

MINUTES OF MIFFLINBURG BOROUGH COUNCIL
November 15, 2016

PRESENT ABSENT

Beverly L. Hackenberg, Council President	X	
Tod M. Steese, Vice President	X	
Troy A. Berkheiser, Council Member	X	
Paul E. Bottiger, Council Member		X - Arrived during executive session
Richard J. Fry, Council Member	X	
Duane L. Zimmerman, Council Member	X	
David M. Cooney, Mayor	X	
Jeremiah D. Runkle, Solicitor	X	
Margaret A. Metzger, Borough Manager	X	
Robert M. Rowe, Borough Project Manager	X	
Misty L. Ross, Assistant Secretary	X	

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

There was one (1) visitor present at this meeting which was Ron Bollinger.

Motion by: Tod M. Steese

Second by: Richard J. Fry

MOTION: To approve the minutes of the Tuesday, October 18, 2016 regular meeting of Mifflinburg Borough Council.

Approved via unanimous voice vote.

Motion by: Troy A. Berkheiser

Second by: Richard J. Fry

MOTION: To approve payment of Bill List #2016-11 in the amount of \$356,477.52.

Yes – Mr. Berkheiser, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mrs. Hackenberg

No – None

Motion by: Troy A. Berkheiser

Second by: Duane L. Zimmerman

MOTION: To approve the Mifflinburg Borough Zoning Report for October 2016 and authorize payment to the Central Keystone Council of Governments (CK-COG) in the amount of \$852.03.

Yes – Mr. Fry, Mr. Steese, Mr. Zimmerman, Mr. Berkheiser, Mrs. Hackenberg

No – None

Mr. Ron Bollinger, Park/Pool Director, presented Borough Council with the 2016 Director's Park/Pool Report. A copy of the report has been included in the information tonight for Borough Council review. Mr. Bollinger clarified that a Financial Memo has been attached to the report.

Mrs. Metzger announced that Mr. Bollinger has submitted his notification to resign/retire from his position as Park/Pool Director. Mr. Bollinger expressed that he has nothing but great feelings and memories working at the Mifflinburg Community Park/Pool the past twenty (20) years, but he is ready to move on to a new phase in his life. Mr. Bollinger added that he is more than willing to work with Mrs. Metzger, Mr. Jason Mitchell, the Borough Public Works Supervisor, and the new director(s) before and during the 2017 season if issues arise at the Mifflinburg Community Park/Pool.

68 Mr. Bollinger recommended that Borough Council consider the following:

- 69 • Hiring Mr. Matt Wells and Miss Maura McGlaughlin as Co-Directors for the 2017 season
- 70 at the Park/Pool, contingent on Borough Council interview and approval.
- 71 • Hiring for the Park/Pool Directors occur during the December 2016/January 2017 Borough
- 72 Council meeting.
- 73 • The Head Lifeguard position be continued for the 2017 season at the Park/Pool.
- 74 • Letters be sent out in December 2016/January 2017 to all current Park/Pool employees
- 75 concerning their plans for the 2017 summer season.
- 76 • Any employee returning for the 2017 season be hired during the January/February 2017
- 77 Borough Council meeting, contingent on Borough Council budget approval.
- 78 • Ads be placed in the local papers and a memo be sent out to the Mifflinburg Area High
- 79 School in the beginning of February 2017 advertising the 2017 summer employment
- 80 opportunities at the park, contingent on Borough Council budget approval and staff needs
- 81 at the pool.
- 82
- 83

84 Mrs. Metzger thanked Mr. Bollinger for his hard work and service at the Mifflinburg Community
85 Park/Pool.

86
87 Mrs. Metzger reported that the 2017 tentative budget for the Borough of Mifflinburg has been prepared
88 and is ready for adoption. Borough Council action is requested to adopt the 2017 tentative budget for
89 the Borough of Mifflinburg with revenues in the amount of \$21,652,060.00 and to authorize her to
90 advertise the availability of the budget for public inspection in accord with the Borough Code prior to
91 final budget adoption at the Tuesday, December 20, 2016 regular Borough Council meeting.

92
93 Motion by: Troy A. Berkheiser

94 Second by: Tod M. Steese

95
96 **MOTION: To adopt the 2017 tentative budget for the Borough of Mifflinburg with revenues in the**
97 **amount of \$21,652,060.00 and to authorize Mrs. Metzger to advertise the availability of the budget**
98 **for public inspection in accord with the Borough Code prior to final budget adoption at the**
99 **Tuesday, December 20, 2016 regular Borough Council meeting.**

100 Yes – Mr. Steese, Mr. Zimmerman, Mr. Berkheiser, Mr. Fry, Mrs. Hackenberg

101
102 No – None

103
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105
106 Mrs. Metzger informed Borough Council that she would be sending notification to the Townships
107 regarding the rate increases.

108
109 Mrs. Metzger provided Borough Council with an update on the joint Solar Power Generating Project.
110 Mrs. Metzger reported that American Municipal Power, Inc. (AMP) has presented an offer for the
111 Borough to participate in a joint Solar Power Generating Project, however once we began to review the
112 project, Utility Engineers, PC were made aware that the prices would be refreshed. This refreshed
113 proposal has been reviewed by Utility Engineers, PC and they have provided their opinion for Borough
114 Council's consideration. A copy of the correspondence from Utility Engineers, PC has been included in
115 the information tonight. A discussion was held; Mr. Zimmerman informed Borough Council that he
116 discussed this project with Mr. Jim Havrilla, Utility Engineers, PC; Utility Engineers, PC believe this
117 project is going to cost a lot more money than anticipated and is not in the Borough's best interest.

118
119 Mrs. Metzger reported that the bid opening for the sale of the surplus equipment items was held on
120 Monday, November 7, 2016 at 1:00 PM. There were seven (7) bids received and are as follows:

<u>Bidder</u>	<u>Dump Truck</u>	<u>Pickup Truck</u>	<u>Forklift</u>	<u>Cub Cadet</u>
121 Mark Trutt	\$1,777.00	\$1,527.00*	\$817.00*	\$107.00
122 Brad Sauers	NO BID	\$ 200.00	NO BID	\$ 40.00
123 Lance Wagner	\$5,275.00*	\$1,375.00	\$175.00	\$115.00*
124 Paul Bottiger	\$2,550.00	\$ 703.00	\$ 20.00	\$ 20.00
125 Jason Mitchell	NO BID	NO BID	\$150.00	NO BID
126 Mike Venegiano	\$2,105.00	\$ 500.00	\$400.00	NO BID
127 Carl Kratzer	NO BID	\$ 426.00	NO BID	NO BID
128 Chris Klinger	NO BID	NO BID	NO BID	\$ 76.00

129
130
131
132 A copy of the bid tabulation has been included in the information tonight. Borough Council action is
133 requested to award to the highest bid for each item.

134 Motion by: Troy A. Berkheiser
135 Second by: Richard J. Fry

136
137 **MOTION: To award the bids for the sale of the surplus equipment items to the highest bidders for**
138 **each item.**

139
140 Yes – Mr. Zimmerman, Mr. Berkheiser, Mr. Fry, Mr. Steese, Mrs. Hackenberg

141
142 No – None

143
144
145 Mrs. Metzger informed Borough Council that she has received an invoice from PennDOT for the
146 Borough's share of the Chestnut Street Reconstruction Project. Invoice: 033608 012 has been submitted
147 in the amount of \$3,144.33. Mrs. Metzger explained that the Financial Division audited the Chestnut
148 Street Reconstruction Project and found that PennDOT neglected to bill the Borough for some of the top
149 soil and seeding. Borough Council action is requested to approve payment of this final invoice.

150
151 Motion by: Troy A. Berkheiser
152 Second by: Duane L. Zimmerman

153
154 **MOTION: To approve payment of final Invoice: 033608 012 to PennDOT in the amount of**
155 **\$3,144.33 for the Borough's share of the Chestnut Street Reconstruction Project.**

156
157 Mrs. Metzger clarified that the Reimbursement Agreement between PennDOT and the Borough of
158 Mifflinburg for the Chestnut Street Reconstruction Project stated what parts of the project that the
159 Borough would be responsible for funding.

160
161 Yes – Mr. Berkheiser, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mrs. Hackenberg

162
163 No – None

164
165
166 Mrs. Metzger reported that she met with Mr. Woody Cole and Ms. Amy Tull, with the Department of
167 Environmental Protection (DEP), regarding some possible assistance they could offer with the Borough
168 Water System. The program that Mr. Cole works for provides professional engineering assistance to
169 small and medium sized public community and nonprofit non-community water systems. The program
170 has an annual budget of \$300,000.00 to use for this purpose. A technical, financial and managerial
171 survey is required to be completed before DEP will consider a system for the program, and the Borough
172 will be required to meet certain financial requirements to demonstrate need. Mr. Cole noted that the
173 program is not designed to replace the use of a retained engineer and DEP will consider the fact that the
174 Borough has a regular engineer in their evaluation of the Borough's need. We discussed the idea of
175 using this program for one (1) of two (2) potential projects: the water tower on the hill or leak detection.
176 The agreement that the Borough would sign would require the Borough to move forward with the least
177 cost alternative proposed for the Borough's issue. Borough Council direction is requested on whether or
178 not to proceed with the program application and system review. A discussion was held; Mr.
179 Zimmerman stated that he thinks leak detection would be in the Borough's best interest.

180
181 Motion by: Tod M. Steese
182 Second by: Duane L. Zimmerman

183
184 **MOTION: To authorize Mrs. Metzger to proceed with the Professional Engineering Services**
185 **Program application and system review for leak detection.**

186
187 Approved via unanimous voice vote.

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189
190 Mrs. Metzger reported that she has received a request from Mr. Keith Wagner, a resident of 1100
191 Chestnut Street, for the abandonment of 12th Street. A copy of the request has been included in the
192 information tonight. A discussion was held; Mrs. Hackenberg referred this matter to the Streets &
193 Property Committee to be discuss further.

194
195 Mrs. Metzger informed Borough Council that Mr. John Griffith has requested release in full of the
196 Improvements Guarantee for the Mifflinburg Buggy Wash Expansion Final Land Development Plan. A
197 site inspection was conducted by HRG, Inc. on Saturday, November 12, 2016. Subsequent to the
198 inspection, HRG, Inc. made a recommendation to the Borough that the Improvements Guarantee be
199 reduced in full. Borough Council action is requested on this matter.

200

201 Motion by: Tod M. Steese
202 Second by: Troy A. Berkheiser

203
204 **MOTION: To authorize the reduction of the Improvements Guarantee in full for the Mifflinburg**
205 **Buggy Wash Expansion Final Land Development Plan as recommended by HRG, Inc.**

206
207 Approved via unanimous voice vote.

208
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210 Mrs. Metzger requested an executive session to discuss personnel matters and potential litigation.

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212
213 Mrs. Hackenberg called an executive session to discuss potential litigation and personnel matters. An
214 executive session was held from 7:33 PM to 10:43 PM.

215
216
217 Motion by: Tod M. Steese
218 Second by: Richard J. Fry

219
220 **MOTION: To reclassify Mr. Bradley Sauers as a Water-Wastewater Tech 1 for the Borough of**
221 **Mifflinburg and give Mr. Sauers a pay raise to \$22.00/hr. effective immediately.**

222
223 Yes – Mr. Bottiger, Mr. Fry, Mr. Steese, Mr. Zimmerman, Mr. Berkheiser, Mrs. Hackenberg

224
225 No – None

226
227
228 Motion by: Tod M. Steese
229 Second by: Richard J. Fry

230
231 **MOTION: To allow the Mifflinburg Police Department to carry over unused holiday and vacation**
232 **time for 2016.**

233
234 Yes – Mr. Steese, Mr. Zimmerman, Mr. Berkheiser, Mr. Fry, Mr. Bottiger, Mrs. Hackenberg

235
236 No – None

237
238
239 Mayor Cooney informed Borough Council that they received a copy of the Monthly Police Report for
240 October 2016 included in the information tonight.

241
242 Mayor Cooney provided Borough Council with an update on the status of the Mifflinburg Christkindl
243 Market. Mayor Cooney reported that so far, everything is on schedule for this year's Market.

244
245
246 Motion by: Duane L. Zimmerman
247 Second by: Richard J. Fry

248
249 **MOTION: To authorize Mr. Runkle to prepare an ordinance for the abandonment of 12th Street,**
250 **with the property owner (Mr. Keith Wagner) to bear all costs for the proper legal abandonment of**
251 **this street.**

252
253 Approved via unanimous voice vote.

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255
256 Motion by: Tod M. Steese
257 Second by: Paul E. Bottiger

258
259 **MOTION: To accept the resignation of Mr. Ron Bollinger as Park/Pool Director for the Borough**
260 **of Mifflinburg with regret.**

261
262 Approved via unanimous voice vote.

263
264
265 Mrs. Metzger stated that she would send letters out to all current Park/Pool employees concerning their
266 plans for the 2017 summer season and recommended that the Personnel Committee meet with Mr. Matt
267 Wells and Miss Maura McGlaughlin.

268 Mayor Cooney presented Borough Council with an update for the Mifflinburg Regional Economic
269 Development (MRED) Alliance. Mayor Cooney provided Borough Council with the following updates:
270

- 271 • Domino's Pizza is finally opening up shop at 317 E. Chestnut Street. A ribbon cutting is
272 scheduled for Monday, November 21, 2016.
- 273 • Gable House Bakery has opened up shop at 441 Chestnut Street.
274

275 Mrs. Metzger informed Borough Council that they received a copy of the Engineer's Report for October
276 2016 included in the information tonight.
277

278 Mr. Runkle provided Borough Council with an update on the status of the available Nutrient Credits
279 produced by the Borough's Wastewater Treatment Plant for water year September 30, 2016. Mr.
280 Runkle reminded Borough Council that they took action at the Tuesday, October 18, 2016 regular
281 Borough Council meeting to authorize him and Mrs. Metzger to negotiate a favorable deal for the sale of
282 the available Nutrient Credits so that it can occur prior to Wednesday, November 30, 2016. Mr. Runkle
283 reported that Mr. Metzger requested bids for the sale of the available Nutrient Credits. There were two
284 (2) bids received and the most favorable bid was awarded after his review. An Agreement of Sale
285 between Newport Borough Municipal Authority and the Borough of Mifflinburg has been prepared.
286 Borough Council action is requested to authorize Mrs. Hackenberg to sign the Agreement of Sale.
287

288 Motion by: Tod M. Steese
289 Second by: Paul E. Bottiger
290

291 **MOTION: To authorize Mrs. Hackenberg to sign the Agreement of Sale between Newport**
292 **Borough Municipal Authority and the Borough of Mifflinburg for the available Phosphorus and**
293 **Nitrogen Credits.**
294

295 Approved via unanimous voice vote.
296
297

298 Mayor Cooney informed Borough Council that he participated in or will be participating in the
299 following meetings or events:
300

- 301 • The Annual Jack-O-Lantern Contest that was held on Wednesday, October 26, 2016 from
302 7:00 PM – 8:00 PM at the Herr Memorial Library.
- 303 • The Fall Open House for Legacy Crafted Cabinets that was held on Saturday, October 27,
304 2016.
- 305 • The Annual Halloween Parade that was scheduled for Thursday, October 27, 2016 at 6:00
306 PM had to be cancelled due to the inclement weather; however the judging still took place
307 in the Mifflinburg Area High School Gym.
- 308 • Trick or Treat night that was held on Monday, October 31, 2016 from 6:00 PM - 9:00 PM.
309 Mayor Cooney stated that everything turned out very well and there was no destruction.
- 310 • The Veteran's Day Service at the Mifflinburg Community Park that was held on Saturday,
311 November 5, 2016 at 11:00 AM.
- 312 • A meeting with Nursing Student, Zach Ilgen, to speak about community concerns.
- 313 • The Opening Reception for the Mid-States Accreditation Committee.
- 314 • The Snyder/Union County 911 Consolidation that was held on Tuesday, November 15,
315 2016.
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317
318 Motion by: Tod M. Steese
319

320 **MOTION: To adjourn the Mifflinburg Borough Council meeting.**
321

322 Approved via unanimous voice vote.
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324

325 Meeting adjourned at 10:57 PM.
326

327 Respectfully Submitted,
328
329

330 Misty L. Ross
331 Assistant Borough Secretary