

**MINUTES OF REGULAR MEETING  
OF THE FREEBURG BOROUGH COUNCIL**

<b>Approved August 20, 2024</b>
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**July 16, 2024**

The council of Freeburg Borough, Snyder County, Pennsylvania, held its regular monthly meeting on this date in the meeting room of the Freeburg Community Building. Members of the council present were: Tabbetha VanHorn-Price, Chairperson, presiding; Weston Hoffman, Angela Weaver, Catherine Dent and Regina Moyer.

Others present were: Attorney Matthew Cravitz, (via telephone); Richard “Bud” Bickhart, Mayor; Josh Owens, PESI; Trent Hoffman and Wanda Kantz.

The meeting was called to order at 7:00 p.m. with the Pledge of Allegiance.

***On a motion by Angela Weaver and seconded by Weston Hoffman the minutes of May 21, 2024 meeting minutes were approved by the Borough Council.***

***There was no Borough Council Meeting on June 18, 2024. Due to the secretary having health issues and being in the hospital.***

***On a motion by Angela Weaver the paid bills from June 2024 were to be ratified, seconded by Catherine Dent, the motion was approved by the Borough Council members.***

***On a motion by Weston Hoffman the July 2024 bills presented were approved for payment, seconded by Tabbetha VanHorn Price, the motion was approved by the Borough Council members.*** Wanda Kantz will pay the approved bills.

**PUBLIC CONCERNS –**

**Dirt Bikes riding on Borough Streets** – There have been several complaints about the youth in town riding dirt bike on the borough streets. This issue was addressed in the recent borough newsletter and residents have been instructed to contact the PA State Police.

**Nick Jacobson, Democratic Candidate for State Representative** – Mr. Jacobson was present to introduce himself to the council members and share his vision for our area regarding representation in the State Capital.

**REPORTS FROM FREEBURG FIRE CO. – No Report**

**CENTRAL KEYSTONE COUNCIL OF GOVERNMENTS (CK-COG)** – See attached report.

**Building Permits**

**100 East Front Street** – The property owner of 100 East Front Street submitted a building permit for a garage. The structure is 18 x 30, which is less than the 1,000 sq feet requirement for a CK COG building permit. The structure meets the 10 feet borough set back requirement. ***Weston Hoffman made a motion to approve the building permit for 100 East Front Street, Angela Weaver seconded, the Borough***

**Council member unanimously approved the motion.** Wanda Kantz will notify the property owners of the approval.

**1 East Church Street** - The property owner of 1 East Church Street submitted a building permit for a garage. The structure is 12 x 24, which is less than the 1,000 sq feet requirement for a CK COG building permit. The structure meets the 10 feet borough set back requirement. **Weston Hoffman made a motion to approve the building permit for 1 East Church Street, Angela Weaver seconded, the Borough Council member unanimously approved the motion.** Wanda Kantz will notify the property owners of the approval.

**Fences** – Weston Hoffman asked is we have an ordinance that addresses fences. Several fences have been installed in the borough recently without building permits. Wanda Kantz will review borough ordinances and if there is something regarding fences she will make copies of the ordinance for review at the next borough council meeting.

**Meeting with CK COG** – Tabbetha VanHorn Price and Wanda Kantz will schedule a meeting with CK COG to discuss their protocol for property issues and strongly suggest the time lines be adjusted to help settling issues on a timelier basis.

**111 West Market Street Garage** – This property issue will also be discussed with CK COG at the upcoming meeting, for options to address the problems with the building permit issued.

**PESI REPORT** – The July 2024 report from PESI regarding the Waste Water System was reviewed.

**WWTP Corrective Action Plan Response**– Josh Owens submitted the CAP response to DEP, it was accepted by DEP on December 9, 2022. A CAP update was submitted April 28, 2023. Ordinance education and remediation survey was included on June 30, 2023, with the 2<sup>nd</sup> quarter 2023 water & sewer bills.

#### **Plant Issues –**

**New Heating System at WWTP** – Wanda Kantz received a quote for two new propane wall heaters and installation for the WWTP building of \$6,000 from Moyer’s gas. Moyer’s gas also suggested a standard propane furnace make be less expensive of an option. A quote was received from Stahl’s Mechanical, LLC for \$5,395.00 for the installation of a new propane furnace. Council member requested a quote for a new oil furnace similar to what is current used in the sewer plant. Wanda Kantz will contact Affordable Fuels for an additional quote, for the next council meeting.

**High Flow Pump #2** – This pump has been repaired.

**Cross-Connection on Market Street** – During smoke testing a cross-connection issue was discovered on Market Street. Ways to further test this issue is to do dye test during a

heavy rain event and/or lateral camera testing of the lines. Dye testing was approved at the August 15, 2023 meeting. Josh Owens will look into dye testing for this issue.

**Service Line Inspections** – Service lines need to be inspected for lead and copper pipes by Oct 2024 by the FMA. PESI would like to include sewer service line inspections with this project to investigate for non-approved connections into the sewer lines. PESI provided a proposal to complete service line inspection at a cost of \$280/day for two PESI employees, this cost will be split with the FMA, so the sewer authority would be responsible for \$140/day for the inspections. 84% of the borough properties have been inspected there are 46 unit that still need to be inspected. Notices will be mailed to these property owners giving them 30 days to have the inspection completed. **The FMA has made a motion to shut off water service if inspections are not completed and the property will owner will be charged a \$100 fee for the service to be turned back on after the inspection is completed.** *Catherine Dent made a motion to approve the same policy as the FMA for inspection completion, Weston Hoffman seconded and the Borough Council Member unanimously approved the motion.*

**Future Waste Water Treatment Plant Project** – The WWTP area has been surveyed to help facilitate planning for future WWTP projects. The Borough secretary and Josh Owens met with a grant specialist at Senator Schlagle-Culver’s office to discuss funding option for lining the borough’s sewer pipes. The specialist suggested setting up a meeting with Senator Thompson in State College to request a congressional earmark for this project. Also, the borough secretary is working on a County CDBG survey of the borough residents. The results of this survey will be shared with the community in a future borough newsletter.

## **MUNICIPAL AUTHORITY REPORT –**

**PA Small Water & Sewer Grant #2** – The FMA received \$80,000 from the PA Small Water & Sewer Grant program for upgrades and improvement at the water treatment plant.

**Property Ownership Transfer Ordinance** - The FMA has reviewed a Property Ownership Transfer Ordinance which would require property owners selling their property to have a new water meter installed and sewer service lines inspected before the property ownership can be transferred. The Borough Council will need to approve this ordinance first.

**Borough Status Report** – No Report, Council member suggested to not mow the ball fields until the borough receives some significant rain and to no longer drag the ball fields, since they are no longer being used for games.

## **COMMITTEE REPORTS**

**ADMINISTRATION & FINANCE** – *Catherine Dent, Chair; Angela Weaver and Tabbetha VanHorn Price.*

**Workers Comp Claim** – Wanda Kantz fell entering the building on March 26, 2024 around 9:30 am. The Workers comp claim has been closed.

**Proposal to Hire an Assistant Secretary** – *Catherine Dent made a motion to approve the hiring of a part time assistant secretary for 12 hours/week, hours being 10 am to 4 pm at a rate of \$22.00/hour with no additional benefits, Angela Weaver seconded and the Borough Council Members unanimously approved the motion.* The Administration and Finance Committee will conduct interviews for this position.

**Additional Laptop Computer** – Weston Hoffman will research the cost of an additional laptop computer for the new position.

**ORDINANCES & PLANNING** – *Tabbetha VanHorn Price, Chair, Erica Stephenson and John Wiegler*

**Transfer of Ownership Ordinances** – Wanda Kantz presented a copy of the Transfer of Ownership Ordinances for the Sewer and the Freeburg Municipal Authority. These ordinances were presented for review. Josh Owens, PESI, will review the ordinance and make suggestions for changes. These ordinances could cost property owners \$2,000 to 3,000 on the sewer side. For inspection and possible repairs and \$600 on the water side for a new meter and installation. These ordinances will be reviewed and approved for advertisement at the next borough council meeting. And then approved at the September 17, 2024 Borough Council meeting.

**T-Bird Lane** – T-Bird Lane has been determined to be a private lane and the property owners along the lane are responsible for the lane's repairs, upkeep and plowing. The Borough staff will no longer be plowing T-Bird Lane. Attorney Cravitz will send a letter to the property owners regarding this issue.

**COMMUNITY DEVELOPMENT** – *Erica Stephenson, Chair, Catherine Dent and Weston Hoffman*

**Borough Website** – The web address is [www.freeburgborough.com](http://www.freeburgborough.com).

**Community Communication** – The Hyper-Reach Systems is recommended by the County Emergency Communication center and by our Emergency Coordinator. Cost of the system would be \$500. Borough Council approved participating in the Hyper Reach project at the April 16, 2024 meeting. Wanda Kantz is working with Derek Shambach to start the process for use of the Hyper-Reach System. More information on this program will be shared in the next borough newsletter.

**Internet Service at Community Center** – Attorney Cravitz drafted a Cable Franchise Agreement between The Borough of Freeburg, PA and Services Electric Cablevision, Inc. Council members will review the draft agreement, and discuss at the next borough council meeting.

**PUBLIC FACILITIES, SERVICES AND SAFETY** – *Weston Hoffman, Chair, Angela Weaver and Regina Moyer*

**Community Center Income** – June/July 2024 income was \$1,530.00

**Drainage Issue at Soft Ball Field** – Penn Dot has completed the revised draining project. There are still some issues with Softball field drainage. Borough Council is working on additional resolution for this issue. Josh Owens, PESI will help review the location and provide insite on possible options. Josh Owens and Wanda Kantz will start working on a master plan for a grant application to DCNR for this project. A meeting with our area DCNR representative is planned for late summer 2024. We will need an engineered master plan and letters of support for this project. The Borough will need to hire a landscape architect to develop a master plan for this project. Josh Owens will be planning a meeting with a DCNR representative to discuss possible grant options, Angela Weaver and Regina Moyer would like to be included in this discussion meeting.

**Security Camera System** –Trent Hoffman is working on running the wiring for the security cameras.

**Office Handicap Entrance** – This issue is currently tabled.

**Front Street Bridge Project Design** –R K Webster has submitted a proposal to complete a bridge design for the Front Street bridge project. This design will look into concrete culvert and steel bridge options. R K Webster’s proposal was for \$39,900.00. *Angela Weaver made a motion to approve R K Webster’s proposal for the Front Street bridge design, Tabbetha VanHorn Price seconded, the Borough Council members unanimously approved the motion* (April 16, 2024). R.K. Webster has begun working on the East Front Street bridge project. Wanda Kantz will be contacting Penn DOT regarding a possible multi-module grant for this project.

**Solar Speed Sign** –The solar speed sign has arrived. A Penn DOT Installation Resolution (2024-2) needs to be Approved before we can install the solar speed sign. *Catherine Dent made a motion to approve Resolution 2024-2, Angela Weaver seconded and the borough council members unanimously approved the resolution.*

**2024 County Liquid Fuels** – Wanda Kantz suggested the purchase of street signs for New Market Street with East and West designation for the 2024 County Liquid project. Angela Weaver made a motion to approved the New Market Street sign project, Catherine Dent seconded, the Borough Council Members unanimously approved the project (April 16, 2024). Wanda Kantz will submit the project to Snyder County for the borough 2024 project.

**Playground repairs** – Trent Hoffman and Regina Moyer are working on grant funding for playground repairs.

**CORRESPONDENCE** – None

**NEW BUSINESS** –

**Carpet Tiles for Council Meeting Room** – Trent Hoffman received a verbal quote of \$3,000.00 for carpet tile in the council meeting room. *Tabbetha VanHorn Price made a*

***motion to approve the purchase and installation of carpet tiles for the council meeting room, Angela Weaver seconded, the Borough Council member unanimously approved the motion.*** Trent Hoffman will take care of ordering the carpet tiles.

**Storm Drain Cleaning on Market Street** – There is money included in the 2024 budget for cleaning of the storm drains on Market Street. Wanda Kantz will contact North Country Unlimited to schedule the project. Also, the storm drain at the corner of East New Market and Freeburg Road will be cleaned.

**COUNCIL, MAYOR, SOLICITOR, EMPLOYEE CONCERNS –**

**Painting of Handicap Crosswalk** – Regina Moyer and Tabbetha VanHorn Price commented that Penn DOT said we can paint the handicap crosswalks. They would like this project to be completed before school reopens for the 2024-2025 school year.

**Donation to Freeburg Fire Police** – ***Angela Weaver made a motion to make a \$200.00 donation to the Freeburg Fire Police for their assistance in traffic control while the hometown hero banners were being put up, Regine Moyer seconded, and the Borough Council members unanimously approved.*** Wanda Kantz will process the donation check.

**Lateral File Cabinet for Borough Office** – More filing space is needed in the borough office. Catherine Dent suggested looking into purchasing a used lateral filing cabinet for the borough office. Wanda Kantz will contact some office supply stores to see if they have anything available.

**\*\* Executive Session \*\***

**The Borough Council entered executive session at 8:43 pm.**

**Executive Session ended at 8:51 pm,**

**No decisions/actions were taken**

**The next meeting of the Borough Council will be Tuesday, August 20, 2024 at 7 pm.**

***A motion was made by Weston Hoffman, seconded by Angela Weaver to adjourn. Motion carried.*** The Borough Council meeting was adjourned at 8:53 p.m.

Respectfully submitted, Wanda Kantz, Secretary

## **COMMITTEE ISSUES TO BE WORKED ON**

**ADMINISTRATION & FINANCE** – *Catherine Dent, Chair; Angela Weaver and Tabbetha VanHorn Price.*

- **Hiring Part Time assistant secretary**
- **Purchase of an additional laptop computer**
- **Possible summer internship program for 2025**

**ORDINANCES & PLANNING** – *Tabbetha VanHorn Price, Chair, Erica Stephenson and John Wiegler*

- **CK-COG patrols**
- **Transfer of Ownership Ordinance**
- **Community Event**

**COMMUNITY DEVELOPMENT** – *Erica Stephenson, Chair, Catherine Dent and Weston Hoffman*

- **Hyper Reach System**
- **Better Internet Service at Community Center Building**

**PUBLIC FACILITIES, SERVICES AND SAFETY** – *Weston Hoffman, Chair, Angela Weaver and Regina Moyer*

- **Bridge repairs**
- **Roof Leaks & Downspout Issues at Community Center**
- **Drainage Issues at Ball Fields/Master Plan/DCNR Grant**
- **Solar Sign signs – Received, waiting for Penn DOT approval to install**
- **Security Cameras – Need to be installed**
- **Playground repairs/Grant**
- **Carpet Tiles for Council Meeting Room**
- **Market Street Storm Drain Cleaning**
- **Handicap Ramp for Borough Office Entrance. – Tabled**