

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL
2 December 16, 2014
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 – Arrived at 8:30 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 Pam Mabus, Don Bowman, Jeff Mensch, Dave Holman, Erin
20 Threet, Justin Keister, and Ben Dietrich.

21
22 Mr. Snook conducted a Public Hearing for Ordinance No. 2014-03; Amending Chapter 17 of the
23 Mifflinburg Borough Code of Ordinances which regulates general traffic and parking regulations. There
24 being no comments or discussion the hearing ended at 7:01 PM.

25
26 Mr. Snook conducted a Public Hearing for Ordinance No. 2014-04; Amending Chapter 29, Part 2, which
27 regulates zoning definitions and Part 5, which outlines supplemental zoning regulations. Mr. Don
28 Bowman, Mifflinburg Planning Commission Chair, informed Borough Council that he is present at
29 tonight's meeting along with Mr. Dave Holman, Mifflinburg Planning Commission Vice-Chair, Mr. Jeff
30 Mensch, Mifflinburg Planning Commission member, and Ms. Pam Mabus, Community Planner at the
31 Union County Planning Department, with regard to Ordinance No. 2014-04. Other members of the
32 Mifflinburg Planning Commission who were unable to attend tonight's meeting include Mr. Ben
33 Dietrich, Mr. Earl Michael, Mr. Drew Christy, and Mr. Matt Sauers, the Zoning Officer. Mr. Bowman
34 acknowledged Mayor Cooney, in addition to Mr. Runkle, the Borough Solicitor, for the significant role
35 they played in the ordinance brought before Borough Council. Mr. Bowman provided Borough Council
36 with the history for Ordinance No. 2014-04 and stated that after much discussion consensus was reached
37 not just among the Mifflinburg Planning Commission members, but also with Mayor Cooney who
38 represented the Borough Council Committee appointed for this ordinance. Tweaks were made to the
39 ordinance due to input from Mr. Runkle and finally Mr. Bottiger, Borough Council Member. Mr.
40 Bowman expressed that the Mifflinburg Planning Commission is appreciative of all those who provided
41 input and that enactment of this ordinance will make life a lot easier for the Zoning Administrator who
42 continually has to balance old and new terms in zoning ordinances that at times can conflict in the
43 zoning administration. Mr. Sauers describes this as having to be very cumbersome from the work that
44 he does. Mr. Bowman added that this ordinance, as many ordinances, has some fluidity to it; revisions
45 can and should be made to this ordinance as we find issues with it through the work of the Zoning
46 Administrator. The Mifflinburg Planning Commission earnestly request Borough Council approval of
47 this ordinance so that we can move forward with revisions this coming year to the Subdivision & Land
48 Development Ordinance. Mr. Bowman thanked Borough Council for their kind attention. There being
49 no further comments or discussion the hearing ended at 7:08 PM.

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51
52 Motion by: Beverly L. Hackenberg
53 Second by: Paul E. Bottiger

54
55 **MOTION: To adopt Ordinance No. 2014-03; Amending Chapter 17 of the Mifflinburg Borough**
56 **Code of Ordinances which regulates general traffic and parking regulations.**

57
58 Yes – Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg, Mr. Steese, Mr. Snook

59
60 No – None
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69 Motion by: Beverly L. Hackenberg
70 Second by: Tod M. Steese

71
72 **MOTION: To adopt Ordinance No. 2014-04; Amending Chapter 29, Part 2, which regulates**
73 **zoning definitions and Part 5, which outlines supplemental zoning regulations.**

74
75 Yes – Mr. Bottiger, Mrs. Hackenberg, Mr. Steese, Mr. Berkheiser, Mr. Snook

76
77 No – None

78
79
80 Motion by: Beverly L. Hackenberg
81 Second by: Paul E. Bottiger

82
83 **MOTION: To adopt Resolution No. 2014-06; Appointing Drew Christy to represent the Borough**
84 **of Mifflinburg on the Central Keystone of Governments.**

85
86 Approved via unanimous voice vote.

87
88
89 Motion by: Beverly L. Hackenberg
90 Second by: Tod M. Steese

91
92 **MOTION: To adopt Resolution No. 2014-07; Amending the established and adopted schedule of**
93 **fees and rates under the Mifflinburg Borough Sewer System Ordinance.**

94
95 Approved via unanimous voice vote.

96
97
98 Motion by: Tod M. Steese
99 Second by: Paul E. Bottiger

100
101 **MOTION: To approve the minutes of the Tuesday, November 18, 2014 regular meeting of**
102 **Mifflinburg Borough Council.**

103
104 Approved via unanimous voice vote.

105
106
107 Motion by: Troy A. Berkheiser
108 Second by: Paul E. Bottiger

109
110 **MOTION: To approve payment of Bill List #2014-12 in the amount of \$772,218.63.**

111
112 Yes – Mrs. Hackenberg, Mr. Steese, Mr. Berkheiser, Mr. Bottiger, Mr. Snook

113
114 No – None

115
116
117 Motion by: Tod M. Steese
118 Second by: Troy A. Berkheiser

119
120 **MOTION: To approve the Mifflinburg Borough Zoning Report for November 2014 and authorize**
121 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$30.00.**

122
123 Yes – Mr. Steese, Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg, Mr. Snook

124
125 No – None

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134

135 Mr. Justin Keister, Larson Design Group, informed Borough Council that he is filling in for Mr. Justin
136 Ross, Project Manager at Larson Design Group, and that he is present at tonight's meeting with regard to
137 the New Communities Program Elm Street Project – Phase III. Mr. Keister distributed copies of the bid
138 tabulation to Borough Council for review. Mr. Keister reported that the bid opening was held on
139 Tuesday, December 16, 2014 at 1:00 PM. There were eight (8) bids received and are as follows:

140		
141	McBryan Contracting	\$233,655.00
142	Wolyniec Construction Inc.	\$245,587.50
143	R.C. Bowman	\$293,700.00
144	Eastern Industries	\$298,084.00
145	Don E. Bower	\$334,347.00
146	Mid-State Paving	\$347,220.00
147	HRI	\$366,995.00
148	Hawbaker	\$527,288.50
149		

150 After reviewing the required documents and unit prices submitted by each contractor, the low bid for
151 this project was submitted by McBryan Contracting with a total base bid including bid alternates 1 and 2
152 of \$233,665.00. A copy of the bid items submitted by McBryan Contracting is also included in the
153 information tonight. Mrs. Metzger clarified that the Residential Reinvestment funds that were secured
154 from the Pennsylvania Department of Community and Economic Development (DCED) for year four
155 (4) was in the amount of \$250,000.00. The total bid amount that McBryan Contracting submitted was
156 \$233,655.00 which included the two (2) bid alternates. Mr. Keister pointed out that McBryan
157 Contracting didn't note bid addenda 2 - 4; McBryan Contracting acknowledged by phone that they did
158 receive all addenda provided during the bid process and will be providing a revised bid form noting this
159 error. Additionally, it was apparent that the contractor received the bid addenda as they adjusted their
160 initial bid submission during that time. It is recommended that this form simply be completed as part of
161 the contract coordination. Based on the bid value and supporting information provided by the
162 contractor, Larson Design Group is recommending that Borough Council take action to award the New
163 Communities Program Elm Street Project – Phase III to McBryan Contracting.

164
165 Motion by: Beverly L. Hackenberg

166 Second by: Paul E. Bottiger

167

168 **MOTION: To award the bid for the New Communities Program Elm Street Project – Phase III to**
169 **McBryan Contracting with a total base bid including bid alternates 1 and 2 of \$233,665.00.**

170

171 Yes – Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg, Mr. Steese, Mr. Snook

172

173 No – None

174

175

176 Mrs. Erin Threet, HRG, Inc., informed Borough Council that they received a copy of the Engineer's
177 Report for December 2014 included in the information tonight. Mrs. Threet reported that HRG, Inc.
178 continues to provide miscellaneous engineering services as requested by the Borough. A brief summary
179 of these activities since last month's meeting include the following:

180

- 181 • Continued assistance with the Wastewater Treatment Plant, including correspondence with
182 the Pennsylvania Department of Environmental Protection (DEP) regarding UV
183 maintenance procedures/ associated bypass and blower silencer pricing assistance.
- 184 • Preparation of Nutrient Credit Certification submission for the Borough's execution.
- 185 • Assistance in proving recommended repair procedures for a leak at the Water Treatment
186 Plant.

187

188 Mrs. Threet announced that HRG, Inc. will be attending a meeting with the Susquehanna River Basin
189 Commission (SRBC) and Mrs. Metzger on Wednesday, December 17, 2014 to discuss the docket
190 conditions and procedures moving forward to make sure that the Borough maintains compliance while
191 minimizing costs and monitoring requirements based on the planned "backup" usage for the Production
192 Well No. PW-2.

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200

201 Mrs. Erin Threet, HRG, Inc., provided Borough Council with an update on the status of the Third Street
202 Bridge Relocation Project. Mrs. Threet reported that she received an email some time ago from Coukart
203 & Associates regarding the utility plans for the Third Street Bridge Relocation Project; the email
204 indicated that Coukart & Associates received some comments from PennDOT on the utility plans.
205 Meanwhile the utility plans were submitted to PennDOT and written correspondence was received
206 indicating that there were no comments and the plans were ready to go for construction. Mrs. Threet
207 informed Borough Council that she has received another email from Coukart & Associates stating that
208 "PennDOT has some comments on the utility plans, see attached, let me know when they'll be
209 addressed", which was forwarded to Mrs. Metzger. Mrs. Threet stated that Coukart & Associates
210 contacted her earlier today via telephone; Coukart & Associates indicated that they're submitting the
211 plans to PennDOT and want the revised utility plans by tomorrow morning. Borough Council direction
212 is requested on how to proceed with this matter.

213
214 Mr. Runkle announced that he attended a meeting in Harrisburg on Thursday, November 20, 2014 along
215 with Mr. Ryan Tira, the Union County Solicitor; Mr. Shawn McLaughlin, AICP, Director for the Union
216 County Planning Commission; and Mr. Fred Keller, State Representative for the 85th Legislative
217 District, to meet with some representatives from PennDOT and their Legal Counsel. PennDOT's Legal
218 Counsel has been persuaded that the utility relocation required for this project is eligible for
219 reimbursement.

220
221 A discussion was held regarding the utility plans for the Third Street Bridge Relocation Project; the
222 consensus of Borough Council was to direct Mrs. Threet to work this matter out.

223
224 Mrs. Metzger reported that the PennDOT contractor completed the resurfacing and video detection
225 installation on State Route (SR) 45 west of SR 104. The traffic signal continues to default to the side
226 streets and this has been reported to PennDOT and numerous changes have been made, but the problem
227 persists. PennDOT continues to work through this with the contractor.

228
229 Mrs. Metzger reminded Borough Council that she requested PennDOT to complete a traffic study at the
230 State Route (SR) 45 and 4th Street intersection to determine if there should be any turning restrictions or
231 other measures put into place, due to an increasing number of accidents with trucks turning at this
232 intersection. Mrs. Metzger reported that she received a letter from PennDOT; PennDOT has completed
233 the traffic study using their turning software and determined that there should be a turning restriction for
234 trucks longer than 40 ft. The following two (2) turning restrictions have been approved by PennDOT:

- 235
236 1. Trucks longer than 40 ft. traveling northbound on SR 304 wouldn't be permitted to turn
237 right onto SR 45.
238 2. Trucks longer than 40 ft. traveling westbound on SR 45 wouldn't be permitted to turn right
239 onto 4th Street.

240
241 Mrs. Metzger stated that she has contacted PennDOT with regard to her concerns with where trucks
242 longer than 40 ft. would go. PennDOT indicated that they will not provide any further direction;
243 however, one (1) change they will make, is they will change the sign along SR 304. PennDOT strongly
244 believes that this will take care of the issues. Mrs. Metzger clarified that the Borough will be required to
245 purchase and install the signs as outlined in the letter received from PennDOT.

246
247 Mrs. Metzger reported that the Borough finished leaf pick-up on Wednesday, December 3, 2014. There
248 were 113 loads of leaves collected and disposed of this year.

249
250 Mrs. Metzger provided Borough Council with an update on the status of the Borough wide Advanced
251 Metering Infrastructure (AMI) System. Mrs. Metzger reported that the Borough Electric Department,
252 working in conjunction with Nexgrid, has installed the Econet communication network for the
253 Borough's AMI System. Approximately sixty (60) new meters have been installed. The Borough
254 Electric Department will continue to work at replacement of meters at a rate that the billing clerk can
255 manage over the next few months.

256
257 Mrs. Metzger informed Borough Council that she has received a quote from the Borough's current
258 cleaning firm, K.L. Yoder Interior Grooming, for 2015. K.L. Yoder Interior Grooming are proposing
259 that the rates remain the same for 2015 as they were in 2014 which are as follows:

260
261

	<u>Bi-Weekly</u>	<u>Wax & Buff</u>	<u>Carpet Shampoo</u>
	<u>Price</u>	<u>Vinyl Floor</u>	<u>Cleaning</u>
264 K.L. Yoder Interior Grooming	\$125.00/visit	\$500.00	\$100.00

265

266 Borough Council action is requested to award the 2015 Cleaning Contract to K.L. Yoder Interior
267 Grooming.

268 Motion by: Beverly L. Hackenberg
269 Second by: Troy A. Berkheiser

270
271 **MOTION: To award the 2015 Cleaning Contract to K.L. Yoder Interior Grooming for Bi-Weekly**
272 **Cleaning in the amount of \$125.00; Wax & Buff Vinyl Floor in the amount of \$500.00; Carpet**
273 **Shampoo Cleaning in the amount of \$100.00.**

274
275 Yes – Mr. Bottiger, Mrs. Hackenberg, Mr. Steese, Mr. Berkheiser, Mr. Snook

276
277 No – None

278
279
280 Mrs. Metzger reported that the contract with the Lycoming County Resource Management for the
281 disposal of municipal sewage sludge expires on Wednesday, December 31, 2014. Lycoming County
282 Resource Management is proposing to renew this agreement for two (2) years with all rates to remain
283 the same. Mr. Runkle has reviewed the contract and indicated that all is in order. Borough Council
284 action is requested to approve the two (2) year contract extension.

285
286 Motion by: Tod M. Steese
287 Second by: Paul E. Bottiger

288
289 **MOTION: To approve the two (2) year contract extension with Lycoming County Resource**
290 **Management for the disposal of municipal sewage sludge with all rates to remain the same.**

291
292 Yes – Mrs. Hackenberg, Mr. Steese, Mr. Berkheiser, Mr. Bottiger, Mr. Snook

293
294 No – None

295
296
297 Mrs. Metzger informed Borough Council that she has received a proposal from Wagner, Dreese,
298 Elsasser (W.D.E.) & Associates, P.C. for the 2014 Annual Auditing Contract for the Borough of
299 Mifflinburg. W.D.E & Associates, P.C. has proposed a fee of \$14,900.00 for a basic audit with an
300 additional fee of \$2,500.00 for any year that a bond issue is issued or terminated. Since the Water
301 Bonds were retired in 2014, Borough Council action is requested to accept the proposal from W.D.E &
302 Associates, P.C. for the Annual Auditing Contract for the Borough of Mifflinburg in the amount of
303 \$17,400.00 for the 2014 Audit.

304
305 Motion by: Beverly L. Hackenberg
306 Second by: Paul E. Bottiger

307
308 **MOTION: To accept the proposal from Wagner, Dreese, Elsasser (W.D.E) & Associates, P.C. for**
309 **the Annual Auditing Contract for the Borough of Mifflinburg in the amount of \$17,400.00 for the**
310 **2014 Audit.**

311
312 Yes – Mr. Steese, Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg, Mr. Snook

313
314 No – None

315
316
317 Mrs. Metzger reported that she has prepared the information as requested by the Department of the
318 Auditor General Representative assigned to complete the Borough's Pension Audits for the years ending
319 2011, 2012, and 2013 and mailed to the Auditor. Additional information was requested this week and
320 was provided.

321
322 Mrs. Metzger reported that the Borough is registered in the Federal Surplus Property Program. Under
323 the Federal regulations that govern this program, there is an Application for Eligibility that must be
324 updated and resubmitted at least once every three (3) years. The application has been completed
325 authorizing the following Borough employees as designated representatives:

- 326
327
 - Mrs. Margaret A. Metzger, Borough Manager
 - Mr. Jason W. Mitchell, Public Works Supervisor
 - Mr. Duane Zimmerman, Electric Foreman
 - Mr. Douglas R. Bickhart, Chief of Police

331
332 Borough Council action is requested to approve the Application for Eligibility for the Federal Surplus
333 Property Program.

334 Motion by: Troy A. Berkheiser
335 Second by: Beverly L. Hackenberg

336
337 **MOTION: To approve the Federal Surplus Property Program Application for Eligibility.**

338
339 Approved via unanimous voice vote.

340
341
342 Mrs. Metzger made Borough Council aware of a scam that was occurring in the Borough as well as in
343 surrounding areas. This scam involved the perpetrator contacting a utility customer and threatening
344 immediate termination if payment is not made via telephone by a prepaid debit card. This matter was
345 turned over to the Mifflinburg Police Department for further investigation and notice of this scam was
346 sent via mail to every Borough customer. The Borough requested Leading Electronics to add additional
347 measures to protect customer information as a result of this scam.

348
349 Mrs. Metzger informed Borough Council that she is preparing this year's update to the Corrective
350 Action Plan for the Borough's Wastewater Treatment Plant. This report will be sent out later this month
351 or in early January 2015 in order for the Borough to reference it with their Chapter 94 Report.

352
353 Mrs. Metzger requested an executive session to discuss potential litigation and several personnel
354 matters.

355
356 Mrs. Metzger informed Borough Council that included in tonight's information they received a packet of
357 information from the Central Keystone Council of Governments (CK-COG). The 2015 approved
358 budget, minutes from this year's annual general membership meeting, and also the 2015 hourly rate
359 change notice(s) were enclosed in the packet of information. Also enclosed in the packet of information
360 is a letter that serves as notification of the proposal that an annual due of \$250.00 be requested of the
361 membership. In order to approve this fee, the CK-COG would need to acquire 100% approval from the
362 current membership. The proposed annual dues would be used to cover some expenses that are not
363 covered in any line items in the budget. Some of those expenses include, but are not limited to,
364 miscellaneous office supplies and administrative staff time. The CK-COG also carries a \$5,000.00
365 commercial umbrella liability policy providing an added level of protection to every one of their members.
366 The CK-COG is requesting that the municipalities discuss this request at their next meeting and then
367 return their decision to them in writing by the end of March 2015. If the CK-COG acquires the 100%
368 approval from the membership needed, it would then be voted upon at the next annual General
369 Membership meeting, which is typically held in October of each year. If approved, it would then go into
370 effect January 1, 2016.

371
372 Motion by: Tod M. Steese
373 Second by: Troy A. Berkheiser

374
375 **MOTION: To not pay the proposed annual membership dues of \$250.00.**

376
377 Approved via voice vote with Mr. Bottiger voting no.

378
379
380 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for
381 November 2014 included in the information tonight.

382
383 Mayor Cooney provided Borough Council with an update on the status of the Residential Rental Unit
384 Ordinance. Mayor Cooney reported that Mr. Runkle has updated the draft Ordinance and distributed
385 copies to Borough Council for review. Mayor Cooney stated that he and Mr. Runkle need to schedule a
386 meeting to further discuss the Residential Rental Unit Ordinance prior to any further action on this
387 matter.

388
389 Mayor Cooney announced that the Public Safety Committee will be scheduling a meeting in the near
390 future to discuss some public safety issues that came up regarding the Christkindl Market and traffic and
391 pedestrian interactions.

392
393 Chief Bickhart presented Borough Council with some Monthly Highlights for the Mifflinburg Police
394 Department for November 2014.

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400

401 Chief Bickhart requested Borough Council action to approve the following 2015 Special Events for the
402 Mifflinburg Fire Police:

- 403
- 404 • Memorial Day.
 - 405 • 4th of July Activities (5K Race, Kids Race, Pet Parade, Fireworks Traffic).
 - 406 • Fireman's Parade.
 - 407 • Homecoming Parade.
 - 408 • Halloween Parade.
 - 409 • Christkindl Market and Parades.
 - 410 • Christmas Tree Lighting.

411
412 Motion by: Tod M. Steese
413 Second by: Beverly L. Hackenberg

414 **MOTION: To approve the 2015 Special Events for the Mifflinburg Fire Police as presented.**

415
416
417 Approved via unanimous voice vote.

418
419
420 Chief Bickhart thanked Borough Council for the \$25.00 gift cards that they distribute to Borough
421 employees each year.

422
423 Mrs. Hackenberg requested an executive session to discuss personnel matters.

424
425
426 Motion by: Troy A. Berkheiser
427 Second by: Beverly L. Hackenberg

428
429 **MOTION: To adopt the 2015 Final Budget for the Borough of Mifflinburg with revenues in the**
430 **amount of \$18,623,820.00; which includes a 10% increase for the sewer rates and no rate increase**
431 **for the water and electric rates.**

432
433 Mrs. Metzger clarified that the 2015 Final Budget is the same budget as the 2015 Tentative Budget that
434 was approved at the Tuesday, November 18, 2014 regular meeting of Mifflinburg Borough Council.

435
436 Yes – Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg, Mr. Steese, Mr. Snook

437
438 No – None

439
440
441 Motion by: Troy A. Berkheiser
442 Second by: Paul E. Bottiger

443
444 **MOTION: To authorize a final check run for 2014, Bill List # 2014-13.**

445
446 Yes – Mr. Bottiger, Mrs. Hackenberg, Mr. Steese, Mr. Berkheiser, Mr. Snook

447
448 No – None

449
450
451 Mayor Cooney presented Borough Council with an update for the Mifflinburg Regional Economic
452 Development (MRED) Alliance. Mayor Cooney provided Borough Council with an update on the
453 following businesses in the Borough:

- 454
- 455 1. Whispering Willow Primitives and Antiques will be opening up shop at 451 Chestnut
456 Street.

457
458 Mr. Runkle informed Borough Council that Mr. Jim Emery, Code Enforcement Supervisor for the
459 Central Keystone Council of Governments (CK-COG), is requesting Borough Council consideration on
460 adopting a Fire Loss Ordinance. A discussion was held; it was the consensus of Borough Council to
461 direct Mr. Runkle to prepare a draft ordinance for circulation.

462
463 Mr. Runkle provided Borough Council with an update on the status of the Scarlet D located at Chestnut
464 Street. Mr. Runkle reminded Borough Council that they instructed him to send a letter, with detailed
465 notes on what the letter should state, to Mr. Rick Buck. Mr. Runkle informed Borough Council that he
466 hasn't sent the letter yet, however it's on his list to do.

467 Mr. Runkle recommended that Borough Council authorize him to advertise an ordinance authorizing and
468 establishing attorney's fees for collection of municipal liens and establishing the rate of interest for
469 Borough Council consideration at the Tuesday, January 20, 2015 regular Borough Council meeting. A
470 discussion was held; it was the consensus of Borough Council to direct Mr. Runkle to advertise the
471 proposed ordinance for consideration at the Tuesday, January 20, 2015 regular Borough Council
472 meeting

473
474 Mr. Runkle requested an executive session to discuss potential litigation.

475
476 Mr. Rohland announced that he has seen proposed legislation to amend the Pennsylvania Sunshine Act
477 with regard to how Borough Council meetings are handled (executive sessions, agendas, minutes,
478 records, etc.) and recommended that Borough Council send a letter of opposition to Mr. Fred Keller,
479 State Representative for the 85th Legislative District. Mr. Runkle stated that he only heard where they
480 are proposing to amend the Pennsylvania Sunshine Act to require more specific information when you
481 go into executive sessions. A discussion was held; Mr. Runkle expressed that the legislation that he has
482 seen is not a good idea and agreed with Mr. Rohland that Borough Council should send a letter of
483 opposition to Mr. Fred Keller, State Representative for the 85th Legislative District. Mrs. Metzger
484 informed Borough Council that usually the Pennsylvania State Association of Boroughs (PSAB) sends
485 out warnings for things that are a high concern and if it's something they think that most municipalities
486 will oppose they will actually send a sample letter. Mrs. Metzger clarified that she hasn't seen anything
487 lately, but she can certainly check with the PSAB and see if there is anything posted on their website.

488
489 Mayor Cooney informed Borough Council that he participated in or will be participating in the
490 following meetings or events:

- 491
- 492 • The Community Christmas Tree Lighting that was held on Sunday, November 30, 2014
 - 493 from 7:00 PM – 8:00 PM. New this year was the Christmas Yule Log Contest.
 - 494 • Was supposed to attend a meeting regarding the YMCA; however the meeting was
 - 495 canceled due to the snow.
 - 496 • The 1st ever Snowball Throwing Contest was held on Thursday, December 11, 2014 at 2:00
 - 497 PM at the Mifflinburg Community Park.
- 498

499
500 Mr. Snook called an executive session to discuss potential litigation and personnel matters. An
501 executive session was held from 8:42 PM to 10:25 PM.

502
503
504 Motion by: Beverly L. Hackenberg
505 Second by: Paul E. Bottiger

506
507 **MOTION: To reappoint Mr. Earl J. Michael to a four (4) year term on the Mifflinburg Planning**
508 **Commission; Mr. Keith A. Wagner to a six (6) year term on the Mifflinburg Civil Service**
509 **Commission; Mr John Uehling to a five (5) year term on the Mifflinburg TV Advisory Board.**

510
511 Approved via unanimous voice vote.

512
513
514 Motion by: Beverly L. Hackenberg
515 Second by: Paul E. Bottiger

516
517 **MOTION: To reappoint All Points Land Surveys, Inc. as the Sewage Enforcement Officer (SEO)**
518 **for the Borough of Mifflinburg for the period January 1, 2015 through December 31, 2015 per the**
519 **terms of their contract.**

520
521 Yes – Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Berkheiser, Mr. Bottiger, Mr. Snook

522
523 No – None

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534 Motion by: Beverly L. Hackenberg
535 Second by: Paul E. Bottiger

536
537 **MOTION: To offer employment to Mr. Bradley Sauers at the starting wage of \$13.50/hour under**
538 **the terms of the AFSCME employment agreement, as a Water/Wastewater III Technician**
539 **Apprentice, contingent upon successful completion of the required pre-employment testing and**
540 **criminal and child abuse clearances and require the attainment of Class B CDL licenses within 6-**
541 **months of active employment and Water and Sewer Operator licenses within two (2) years.**

542
543 Yes – Mr. Rohland, Mr. Steese, Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg, Mr. Snook

544
545 No – None

546
547
548 Motion by: Beverly L. Hackenberg
549 Second by: Paul E. Bottiger

550
551 **MOTION: To reappoint Mr. Jason W. Mitchell as the Public Works Supervisor with a 2%**
552 **increase in salary and a bonus of two (2) additional vacation days for 2015.**

553
554 Mrs. Hackenberg clarified that this bonus for two (2) additional vacation days is only for 2015, not
555 permanently.

556
557 Yes – Mr. Steese, Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Snook

558
559 No - None

560
561
562 Motion by: Beverly L. Hackenberg
563 Second by: Paul E. Bottiger

564
565 **MOTION: To reappoint Mrs. Margaret A. Metzger as the Borough Manager with a 2% increase**
566 **in salary for 2015 and a \$1,700.00 stipend for performance in 2014.**

567
568 Mrs. Metzger inquired if the \$1,700.00 stipend was payable in 2014 or in 2015. Mr. Bottiger and Mrs.
569 Hackenberg both clarified that the \$1,700.00 stipend was to be paid with the next pay.

570
571 Yes – Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Snook

572
573 No – None

574
575
576 Motion by: Beverly L. Hackenberg
577 Second by: Bryan E. Rohland

578
579 **MOTION: To reappoint Mr. Douglas R. Bickhart as the Chief of Police with a 3% increase in**
580 **salary plus the longevity payment (\$150.00/year) for 2015.**

581
582 Yes – Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Berkheiser, Mr. Snook

583
584 No – None

585
586
587 Mrs. Hackenberg reminded Borough Council that a Personnel Committee meeting needs to be scheduled
588 in order to conduct interviews for the Borough Project Manager Supervisor position. Mr. Steese stated
589 that he inadvertently forgot his calendar and requested that Mrs. Hackenberg contact him via telephone
590 or text subsequent to tonight's meeting. Mrs. Hackenberg informed Borough Council that she would
591 notify them once a Personnel Committee meeting has been scheduled.

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593
594 Motion by: Troy A. Berkheiser

595
596 **MOTION: To adjourn the Mifflinburg Borough Council meeting.**

597
598 Approved via unanimous voice vote.

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600

601 Meeting adjourned at 10:34 PM.

602

603 Respectfully Submitted,

604

605

606 Misty L. Ross

607 Assistant Borough Secretary