

1 MINUTES OF MIFFLINBURG BOROUGH COUNCIL  
2 February 18, 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	
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 Meredith McLean, Cherie Ross, Charlie Ross, Julie Gomez, Todd  
20 Bieber, and Pete Zerbe.

21  
22 Mr. Snook conducted a Public Hearing for Ordinance No. 2014-01; Amending Chapter 17 of the  
23 Borough Code which regulates general traffic and parking regulations. Mr. Runkle reminded Borough  
24 Council that there were numerous revisions that needed to be made to the ordinance and it needed to be  
25 a more comprehensive amendment. Mr. Runkle clarified that the section which addresses towing costs  
26 has been revised per the recommendation of Borough Council. A final draft of the amendment was  
27 emailed to Borough Council for review prior to tonight's meeting. There being no further comments or  
28 discussion the hearing concluded at 7:04 PM.  
29

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

33  
34 MOTION: To approve the minutes of the Tuesday, January 21, 2014 regular meeting of  
35 Mifflinburg Borough Council.

36  
37 Approved via unanimous voice vote.  
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39  
40 Motion by: Troy A. Berkheiser  
41 Second by: Paul E. Bottiger

42  
43 MOTION: To approve payment of Bill List #2014-02 in the amount of \$609,116.00.  
44

45 Yes – Mr. Berkheiser, Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Snook  
46

47 No – None  
48

49  
50 Mr. Todd Bieber, Creative Director for the Upright Citizens Brigade (UCB) located in NY, NY,  
51 attended tonight's meeting to request Borough Council approval to film a driving scene for a comedy  
52 series on Market Street, from 4<sup>th</sup> Street to 6<sup>th</sup> Street, and 5<sup>th</sup> Street, from Church Street to High Street.  
53 Mr. Bieber distributed an informational packet which included a proposal, certificate of liability  
54 insurance, as well as a copy of the script titled "Gary Saves the Graveyard". Mr. Bieber reported that  
55 the cast and crew will consist of professionally experienced and trained filmmakers; they will use the  
56 industry standards to ensure the safety, comfort, and well-being of the participants as well as the  
57 residents of these blocks. Mr. Bieber informed Borough Council that he spoke with Mr. Allen Apple, of  
58 the Mifflinburg Fire Police; Mr. Apple indicated that he and his qualified staff would work with the  
59 production to help control existing traffic during the filming, once the date and location has been  
60 approved by Borough Council. The proposed date to film the driving scene is Thursday, April 17, 2014  
61 from 7:00 PM to 11:00 PM. Mr. Bieber clarified that no speed limits would be broken during the scene.  
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67 Mayor Cooney informed Borough Council that he has discussed Mr. Bieber's request with Mr. Steese  
68 and Chief Bickhart. Mr. Bieber is requesting a limited time, during night time hours, on these two (2)  
69 blocks; the Mifflinburg Fire Police will be working with the production to help control existing traffic  
70 during the filming; and there's not a large number of participants, it's only the cast and crew. Mayor  
71 Cooney stated that he doesn't have any objections and recommended Borough Council action to approve  
72 Mr. Bieber's request. Mayor Cooney clarified that the script would be G-Rated.

73  
74 Motion by: Tod M. Steese  
75 Second by: Paul E. Bottiger

76  
77 **MOTION: To approve Mr. Todd Bieber's, Creative Director for the Upright Citizens Brigade**  
78 **(UCB) located in NY, NY, request to film a driving scene for a comedy series titled "Gary Saves**  
79 **the Graveyard" on Thursday, April 17, 2014 from 7:00 PM to 11:00 PM as outlined in the**  
80 **proposal, including the road closure of Market Street from 4th Street to 6th Street and 5th Street**  
81 **from Church Street to High Street.**

82  
83 Mrs. Metzger inquired if Mr. Bieber planned to notify the Herr Memorial Library, located at 500 Market  
84 Street, of the filming. Mr. Bieber clarified that he plans to notify the entire town of the filming and have  
85 informational packets for the general public to review and understand what's happening. Mr. Bieber  
86 added that the general public may even watch the production crew film the driving scene to see what's  
87 happening. Mr. Bieber expressed that he believes the filming will be a fun time.

88  
89 Approved via unanimous voice vote

90  
91  
92 Ms. Cherie Ross, Main Street Manager for Mifflinburg Heritage & Revitalization Association (MHRA),  
93 attended tonight's meeting with regard to the 3<sup>rd</sup> Annual MayFest/2<sup>nd</sup> Annual WineFest events hosted by  
94 MHRA's Main Street and Elm Street programs. Ms. Ross reported that she has been working with  
95 Mayor Cooney with regard to the proposed road closures. The MayFest/WineFest event is scheduled for  
96 Saturday, May 17, 2014. Ms. Ross distributed a recap with recommendations for road closures for the  
97 MayFest/WineFest event which detailed the following:

- 98  
99
1. Road closures include the following:
    - Quarry Road from 4<sup>th</sup> Street to 6<sup>th</sup> Street (this was approved last year).
    - 5<sup>th</sup> Street from Quarry Road to Green Street (this was approved last year).
    - Green Street from 5<sup>th</sup> Street to 6<sup>th</sup> Street (new request this year).
  2. Quarry Road will be a "soft" road closure (traffic cones) at 4<sup>th</sup> and 6<sup>th</sup> Streets intersecting with Quarry Road, the same as was done last year. This permits emergency vehicle access in addition to resident access. Residents, from 5<sup>th</sup> Street, e.g., can turn right on Quarry Road, move the cones, drive out, and then replace the cones.
  3. Quarry Road will not have vendors located on it nor in the intersection of Quarry Road and 5<sup>th</sup> Street thereby keeping Quarry Road accessible. Vendors will be on 5<sup>th</sup> Street from Quarry Road to Green Street and Green Street from 5<sup>th</sup> Street to 6<sup>th</sup> Street. Food Vendors on 5<sup>th</sup> Street will be on the Weirick House (located at 308 Market Street) side of the road thereby keeping the residential side completely unobstructed. Craft vendors will be on Green Street from 5<sup>th</sup> Street to 6<sup>th</sup> Street and will be on only one (1) side of the street to maximize accessibility.
  4. The driveway near Quarry Road from the garage onto South 5<sup>th</sup> Street from the residences at the corner of Green and 5<sup>th</sup> Streets will not be obstructed. These residents will have unrestricted access at all times.
  5. Upon approval of Council, all affected residents of the entire area will be notified via flyer that this event will be occurring with road closures and the plan for how this will work.
  6. Two (2) weeks before the event, flyers will once more be distributed as reminders to the entire area affected by the event and road closure.
  7. Local and state police will be formally notified in advance of approved road closures.

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123 Borough Council action is required to approve the MayFest/WineFest event as outlined in the  
124 layout/plan including the proposed road closures, prior to the Tuesday, March 18, 2014 regular Borough  
125 Council meeting, in order to provide the wineries enough time to obtain their Pennsylvania Liquor  
126 Control Board (PLCB) License. Ms. Ross explained that the wineries' PLCB License applications are  
127 pending submission based upon Borough Council approval of the layout/plan since the site plan must be  
128 submitted with their application.

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133 Mayor Cooney informed Borough Council that MHRA has provided a copy of their liability insurance  
134 certificate for the MayFest/WineFest event. The Public Safety Committee has discussed the proposed  
135 road closure and they have no objections as long as it's a "soft" road closure (traffic cones) to allow  
136 emergency vehicles access. Mayor Cooney recommended that Borough Council take action to approve  
137 the MayFest/WineFest event for Saturday, May 17, 2014 as outlined in the layout/plan including the  
138 "soft" road closure of Quarry Road from 4<sup>th</sup> Street to 6<sup>th</sup> Street, 5<sup>th</sup> Street from Quarry Road to Green  
139 Street, and Green Street from 5<sup>th</sup> Street to 6<sup>th</sup> Street.

140  
141 Motion by: Troy A. Berkheiser  
142 Second by: Beverly L. Hackenberg  
143

144 **MOTION: To approve the MayFest/WineFest event for Saturday, May 17, 2014 as outlined in the**  
145 **layout/plan including the "soft" road closure of Quarry Road from 4<sup>th</sup> Street to 6<sup>th</sup> Street, 5<sup>th</sup>**  
146 **Street from Quarry Road to Green Street, and Green Street from 5<sup>th</sup> Street to 6<sup>th</sup> Street.**

147  
148 Approved via unanimous voice vote.  
149

150  
151 Ms. Meredith L. McLean, Director of 5k & Solemates for Girls on the Run of the Greater Susquehanna  
152 Valley located in Selinsgrove, attended tonight's meeting to request Borough Council permission to  
153 utilize the Mifflinburg Community Park on Saturday, May 3, 2014 to conduct their spring 5k event. Ms.  
154 McLean distributed a packet of information which included a copy of their 501(c)(3) non-profit status,  
155 the course map for the event, the letters that were sent to the Buffalo Valley Recreation Authority and  
156 Mr. Bob Valentine, Secretary of West Buffalo Township, as well as the application for Buffalo Valley  
157 Rail Trail (BVRT) Organized Event. Ms. McLean reported that Girls on the Run is a transformational  
158 learning program for girls in 3<sup>rd</sup> - 8<sup>th</sup> grade that teaches life skills through dynamic, conversation-based  
159 lessons and running games. The goal of the program is to unleash confidence through accomplishment  
160 while establishing a lifetime appreciation of health and fitness. The program culminates with the girls  
161 being physically and emotionally prepared to complete a celebratory 5k running event. The program is  
162 now serving schools in Snyder, Union, Montour and Northumberland Counties. This year, Girls on the  
163 Run are hoping to host their spring 5k event in Mifflinburg; they believe this would be a great way to  
164 promote the program in the area and serve as a central location for all of their other sites. The race  
165 course will primarily be in Mifflinburg with some sections in West Buffalo Township and a portion on  
166 the BVRT. Ms. McLean clarified that she has spoken with Mr. Bob Valentine, Secretary of West  
167 Buffalo Township, and Ms. Katie Davis, Executive Director of Lewisburg Area Recreational Authority  
168 (LARA), and obtained permission to use these areas. There will be no road closures necessary. There  
169 are about 600 runners expected for the event. Historically there have been approximately 100 volunteers  
170 on course to provide safety, direction, and water for the runners. This event will be open to the public;  
171 they don't need to be a member to join in on the fun. The girls are required to have a running buddy  
172 with them that needs to be at least 18 years of age or older. Two (2) local paramedics have volunteered  
173 their time in case of injury; contact will be made with the Mifflinburg Community Ambulance  
174 Association for additional support. Ms. McLean informed Borough Council that the only issue she  
175 might foresee is the road crossing on Forest Hill Road. Additional police support has never been  
176 requested in previous 5k events; however if Borough Council believes additional police support should  
177 be required, then she's willing to work to ensure that it's obtained. A certificate of liability insurance  
178 has been obtained and was emailed to Mrs. Metzger prior to tonight's meeting. Registration and final  
179 ceremony will be held at the Mifflinburg Community Park; set-up will begin roughly around 6:30 AM  
180 and should be all cleaned up by 1:30 PM. The race will begin at 10:00 AM and the course will be open  
181 for 45 minutes. WQKX will be broadcasting live and providing the public announcement system.  
182

183 Mayor Cooney inquired if the restrooms at the Mifflinburg Community Park would be open for the Girls  
184 on the Run's spring 5k event. Mrs. Metzger reported that in accordance with Chapter 18 of the Borough  
185 Code of Ordinances the dates during which the recreation area shall be used by the general public shall  
186 be April 15 through October 15 of each calendar year. Ms. McLean informed Borough Council that an  
187 in-kind donation has been secured from Mr. Ken Smith, of Selinsgrove, for portable toilets to be  
188 provided for the event should the Borough require them. Mrs. Metzger expressed that she believes it  
189 may be a good idea to provide portable toilets for the event in addition to the restrooms at the  
190 Mifflinburg Community Park due to the amount of runners expected.  
191

192 Mayor Cooney reported that the Mifflinburg Police Department will provide additional police support  
193 for the Girls on the Run's spring 5k event provided that they're not on another call. Mr. Berkheiser  
194 inquired if the Mifflinburg Fire Police could provide additional support for the event rather than the  
195 Mifflinburg Police Department. Mayor Cooney reminded Borough Council that they take action at the  
196 beginning of each year to approve a list of special events for the Mifflinburg Fire Police, the Mifflinburg  
197 Hose Company, and the Mifflinburg Community Ambulance in order to provide worker's compensation  
198 coverage for the events.

199 Mayor Cooney informed Borough Council that the Public Safety Committee doesn't need to discuss the  
200 proposed route for the spring 5k event and recommended that Borough Council take action to approve  
201 the Girls on the Run of the Greater Susquehanna Valley's request to utilize the Mifflinburg Community  
202 Park as detailed by Ms. McLean, contingent upon completion and submission of the required paperwork  
203 and the security deposit in the amount of \$250.00.

204  
205 Motion by: Beverly L. Hackenberg  
206 Second by: Troy A. Berkheiser

207  
208 **MOTION: To approve the Girls on the Run of the Greater Susquehanna Valley's requested to**  
209 **utilize the Mifflinburg Community Park on Saturday, May 3, 2014 from 6:30 AM - 1:30 PM to**  
210 **conduct their spring 5k event as detailed by Ms. Meredith L. McLean, Director of 5k & Solemates**  
211 **for Girls on the Run of the Greater Susquehanna Valley located in Selinsgrove, contingent upon**  
212 **completion and submission of the required paperwork and the security deposit in the amount of**  
213 **\$250.00.**

214  
215 Approved via unanimous voice vote.

216  
217  
218 Mrs. Metzger reminded Borough Council that Mr. Matt J. Sauers, Director of Planning and Zoning for  
219 the Central Keystone Council of Governments (CK-COG), had made some changes to the Mifflinburg  
220 Borough Zoning Reports in January of 2012 in order to make to the zoning reports a little more efficient.  
221 Mrs. Metzger explained that the checks collected for permit fees are made payable to the CK-COG and  
222 the CK-COG deposits the checks (same as before). In January of 2012, the CK-COG began providing a  
223 credit each month on the Mifflinburg Borough Zoning Report for the permit fees that are collected  
224 (rather than the CK-COG issuing a check to the Borough for the permit fees collected and the Borough  
225 issuing a check to the CK-COG for the cost to Borough). The CK-COG would then issues a check or an  
226 invoice to the Borough for the net difference. Mrs. Metzger informed Borough Council that the CK-  
227 COG has decided to revert to issuing a check to the Borough for the permit fees collected and the  
228 Borough issuing a check to the CK-COG for the cost to Borough. Borough Council action is requested  
229 to approve the Mifflinburg Borough Zoning Report for January 2014 and authorize payment to the  
230 Central Keystone Council of Governments (CK-COG) in the amount of \$60.00.

231  
232 Motion by: Tod M. Steese  
233 Second by: Beverly L. Hackenberg

234  
235 **MOTION: To approve the Mifflinburg Borough Zoning Report for January 2014 and authorize**  
236 **payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$60.00.**

237  
238 Yes – Mr. Bottiger, Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Berkheiser, Mr. Snook

239  
240 No – None

241  
242  
243 Mr. Runkle provided Borough Council with an update on the status of the ordinance revisions with  
244 regard to the no parking ordinance and the stop intersection portion of the ordinance to incorporate  
245 Miriam Street. There were numerous revisions that needed to be made to the ordinance and it needed to  
246 be a more comprehensive amendment. Mr. Runkle reminded Borough Council that the traffic ordinance  
247 had been authorized for adoption at the Tuesday, January 21, 2014 regular Borough Council meeting;  
248 however due to recent questions and changes, action on this ordinance was deferred until tonight's  
249 meeting, so that the changes could be properly advertised. The final draft of the amendment has been  
250 prepared and advertised for adoption at tonight's meeting. Borough Council action is requested to adopt  
251 Ordinance No. 2014-01; Amending Chapter 17 of the Borough Code which regulates general traffic and  
252 parking regulations.

253  
254 Motion by: Beverly L. Hackenberg  
255 Second by: Tod M. Steese

256  
257 **MOTION: To adopt Ordinance No. 2014-01; Amending Chapter 17 of the Borough Code which**  
258 **regulates general traffic and parking regulations.**

259  
260 Approved via unanimous voice vote.

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265 Mrs. Metzger reported that PennDOT plans to complete some milling and paving on State Route (SR)  
266 45 west of SR 104 in 2014, and they've offered to replace the existing detection loops with video  
267 detection at no cost to the Borough, since this project would impact the existing traffic signal loops at  
268 Industrial Park Road. In order to take advantage of this offer the Borough must complete an application  
269 which involves the adoption of a resolution accepting the maintenance of the traffic signal including  
270 these new video detection loops. Resolution No. 2014-01; Authorizing and directing the Borough  
271 Manager, Mrs. Margaret A. Metzger, to submit the attached Application for Traffic Signal Approval  
272 to the Pennsylvania Department of Transportation and to sign this Application has been prepared.  
273 Borough Council action is requested to authorize her to complete the required application paperwork for  
274 Traffic Signal Approval and to adopt Resolution No. 2014-01.

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

278  
279 **MOTION: To authorize Mrs. Margaret A. Metzger to complete the required application**  
280 **paperwork for Traffic Signal Approval and to adopt Resolution No. 2014-01; Authorizing and**  
281 **directing the Borough Manager, Mrs. Margaret A. Metzger, to submit the attached Application**  
282 **for Traffic Signal Approval to the Pennsylvania Department of Transportation and to sign**  
283 **this Application for the Industrial Park Road traffic signal.**

284  
285 Approved via unanimous voice vote.

286  
287  
288 Mrs. Metzger reported that the Park/Property Committee has reviewed the rates for the Mifflinburg  
289 Community Park Pavilions Reservation Policy and determined that they would recommend an  
290 increase in these rates, since they haven't been increased in over twenty (20) years and maintenance and  
291 other costs have increased. The Park/Property Committee is recommending that the rates be increased  
292 as follows:

<u>Number</u>	<u>Rental</u>	<u>Security</u>	
<u>of Tables</u>	<u>Amount</u>	<u>Deposit</u>	<u>Total</u>
24 tables (Whole pavilion)	\$100.00	\$100.00	\$200.00
18 tables (3/4 pavilion)	\$ 75.00	\$ 75.00	\$150.00
12 tables (1/2 pavilion)	\$ 50.00	\$ 50.00	\$100.00
6 tables (1/4 pavilion)	\$ 25.00	\$ 25.00	\$ 50.00
Gazebo	\$ 25.00	\$ 25.00	\$ 50.00

301  
302 Resolution No. 2014-02; Amending the Mifflinburg Community Park Pavilions Reservation Policy  
303 has been prepared. Mrs. Metzger clarified that this policy would become effective January 1, 2015 and  
304 would be for rentals made after the policy effective date. Borough Council action is requested to adopt  
305 Resolution No. 2014-02.

306  
307 Motion by: Paul E. Bottiger  
308 Second by: Beverly L. Hackenberg

309  
310 **MOTION: To adopt Resolution No. 2014-02; Amending the Mifflinburg Community Park**  
311 **Pavilions Reservation Policy.**

312  
313 Mr. Snook inquired if the increase in the rates for the Mifflinburg Community Park Pavilions  
314 Reservation Policy is enough. Mr. Bottiger stated that the Park/Property Committee has determined  
315 that they would recommend an increase in the rates for the Mifflinburg Community Park Pavilions  
316 Reservation Policy some this year and some next year.

317  
318 Mrs. Hackenberg inquired if the applicant would be required to pay the rental fee and the security  
319 deposit for the pavilion in full at the time the reservation application and agreement is completed and  
320 submitted. Mrs. Metzger stated that in accordance with the policy the applicant shall pay the rental fee  
321 and the security deposit for the pavilion in full at the time the reservation application and agreement is  
322 completed and submitted. A discussion was held; Mrs. Metzger clarified that the Borough would place  
323 an article in the "Mifflinburg News & Views" as well as on the Borough's website.

324  
325 Approved via unanimous voice vote.

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330

331 Mrs. Metzger reported that Mr. William C. Asay, President and Chief Operating Officer at Mockenhaupt  
332 Benefits Group (the Borough's actuary), met with Borough Council prior to tonight's meeting to review  
333 the Act 205 Reports and answer any questions regarding these reports. A copy of the reports has been  
334 included in the information tonight for Borough Council review. Borough Council action is requested to  
335 approve the Act 205 Reports and authorize her to file these reports with the State.  
336

337 Motion by: Bryan E. Rohland  
338 Second by: Beverly L. Hackenberg  
339

340 **MOTION: To approve the Act 205 Reports and authorize Mrs. Margaret A. Metzger to file these**  
341 **reports with the State.**  
342

343 Approved via unanimous voice vote.  
344  
345

346 Mrs. Metzger provided Borough Council with an update on the New Communities Program Elm Street  
347 Project – Phase III. Mrs. Metzger reminded Borough Council that it was determined at the Tuesday,  
348 January 21, 2014 regular Borough Council meeting that Mr. Murrie Zlotziver, Elm Street Manager for  
349 Mifflinburg Heritage & Revitalization Association (MHRA), and Mr. Justin Ross, Project Manager at  
350 Larson Design Group, would conduct a walk through to review Green Street and determine what areas  
351 are in need of repair and report this back to Borough Council; however, the continued winter weather  
352 has prevented further evaluation of the additional Elm Street areas to be added to the scope of the latest  
353 Elm Street Reinvestment Grant work. As soon as the weather breaks and we can actually see the  
354 sidewalks again, a walk through will be conducted and recommendations will be presented to Borough  
355 Council for consideration prior to submission of any grant amendment to the Department of Community  
356 and Economic Development (DCED).  
357

358 Mrs. Metzger reported that the Park/Property Committee has reviewed the rates for the Mifflinburg  
359 Community Pool passes. Borough Council action is requested to set the rates for the 2014 season as  
360 follows:

361 Rates for the Mifflinburg Community Pool passes

362 Student Pass	-Residents	\$ 75.00
363 Student Pass	-Non-Residents	\$ 85.00
364 Adult Pass	-Residents	\$ 85.00
365 Adult Pass	-Non-Residents	\$ 95.00
366 Family Pass (5 Members)	-Residents	\$180.00
367 Family Pass (5 Members)	-Non-Residents	\$195.00
368 Additional Family Members		\$ 15.00/person
369 Student Weekly Pass (7 Consecutive Days)		\$ 18.00
370 Student Daily Admission		\$ 4.00
371 Adult Daily Admission		\$ 5.00
372 Lap Swimming (12:30 - 1:00 pm)		\$ 1.00/person
373 Swimming Lessons (per session)		\$ 50.00 (2 weeks)
374 Children 5 and under (not in school) are free	w/ adult supervision	
375 10% discount to senior citizens age 65+		
376 Tickets ½ price after August 1 <sup>st</sup> except student weekly passes		
377 Daily Admission ½ price after 5:00 pm		
378 10% discount if purchased prior to opening date (Saturday, May 24, 2014)		

379  
380 A copy of the rates for the 2014 season is included in the information tonight. Borough Council action  
381 is requested on this matter.  
382

383 Motion by: Paul E. Bottiger  
384 Second by: Troy A. Berkheiser  
385

386 **MOTION: To set the rates for the Mifflinburg Community Pool passes for the 2014 season as**  
387 **recommended by the Park/Property Committee.**  
388

389 Approved via unanimous voice vote.  
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397 Mrs. Metzger reported that the Park/Property Committee has reviewed the Athletic Use Agreement and  
398 the Field Lighting Agreements. Borough Council action is requested to enter into the Athletic Use  
399 Agreement between the Borough of Mifflinburg and the Mifflinburg Swim Team at a cost of \$30.00 per  
400 member; to approve the Field Lighting Agreements between the Borough of Mifflinburg and the  
401 Mifflinburg Little League Association and the Borough of Mifflinburg and the Harry F. Haney  
402 Memorial Park Association at a rate of \$1,050.00 each for the 2014 season; and notify the organizations  
403 of impending increases for the 2015 season.

404  
405 Motion by: Paul E. Bottiger  
406 Second by: Beverly L. Hackenberg  
407

408 **MOTION: To enter into the Athletic Use Agreement between the Borough of Mifflinburg and the**  
409 **Mifflinburg Swim Team at a cost of \$30.00 per member; to approve the Field Lighting**  
410 **Agreements between the Borough of Mifflinburg and the Mifflinburg Little League Association**  
411 **and the Borough of Mifflinburg and the Harry F. Haney Memorial Park Association at a rate of**  
412 **\$1,050.00 each for the 2014 season; and notify the organizations of impending increases for the**  
413 **2015 season.**

414  
415 Approved via unanimous voice vote.  
416

417  
418 Mrs. Metzger reported that the Park/Property Committee has reviewed the payroll rates for the  
419 Mifflinburg Park/Pool employees and is recommending that the rates be increased by \$0.25/hr. for the  
420 2014 Season. Borough Council action is requested to set the payroll rates for the 2014 season as  
421 follows:

422 Payroll Rates for the Park/Pool employees  
423 WSI Lifeguard \$8.10/hr.  
424 Regular Lifeguard \$7.35/hr.  
425 Head Lifeguard add \$0.50/hr.  
426 Desk/Playground \$6.60/hr.  
427 Concession \$6.35/hr.  
428

429 Mrs. Metzger clarified that the Park/Property Committee still needs to discuss the salaries for the Park  
430 Director and the Assistant Park Director for the 2014 season.

431  
432 Motion by: Paul E. Bottiger  
433 Second by: Troy A. Berkheiser  
434

435 **MOTION: To set the payroll rates for the Mifflinburg Park/Pool employees for the 2014 season as**  
436 **recommended by the Park/Property Committee.**

437  
438 Approved via unanimous voice vote.  
439

440  
441 Mrs. Metzger informed Borough Council that Mr. Ron Bollinger, Park Director, is requesting that the  
442 following Mifflinburg Park/Pool employees be rehired for the 2014 season:

443  
444           Jacqueline Beck       McKenna Magyar       Micah Bollinger       Gillian Allen  
445           Alexis Erb           Caitlin Wells       Jared Moser       Tessa Woodring  
446           Marc Bollinger       Hannah Schultz       Katie Sauers       Kyle Failor  
447           Maura McGlaughlin       Erica Dehaas       Brandon Lepley       Haley Beck  
448           Mason Bollinger       Rachael Peoples       Jessica Lloyd  
449

450 A copy of the memo dated Tuesday, February 11, 2014 is included in the information tonight. The  
451 Park/Property Committee has reviewed the list of proposed rehires and is recommending that Borough  
452 Council take action to hire the Mifflinburg Park/Pool employees as listed and recommended by Mr.  
453 Bollinger. Borough Council action is requested on this matter.

454  
455 Motion by: Paul E. Bottiger  
456 Second by: Beverly L. Hackenberg  
457

458 **MOTION: To hire the Mifflinburg Park/Pool employees for the 2014 season as listed and**  
459 **recommended by Mr. Ron Bollinger, Park Director, in the memo dated Tuesday, February 11,**  
460 **2014.**

461  
462 Approved via unanimous voice vote.  
463

464 Mrs. Metzger reported that the Park/Property Committee has reviewed the budgetary requests that were  
465 submitted by the Mifflinburg Little League Association for consideration with the 2014 Budget and is  
466 recommending that correspondence be sent to the Mifflinburg Little League Association clarifying the  
467 position of Borough Council with regard to these requests and of any future requests. Mrs. Metzger  
468 added that the Park/Property Committee will be requesting that the Mifflinburg Little League  
469 Association consider fundraising to match the amount requested from the Borough. Borough Council  
470 action is requested to authorize the Borough to send this correspondence.

471  
472 Mr. Berkheiser inquired what the budgetary requests were, that were submitted by the Mifflinburg Little  
473 League Association for consideration with the 2014 Budget. Mrs. Metzger detailed some of the  
474 budgetary requests that were submitted by the Mifflinburg Little League Association for consideration  
475 with the 2014 Budget.

476 Motion by: Paul E. Bottiger

477 Second by: Tod E. Steese

478  
479  
480 **MOTION: To authorize the Borough to send correspondence to the Mifflinburg Little League**  
481 **Association clarifying the position of Borough Council with regard to the requests they submitted**  
482 **for consideration with the 2014 Budget and of any future requests as recommended by the**  
483 **Park/Property Committee.**

484  
485 Approved via unanimous voice vote.

486  
487  
488 Mr. Bottiger reported that the Park/Property Committee also discussed how the concessions are to be  
489 handled for the 2014 season. Mr. Ron Bollinger, Park Director, is looking at removing some of the  
490 items from the concessions (fountain soda, freezer, ice cream, slush puppies, etc.) and limiting the  
491 amount of candy that is purchased. Mr. Bollinger is interested in acquiring a cooler for bottles of Pepsi-  
492 Cola or Coca-Cola. Mrs. Hackenberg informed Borough Council that the Park/Property Committee  
493 directed Mr. Bollinger to make the best decisions he can on how the concessions are to be handled for  
494 the 2014 season since he knows what sells best.

495  
496 Mrs. Metzger informed Borough Council that she has been working with the Department of  
497 Environmental Protection (DEP) and the Wastewater Treatment Plant Operators to establish the annual  
498 water testing calendar. This year's requirements are much more extensive than they have been in  
499 previous years. There are over thirty-five (35) tests that are new requirements for 2014.

500  
501 Mrs. Metzger informed Borough Council that she and Mr. Jason Mitchell, the Borough Public Works  
502 Supervisor, have been working to schedule the Annual Spring Drop-off event. The Annual Spring  
503 Drop-Off event has been tentatively scheduled for the following dates:

- 504
- 505 • Wednesday, April 23, 2014 12:00 PM-8:00 PM
  - 506 • Thursday, April 24, 2014 12:00 PM-8:00 PM
  - 507 • Friday, April 25, 2014 12:00 PM-8:00 PM
  - 508 • Saturday, April 26, 2014 8:00 AM-12:00 PM

509  
510 Mrs. Metzger clarified that these dates are within the Great American Cleanup event, which will allow  
511 the Borough to take advantage of the absence of tipping fees at the landfill for our event. Borough  
512 Council action is requested to approve the dates for the Annual Spring Drop-Off event and authorize her  
513 to solicit bids for hauling fees for this project.

514  
515 Mr. Berkheiser inquired what the Annual Spring Drop-off event costs to conduct. Mrs. Metzger  
516 reported that the Annual Spring Drop-off event used to cost much more, but the Borough has been  
517 paring it down. The Annual Spring Drop-off event cost between \$6,000.00 and \$8,000.00 in 2013.

518  
519 Mr. Steese expressed that he wishes there was a way to keep the Annual Spring Drop-off event for  
520 Borough residents only. Mr. Bottiger agreed with Mr. Steese and added that he believes a  
521 coupon/voucher should be distributed to Borough residents for the Annual Spring Drop-off event. A  
522 discussion was held; Mrs. Metzger suggested that Borough Council wait until the Borough upgrades  
523 their Financial and Billing Software. Mrs. Metzger explained that with the upgraded software the  
524 Borough will be incorporating the "Mifflinburg News & Views" in with the full page billing; the  
525 Borough could distribute a coupon/voucher with the "Mifflinburg News & Views" which would be  
526 incorporated in with each bill.

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531 Motion by: Beverly L. Hackenberg  
532 Second by: Paul E. Bottiger

533  
534 **MOTION: To approve the dates for the Annual Spring Drop-Off event for April 23-25, 2014**  
535 **(12:00-8:00 PM) and April 26, 2014 (8:00 AM-12:00 PM) and authorize Mrs. Metzger to solicit**  
536 **bids for hauling fees for this project.**

537  
538 Yes – Mrs. Hackenberg, Mr. Rohland, Mr. Berkheiser, Mr. Bottiger, Mr. Snook

539  
540 No – Mr. Steese

541  
542  
543 Mr. Bottiger clarified that Mr. Steese didn't want the Borough to conduct the Annual Spring Drop-off  
544 event at all.

545  
546 Mrs. Metzger reported that Borough Management will be soliciting bids for the Annual Mowing Project  
547 at several locations throughout the Borough. The bids will be received on a unit price/area per mowing  
548 for two (2) years as done in previous years. Mrs. Metzger clarified that these bids will be presented at  
549 the Tuesday, March 18, 2014 regular Borough Council meeting for Borough Council consideration.

550  
551 Mrs. Metzger provided Borough Council with an update on the replacement of the roof at the  
552 Mifflinburg Hose Company Building located at 325 Chestnut Street. Mrs. Metzger reminded Borough  
553 Council that they took action at the Tuesday, January 21, 2014 regular Borough Council meeting to  
554 authorize her to solicit a not-to-exceed proposal from Ms. Stefanie English, Larson Design Group, for  
555 the design, preparation of bid specifications and construction management for replacement of the roof at  
556 the Mifflinburg Hose Company Building located at 325 Chestnut Street. Mrs. Metzger reported that she  
557 contacted Ms. English; Ms. English recommended that she contact Mr. Ted Strosser, Strosser  
558 Architecture & Conservation, Inc., for a proposal instead since the work involved doesn't require  
559 structural engineering. Mrs. Metzger informed Borough Council that she contacted Mr. Strosser and he  
560 has submitted a proposal. A copy of the proposal was emailed to Borough Council prior to tonight's  
561 meeting for review. The Project Management Committee and Mr. Rohland have reviewed the proposal.  
562 Borough Council action is requested to amend the minutes of the Tuesday, January 21, 2014 regular  
563 Borough Council meeting to authorize the design, preparation of bid specifications and construction  
564 management for replacement of the roof at the Mifflinburg Hose Company Building be awarded to Mr.  
565 Strosser for an amount not-to-exceed \$6,000.00. Mr. Snook stated that Borough Council doesn't need to  
566 amend the minutes of the Tuesday, January 21, 2014 regular Borough Council meeting; the minutes  
567 from tonight's meeting will reflect the change.

568  
569 Motion by: Bryan E. Rohland  
570 Second by: Beverly L. Hackenberg

571  
572 **MOTION: To authorize the design, preparation of bid specifications and construction**  
573 **management for replacement of the roof at the Mifflinburg Hose Company Building located at**  
574 **325 Chestnut Street be awarded to Mr. Ted Strosser, Strosser Architecture & Conservation, Inc.,**  
575 **for an amount not-to-exceed \$6,000.00.**

576  
577 Yes – Mrs. Hackenberg, Mr. Rohland, Mr. Steese, Mr. Berkheiser, Mr. Bottiger, Mr. Snook

578  
579 No – None

580  
581  
582 Mrs. Metzger provided Borough Council with an updated on the East Green Street Sewer Manhole  
583 Replacement Project. Mrs. Metzger reminded Borough Council that they took action at the Tuesday,  
584 January 21, 2014 regular Borough Council meeting to authorize her to solicit a not-to-exceed price from  
585 HRG, Inc. to design, prepare bid specifications, and perform construction management for the East  
586 Green Street Sewer Manhole Replacement Project. Preliminary discussions estimated the cost of this  
587 work to be between \$5,500.00 and \$7,000.00. Mrs. Erin Threet, HRG, Inc., has prepared a proposal for  
588 the not-to-exceed amount of \$6,800.00. Mrs. Metzger clarified that this is not a large project, but it does  
589 require that a survey be completed. Mrs. Metzger reported that Mr. Rohland believes the costs that Mrs.  
590 Threet presented for this work were too high and inquired about soliciting a proposal from another  
591 engineer/surveyor to provide the survey data.

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597 Mr. Rohland reported that he contacted Mrs. Erin Threet, HRG, Inc., via email to ensure that it was okay  
598 to solicit a proposal from another engineer/surveyor to provide the survey data for the East Green Street  
599 Sewer Manhole Replacement Project; Mrs. Threet indicated that it was okay, but she would need some  
600 time to convert the survey data to HRG, Inc.'s standards. Mr. Rohland informed Borough Council that  
601 he has received two (2) proposals which are as follows:

- 602  
603 1. A proposal from Coukart & Associates Inc. for the not-to-exceed amount of \$2,400.00.  
604 Mr. Rohland clarified that this proposal is for the same scope of work as HRG, Inc. is  
605 presenting: the survey and bid specifications in order to go out to bid. This proposal  
606 would need to be followed-up by a contract, with certain requirements added to the  
607 contract (certificate of insurance, timeline, etc.).
- 608 2. A proposal from a private surveyor for the not-to-exceed amount of basically \$2,000.00.  
609 Mr. Rohland clarified that this proposal is only for the survey.

610  
611 Mr. Rohland stated that he has worked with the surveyor at Coukart & Associates Inc. in the past with  
612 his personal business and has had a good experience with them as far as with plans. Borough Council  
613 approval is requested to engage Coukart & Associates Inc. to design, prepare bid specifications, and  
614 perform construction management for the East Green Street Sewer Manhole Replacement Project. A  
615 lengthy discussion was held regarding the proposals; Mr. Runkle advised Borough Council that they  
616 could take action at tonight's meeting to make a motion to engage Coukart & Associates Inc. to design,  
617 prepare bid specifications, and perform construction management for the East Green Street Sewer  
618 Manhole Replacement Project, contingent upon Mrs. Metzger providing all the information, a contract  
619 being prepared, the price not changing by whatever amount Borough Council decides, the required  
620 certificate of insurance being provided, and the solicitor's review and approval of the contract.  
621 However, if Borough Council wants to know exactly what they're taking action on, then they would  
622 have to wait until the Tuesday, March 18, 2014 regular Borough Council meeting to take action. It was  
623 the consensus of Borough Council to direct Mr. Rohland to obtain the required information from  
624 Coukart & Associates Inc. for the East Green Street Sewer Manhole Replacement Project prior to the  
625 Tuesday, March 18, 2014 regular Borough Council meeting; if Coukart & Associates, Inc. can't meet  
626 the timeline requirements, contact the private surveyor to see if he can complete the survey to  
627 incorporate it into HRG, Inc.'s contract or seek another proposal from a smaller engineering firm.

628  
629 Mrs. Metzger provided Borough Council with an update on the status of the Borough wide Advanced  
630 Metering Infrastructure (AMI) System. Mrs. Metzger reported that the bids for the Borough's AMI  
631 System have been advertised and are due by Wednesday, March 12, 2014. Utility Engineers, PC and  
632 Borough Staff will be reviewing the bids and making a recommendation at either the Tuesday, March  
633 18, 2014 or the Tuesday, April 15, 2014 regular Borough Council meeting.

634  
635 Mrs. Metzger reported that due to the recent bad weather, the Borough Maintenance Employees will not  
636 be able to complete meter reading this month. The Billing Clerk will be working with Logics Software  
637 to estimate the water and residential electric billings this month; all demand meters will be read and  
638 billed at their actual usage, since the meters must be reset each month in accordance with the electric  
639 ordinance. An article will be placed on the Borough's website to inform residents.

640  
641 Mrs. Metzger reminded Borough Council that the Borough will be upgrading its Financial and Billing  
642 Software in April of 2014, a delay from the original proposed timeline of March 2014. This work will  
643 involve all office employees and may require that the Borough Office be closed a few days in order for  
644 the Borough Staff to be properly trained to use the new programs.

645  
646 Mrs. Metzger requested an executive session to provide an update on the following items:

- 647
- 648 • The settlement offer for the PPL litigation if available.
- 649 • The changeover for the "*Mifflinburg News & Views*".
- 650 • The request for release of Act 457 Funds by a former Borough Employee.
- 651 • The Cable TV Franchise Agreement.
- 652 • The Scarlet D parking area.
- 653 • Several nuisance properties located in the Borough that do not meet Codes.

654  
655 Mrs. Metzger reminded Borough Council that she has re-advertised the Project Manager/Supervisor  
656 position. The deadline to submit applications was Wednesday, January 15, 2014. There were nine (9)  
657 applications received. Mrs. Metzger reported that the Personnel Committee conducted telephone  
658 interviews on Wednesday, February 5, 2014 and will be interviewing three (3) candidates in person on  
659 Wednesday, February 19, 2014 with the hope that a recommendation may be made at the Tuesday,  
660 March 18, 2014 regular Borough Council meeting.

662 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for  
663 January 2014 included in the information tonight.

664  
665 Mayor Cooney provided Borough Council with an update on the status of the Landlord Ordinance for  
666 the Borough of Mifflinburg. Mayor Cooney reported that Mr. Runkle has provided him and Mrs.  
667 Metzger with the first draft of the Landlord Ordinance. A Public Safety Committee meeting will be  
668 scheduled to further discuss the Landlord Ordinance subsequent to Mayor Cooney meeting with Mr.  
669 Runkle.

670  
671 Chief Bickhart presented Borough Council with some Monthly Highlights for the Mifflinburg Police  
672 Department for January 2014.

673  
674 Chief Bickhart informed Borough Council that the Mifflinburg Police Department will be participating  
675 in the Buckle Up Pennsylvania (BUPA) Teen Seat Belt Mobilization which is scheduled for Monday,  
676 March 3, 2014 thru Friday, March 21, 2014.

677  
678 Mrs. Hackenberg reminded Borough Council that the Personnel Committee will be interviewing three  
679 (3) candidates in person on Wednesday, February 19, 2014.

680  
681 Mrs. Metzger informed Borough Council that they received a copy of the Engineer's Report for  
682 February 2014 included in the information tonight.

683  
684 Mr. Runkle requested an executive session to discuss potential litigation.

685  
686 Mayor Cooney informed Borough Council that he will be attending the meeting that is being held by the  
687 Concerned Citizens for Union County on Friday, February 21, 2014 at 7:00 PM at the Mifflinburg Area  
688 Middle School auditorium located at 100 Mabel Street. The purpose of the meeting is to discuss Pastor  
689 Jack Wisor's, a controversial pastor of the Just for Jesus Challenge Homeless Outreach Ministry, plans  
690 to create a shelter at the former Laurelton Center, located on Route 45, Laurelton, PA. The shelter  
691 would house, among others, parolees finishing sentences for sex-, violence- and drug-related crimes.

692  
693 Mayor Cooney requested Borough Council guidance with regard to a letter that he received from Ms.  
694 Bronwen Sanders, Executive Director of the Mifflinburg Buggy Museum located at 598 Green Street,  
695 requesting that he lend his name for the Mifflinburg Buggy Museum's fundraising letters. A discussion  
696 was held; Mr. Runkle advised Borough Council that legally, Mayor Cooney is allowed to sign the  
697 fundraising letters for the Mifflinburg Buggy Museum, unless Borough Council directs him otherwise.  
698 It was the consensus of Borough Council to direct Mayor Cooney to sign the fundraising letters for the  
699 Mifflinburg Buggy Museum.

700  
701 Mr. Steese informed Borough Council that due to the width of 3<sup>rd</sup> Street and the recent bad weather, you  
702 couldn't fit two (2) vehicles on 3<sup>rd</sup> Street at all. Mr. Steese expressed that he believes this is a public  
703 safety concern and recommended that Borough Council take some kind of action. Mr. Steese clarified  
704 that he would like to see 3<sup>rd</sup> Street converted into a one-way street from Chestnut Street to Market Street  
705 traveling north.

706  
707 Motion by: Bryan E. Rohland  
708 Second by: Paul E. Bottiger

709  
710 **MOTION: To convert 3<sup>rd</sup> Street from Chestnut Street to Market Street to a one-way street**  
711 **traveling north.**

712  
713 Mr. Berkheiser stated that he spoke with Ms. Joanne Troutman, a resident of 300 Market Street; Ms.  
714 Troutman indicated that she didn't have a problem with converting 3<sup>rd</sup> Street from Chestnut Street to  
715 Market Street to a one-way street traveling north.

716  
717 Mrs. Metzger reported that an ordinance amendment would be required to convert 3<sup>rd</sup> Street from  
718 Chestnut Street to Market Street to a one-way street traveling north. Mrs. Metzger clarified that the  
719 motion should be to authorize Mr. Runkle to advertise an ordinance amending §17-114 of the  
720 Mifflinburg Borough Code of Ordinances to convert 3<sup>rd</sup> Street from Chestnut Street to Market Street to a  
721 one-way street traveling north and conduct a Public Hearing at the Tuesday, March 18, 2014 regular  
722 Borough Council meeting.

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Motion by: Bryan E. Rohland  
Second by: Paul E. Bottiger

**MOTION: To amend the previous motion to convert 3<sup>rd</sup> Street from Chestnut Street to Market Street to a one-way street traveling north; to authorize Mr. Runkle to advertise an ordinance amending §17-114 of the Mifflinburg Borough Code of Ordinances to convert 3<sup>rd</sup> Street from Chestnut Street to Market Street to a one-way street traveling north and conduct a Public Hearing at the Tuesday, March 18, 2014 regular Borough Council meeting.**

Approved via unanimous voice vote.

Mr. Runkle inquired if Borough Council wants to provide advanced notice to residents, such as an article in "*Mifflinburg News & Views*", that they are considering adopting an ordinance which will amend §17-114 of the Mifflinburg Borough Code of Ordinances to convert 3<sup>rd</sup> Street from Chestnut Street to Market Street to a one-way street traveling north. Mr. Bottiger expressed that he believes an article should be placed in the "*Mifflinburg News & Views*" to notify residents.

Mr. Snook called an executive session to discuss potential litigation. An executive session was held from 9:11 PM to 10:45 PM.

Motion by: Paul E. Bottiger  
Second by: Troy A. Berkheiser

**MOTION: To terminate the Payroll Services Agreement between the Borough of Mifflinburg and the Mifflinburg Heritage & Revitalization Association (MHRA).**

Approved via unanimous voice vote.

Motion by: Tod M. Steese  
Second by: Paul E. Bottiger

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

Approved via unanimous voice vote.

Meeting adjourned at 10:17 PM.

Respectfully Submitted,

Misty L. Ross  
Assistant Borough Secretary