seventy thousand dollars (\$870,000.00) takes the existing 2013 Budget and allocates a
651 portion of the Borough Building debt and all the debts that are part of the Mifflinburg Police
652 Department. Mayor Cooney made the following amendments to the letter:

- 653
- 654 • Paragraph 1; states that we, the borough of Mifflinburg, are requesting your support and
655 assistance to gain economic fairness with Police protection within the region; borough
656 should be capitalized.
- 657 • Paragraph 2; states that the Mifflinburg residents have a Police force numbering seven (7)
658 full-time officers, a part-time secretary and two (2) part-time officers; should be six (6) full-
659 time officers, an administrative chief, a part-time secretary and two (2) part-time officers.
- 660 • Paragraph 5; states that it is not our intent to have any Borough requiring assistance that has
661 a Police force pay for any response on our part as they would reciprocate. It's the Boroughs
662 and Township that have no Police protection and are at present getting a so-called "free
663 ride"; add an "s" to Township and change Police protection to Police force.
- 664 • Paragraph 6; states that our request for your support in introducing and actively supporting
665 legislation that would require Boroughs and Townships without a Police force to either pay
666 for the services or be taxed for Police protection; change Police protection to Police force.

667

668 Motion by: Benjaman M. Dietrich

669 Second by: Bryan E. Rohland

670

671 **MOTION: To authorize Mr. Brouse to send a letter to State Representative Fred Keller (R-85th**
672 **District) to request his support and assistance to gain economic fairness with Police protection**
673 **within the region, as well as send a copy of the letter to Senator Gene Yaw (R-23) and**
674 **Congressman Tom Marino.**

675

676 Approved via unanimous voice vote.

677

678

679 Mr. Brouse reminded Borough Council that at the Tuesday, April 13, 2010 special meeting of
680 Mifflinburg Borough Council Mr. Fritz reported that he spoke with Ms. Joannah Skucek regarding
681 horizontal banners and signs. Ms. Skucek requested that Borough Council allow horizontal banners and
682 signs in the Borough. Mr. Brouse referred this matter to a special committee for banners, comprised of
683 Mr. Fritz and Ms. Skucek; however the special committee for banners never met. Mr. Joe Zimmerman,
684 Borough Electrical Foreman, has met with Ms. Skucek and she is recommending that horizontal banners
685 be permitted in the Borough at the following two (2) locations:

- 686 1. 8th Street.
- 687 2. Line Street on Chestnut Street.

688

689

690 Mr. Brouse stated that he has reviewed the two (2) locations and believes these locations should be
691 designated for horizontal banners. Borough Council action is requested to draft an ordinance amending
692 § 21-103 of the Mifflinburg Borough Code of Ordinances to allow horizontal banners within the
693 Borough. A discussion was held; Mrs. Metzger stated that she is opposed to amending § 21-103 of the
694 Mifflinburg Borough Code of Ordinances to allow horizontal banners within the Borough and expressed
695 that she believes Line Street on Chestnut Street is a bad location; 8th Street might be able to work but not
696 if it's a long distance. Mrs. Metzger reminded Borough Council that when they previously discussed
697 this matter it was determined that Borough Council would designate a location for horizontal banners
698 and the Borough would install poles that would be strictly dedicated to the banners (not on a light pole, a
699 tree, someone's house or something like that). However Borough Council couldn't determine a location
700 that suited. Mr. Dietrich stated that his only hesitation would be attaching the banners to a utility pole
701 in case the banner would come lose and flip around the utility line and cause problems. Mr. Dietrich
702 expressed that he believes the banners should be attached to a designated set of poles. Borough Council
703 action is requested on this matter.

704
705
706
707

708 Motion by: Benjamin M. Dietrich

709 Second by: Bryan E. Rohland

710

711 **MOTION: To draft an ordinance amending § 21-103 of the Mifflinburg Borough Code of**
712 **Ordinances to allow horizontal banners within the Borough.**

713

714 Yes – Mr. Dietrich, Mr. Rohland, Mr. Steese, Mr. Brouse

715

716 No – Mr. Snook

717

718

719 Mr. Snook inquired if Borough Council action is requested to accept Mr. Jack D. Wagner's letter of
720 resignation from the State Ethics Commission. Mrs. Metzger stated that Borough Council action is
721 requested to accept Mr. Wagner's letter of resignation and clarified that Mr. Wagner was a member of
722 the Mifflinburg Civil Service Commission.

723

724 Motion by: Tod M. Steese

725 Second by: Michael E. Snook

726

727 **MOTION: To accept Mr. Jack D. Wagner's letter of resignation from the Mifflinburg Civil**
728 **Service Commission.**

729

730 Approved via unanimous voice vote.

731

732

733 Mayor Cooney thanked Mr. Jack D. Wagner for his services on the Mifflinburg Civil Service
734 Commission.

735

736

737 Mr. Brouse called an executive session to discuss potential litigation and personnel matters. An
738 executive session was held from 9:27 PM to 9:50 PM.

739

740

741 Motion by: Benjamin M. Dietrich

742 Second by: Tod E. Steese

743

744 **MOTION: To authorize a \$0.30/hr raise to Mr. Heath Sholley's hourly rate; increasing his hourly**
745 **rate from \$14.70/hr to \$15.00/hr for recognition of his promotion.**

746

747 Yes – Mr. Rohland, Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Brouse

748

749 No – None

750

751

752 Motion by: Benjamin M. Dietrich

753 Second by: Michael E. Snook

754

755 **MOTION: To enlist the services of Mockenhaupt Benefits Group for a not-to-exceed amount of**
756 **\$4,500.00 to update the current Nonuniformed Pension Plan and draft the Plan document for the**
757 **'new' defined contribution plan.**

758

759 Yes – Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Rohland, Mr. Brouse

760

761 No – None

762

763

764 Motion by: Benjamin M. Dietrich

765 Second by: Michael E. Snook

766

767 **MOTION: To appoint Mr. Robert O. Brouse, Jr., Borough Council President, and Mrs. Margaret**
768 **A. Metzger, Borough Manager, to the Union County Tax Collection Committee as delegates.**

769

770 Approved via unanimous voice vote.

771

772

773 Motion by: Michael E. Snook

774

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

776

777 Approved via unanimous voice vote.

778

779

780 Meeting adjourned at 9:53 PM.

781

782 Respectfully Submitted,

783

784

785 Misty L. Ross

786 Assistant Borough Secretary