

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL  
2 November 19, 2013

3  
4 PRESENT ABSENT

5 Robert O. Brouse, Jr., Council President X  
6 Betsy K. Robertson, Vice President X  
7 Benjaman M. Dietrich, Council Member X  
8 Bryan E. Rohland, Council Member X  
9 Michael E. Snook, Council Member X – Arrived at 7:15 PM  
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 Beverly Hackenberg, Paul Bottiger and Troy Berkheiser.

20  
21  
22 Motion by: Betsy K. Robertson  
23 Second by: Benjaman M. Dietrich

24  
25 **MOTION: To approve the minutes of the Tuesday, October 15, 2013 regular meeting of**  
26 **Mifflinburg Borough Council.**

27  
28 Approved via unanimous voice vote.

29  
30  
31 Mr. Dietrich informed Borough Council that he has reviewed Bill List #2013-11; the bill list is higher  
32 this month due to the following invoices:

- 33  
34 • Two (2) invoices from American Municipal Power, Inc.  
35 • PA Department of Transportation for the Chestnut Street Reconstruction Project.  
36 • The General Obligation Bond Payment, Series of 2001.  
37 • Three (3) Payrolls.

38  
39 Borough Council action is requested to approve payment of Bill List #2013-11 in the amount of  
40 \$1,109,058.76.

41  
42 Motion by: Benjaman M. Dietrich  
43 Second by: Betsy K. Robertson

44  
45 **MOTION: To approve payment of Bill List #2013-11 in the amount of \$1,109,058.76.**

46  
47 Yes – Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Steese, Mr. Brouse

48  
49 No – None

50  
51  
52 Mr. Brouse congratulated Mr. Paul Bottiger, Mr. Troy Berkheiser, and Mrs. Beverly Hackenberg, who  
53 are all present at tonight's meeting, on their election to Mifflinburg Borough Council and wished them  
54 well with their four (4) year term.

55  
56  
57 Motion by: Benjaman M. Dietrich  
58 Second by: Betsy K. Robertson

59  
60 **MOTION: To approve the Mifflinburg Borough Zoning Report for October 2013 and authorize**  
61 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$156.00.**

62  
63 Yes – Mr. Rohland, Mrs. Robertson, Mr. Steese, Mr. Dietrich, Mr. Brouse

64  
65 No – None  
66  
67

68 Mrs. Robertson inquired if anyone knew what the new business opening up at 451 Chestnut Street will  
69 be. Mayor Cooney reported that Mr. Brian Munson will be opening up a tattoo shop.

70  
71 Mrs. Metzger reported that the Central Keystone Council of Governments (CK-COG) has forwarded the  
72 Sewage Enforcement Administration Contract for 2014; the fees for the contract will remain the same as  
73 the 2013 fees. Borough Council action is requested on the following two (2) items:

- 74  
75 1. To accept the agreement between the CK-COG and the Borough of Mifflinburg for the  
76 Sewage Enforcement services for 2014.  
77 2. To adopt Resolution No. 2013-09; Adjusting the sewage permit fees charged to the public.  
78

79 A copy of the agreement as well as the resolution are included in the information tonight for Borough  
80 Council review. Mr. Runkle clarified that he has reviewed the contract; the contract is a standard  
81 agreement through the CK-COG for these services.

82  
83 Motion by: Benjamin M. Dietrich  
84 Second by: Tod M. Steese  
85

86 **MOTION: To accept the Sewage Enforcement Administration Contract for 2014 between the**  
87 **Central Keystone Council of Governments (CK-COG) and the Borough of Mifflinburg.**

88  
89 Yes – Mrs. Robertson, Mr. Steese, Mr. Dietrich, Mr. Rohland, Mr. Brouse

90  
91 No – None

92  
93  
94 Motion by: Benjamin M. Dietrich  
95 Second by: Tod M. Steese  
96

97 **MOTION: To adopt Resolution No. 2013-09; Sewage permit fees charged to the public.**

98  
99 Yes – Mr. Steese, Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Brouse

100  
101 No – None  
102  
103

104 Mr. Brouse informed Borough Council that they received a copy of a memo dated Tuesday, November  
105 1, 2013 from Mr. Thomas E. Sauers, Executive Director for the Central Keystone Council of  
106 Government (CK-COG), indicating that effective Wednesday, January 1, 2014, the hourly rate for any  
107 services (except sewage enforcement services) provided by the CK-COG will increase from \$59.00 to  
108 \$60.00. This represents the Consumer Price Index increase of \$1.5%. Mrs. Metzger stated that Borough  
109 Council action is not needed to approve the hourly rate; if Borough Council opts not to utilize the CK-  
110 COG for sewage enforcement services, they would need to furnish the CK-COG with a 60-day  
111 termination notice in order to terminate the Zoning Enforcement Contract.

112  
113 Mrs. Metzger provided Borough Council with an update on the Chestnut Street Reconstruction Project.  
114 Mrs. Metzger reported that Don E. Bower, Inc., contractor for the Chestnut Street Reconstruction  
115 Project, has completed the paving work and continues work on the sidewalks and curbs in the final  
116 phase. As of the last job conference, which was held today at 10:00 AM, PennDOT granted an  
117 extension to the contractor due to some of the time estimates made by the PennDOT Project Designers.  
118 The final date for completion will now be Monday, December 23, 2013. Mrs. Metzger stated that Don  
119 E. Bower, Inc. and PennDOT were reminded of the upcoming Christkindl Market and were advised that  
120 the Borough will not permit any street closures during that week. Mrs. Metzger cautioned Borough  
121 Council that a potential problem with extending the completion date is that the colder weather may  
122 impact the cure on the concrete for the sidewalks.

123  
124 Mr. Brouse thanked Mrs. Metzger; Mr. Jason Mitchell, the Borough Public Works Supervisor; and Mr.  
125 Walt Katherman, Jr., a Borough Maintenance Employee, for a great job with saving the Borough  
126 anywhere from \$50,000.00 to \$80,000.00 in inspection fees for the Chestnut Street Reconstruction  
127 Project.

128  
129 Mrs. Metzger informed Borough Council that the Pennsylvania Department of Transportation  
130 (PennDOT) has submitted Invoice: 033608 007 in the amount of \$12,207.81 for the Borough's share of  
131 the Chestnut Street Reconstruction Project. Management has reviewed the invoice and a copy of the  
132 invoice is included in the information tonight for Borough Council review. Borough Council action is  
133 requested to approve payment of this invoice.  
134

135 Motion by: Benjamin M. Dietrich

136 Second by: Bryan E. Rohland

137

138 **MOTION: To approve payment of Invoice: 033608 007 to the Pennsylvania Department of**  
139 **Transportation (PennDOT) in the amount of \$12,207.81 for the Borough's share of the Chestnut**  
140 **Street Reconstruction Project.**

141

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

143

144 No – None

145

146

147 Mrs. Metzger informed Borough Council that she has received and reviewed the proposed layout for the  
148 2013 Christkindl Market. There were a few minor changes made to the proposed layout. The Borough  
149 Maintenance Employees have been made aware that the Christkindl Market is to remain the same size  
150 and basic construction as last year. The Christkindl Market of Mifflinburg, Inc. is requesting use of the  
151 following:

152

153 • The Borough's Public Announcement (PA) System for use at the outdoor stage during this  
154 year's Christkindl Market. Mr. Joe Zimmerman, the Borough Electric Foreman, has  
155 volunteered to set-up and ensure the security of the equipment.

156 • The small gravel area on the south side of the Borough Equipment Shed, by the Recycling  
157 Center, located on Industrial Park Road for parking for the shuttle that is planned for the  
158 west end this year.

159

160 Borough Council action is requested to approve the Christkindl Market of Mifflinburg, Inc.'s request  
161 since this is different than done in the past.

162

163 Motion by: Betsy K. Robertson

164 Second by: Benjamin M. Dietrich

165

166 **MOTION: To approve the Christkindl Market of Mifflinburg, Inc.'s request for use of the**  
167 **Borough's Public Announcement (PA) System and the small gravel area on the south side of the**  
168 **Borough Equipment Shed, by the Recycling Center, located on Industrial Park Road for parking**  
169 **for the shuttle during the 2013 Christkindl Market.**

170

171 Mr. Steese inquired why the Christkindl Market of Mifflinburg, Inc. needs to use the Borough's Public  
172 Announcement (PA) System. Mrs. Metzger stated that the Christkindl Market of Mifflinburg, Inc. needs  
173 to use the Borough's PA system for the initial ceremonies with Representative Fred Keller and Mayor  
174 Cooney and for the glass blower demonstration given twice a day. Mayor Cooney announced that he  
175 will be presenting a resolution on behalf of the Borough and Representative Fred Keller will be  
176 presenting a resolution on behalf of his office during this year's Christkindl Market as a special  
177 recognition for the crew leaders of the Market. This is the Market's 25<sup>th</sup> year.

178

179 Mr. Dietrich inquired who would be monitoring the small gravel on the south side of the Borough  
180 Equipment Shed, by the Recycling Center, located on Industrial Park Road to ensure that nobody parks  
181 in front of the garage doors at the Equipment Shed. Mrs. Metzger stated that Mr. Joe Zimmerman, the  
182 Borough Electric Foreman, has ensured her that the Christkindl Market of Mifflinburg, Inc. would have  
183 a parking attendant present. Mrs. Metzger clarified that if this doesn't work this year, it won't be  
184 permitted in future years.

185

186 Approved via unanimous voice vote.

187

188

189 Mrs. Metzger provided Borough Council with an update on the status of the 2<sup>nd</sup> large closed shaft raw  
190 water pump located in the Headworks of the Wastewater Treatment Plant. Mrs. Metzger reported that  
191 the Borough has finally received approval from the Department of Environmental Protection (DEP) to  
192 replace the pump. The pump has been ordered and will be installed as soon as it's delivered.

193

194 Mrs. Metzger reported that the Borough Maintenance Employees continue with some leak detection  
195 work on the Borough's water distribution system. The monthly reports have been trending with a higher  
196 unaccounted for number than normal for the Borough's system. Mrs. Metzger informed Borough  
197 Council that she has contacted the Pennsylvania Rural Water Association (PRWA) and requested their  
198 assistance in finding the leaks. PRWA Staff will be assisting the Borough Maintenance Employees on  
199 Tuesday, December 3 and Wednesday, December 18, 2013. It is likely that there will be some system  
200 repairs required once the problems are located.

201

202 Mrs. Metzger informed Borough Council that she has completed the required Synthetic Organic  
203 Contaminant (SOC) testing waiver for the Water System with the assistance of the Borough's local  
204 sanitarian.

205  
206 Mrs. Metzger reported that the Borough began leaf pick-up on Tuesday, October 1, 2013 and will  
207 continue through Wednesday, December 4, 2013. The Borough will end leaf pick-up in time to convert  
208 the trucks for the Christkindl Market set-up and winter season.

209  
210 Mrs. Metzger provided Borough Council with an update on the status of the Cherry Alley  
211 Reconstruction Project. Mrs. Metzger reported that HRG, Inc. has begun preliminary and survey work  
212 for Cherry Alley. A walk-through was conducted; during the walk-through she requested that HRG, Inc.  
213 incorporate the sidewalks and curbs at the corresponding intersections in accordance with the Americans  
214 with Disabilities Act (ADA) in order to allow paving of the side streets at a later date. HRG, Inc. has  
215 provided the construction estimates for budgeting purposes.

216  
217 Mrs. Metzger provided Borough Council with an update on the status of the Borough wide Advanced  
218 Metering Infrastructure (AMI) System. Mrs. Metzger reminded Borough Council that they took action  
219 at the Tuesday, March 19, 2013 regular Borough Council meeting to accept the proposal from Utility  
220 Engineers, PC to provide Engineering, Design & Consultation Services to the Borough to procure and  
221 install a Borough wide Advanced Metering Infrastructure (AMI) system for both the electric and water  
222 systems on a time and materials basis for an amount of \$31,525.00 per the terms of the proposal. Mrs.  
223 Metzger reported that Utility Engineers, PC scheduled demos with five (5) different AMI vendors on  
224 Thursday, October 31, 2013. The Borough Staff together with Utility Engineers, PC participated in the  
225 demos. Information and opinions from the presentations will be used to finalize the bid package. Utility  
226 Engineers, PC will be providing the bid specifications to Borough Management and Borough Council  
227 action will be required to authorize the solicitation of bids.

228  
229 Mrs. Metzger informed Borough Council that she has requested that Lewis Barlett Klees, PC prepare a  
230 proposal to complete the 2013 Annual Auditing Contract for the Borough of Mifflinburg; however a  
231 proposal has not been received. Mrs. Metzger stated that she anticipates a proposal will be received  
232 prior to the Tuesday, December 17, 2013 regular Borough Council meeting. Borough Council action  
233 will be required once the proposal has been received.

234  
235 Mrs. Metzger reported the proposals for the Annual Snow Removal Equipment Rental were opened on  
236 Monday, October 28, 2013 at 1:00 pm. There were three (3) quotes received and are as follows:

237  
238

	<u>Schlegel</u>	<u>Dave Gutelius</u>	<u>Clair Boop</u>	<u>Iddings</u>
	<u>Excavating</u>	<u>Excavating</u>	<u>Excavating</u>	<u>Quarry, Inc.</u>
239				
240	Dump w/ Operator			
241	Single-Axle	NO BID	\$ 65.00	NO BID
242	Tandem-Axle	\$54.50	\$ 75.00	NO BID
243	Tri-Axel	\$55.50	\$ 80.00	NO BID
244	Snow Blower w/ Operator			
245	Tractor/Loader Mounted	NO BID	\$130.00	NO BID
246				

247 A copy of the bid tabulation is included in the information tonight for Borough Council review.  
248 Borough Council action is requested to award the quotes to the lowest responsible bidder on an as-  
249 needed basis for each size/type of equipment specified.

250  
251 Motion by: Betsy K. Robertson  
252 Second by: Benjamin M. Dietrich

253  
254 **MOTION: To award the Single-Axle Dump w/ Operator to Iddings Quarry, Inc. in the amount of**  
255 **\$45.00; the Tandem-Axle Dump w/ Operator to Schlegel Excavating in the amount of \$54.50; the**  
256 **Tri-Axle Dump w/ Operator to Schlegel Excavating in the amount of \$55.50; and the**  
257 **Tractor/Loader Mounted Snow Blower w/ Operator to David Gutelius Excavating in the amount**  
258 **of \$130.00 on an as-needed basis for the Annual Snow Removal Equipment.**

259  
260 Mayor Cooney clarified that the Annual Snow Removal Equipment Rental quotes are being awarded to  
261 three (3) different bidders.

262  
263 Yes – Mr. Rohland, Mrs. Robertson, Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Brouse

264  
265 No – None

266  
267

268 Mrs. Metzger reported that the Cable TV Advisory Board is still attempting to meet with some of the  
269 other local cable companies to see what they offer to existing customers as well as working with the  
270 attorney handling the negotiations with Atlantic Broadband. Mr. Runkle updated Borough Council that  
271 Service Electric has responded with interest and is willing to conduct a conference call to further discuss  
272 options. Mr. Runkle clarified that he is working with the attorney to schedule a conference call.  
273

274 Mrs. Metzger provided Borough Council with an update on the Third Street Bridge Relocation Project.  
275 Mrs. Metzger reported that she and Mrs. Erin Threet, HRG, Inc., met with PennDOT representatives on  
276 Wednesday, September 4, 2013 to review the status of the submissions for the project and determine if  
277 any additional work or information is needed from the Borough prior to the project going out to bid. It  
278 was determined that the affidavit of ownership for the utilities had to be resubmitted to include more  
279 PennDOT specific information and the cost estimates had to be updated on PennDOT's 4181S Form.  
280 The affidavit has been updated and Mrs. Threet has updated the cost estimates on PennDOT's 4181S  
281 Form. The current schedule prepared by PennDOT shows the bids being advertised in November of  
282 2013 with a January 2014 Let Date. Mrs. Metzger stated that she received a voice mail indicating that  
283 the PennDOT Central Office was still not satisfied with the information provided, but has not been able  
284 to obtain further details. Mrs. Metzger informed Borough Council that that she sent an email to  
285 PennDOT requesting clarification on what they wanted and specified that the Borough won't relocate  
286 any of the utilities until they agree to pay for this work. Mrs. Metzger expressed that this ordeal has  
287 been very frustrating and she will update Borough Council as further details are received.  
288

289 Mrs. Metzger requested an executive session to discuss personnel matters.  
290

291 Mrs. Metzger reported that she is preparing to make the annual contribution payments for 2013 for the  
292 following organizations:

- 293
- 294 • Mifflinburg Community Ambulance Association
- 295 • Mifflinburg Fire Police
- 296 • Mifflinburg Hose Company #1
- 297 • Mifflinburg Heritage & Revitalization Association (MHRA)
- 298

299 Mrs. Metzger requested Borough Council clarification for these donations as well as a discussion on the  
300 2014 proposed contributions. Mrs. Metzger explained that there were some concerns/comments  
301 expressed that Borough Council may want to reconsider the annual contribution for Mifflinburg  
302 Heritage & Revitalization Association (MHRA). Mrs. Robertson informed Borough Council that the  
303 Finance Committee is questioning whether they want to reduce the annual contribution for MHRA since  
304 it came to light that MHRA provided bonuses to their employees.  
305

306 Motion by: Betsy K. Robertson

307 Second by: Bryan E. Rohland  
308

309 **MOTION: To reduce the annual contribution to Mifflinburg Heritage & Revitalization**  
310 **Association (MHRA) by \$3,000.00 or equivalent to the amount of the bonuses distributed.**

311  
312 Mr. Dietrich clarified that the motion to reduce the Borough's annual contribution to Mifflinburg  
313 Heritage & Revitalization Association (MHRA) by \$3,000.00 or equivalent to the amount of the bonuses  
314 distributed is for December of 2013. A discussion was held; Mr. Steese spoke against the motion to  
315 reduce the Borough's annual contribution to MHRA by \$3,000.00 or equivalent to the amount of the  
316 bonuses distributed is for December of 2013 stating that Borough Council should notify MHRA in  
317 advance prior to reducing the annual contribution. Mr. Runkle agreed with Mr. Steese. Mrs. Robertson  
318 withdrew her motion to reduce the Borough's annual contribution to MHRA by \$3,000.00 or equivalent  
319 to the amount of the bonuses distributed and Mr. Rohland withdrew second. Mrs. Metzger clarified that  
320 the annual contribution will be reduced from \$8,000.00 to \$5,000.00 for 2014.  
321

322 Mrs. Metzger reported that the Finance Committee has reviewed and balanced the 2014 tentative budget  
323 for the Borough. Borough Council action is requested to adopt the 2014 tentative budget for the  
324 Borough of Mifflinburg with revenues in the amount of \$19,883,260.00 and to authorize her to advertise  
325 the availability of the budget for public inspection in accord with the Borough Code prior to final budget  
326 adoption at the Tuesday, December 17, 2013 regular Borough Council meeting. The tentative budget is  
327 required to be open for public review for a period of ten (10) days prior to final budget adoption.  
328  
329  
330  
331  
332  
333  
334

335 Motion by: Benjamin M. Dietrich  
336 Second by: Michael E. Snook

337

338 MOTION: To adopt the 2014 tentative budget for the Borough of Mifflinburg with revenues in the  
339 amount of \$19,883,260.00 and to authorize Mrs. Metzger to advertise the availability of the budget  
340 for public inspection in accord with the Borough Code prior to final budget adoption at the  
341 Tuesday, December 17, 2013 regular Borough Council meeting.

342

343 Mr. Rohland inquired how much money is being transferred from the electric fund. Mrs. Metzger stated  
344 that \$1,700,000.00 will be transferred from the electric fund to the general fund.

345

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

347

348 No – None

349

350

351 Mrs. Robertson distributed a memorandum on behalf of the Finance Committee which read as follows:

352

353 Each year, the Borough budget gets tighter and we borrow more from the electric fund  
354 reserve to balance the budget. Council will not be able to do that indefinitely. As  
355 discussed in the budget meeting last month, there isn't much room to trim project  
356 expenses—roads need to be paved, the water and sewer plants need to be maintained, and  
357 Borough equipment needs to be maintained and upgraded, for example. Expenses will only  
358 increase and raising utility rates every year will cover some of the increased expenses, but  
359 we're losing ground every year and may be on an unsustainable path.

360

361 The Finance Committee urges Council to examine their fixed costs. A large portion of the  
362 budget goes toward employee wages and benefits.

363

364 The generosity of past Councils and the costs imposed on the Borough by binding  
365 arbitration have put the police budget at an unsustainable level. There have been some  
366 members of Council who have been unwilling to have a serious discussion about the police  
367 budget and the police complement of seven (7) full-time officers. We have a fine police  
368 force, but we need to take emotion out of the budget discussions and look objectively at  
369 what a reasonable cost for police protection should be for the population of Mifflinburg,  
370 which is approximately 3,540 residents.

371

372 If we look at statistics from other communities in the Susquehanna Valley, Mifflinburg is  
373 paying significantly more per capita than they are.

374

<u>Borough</u>	<u>Population</u>	<u>Police Budget</u>	<u>Per Capita</u>
Mifflinburg	3,540	\$ 887,425.00	\$251.00
		\$ 761,900.00*	\$215.00
Lewisburg/E. Buff	11,360	\$2,576,076.00 (w/grant)	\$227.00
		\$2,065,375.00 (w/o grant)	\$182.00
Sunbury	9,910	\$2,015,363.00	\$203.00
Shamokin	7,378	\$1,228,237.00	\$166.00
Watsonstown	2,310	\$ 352,005.00	\$152.00
Middleburg	1,308	\$ 173,890.00	\$133.00
Montoursville	4,615	\$ 583,050.00	\$126.00

385

386 **\*Does not include building debt or equipment costs.**

387

388 The only reason given for why we need seven (7) full-time police officers is so there is dual  
389 coverage. With the enactment of the Mutual Aid Agreement several years ago, it isn't  
390 necessary to have dual coverage in the Borough because other police forces will assist  
391 when called.

392

393 In addition, the age of our current force and their legal retirement age could put a  
394 significant strain on the police pension fund in the next 7-10 years. There will be multiple  
395 retirees drawing from the pension fund at one (1) time.

396

397 The Finance Committee urges Borough Council to be diligent in examining the impact that  
398 the police budget will have on Mifflinburg residents in future years as costs continue to  
399 rise and to avoid at all costs the implementation of a real estate tax to support the current  
400 level of the police force.

401

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

403

404 Mrs. Metzger reported that she has received a letter of resignation from Mrs. Beverly L. Hackenberg  
405 from the Mifflinburg Zoning Hearing Board effective Tuesday, December 31, 2013. Borough Council  
406 action is requested to accept Mrs. Hackenberg's letter of resignation.

407

408 Motion by: Betsy K. Robertson

409 Second by: Benjamin M. Dietrich

410

411 **MOTION: To accept Mrs. Beverly L. Hackenberg's letter of resignation from the Mifflinburg**  
412 **Zoning Hearing Board effective Tuesday, December 31, 2013.**

413

414 Borough Council thanked Mrs. Hackenberg for her services on the Mifflinburg Zoning Hearing Board.

415

416 Approved via unanimous voice vote.

417

418

419 Mrs. Metzger reported that she will be sending a letter to Limestone Township Municipal Authority and  
420 West Buffalo Township Municipal Authority to notify them that Borough Council took action at  
421 tonight's meeting to adopt the Borough's 2014 Tentative Budget which includes a 3% increase in sewer  
422 rates-effective with the February 1, 2014 billing.

423

424 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for  
425 October 2013 included in the information tonight.

426

427 Mayor Cooney announced that there will be a Public Safety Committee meeting held on Thursday,  
428 November 21, 2013 at 7:00 PM. The purpose of this meeting will be to discuss the development of a  
429 Landlord Ordinance for the Borough of Mifflinburg. Mrs. Metzger stated that the purpose of the Public  
430 Safety Committee meeting was advertised as "to discuss the development of a Landlord Ordinance and  
431 any other business to come before the committee".

432

433 Chief Bickhart presented Borough Council with some Monthly Highlights for the Mifflinburg Police  
434 Department for October 2013.

435

436 Mr. Brouse reminded Borough Council that they took action at the Tuesday, March 19, 2013 regular  
437 Borough Council meeting to authorize him to send a letter to State Representative Fred Keller (R-85th  
438 District) to request his support and assistance to gain economic fairness with Police protection within the  
439 region, as well as send a copy of the letter to Senator Gene Yaw (R-23) and Congressman Tom Marino;  
440 which would require Boroughs and Townships without a Police force to either pay for the services or be  
441 taxed for Police protection and include local Police in the Highway budget as are the State Police and  
442 any Borough or Township that has a Police force and is entered into any mutual aide agreement would  
443 receive 20% of their budget by March of each year. Mr. Brouse updated Borough Council that he has  
444 contacted Representative Keller; the Committee has developed a formula on how to charge Boroughs  
445 and Townships without a Police force and they are trying to obtain sponsors for the proposed legislation.

446

447 Mrs. Robertson requested an executive session to discuss personnel matters.

448

449 Mayor Cooney presented Borough Council with an update for the Mifflinburg Regional Economic  
450 Development (MRED) Alliance.

451

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

453

- 454 1. Mr. Bryan Munson will be opening up a tattoo shop at 451 Chestnut Street.
- 455 2. Service 1<sup>st</sup> Credit Union will be opening up shop at the Old bus garage, located at 52 E.  
456 Chestnut Street.
- 457 3. Mr. Wayne D. Reed will be opening up Island Park Jewelers at 371-373 Chestnut Street.

458

459 Mrs. Metzger informed Borough Council that they received a copy of the 2013 Mifflinburg Community  
460 Park/Pool Report included in the information tonight.

461

462 Mrs. Metzger informed Borough Council that they received a copy of the Engineer's Report for  
463 November 2013 included in the information tonight. Mrs. Metzger reported that since last month's  
464 meeting, HRG, Inc. has provided various miscellaneous engineering services as requested by the  
465 Borough. A brief summary of these activities is as follows:

466

- 467 • Submission of Raw Wastewater Pump information to DEP.

468

469 Mrs. Metzger reported that HRG, Inc. has performed a 3<sup>rd</sup> review of the revised Rusty Rail Brew Haus  
470 Final Land Development Plan and Post Construction Stormwater Management Plan Narrative on Friday,  
471 November 15, 2013. Several review comments were not addressed in the resubmission and additional  
472 comments have been generated from a utility standpoint. The comments were provided to the Borough  
473 prior to the Tuesday, November 19, 2013 regular Mifflinburg Planning Commission meeting.  
474

475 Mrs. Metzger informed Borough Council that the Borough is continuing the Long Term 2 Enhanced  
476 Surface Water Treatment Rule (LT2) sampling which began on Tuesday, February 26, 2013 and will  
477 continue for one (1) year. The comprehensive annual water level data report for the Production Well  
478 No. PW-2 will be submitted to the Susquehanna River Basin Commission (SRBC) in early 2014.  
479

480 Mr. Runkle requested an executive session to discuss potential litigation.  
481

482 Mr. Runkle provided Borough Council with an update on the status of the ordinance revisions with  
483 regard to the no parking ordinance and the stop intersection portion of the ordinance to incorporate  
484 Miriam Street. Mr. Runkle reminded Borough Council that there were numerous revisions that needed  
485 to be made to the ordinance and it needed to be a more comprehensive amendment. A final draft of the  
486 amendment has been prepared and is ready to be advertised. Borough Council action is requested  
487

488 Motion by: Tod M. Steese  
489 Second by: Benjamin M. Dietrich  
490

491 **MOTION: To authorize Mr. Runkle to advertise Ordinance No. 2013-04; Amending Chapter 17 of**  
492 **the Borough Code regulating general traffic and parking.**  
493

494 Mrs. Metzger clarified that she can email a copy of the final draft of the amendment to Borough Council  
495 subsequent to tonight's meeting.  
496

497 Yes – Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Brouse  
498

499 No – None  
500  
501

502 Mr. Runkle reported that another business which he represents, Family Practice Center PC located at  
503 137 Forest Hill Rd, Suite 1, is requesting Borough Council action to execute a one (1) page release  
504 confirming that all obligations under the Developers Agreement for their project for their new office  
505 have been satisfied. Mr. Runkle explained that Family Practice Center PC entered into a Developers  
506 Agreement which required that they must meet certain obligations. The agreement was placed on record  
507 at the Union County Court House; however there is nothing on record to shown these obligations have  
508 been met. Mr. Runkle informed Borough Council that he has confirmed with Mifflinburg Bank & Trust  
509 Company that the financial security for this project has been released. Subsequent to execution, the  
510 release will be placed on record so that anytime a title search it completed, the title searcher will find the  
511 release. Mrs. Metzger clarified that this release would not remove the Stormwater Maintenance  
512 Agreement. Mr. Runkle stated that there should have been a separate Stormwater Maintenance  
513 Agreement done; however he will double check. Borough Council action is requested to authorize Mrs.  
514 Metzger to execute the release.  
515

516 Motion by: Benjamin M. Dietrich  
517 Second by: Bryan E. Rohland  
518

519 **MOTION: To authorize Mrs. Metzger to execute a one (1) page release confirming that all**  
520 **obligations under the Developers Agreement for Family Practice Center PC, located at 137 Forest**  
521 **Hill Road, Suite 1, have been satisfied.**  
522

523 Yes – Mr. Steese, Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Snook, Mr. Brouse  
524

525 No – None  
526  
527

528 Mayor Cooney informed Borough Council that he participated in the following events:  
529

- 530 • Emceed the Halloween Costume Contest that was held on Monday, October 28, 2013 at  
531 6:00 PM at the Mifflinburg Area High School located at 75 Market Street.
- 532 • Represented the Borough at the Veteran's Day Service that was held at the Mifflinburg  
533 Community Park on Monday, November 14, 2013 Veterans' Day.  
534  
535



536 Mayor Cooney announced that the following events have been scheduled:

537

- 538 • The Community Christmas Tree Lighting is schedule for Sunday, December 1, 2013. The  
539 tree lighting ceremony will be between 7:00 PM and 8:00 PM with the actual "switching on  
540 the lights" at 7:30 PM. Mr. John Showers and Ms. Nada Gray, Co-Chairs of the Union  
541 County Bicentennial Committee, will be the two (2) guest of honor this year:

542

543 Mr. Steese informed Borough Council that while he was sitting at a red light on 3<sup>rd</sup> Street, his truck  
544 mirror was hit by another vehicle. Mr. Steese expressed that he would be grateful if Borough Council  
545 would take some kind of action with regard to making a request for a permanent traffic change to  
546 PennDOT to convert 3<sup>rd</sup> Street to a one-way street. Mr. Steese clarified that he doesn't care which way,  
547 but something needs to be done. Mrs. Metzger reminded Borough Council that there is a Public Safety  
548 Committee meeting scheduled for Thursday, November 21, 2013 at 7:00 PM. A discussion was held;  
549 Mr. Brouse referred this matter to be further discussed at the Public Safety Committee meeting.

550

551

552 Mr. Brouse called an executive session to discuss police negotiations and personnel matters. An  
553 executive session was held from 8:42 PM to 9:05 PM.

554

555

556 Motion by: Betsy K. Robertson

557 Second by: Bryan E. Rohland

558

559 **MOTION: To grant Mr. Jarad, Seidel permanent full-time employment status effective Tuesday,**  
560 **October 29, 2013 at a wage of \$16.75/hr.; Mr. Christopher Klinger permanent full-time**  
561 **employment status effective Wednesday, November 13, 2013 at a wage of \$15.00/hr. as an Electric**  
562 **Lineman Apprentice/Lineman III under the terms of the current non-uniformed employment**  
563 **contract**

564

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

566

567 No – None

568

569

570 Motion by: Michael E. Snook

571

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

573

574 Approved via unanimous voice vote.

575

576

577 Meeting adjourned at 9:07 PM.

578

579 Respectfully Submitted,

580

581

582 Misty L. Ross

583 Assistant Borough Secretary