

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL

2 December 15, 2015

3

4	PRESENT	ABSENT
5 Michael E. Snook, Council President	X	
6 Beverly L. Hackenberg, Vice President	X	
7 Troy A. Berkheiser, Council Member		X
8 Paul E. Bottiger, Council Member	X	
9 Bryan E. Rohland, 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 Robert M. Rowe, Borough Project Manager	X	
16 Misty L. Ross, Assistant Secretary	X	

17
18 The regular meeting of Mifflinburg Borough Council was called to order at 7:00 PM.

19
20 There were no visitors present at this meeting.

21
22
23 Motion by: Beverly L. Hackenberg
24 Second by: Paul E. Bottiger

25
26 **MOTION: To approve the minutes of the Tuesday, November 17, 2015 regular meeting of**
27 **Mifflinburg Borough Council.**

28
29 Approved via unanimous voice vote.

30
31
32 Motion by: Beverly L. Hackenberg
33 Second by: Paul E. Bottiger

34
35 **MOTION: To approve payment of Bill List #2015-12 in the amount of \$514,544.11.**

36
37 Yes – Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Snook

38
39 No – None

40
41
42 Mrs. Metzger informed Borough Council that she contacted the Central Keystone Council of
43 Governments (CK-COG) to see if they can provide an itemized invoice of the “Cost to Borough”; the
44 CK-COG asked that Borough Council be patient while they work on developing an itemized invoice
45 since their program isn’t currently set up that way.

46
47 Motion by: Beverly L. Hackenberg
48 Second by: Paul E. Bottiger

49
50 **MOTION: To approve the Mifflinburg Borough Zoning Report for November 2015 and authorize**
51 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$1,365.19.**

52
53 Yes – Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Bottiger, Mr. Snook

54
55 No – None

56
57
58 Mrs. Metzger requested Borough Council action to adopt Resolution No. 2015-11; Amending the
59 established and adopted schedule of fees and rates under the Mifflinburg Borough Sewer System
60 Ordinance. Mrs. Metzger clarified that this resolution is the increased rates to support what was
61 included for the 2016 Budget. The increased rates will take effect with the February 1, 2016 billing.

62
63
64
65
66
67

68 Motion by: Beverly L. Hackenberg

69 Second by: Paul E. Bottiger

70

71 **MOTION: To adopt Resolution No. 2015-11; Amending the established and adopted schedule of**
72 **fees and rates under the Mifflinburg Borough Sewer System Ordinance.**

73

74 Approved via unanimous voice vote.

75

76

77 Mrs. Metzger informed Borough Council that Nexgrid has provided the Borough with the following two
78 (2) Annual Maintenance Agreements.

79

80 1. Professional Services and Support Agreement

81 2. Software License Agreement

82

83 These agreements have been sent to Utility Engineers and Mr. Runkie for their review. Utility
84 Engineers pointed out that the scope-of-work that the Borough had in place with Nexgrid last year
85 included some changes which were negotiated into the agreements and should have been carried
86 forward; however these changes were not carried forward. Borough Council action is requested to
87 approve the agreements with the required changes, subject to Utility Engineers' approval.

88

89 Motion by: Paul E. Bottiger

90 Second by: Beverly L. Hackenberg

91

92 **MOTION: To approve the Professional Services and Support Agreement and the Software**
93 **License Agreement between Nexgrid and the Borough of Mifflinburg with the required changes,**
94 **subject to Utility Engineers' approval.**

95

96 Approved via unanimous voice vote.

97

98

99 Mrs. Metzger announced that Mr. Nate Stauffer, Fluid Conservation Technology, Inc., began leak
100 detection work on Thursday, December 10, 2015 and will work with the Borough employees over the
101 next couple of weeks to review the entire water system in hopes of reducing our unaccounted for water
102 losses.

103

104 Mrs. Metzger reported that the Borough finished leaf pick-up on Friday, December 4, 2015. There were
105 two hundred and seven (207) loads of leaves collected and disposed of this year.

106

107 Mrs. Metzger informed Borough Council that she has received a proposal from Wagner, Dreese,
108 Elsasser (W.D.E.) & Associates, P.C. for the three (3) years ending December 31, 2015, 2016, and 2017
109 for the Annual Auditing Contract for the Borough of Mifflinburg. W.D.E & Associates, P.C. has
110 proposed the following fees for a basic audit:

111

112	<u>Year</u>	<u>Proposed Fee</u>
113	2015	\$14,900.00
114	2016	\$15,500.00
115	2017	\$16,000.00

116

117 A copy of the proposal from W.D.E. & Associates, P.C. has been included in the information tonight.
118 Borough Council action is requested to accept the proposal from W.D.E & Associates, P.C.

119

120 Motion by: Beverly L. Hackenberg

121 Second by: Bryan E. Rohland

122

123 **MOTION: To accept the proposal from Wagner, Dreese, Elsasser (W.D.E) & Associates, P.C. for**
124 **the Annual Auditing Contract for the Borough of Mifflinburg for the years ending December 31,**
125 **2015, 2016, and 2017 with the fees of \$14,900.00, \$15,500.00, and \$16,000.00.**

126

127 Yes – Mr. Rohland, Mr. Steese, Mr. Bottiger, Mrs. Hackenberg, Mr. Snook

128

129 No – None

130

131

132

133 Mrs. Metzger reminded Borough Council that they took action at the Tuesday, August 18, 2015 regular
 134 Borough Council meeting to authorize her to send a letter to H.A. Thomson, the Borough's current
 135 agent, requesting the Borough's past three (3) years of loss runs, in to obtain some comparative
 136 insurance pricing. Mrs. Metzger updated Borough Council that she has submitted all of the necessary
 137 information to obtain quotes for the 2016 Property and Liability Insurance for the new insurance year
 138 beginning Friday, January 22, 2016. There were two (2) quotes received and are as follows:

	<u>PIRMA</u>	<u>Selective</u>
	<u>H.A. Thomson</u>	<u>Sholley Agency</u>
142		
143	General Liability	\$20,266.00
144	Auto	\$ 8,269.00
145	Property/Boiler/Equipment	\$25,724.00
146	Law Enforcement Liability	\$ 7,359.00
147	Public Official Liability	\$ 4,366.00
148		\$65,984.00
149		\$20,712.00 *
		\$12,331.00
		\$24,219.00
		\$ 6,514.00 **
		\$ 7,109.00 **
		\$70,957.00

150 * Does not include Pollution Liability
 151 ** These Coverages are subject to a \$2,500.00 deductible

152
 153 A copy of the quote tabulation has been included in the information tonight. Borough Council action is
 154 requested to award to the 2016 Property and Liability Insurance to PIRMA, through H.A. Thomson.

155
 156 Motion by: Paul E. Bottiger
 157 Second by: Tod M. Steese

158
 159 **MOTION: To award the 2016 Property and Liability Insurance for the new insurance year**
 160 **beginning Friday, January 22, 2016 to PIRMA, through H.A. Thomson, in the amount of**
 161 **\$65,984.00.**

162
 163 Yes – Mr. Steese, Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Snook

164
 165 No – None

166
 167
 168 Mrs. Metzger reported that Borough Management has prepared a Request for Quotations for a 2012 or
 169 newer used Passenger Mini-Van. These requests were sent out two (2) times: the first time there were
 170 no bid responses received, the second time there was a revision to the mileage requirement which
 171 resulted in one (1) quotation. Bill MacIntyre Chevrolet has submitted a quote for a 2013 Town and
 172 Country Chrysler Mini-Van in the amount of \$19,350.00. A copy of the Request for Quotations, the
 173 Quote Form & Contract, as well as some pictures of the used Mini-Van have been included in the
 174 information tonight for Borough Council review. A discussion was held; Mrs. Metzger clarified that
 175 Bill MacIntyre Chevrolet originally wanted \$19,700.00 for the used Mini-Van; however the price has
 176 been negotiated to \$19,350.00. Borough Council action is requested on this matter.

177
 178 Motion by: Paul E. Bottiger
 179 Second by: Tod M. Steese

180
 181 **MOTION: To authorize the purchase the 2013 Town and Country Chrysler Mini-Van from Bill**
 182 **MacIntyre Chevrolet in the amount of \$19,350.00.**

183
 184 Yes – Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Snook

185
 186 No – None

187
 188
 189 Mrs. Metzger informed Borough Council that the quotation received from Bill MacIntyre Chevrolet also
 190 included an Extended Warranty Option for an additional fee of \$1,300.00. Mr. Bottiger inquired what
 191 additional Extended Warranty Option included. Mr. Steese stated that he would contact Bill MacIntyre
 192 Chevrolet via text to see what is included with the additional Extended Warranty Option.

193
 194 Mrs. Metzger reminded Borough Council that they took action to approve the 2016 tentative budget at
 195 the Tuesday, November 17, 2015 regular Borough Council meeting. The tentative budget has been
 196 advertised for public inspection in accord with the Borough Code. Borough Council action is requested
 197 to adopt the 2016 Final Budget (the same as the tentative budget).

198
 199

200 Motion by: Beverly L. Hackenberg
201 Second by: Paul E. Bottiger

202
203 **MOTION: To adopt the 2016 Final Budget for the Borough of Mifflinburg with revenues in the**
204 **amount of \$18,382,850.00; which includes a 3% increase for the sewer rates and no rate increase**
205 **for the water and electric rates.**

206
207 Yes – Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Bottiger, Mr. Snook

208
209 No -- None

210
211
212 Motion by: Beverly L. Hackenberg
213 Second by: Paul E. Bottiger

214
215 **MOTION: To authorize a final check run for 2015, Bill List # 2015-13.**

216
217 Yes – Mr. Rohland, Mr. Steese, Mr. Bottiger, Mrs. Hackenberg, Mr. Snook

218
219 No – None

220
221
222 Motion by: Beverly L. Hackenberg
223 Second by: Paul E. Bottiger

224
225 **MOTION: To reappoint Mr. Drew W. Christy to a four (4) year term on the Mifflinburg Planning**
226 **Commission; Mr. Michael E. Snook to a six (6) year term on the Mifflinburg Civil Service**
227 **Commission; Ms. Mary A. Williard to a five (5) year term on the Mifflinburg Shade Tree**
228 **Commission; All Points Land Surveys, Inc. to a one (1) year term as Sewage Enforcement Officer**
229 **(SEO) for the Borough of Mifflinburg; Mr. Drew Christy to a one (1) year term as the CK-COG**
230 **Representative for the Borough of Mifflinburg.**

231
232 Mrs. Hackenberg announced that there is still one (1) vacancy on the Mifflinburg Zoning Hearing Board
233 which is for a three (3) year term.

234
235 Mr. Bryan E. Rohland volunteered to fill the vacancy on the Mifflinburg Zoning Hearing Board.

236
237 Mrs. Hackenberg amended her motion to appoint Mr. Bryan E. Rohland to a three (3) year term on the
238 Mifflinburg Zoning Hearing Board.

239
240 Mr. Runkle informed Borough Council that he believes a resolution is required to appoint Mr. Bryan E.
241 Rohland to the Mifflinburg Zoning Hearing Board. A discussion was held; it was the consensus of
242 Borough Council to wait until the Tuesday, January 19, 2015 regular Borough Council meeting to
243 appoint Mr. Bryan E. Rohland to the Mifflinburg Zoning Hearing Board to see if a resolution is
244 required.

245
246 Approved via unanimous voice vote.

247
248
249 Mrs. Metzger requested an executive session to discuss several personnel matters and potential
250 litigation.

251
252 Mrs. Metzger informed Borough Council that the Mr. Duane Zimmerman, Electrical Foreman, has
253 submitted a letter of his intent to retire from the Borough of Mifflinburg effective Sunday, January 3,
254 2016. A copy of the letter has been included in the information tonight. Borough Council action is
255 requested to accept Mr. Zimmerman's request.

256
257 Motion by: Bryan E. Rohland
258 Second by: Beverly L. Hackenberg

259
260 **MOTION: To accept Mr. Duane Zimmerman's letter of his intent to retire from Borough of**
261 **Mifflinburg effective Sunday, January 3, 2016.**

262
263 Approved via unanimous voice vote.

264
265
266

267 Mrs. Metzger provided Borough Council with an update on the status of the improvements at the
268 Mifflinburg Hose Company Building located at 325 Chestnut Street. Mrs. Metzger reported that C&D
269 Waterproofing Corp. has submitted Payment Application No. 3 (final payment application) for the
270 masonry repairs/painting at the Hose Company in the amount of \$1,718.75. A copy of the payment
271 application has been included in the information tonight. The payment application has been reviewed by
272 Mr. Ted L. Strosser, Strosser Architecture & Conservation, and Borough Management and is
273 recommended payment.

274
275 Motion by: Beverly L. Hackenberg
276 Second by: Paul E. Bottiger

277
278 **MOTION: To approve Payment Application No. 3 (final payment application) and all closeout**
279 **documentation to C&D Waterproofing Corp in the amount of \$1,718.75 for the masonry**
280 **repairs/painting at the Hose Company.**

281
282 Yes – Mr. Steese, Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Snook

283
284 No – None

285
286
287 Mr. Steese informed Borough Council that he received a text message from Bill MacIntyre Chevrolet
288 with regard to the Extended Warranty Option quoted on the 2013 Town and Country Chrysler Mini-
289 Van. The Extended Warranty Option quoted on the 2013 Town and Country Chrysler Mini-Van is for
290 an additional three (3) years or 36,000 miles, complete exclusionary coverage not covering maintenance.
291 A discussion was held; it was the consensus of Borough Council not to purchase the additional Extended
292 Warranty Option.

293
294 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for
295 November 2015 included in the information tonight.

296
297 Mayor Cooney scheduled a Public Safety Committee meeting for Tuesday, January 12, 2016 at 7:00 PM
298 to review and discuss the 2015 Christkindl Market to determine 2016 requirements.

299
300 Mayor Cooney provided Borough Council with an update on the status of the Christkindl Market of
301 Mifflinburg, Inc. Mayor Cooney informed Borough Council that the Christkindl Market of Mifflinburg,
302 Inc. never provided Chief Bickhart with a valid proof of certification for each individual providing
303 Crossing Guard duties at the 2015 Christkindl Market. Mayor Cooney inquired if he should still obtain
304 copies of the certifications. A lengthy discussion was held; it was the consensus of Borough Council
305 that Mayor Cooney should obtain copies of the certifications.

306
307 Chief Bickhart presented Borough Council with some Monthly Highlights for the Mifflinburg Police
308 Department for November 2015.

309
310 Chief Bickhart requested an executive session to discuss a pending legal matter.

311
312 Chief Bickhart requested Borough Council action to adopt the JNET Policy and Procedures and
313 incorporate the policy into the Mifflinburg Police Department Policy and Procedure Manual.

314
315 Motion by: Beverly L. Hackenberg
316 Second by: Paul E. Bottiger

317
318 **MOTION: To adopt the JNET Policy and Procedures and incorporate the policy into the**
319 **Mifflinburg Police Department Policy and Procedure Manual.**

320
321 Approved via unanimous voice vote.

322
323
324
325
326
327
328
329
330
331

332 Mayor Cooney informed Borough Council that they received a copy of the 2016 Special Events for the
333 Mifflinburg Community Ambulance Association included in the information tonight which reads as
334 follows:

- 335 • Monthly Ambulance Board meetings.
- 336 • Mifflinburg Ambulance Annual Banquet.
- 337 • Activities (tours, programs) for Emergency Medical Services Week.
- 338 • Educational Programs and Tours.
- 339 • Ambulance Trainings and Continuing Education Classes.
- 340 • Mifflinburg Hose Company Parade and Carnival.
- 341 • New Berlin Fire Company Parade.
- 342 • Lewisburg's Veteran's Day Parade.
- 343 • Mifflinburg Area School District Sporting Events.
- 344 • Buffalo Valley Sportsman's Club Klondike Derby.
- 345 • R B Winter State Park Winterfest.
- 346 • Mifflinburg Fourth of July Activities – 5K, Fireworks.
- 347 • Hidden Valley Fireworks.
- 348 • Camp Mount Luther Race.
- 349 • The Dam Half Race.

350
351 Borough Council action is request to approve the 2016 Special Events for the Mifflinburg Community
352 Ambulance Association as presented.

353
354 Motion by: Tod M. Steese
355 Second by: Beverly L. Hackenberg

356
357 **MOTION: To approve the 2016 Special Events for the Mifflinburg Community Ambulance**
358 **Association as presented.**

359
360 Approved via unanimous voice vote.

361
362
363 Mrs. Hackenberg requested an executive session to discuss personnel matters.

364
365 Mayor Cooney presented Borough Council with an update for the Mifflinburg Regional Economic
366 Development (MRED) Alliance. Mayor Cooney provided Borough Council with an update on the
367 following businesses in the Borough:

- 368
369 1. Central Pennsylvania Endodontics have announced that they will be opening up Tastecraft
370 Market at 313-315 Chestnut Street. Tastecraft Market is a specialty grocery store that
371 provides unique ideas and food items to help make everyday cooking more fun and tastier.

372
373 Mr. Snook informed Borough Council that they received a copy of the Engineer's Report for December
374 2015 included in the information tonight.

375
376 Mayor Cooney informed Borough Council that he participated in or will be participating in the
377 following meetings or events:

- 378 • The annual "Turkey Trot 5K and Kids' ½ mile Fun Run" event that was held on
379 Thanksgiving morning, Thursday, November 26, 2015, at the Mifflinburg Community
380 Park. Mayor Cooney announced that he was again dressed as a turkey for this event.
- 381 • The Community Christmas Tree Lighting that was held on Sunday, November 29, 2015
382 from 7:00 PM – 8:00 PM.

383
384
385 Mr. Snook thanked Borough Council members and stated that it's been a pleasure working with them.

386
387 Mr. Rohland reported that in accordance with Chapter 29 of the Borough Code, parking and loading
388 areas shall be fenced or screened in if adjacent to a residential district and if greater than five parking
389 spaces in size. Fencing shall be well maintained and made of solid material or ornamental plants a
390 minimum of four (4) feet in size. Mr. Rohland distributed copies of §29-514 of the Borough Code to
391 Borough Council as well as copies of the Subdivision and Land Development Ordinance which
392 addresses all parking areas. Mr. Rohland expressed that he believes this requirement is a huge burden to
393 the applicants and Borough Council should consider removing this requirement. A lengthy discussion
394 was held; it was the consensus of Borough Council to forward this matter to the Mifflinburg Planning
395 Commission for their review and recommendation.

396

397 Mr. Snook called an executive session to discuss potential litigation and personnel matters. An
398 executive session was held from 8:06 PM to 8:52 PM.
399
400
401 Motion by: Paul E. Bottiger
402 Second by: Bryan E. Rohland
403
404 **MOTION: To reappoint Mr. Jeremiah Runkle, Esquire (Ax Runkle Law) as the Borough Solicitor**
405 **for 2016 and increase his hourly fee for Professional Service rendered from \$110.00/hr. to**
406 **\$150.00/hr.**
407
408 Yes – Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Snook
409
410 No – None
411
412
413 Motion by: Beverly L. Hackenberg
414 Second by: Bryan E. Rohland
415
416 **MOTION: To allow Walter C. Katherman, Jr. to carry over up to 80 additional hours of vacation**
417 **days.**
418
419 Approved via unanimous voice vote.
420
421
422 Motion by: Beverly L. Hackenberg
423 Second by: Bryan E. Rohland
424
425 **MOTION: To authorize the advertisement of an ordinance to adopt a 403b Plan and freeze the**
426 **457 Plan for the Borough of Mifflinburg.**
427
428 Approved via unanimous voice vote.
429
430
431 Motion by: Beverly L. Hackenberg
432 Second by: Tod M. Steese
433
434 **MOTION: To retain Mrs. Margaret A. Metzger as the Borough Manager; Mr. Robert M. Rowe as**
435 **the Borough Project Manager; Mr. Jason W. Mitchell as the Borough Public Works Supervisor;**
436 **Mr. Douglas R. Bickhart as the Borough Chief of Police for 2016, with salaries to be determined in**
437 **January 2016.**
438
439 Approved via unanimous voice vote.
440
441
442 Motion by: Paul E. Bottiger
443
444 **MOTION: To adjourn the Mifflinburg Borough Council meeting.**
445
446 Approved via unanimous voice vote.
447
448
449 Meeting adjourned at 9:02 PM.
450
451 Respectfully Submitted,
452
453
454 Misty L. Ross
455 Assistant Borough Secretary