

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL
2 September 17, 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	
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 Paul Bottiger and Troy Berkheiser.

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21
22 Motion by: Tod M. Steese
23 Second by: Betsy K. Robertson

24
25 **MOTION: To approve the minutes of the Tuesday, August 20, 2013 regular meeting of Mifflinburg**
26 **Borough Council.**

27
28 Approved via unanimous voice vote.

29
30
31 Motion by: Tod M. Steese
32 Second by: Betsy K. Robertson

33
34 **MOTION: To approve the minutes of the Tuesday, September 10, 2013 special meeting of**
35 **Mifflinburg Borough Council.**

36
37 Approved via unanimous voice vote.

38
39
40 Motion by: Benjaman M. Dietrich
41 Second by: Betsy K. Robertson

42
43 **MOTION: To approve payment of Bill List #2013-09 in the amount of \$654,136.38.**

44
45 Yes – Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Snook, Mr. Steese, Mr. Brouse

46
47 No – None

48
49
50 Motion by: Benjaman M. Dietrich
51 Second by: Michael E. Snook

52
53 **MOTION: To approve the Mifflinburg Borough Zoning Report for August 2013 and accept the**
54 **payment from the Central Keystone Council of Government (CK-COG) in the amount of \$31.50.**

55
56 Approved via unanimous voice vote.
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66 Mrs. Metzger reminded Borough Council that the Personnel Committee met on January 4, 2011 regarding
67 the Arc Flash electrical requirements. The committee is recommending incorporation of the policy into
68 the safety policy and making the safety policy an incorporated amendment to the Borough personnel
69 policy with disciplinary accountability for blatant safety violations. The Personnel Committee met on
70 June 12, 2012 and again on July 9, 2013 to review the plan for providing FR clothing for maintenance
71 employees as proposed by the Borough Manager. The Arc Flash Study for the Wastewater Treatment
72 Plant still remains outstanding; this was submitted to Utility Engineers for completion last October. Mrs.
73 Metzger informed Borough Council that there are also a few other areas that need to be added to the study
74 once they are completed. The Electrical Foreman, Mr. Joe Zimmerman, will be gathering the information
75 for submission to Utility Engineers. The Safety Committee requested a few minor changes to the
76 policies; the changes have been reviewed by the Personnel Committee and incorporated into the policy.
77 The following two (2) resolutions have been prepared:

- 78 1. Resolution No. 2013-07; a resolution amending the General Safety Policy for the Borough
79 of Mifflinburg.
- 80 2. Resolution No. 2013-08; a resolution adopting the Electrical and Arc Flash Safety Policy for
81 the Borough of Mifflinburg.
- 82
- 83

84 In accordance with Resolution No. 2013-08 the Borough shall provide each employee with a \$500.00
85 allowance for flame resistant (FR) apparel & under layers the 1st year and a \$400.00 allowance to replace
86 worn clothing each year following. Borough Council action is requested to adopt these resolutions.
87

88 Motion by: Betsy K. Robertson
89 Second by: Benjamin M. Dietrich
90

91 **MOTION: To adopt Resolution No. 2013-07; a resolution amending the General Safety Policy for
92 the Borough of Mifflinburg.**

93
94 Yes – Mr. Rohland, Mrs. Robertson, Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Brouse
95

96 No – None
97

98
99 Motion by: Betsy K. Robertson
100 Second by: Benjamin M. Dietrich
101

102 **MOTION: To adopt Resolution No. 2013-08; a resolution adopting the Electrical and Arc Flash
103 Safety Policy for the Borough of Mifflinburg.**

104
105 Yes – Mrs. Robertson, Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Rohland, Mr. Brouse
106

107 No – None
108
109

110 Mrs. Metzger provided Borough Council with an update on the Chestnut Street Reconstruction Project.
111 Mrs. Metzger reported that Don E. Bower, Inc., contractor for the Chestnut Street Reconstruction Project,
112 began work in Phase 4—from 3rd Street to Forest Hill Road on Wednesday, August 7, 2013. To date they
113 have completed the main excavation work, replaced the sewer mains located at 2nd and 3rd Streets,
114 replaced the water main and all of the individual water service connections. The work in this section was
115 allotted eighty-one (81) days for construction which will extend until about Thursday, October 31, 2013.
116 The contractor has determined that in order to complete the paving work before the October 31st deadline,
117 they would defer the work on the sidewalks until all of the work necessary to place the pavement has been
118 completed; the sidewalk work would be completed with additional crews as soon as the street work has
119 been completed. Mrs. Metzger stated that in order to ensure that the paving gets completed on schedule,
120 the contractor plans to begin milling and paving in the 1st two (2) sections, beginning at SR 104, on
121 Wednesday, September 18, 2013. This is different than originally planned, but should provide a good
122 opportunity to complete as much of the project as possible before the detour is suspended.
123

124 Mrs. Metzger informed Borough Council that the Pennsylvania Department of Transportation (PennDOT)
125 has submitted Invoice: 033608 005 in the amount of \$304,204.96 for the Borough's share of the Chestnut
126 Street Reconstruction Project. Management has reviewed the invoice and a copy of the invoice is
127 included in the information tonight for Borough Council review. Borough Council action is requested to
128 approve payment of this invoice.
129
130
131

132 Motion by: Benjamin M. Dietrich
133 Second by: Michael E. Snook

134
135 **MOTION: To approve payment of Invoice: 033608 005 to PennDOT in the amount of \$304,204.96**
136 **for the Borough's share of the Chestnut Street Reconstruction Project.**

137
138 Yes – Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Brouse

139
140 No – None

141
142
143 Mrs. Metzger reminded Borough Council that at the Tuesday, September 10, 2013 special Borough
144 Council meeting they directed her to contact Don E. Bower, Inc., contractor for the Chestnut Street
145 Reconstruction Project, to see if they would adjust the price from the original request to make the
146 additional paving more affordable to clean up the areas near the utility trenches. The areas to be added
147 include: High Alley-from 8th Street to 9th Street; 8th Street-South of SR 45; and areas of 6th Street, 3rd
148 Street, and 2nd Street. Mrs. Metzger reported that Mr. Jason Mitchell, Borough Public Works Supervisor,
149 attended a pre-paving meeting that was held on Wednesday, September 11, 2013. At the meeting, a
150 discussion was held regarding the additional paving; it was determined that the Borough would be able to
151 modify the additional paving to be shy of the areas where the intersections are located. Subsequent to the
152 meeting, Mr. Mitchell and Mr. Gerald W. Remaley, Jr., the Foreman from Don E. Bower, Inc., obtained
153 the measurements for the modified paving and the estimator adjusted the price. Preliminary estimated
154 costs for this work is \$53,019.55. This work was intended to be added as a change order to the existing
155 contract and required final approval from PennDOT before it could be incorporated. Mrs. Metzger
156 informed Borough Council that Mr. John Stetts, PennDOT Construction Project Manager, personally
157 stopped by the Borough office today; Mr. Stetts indicated that he was wrong about the Borough being
158 able to modify the additional paving to be shy of the areas where the intersections are located and this
159 work could not be incorporated into the existing contract. Mr. Stetts apologized for the misleading
160 information. Mrs. Metzger clarified that High Alley-from 8th Street to 9th Street and 8th Street-South of
161 SR 45 are the only areas the Borough can complete without having to comply with the Americans with
162 Disabilities Act (ADA) requirements for curb cuts or ramps at street crossings which would significantly
163 impact the project timeline. Mrs. Metzger stated that since the Borough was under the impression that
164 this work would be incorporated into the existing contract, a bid was not prepared and now it's too late;
165 the streets will remain as they are until the Borough has a chance to hopefully complete this work with
166 their annual street paving next year. Borough Council action is requested to make a request to PennDOT
167 to incorporate the additional paving for High Alley-from 8th to 9th Street and 8th Street-South of SR 45
168 into the existing contract for the Chestnut Street Reconstruction Project in the total amount of \$26,029.05.

169
170 Motion by: Benjamin M. Dietrich
171 Second by: Michael E. Snook

172
173 **MOTION: To authorize Mrs. Metzger to make a request to PennDOT to incorporate the additional**
174 **paving for High Alley-from 8th Street to 9th Street and 8th Street-South of SR 45 into the existing**
175 **contract for the Chestnut Street Reconstruction Project in the total amount of \$26,029.05.**

176
177 Yes – Mr. Steese, Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Snook, Mr. Brouse

178
179 No – None

180
181
182 Mr. Dietrich inquired if the additional paving for High Alley-from 8th Street to 9th Street and 8th Street-
183 South of SR 45 was full-depth paving or mill and overlay. Mr. Brouse clarified that the additional paving
184 for High Alley-from 8th Street to 9th Street and 8th Street-South of SR 45 was mill and overlay.

185
186 Mrs. Metzger reminded Borough Council that the Borough had to complete two (2) water valve
187 insertions, one (1) at 4th Street and one (1) at 8th Street, prior to the Chestnut Street Reconstruction Project
188 in order to be able to turn-off water as the project progressed. At the time, the Borough laid the base layer
189 of paving, but not the top layer of paving since they knew the contractor would be working in the vicinity
190 of these areas. Borough Council action is requested to engage Don E. Bower, Inc. to complete the
191 additional repairs at 4th Street and at 8th Street in the amount of \$1,175.00.

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198 Motion by: Benjamin M. Dietrich
199 Second by: Michael E. Snook

200
201 **MOTION: To engage Don E. Bower, Inc. to complete the additional repairs at 4th Street and at 8th**
202 **Street in the amount of \$1,175.00.**

203
204 Yes – Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Snook, Mr. Steese, Mr. Brouse

205
206 No – None

207
208
209 Mr. Runkle provided Borough Council with an update on the status of the official offer for the sale of
210 some of the Borough's Electrical infrastructure to Elkay, Inc. to allow them to combine their metering at
211 their 10th Street facility. Mr. Runkle reported that a draft offer has been prepared and provided to Mrs.
212 Metzger for review; Mrs. Metzger had a few thoughts/questions regarding the draft offer, one (1) of which
213 was if the Borough's Electrical Consultant, Mr. Jim Havrilla of Utility Engineers, PC, should review the
214 offer from sort of a technical standpoint. The draft offer was provided to Mr. Havrilla for review; Mr.
215 Havrilla reviewed the offer and made two (2) insignificant changes which have been incorporated into the
216 offer. Mr. Runkle reported that there are a few items that Mrs. Metzger inquired about that he needs to
217 get back to Borough Council about. Mr. Runkle stated that he anticipates the draft offer will be prepared
218 for Borough Council action at the Tuesday, October 15, 2013 regular Borough Council meeting.

219
220 Mrs. Metzger reported that she and Mr. Brouse have been working with the Eastern Pennsylvania Power
221 Group (EPPG) to come to terms with PPL Electric Utilities Corporation (PPL) litigation. An update will
222 be provided during executive session.

223
224 Mrs. Metzger announced that the Summer Fitness in the Park Program raised \$340.00 which has been
225 donated to the Mifflinburg Community Park Kid Programs. Ms. Sandy Strickler, certified instructor at
226 Extreme Fitness 24/7 located at 335 E. Chestnut Street, has presented the check to the Borough.

227
228 Mrs. Metzger informed Borough Council that the Borough has also received a check in that amount of
229 \$3,548.00 from the Mifflinburg Kiwanis for the cost of the Mifflinburg Community Pool's Swimming
230 Lessons Program. The Mifflinburg Kiwanis have generously sponsored full scholarships for all level 1
231 and 2 swimming lesson students this year. In addition to the Mifflinburg Kiwanis, the Iddings Trust Fund
232 has contributed \$922.00.

233
234 Mrs. Metzger reported that the Buffalo Valley Rail Trail (BVRT) is requesting Borough Council
235 permission to utilize the Mifflinburg Community Park to conduct the "Annual Flat 'N Fast 4-Miler" event.
236 This event is scheduled for October 26, 2013 from 8:00 AM - 12:00 PM (noon). In accordance with
237 Chapter 18 of the Borough Code of Ordinances the dates during which the recreation area shall be used by
238 the general public shall be April 15 through October 15 of each calendar year. Borough Council action is
239 requested since this event is after the official park closing date of October 15, 2013.

240
241 Motion by: Benjamin M. Dietrich
242 Second by: Bryan E. Rohland

243
244 **MOTION: To authorize the Buffalo Valley Rail Trail (BVRT) to utilize the Mifflinburg Community**
245 **Park on Saturday, October 26, 2013 from 8:00 AM - 12:00 PM (noon) to conduct the "Annual Flat**
246 **'N Fast 4-Miler" event contingent upon completion and submission of the required paperwork, the**
247 **security deposit in the amount of \$250.00, and a certificate of insurance.**

248
249 Approved via unanimous voice vote.

250
251
252 Mr. Dietrich inquired if the restrooms at the Mifflinburg Community Park would be available for the
253 "Annual Flat 'N Fast 4-Miler" event. Mrs. Metzger clarified that the restrooms would not be winterized
254 until after the event.

255
256 Mrs. Metzger reported that Ms. Sandy Strickler, certified instructor at Extreme Fitness 24/7 located at 335
257 E. Chestnut Street, is requesting Borough Council permission to utilize the Mifflinburg Community Park
258 to conduct the "Extreme Amazing Race" event. This event is scheduled for October 26, 2013 in the
259 afternoon. Mrs. Metzger informed Borough Council that Ms. Strickler already has a security deposit in
260 the amount of \$250.00 and a certificate of insurance from the Summer Fitness Program that was held at
261 the Mifflinburg Community Park. The proposed route for the "Extreme Amazing Race" has been
262 provided to Mayor Cooney and Chief Bickhart. Borough Council action is required since this is a new
263 event and is after the official park closing date of October 15, 2013.

264 Motion by: Benjaman M. Dietrich
265 Second by: Michael E. Snook

266
267 **MOTION: To authorize Ms. Sandy Strickler, certified Instructor at Extreme Fitness 24/7 located at**
268 **335 E. Chestnut Street, to utilize the Mifflinburg Community Park on Saturday, October 26, 2013**
269 **in the afternoon to conduct the "Extreme Amazing Race" event contingent upon completion and**
270 **submission of the required paperwork.**

271
272 Approved via unanimous voice vote.

273
274
275 Mrs. Metzger informed Borough Council that she has received a request from Ms. Nicole Bailey,
276 Secretary for the Mifflinburg Kiwanis, to rebuild the Barbeque Pit that is located at the Mifflinburg
277 Community Park as one (1) of their community service projects. The Mifflinburg Kiwanis would keep
278 the same footprint that is currently there and follow any rules and regulations that Borough Council
279 supply to them. One (1) of the Mifflinburg Kiwanis members is a teacher at SUN Area Technical School
280 and he would like to use students in the masonry department to complete the job. The Mifflinburg
281 Kiwanis would provide the materials and the manpower for this project. A copy of the request is included
282 in the information tonight for Borough Council review. Borough Council action is requested to approve
283 this request and thank the Mifflinburg Kiwanis.

284
285 Motion by: Benjaman M. Dietrich
286 Second by: Betsy K. Robertson

287
288 **MOTION: To authorize the Mifflinburg Kiwanis to rebuild the Barbeque Pit that is located at the**
289 **Mifflinburg Community Park and thank the Mifflinburg Kiwanis.**

290
291 Approved via unanimous voice vote.

292
293
294 Mrs. Metzger reported that the Borough Maintenance Crew has been working to complete crack sealing
295 on the Borough streets; this is a vital part of street maintenance and the Borough has not been able to
296 complete this work the last couple of years due to other projects. Mrs. Metzger stated that it's anticipated
297 that the Borough will be able to complete this work this year.

298
299 Mrs. Metzger informed Borough Council that Mr. Jason Mitchell, the Borough Public Works Supervisor,
300 has submitted an application to clean out the intake. The application has been approved and the Borough
301 Maintenance Crew was able to complete this work in early September 2013.

302
303 Mrs. Metzger informed Borough Council that she has distributed Request for Proposals (RFP's) for the
304 design of the Cherry Alley Reconstruction Project. The deadline to submit proposals was Monday,
305 September 16, 2013 at 1:00 PM. There were five (5) proposals received and are as follows:

306
307

	<u>Basic</u>	<u>Add-On</u>
308 Stahl Sheaffer Engineering, LLC	\$24,985.00	\$7,400.00
309 Uni-Tec Consulting Engineers, Inc.	\$42,000.00	\$8,000.00
310 McTish, Kunkel & Associates	\$28,622.00	\$6,550.00
311 Larson Design Group	\$28,115.00	\$4,600.00
312 HRG, Inc	\$17,955.00	N/A

313

314 A copy of the tabulation for the proposals is included in the information tonight. Mrs. Metzger clarified
315 that she contacted HRG, Inc. to verify that the proposal amount they submitted was correct and explained
316 to them that this was a not-to-exceed amount, the only way the fee would change is if there was a change
317 in the scope of the project. Borough Council action is requested on this matter.

318
319 Mr. Runkle inquired if HRG, Inc. understood that the two (2) bid option was not a change in the scope.
320 Mrs. Metzger clarified that she spoke to both Mrs. Erin Threet and Mr. Cody Lytle regarding this matter.

321
322 Motion by: Benjaman M. Dietrich
323 Second by: Betsy K. Robertson

324
325 **MOTION: To award the proposal for the Cherry Alley Reconstruction Project to HRG, Inc. for the**
326 **not-to-exceed amount of \$17,955.00.**

327
328 Mr. Dietrich inquired what the add-on amount for the proposals is. Mrs. Metzger explained that the add-
329 on amount for the proposal is in case the Engineer has to prepare a 2nd set of bid documents.

330 Mr. Brouse clarified that Borough Council understood that the proposal is for a not-to-exceed amount
331 incase HRG, Inc. requests additional funds for this project in the future.

332
333 Yes – Mr. Rohland, Mrs. Robertson, Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Brouse
334

335 No – None
336

337
338 Mrs. Metzger reported that the Elm Street Grant Audit has been completed for the Grant period ending
339 Tuesday, March 12, 2013. This report was submitted to the Pennsylvania Department of Community and
340 Economic Development (DCED); correspondence was received from DCED requesting additional
341 information. Mr. Neal Lewis, CPA (Certified Public Accountants) and Chairman/CEO at Lewis Barlett
342 Klees, PC, provided a draft amended report to DCED for review prior to resubmission. A copy of the
343 Financial Statements is included in the information tonight for Borough Council review. Borough
344 Council action is requested to accept this audit as amended.
345

346 Motion by: Benjamin M. Dietrich
347 Second by: Michael E. Snook
348

349 **MOTION: To accept the Elm Street Grant Audit as amended for the Grant period ending Tuesday,**
350 **March 12, 2013.**
351

352 Approved via unanimous voice vote.
353
354

355 Mrs. Metzger reported that Mr. Neal Lewis, CPA (Certified Public Accountants) and Chairman/CEO at
356 Lewis Barlett Klees, PC, has provided a draft copy of the 2012 Audit Report on Thursday, September 12,
357 2013 for preparation of the required Management Discussion and Analysis (MD&A) Report for inclusion
358 in the Audit package. Mrs. Metzger informed Borough Council that she attended the 2013 Annual
359 Conference of the Pennsylvania Municipal Electric Association (PMEA) on September 12-13, 2013, and
360 was unable to prepare the MD&A prior to tonight's meeting. The Audit package must be submitted to the
361 Pennsylvania Infrastructure and Investment Authority (PENNVEST) by Monday, September 30, 2013.
362 Borough Council action is requested to accept the draft Audit Report, subject to the completion and
363 insertion of the MD&A Report.
364

365 Motion by: Benjamin M. Dietrich
366 Second by: Michael E. Snook
367

368 **MOTION: To accept the draft 2012 Audit Report, subject to the completion and insertion of the**
369 **Management Discussion and Analysis (MD&A) Report.**
370

371 Yes – Mrs. Robertson, Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Rohland, Mr. Brouse
372

373 No – None
374
375

376 Mrs. Metzger provided Borough Council with an update on the Third Street Bridge Relocation Project.
377 Mrs. Metzger reported that she and Mrs. Erin Threet, HRG, Inc., met with PennDOT representatives on
378 Wednesday, September 4, 2013 to review the status of the submissions for the project and determine if
379 any additional work or information is needed from the Borough prior to the project going out to bid. It
380 was determined that the affidavit of ownership for the utilities had to be resubmitted to include more
381 PennDOT specific information and the cost estimates had to be updated on PennDOT's 4181S Form.
382 Mrs. Metzger stated that she updated the affidavit and directed Mrs. Threet to update the cost estimates on
383 PennDOT's 4181S Form. The Borough is awaiting final approvals. The current schedule prepared by
384 PennDOT shows the bids being advertised in November of 2013 with a January 2014 Let Date.
385

386 Mrs. Metzger informed Borough Council that copies of the 2014 Minimum Municipal Obligations for
387 both the Police and Non-uniformed Pension Plans were distributed via email prior to tonight's meeting
388 and are also included in the information tonight. These Minimum Municipal Obligations were reviewed
389 by the Finance Committee and are as follows:
390

391	Non-Uniformed Pension Plan	\$106,239.00
392	Police Pension Plan	\$107,005.00

393

394 The law requires that Borough Council adopted these Minimum Municipal Obligations for the 2014
395 budget by September 30th of the preceding year. Borough Council action is requested on this matter.

396 Motion by: Benjamin M. Dietrich
397 Second by: Bryan E. Rohland

398
399 **MOTION: To adopt the Non-Uniformed Pension Plan Minimum Municipal Obligation in the**
400 **amount of \$106,239.00 and the Police Pension Plan Minimum Municipal Obligation in the amount**
401 **of \$107,005.00 for the 2014 budget.**

402
403 Yes – Mr. Snook, Mr. Steese, Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Brouse

404
405 No – None

406
407
408 Mrs. Metzger provided Borough Council with the following yearly summary of the approximate
409 Workers' Compensation premiums for Borough employees:

	<u>2012</u>	<u>2013</u>	<u>2014</u>
	\$ 49,000.00	\$110,000.00	\$149,901.00

413
414 Two (2) quotes have been obtained for Workers' Compensation Insurance and are as follows:

415			
416	1. State Worker's Insurance Fund		\$149,901.00
417	2. AmeriHealth Casualty		\$115,187.00

418
419 Mrs. Metzger clarified that the AmeriHealth Casualty policy would be about a \$5,000.00 increase from
420 2013, but much less than what was proposed by our current carrier, the State Worker's Insurance Fund.
421 The Borough is legally required to provide this insurance to Borough employees. Borough Council action
422 is requested to accept the lowest cost option from AmeriHealth Casualty.

423
424 Motion by: Benjamin M. Dietrich
425 Second by: Betsy K. Robertson

426
427 **MOTION: To accept the lowest cost option from AmeriHealth Casualty for Workers'**
428 **Compensation Insurance in the amount of \$115,187.00.**

429
430 Yes – Mr. Steese, Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Snook, Mr. Brouse

431
432 No – None

433
434
435 Mrs. Metzger informed Borough Council that the health insurance renewal for Borough employees has
436 increased 19%; an increase of almost \$60,000.00. Mr. Brenton Horting, Hartman Employee Benefits, Inc.
437 (Health Insurance Consultant for the Borough), has begun shopping for health insurance for Borough
438 employees. It's anticipated that Borough Council action will be requested on this matter at the Tuesday,
439 October 15, 2013 regular Borough Council meeting.

440
441 Mrs. Metzger reported that the Police Negotiating Committee met with Police Union representatives on
442 Thursday, August 29, 2013 and again on Wednesday, September 11, 2013 regarding the contract which
443 would begin in January of 2014. Mrs. Metzger informed Borough Council that Mr. Brouse has received
444 the official Arbitration notification on Tuesday, September 10, 2013. An update on this matter will be
445 provided during executive session.

446
447 Mrs. Metzger informed Borough Council that she has received an unusual request from Ms. Cherie Ross,
448 Main Street Manager for Mifflinburg Heritage and Revitalization Association (MHRA), via email earlier
449 today. Ms. Ross is looking to conduct a "Block Party" event on Saturday, October 26, 2013 from 1:00
450 PM - 4:00 PM to celebrate the end of the Chestnut Street Reconstruction Project. The event would be
451 held in the 300 and 400 block of Chestnut Street prior to the detour being removed, while Chestnut Street
452 is still closed. Ms. Ross is looking to have live music for dancing in the streets, food, and basics like that.
453 Mr. Brouse expressed that he is okay with the "Block Party" event as long as Ms. Ross obtains permission
454 from PennDOT and Don E. Bower, Inc., contractor for the Chestnut Street Reconstruction Project.

455
456 Mr. Steese inquired if the Mifflinburg Hose Company, located at 325 Chestnut Street, would need to
457 move the fire trucks during this event. Mr. Steese clarified that the Mifflinburg Hose Company can only
458 turn left onto Chestnut Street due to the detour; if the 300 block of Chestnut Street is closed the fire trucks
459 won't be able to get through.

460

461 Mr. Dietrich stated that he anticipates the Mifflinburg Hose Company will be able to turn right onto
462 Chestnut Street by Saturday, October 26, 2013. Mr. Brouse agreed with Mr. Dietrich and added that he
463 believes the contractor will have the base paving laid and probably even the top coat of paving by
464 Saturday, October 26, 2013. A discussion was held; Mrs. Metzger clarified that she will bring this matter
465 up at the next job conference that is scheduled for Thursday, September 19, 2013 at 1:00 PM. Borough
466 Council action is requested to approve this event pending the approval of PennDOT and Don E. Bower,
467 Inc., contractor for the Chestnut Street Reconstruction Project, and coordination with the Mifflinburg
468 Hose Company, located at 325 Chestnut Street.

469 Motion by: Benjamin M. Dietrich

471 Second by: Bryan E. Rohland

472

473 **MOTION: To approve Ms. Cherie Ross's request to conduct a "Block Party" event in the 300 &**
474 **400 blocks of Chestnut Street on Saturday, October 26, 2013 from 1:00 PM - 4:00 PM, pending the**
475 **approval of PennDOT and Don E. Bower, Inc., contractor for the Chestnut Street Reconstruction**
476 **Project, and coordination with the Mifflinburg Hose Company, located at 325 Chestnut Street.**

477

478 Approved via voice vote with Mr. Steese voting no.

479

480

481 Mrs. Metzger suggested that Borough Council may want to request an update from the Central Keystone
482 Council of Government (CK-COG) with regard to property maintenance issues.

483

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

486

487 Mayor Cooney reminded Borough Council that this year's Homecoming Parade was canceled due to the
488 Chestnut Street Reconstruction Project; however, the Homecoming Committee is looking to conduct a
489 parade at the Mifflinburg Area High School on Friday, September 27, 2013 at 5:30 PM for the young
490 ladies on the Homecoming Court. The parade would line up in the lane in front of the High School and in
491 the student parking lot to the east side of the school; they would turn left onto East Street-remaining in the
492 angled parking that belongs to the school; travel to the corner and turn left onto Market Street-again
493 remaining in the angled parking that belong to the school; (heading west) travel to the corner and turn left
494 again. The parade would end at the faculty parking lot to the west side, in the rear of the school. Mayor
495 Cooney clarified that the parade would remain on the school's property the entire time and the school
496 would have volunteers located at each of the corners. Mayor Cooney stated that he didn't see a problem
497 with the parade since it's not encroaching on any of the Borough Streets.

498

499 Mayor Cooney requested Borough Council action to set Trick or Treat night for Thursday, October 31,
500 2013 from 6:00 PM - 9:00 PM.

501

502 Motion by: Benjamin M. Dietrich

503 Second by: Tod M. Steese

504

505 **MOTION: To set Trick or Treat night for Thursday, October 31, 2013 from 6:00 PM - 9:00 PM.**

506

507 Approved via unanimous voice vote.

508

509

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

512

513 Chief Bickhart announced that Buckle Up PA (BUPA), Click it or Ticket, Teen Education and
514 Enforcement Mobilization is scheduled for Monday, September 9, 2013 through Sunday, September 22,
515 2013.

516

517 Chief Bickhart provided Borough Council with an update on the status of the action response plan with
518 the Mifflinburg Area School District. Chief Bickhart reminded Borough Council that he has been
519 working with the school district to prepare action response plans for all participating school buildings
520 within the school district, including the administration building. The plan provides a basic emergency
521 response plan, recommended emergency response teams, site-specific hazard vulnerabilities, employee
522 emergency procedures, training requirements, exercise procedures, and employee and family disaster
523 preparedness. The 1st step of the plan is currently in progress which includes labeling all exterior
524 entrances and exits and labeling hallways. Further plans include updating communications and lockdown
525 procedures within the school district.

526

527 Chief Bickhart illustrated the action response floor plan for the Mifflinburg Area High School, located at
528 75 Market Street, and clarified that the floor plan is on paper as well as in computer format; the
529 Mifflinburg Police Department will have a copy of the floor plans for all participating school buildings
530 within the school district, including the administration building on the laptops in the police vehicles and
531 on the desktops in the Police Department office. Chief Bickhart expressed that this has been an ongoing
532 process; this is a slow process and hopefully within the next year or so everything will be completed.
533 Chief Bickhart reported that the Mifflinburg Police Officers have master keys to all of the school
534 buildings owned by the school district in order to be able to gain entry to the buildings, which is part of
535 the action response plan.

536
537 Mrs. Robertson requested an executive session to discuss police negotiations.
538

539 Mayor Cooney presented Borough Council with an update for the Mifflinburg Regional Economic
540 Development (MRED) Alliance. There is a meeting scheduled for Wednesday, September 18, 2013 at
541 8:30 AM.

542
543 Mayor Cooney announced that A+ Office Outlet, formerly located at 8 East Chestnut Street, has relocated
544 to their new location at 26 East Chestnut Street.

545
546 Mrs. Metzger informed Borough Council that they received a copy of the Engineer's Report for
547 September 2013 included in the information tonight. Mrs. Metzger reported that HRG, Inc. has
548 completed the benchsheet data analysis for use in the Borough's Corrective Action Process (CAP) Status
549 update submission to Department of Environmental Protection (DEP). Mrs. Metzger stated that Mrs. Erin
550 Threet, HRG, Inc., has provided her with a copy of the analysis; however she hasn't had a chance to
551 review the analysis.
552

553 Mrs. Metzger provided Borough Council with an update on the status of the 2nd large closed shaft raw
554 water pump located in the Headworks of the Wastewater Treatment Plant. Mrs. Metzger reminded
555 Borough Council that the Department of Environmental Protection (DEP) is required to review/approve
556 the repair/replacement of the raw water pump. Mrs. Metzger informed Borough Council that the required
557 letter has been submitted to DEP requesting that they consider a letter amendment to the Borough's Water
558 Quality Permit; the Borough is currently awaiting approval from DEP. Mrs. Metzger clarified that the
559 raw water pump will be ordered subsequent to receiving DEP approval.
560

561 Mr. Runkle provided Borough Council with an update on the status of the ordinance revisions with regard
562 to the no parking ordinance and the stop intersection portion of the ordinance to incorporate Miriam
563 Street. There were numerous revisions that needed to be made to the ordinance and it needed to be a
564 more comprehensive amendment. Mr. Runkle expressed that it's unbelievable the amount of stuff that
565 wasn't included in ordinance; there were thirty-eight (38) stop signs in the Borough that were never
566 actually adopted, which basically makes them non-enforceable. Mr. Runkle stated that he anticipates a
567 final draft of the amendment will be prepared by the Tuesday, October 15, 2013 regular Borough Council
568 meeting. Mr. Runkle informed Borough Council that there are a few lingering items that he needs to
569 discuss with Chief Bickhart regarding the language for the no parking ordinance. One (1) item is no
570 Parking on East Street; the language for parking by the Mifflinburg Area High School is a mess. Mr.
571 Runkle expressed that he believes there should be something done to address parking by the High School.
572 Mr. Runkle explained that the High School students who choose to park their vehicles vertically along
573 East Street, at the gravel area by the baseball field, have their bumpers hanging over the cart
574 way/pavement half the time. A discussion was held; Mr. Runkle stated that at a minimum, he and Chief
575 Bickhart need to develop some language that addresses no Parking on East Street.
576

577 Mayor Cooney announced that he attended or will be attending the following events:
578

- 579 • The Annual Jack-O-Lantern Contest that has been scheduled for Wednesday, October 23,
580 2013 from 7:00 PM – 8:00 PM at the Mifflinburg Community Park. The contest judging
581 will commence at 7:30 PM.
- 582 • The "Artists Among Us" has begun decorating the buffalo for the Union County "Parade of
583 Buffalos" in celebration of Union County's Bicentennial. The buffalo will definitely be
584 ready for the "Parade of Buffalos".
- 585 • Accepted the check from Ms. Sandy Strickler, certified Instructor at Extreme Fitness 24/7
586 located at 335 E. Chestnut Street, for the Mifflinburg Community Park Kid Programs.
587
588
589
590
591

592 Mayor Cooney reminded Borough Council that he informed them at the Tuesday, September 10, 2013
593 special Borough Council meeting that he contacted Mr. Brian Reich, a resident located at 98 Market
594 Street, and asked him to be on the Cable TV Advisory Board. At this meeting, Mrs. Metzger stated that if
595 Mr. Reich provided written consent, Borough Council could officially take action to appoint Mr. Reich to
596 be on the Cable TV Advisory Board. Mayor Cooney updated Borough Council that Mr. Reich has
597 provided written consent. Mr. Reich is an IT Specialist at the SUN Area Technical Institute. Borough
598 Council action is requested on this matter.

599
600 Motion by: Benjamin M. Dietrich
601 Second by: Michael E. Snook

602
603 **MOTION: To appoint Mr. Brian Reich to be on the Cable TV Advisory Board.**
604

605 Approved via unanimous voice vote.
606

607
608 Mayor Cooney announced that he will be speaking to the Senior Citizens Group, Club 39, on Wednesday,
609 September 18, 2013. Mayor Cooney informed Borough Council that he would provide them with an
610 update on this meeting at the Tuesday, October 15, 2013 regular Borough Council meeting.

611
612 Mr. Dietrich reminded Borough Council that the Mifflinburg Planning Commission is requesting a
613 meeting to further discuss the draft Zoning and Subdivision and Land Development Ordinance revisions.
614 Mr. Brouse scheduled a tentative meeting for Tuesday, September 24, 2013 and clarified that he would
615 contact Mr. Don Bowman, Planning Commission Chairman, to verify that this date would work.

616
617
618 Mr. Brouse called an executive session to discuss police negotiations. An executive session was held
619 from 8:23 PM to 8:57 PM.

620
621
622 Motion by: Tod M. Steese
623 Second by: Benjamin M. Dietrich

624
625 **MOTION: To hire Mr. Adam L. Santucci as the Attorney for the Borough of Mifflinburg to handle**
626 **the Police Negotiations at a rate of \$225.00/hour, and to follow his advice.**
627

628 Mrs. Metzger inquired if Mr. Santucci would be handling all labor matters for the Borough of Mifflinburg
629 moving forward. Mrs. Robertson recommended that Mr. Santucci should only handle the Police
630 Negotiations for now.

631
632 Yes – Mr. Dietrich, Mr. Rohland, Mrs. Robertson, Mr. Steese, Mr. Brouse

633
634 No – None

635
636
637 Motion by: Tod M. Steese

638
639 **MOTION: To adjourn the Mifflinburg Borough Council meeting.**
640

641 Approved via unanimous voice vote.
642

643
644 Meeting adjourned at 9:00 PM.

645
646 Respectfully Submitted,

647
648
649 Misty L. Ross
650 Assistant Borough Secretary