

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

Approved October 16, 2024

September 17, 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; Angela Weaver, Weston Hoffman, Erica Stephenson, John Wiegler and Regina Moyer.

Others present were: Attorney Robert Cravitz, Richard "Bud" Bickhart, Mayor; Josh Owens, PESI; Trent Hoffman, Wayne Enders, Sierra Zeigler and Wanda Kantz.

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

On a motion by Erica Stephenson and seconded by Angela Weaver the minutes of August 20, 2024 meeting minutes were approved by the Borough Council.

On a motion by John Wiegler the September 2024 bills presented were approved for payment, seconded by Erica Stephenson, the motion was approved by the Borough Council members.
Wanda Kantz will pay the approved bills.

PUBLIC CONCERNS

Roaming Chickens – The Borough Office has received several complains regarding roaming chickens in the Market Street/South Whitetop Road and Front Street areas. The chickens belong to 103 West Market Street. The owners have been contacted about this issue, and informed that chickens must be contained and not allowed to roam free. Angela Weaver will also investigate this issue.

Building Permit for 131 South South Street – A building permit for a refrigeration unit building at 131 South South Street was presented for review. After review, ***Erica Stephenson made a motion to approve the building permit for 131 South South Street, Weston Hoffman seconded and the Borough Council unanimously approved the motion.*** Wanda Kantz will forward a copy of the permit to CK-COG and send an approved copy of the property owner.

REPORTS FROM FREEBURG FIRE CO. – No Report

Kevin Meiser, EMA Coordinator Resignation – Kevin Meiser submitted his resignation as Freeburg Borough EMA coordinator. In his resignation letter he stated that Weston Hoffman will serve as temporary coordinator. Weston Hoffman requested that Wanda Kantz, borough secretary contact Derek Shambach about possible training for this position

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

CK COG Monthly Patrols – After review and discussion, ***Regina Moyer made a motion to stop the CK COG monthly patrols effective October 1, 2024, Tabbetha VanHorn Price***

seconded and the Borough Council member unanimously approved the motion. Wanda Kantz will send an email advising CO COK of the borough council's decision.

1 West Front Street – Concerns regarding this property have been raised because of the current conditions, hoarding and infestation. Wanda Kantz will contract CK COG regarding this property for an inspection.

12 East Front Street – This property has been an issue for several months and the Borough Council would like Wanda Kantz to contract CK-COG about the status of this property in the CK COG patrol system regarding the high weeds and grass.

205 East New Market Street – This property is up for sheriff sale on November 8, 2024.

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. Possibly additional legal action may have to be taken by the Borough.

PESI REPORT – The September 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 2nd quarter 2023 water & sewer bills. Service line inspections has been completed to identify possible connections issues.

Overflow Event – There was one overflow event due to hurricane Debbie. This event has been reported to DEP.

New Heating System – The new propane gas furnace has been installed by Stahl's Mechanical.

Steel Basement Steps – The steel basement step were damaged when the new furnace was installed. The steps were aged and damaged previously. The steps are scheduled to be repaired September 20th.

Pump #2 – There are issues with Pump#2, this pump needs to be repaired or replaced, Joshua Owens is working on prices for both options for the next meeting.

Cross-Connection on Market Street – During smoke testing a cross-connection issue was discovered on Market Street. Ways to further test this issue are 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. Service line inspections have been completed; 3 unit were unable to be inspected. Now, remediation inspection will be done to follow-up on issues that needed to be repaired.

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 appropriation 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.

Resignation of Robert Heintzelman from FMA – Robert Heintzelman has submitted his resignation from the Freeburg Municipal Authority. A new member will need to be appointed. Wanda Kantz is following up on a possible replacement for the open position. Also, a flyer will be created and posted about the need for additional FMA members. A thank you card was signed by borough council members and sent to Robert Heintzelman thanking him for his years of service to our community.

Borough Status Report –

- Wayne Enders will be attending a Winter Maintenance Training on September 24th
- Skid Loader will be services by Hilly Ridge
- Safety Manual – Wayne Enders and the borough secretaries have been working on a safety manual for Freeburg Borough. This has been suggested by our insurance carrier to have increase our insurance score for insurance renewal purposes.
 - After recommendation by Wayne Enders and review, a few changes will be made and the manual will be approved at the October 16, 2024 meeting.

COMMITTEE REPORTS

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

Employee Handbook Review – After review, **Angela Weaver made a motion to approve the new employee handbook, Erica Stephenson seconded and the Borough**

Council unanimously approved the motion. Borough secretaries will make copies for all borough employees and distribute.

Additional Public Works Employee, As Needed - The borough is looking for an additional public works employee on an as needed basis. Applications are available at the borough office or on the borough website.

2023 Audit – 2023 Audit is in process.

2025 Budget – The 2025 Budget is being worked on.

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.

Sewer Ordinance – Catherine Dent made a motion to advertise the Sewer Inspection and Property Transfer Ordinance (2024-3), Angela Weaver seconded, the Borough Council members unanimously approved the motion. Attorney Cravitz office with advertise the ordinance. Ordinance was not advertised in time for this meeting, Ordinance will be approved at the October 16, 2024 meeting.

Water Ordinance – Catherine Dent made a motion to advertise the Property Inspection, Transfer and Water Meter Replacement Ordinance (2024-2), Angela Weaver seconded, the Borough Council members unanimously approved the motion. Attorney Cravitz office with advertise the ordinance. Ordinance was not advertised in time for this meeting, Ordinance will be approved at the October 16, 2024 meeting.

Stray Cat Issues – There are stray cat colonies within the borough and residents have expressed concerns regarding this issue. Angela Weaver knows someone who traps cats, gets them vetted and then offers them for adoption,

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

Borough Website – The web address is 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. Angela Weaver made a motion to submit the franchise agreement to Service Electric Cable for consideration, Erica Stephenson seconded and the Borough Council Member unanimously approved the motion. Attorney Cravitz office will send the agreement to Service Electric for review. Service Electric approved the franchise agreement submitted. The borough council will need to set the pass thru fee that will be added to customer's bills. This will be discussed at the October 16, 2024 meeting. ***Weston Hoffman made a motion to advertise the franchise agreement information, Angela Weaver seconded, and the Borough Council unanimously approved the motion.*** Attorney Cravitz office will submit the information for advertizement.

Community Trick or Treat Night – October 31, 2024 from 6-8 pm is the proposed date for Freeburg community trick or treat night. ***Erica Stephenson made a motion to approve October 31st from 6-8 pm as community trick or treat night, Tabbetha VanHorn Price seconded and the Borough Council members unanimously approved the motion.***

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

Community Center Income – September 2024 income was \$1,380.00

Pickleball – Pickleball equipment has been purchased, by the recreation association for use in the community center. Trent Hoffman will work on laying out the pickleball court in the gym.

Community Center Upcoming Event –

- Sportsmen's Bingo – Sunday, October 20th
- Christmas in Freeburg – December 13th

Basement Door – The community center basement door is deteriorated beyond repair. A new door will cost an estimated \$600. ***Erica Stephenson made a motion to repair the community center basement door at a cost of \$600, Weston Hoffman seconded, the Borough Council unanimously approved the motion.*** Trent Hoffman and Wayne Enders will coordinate the replacement project.

Quote to Repaint Gym – Trent Hoffman received a quote from S. Cousins Painting to make needed repairs and paint the gym of \$6,250.00. Trent shared this quote for 2025 budgeting purposes.

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

Carpet Tiles for Council Meeting Room – Trent Hoffman received quote of \$3,000.00 for carpet tile in the council meeting room. Borough Council approved the purchase of the carpet tiles at the July 11, 2024 meeting. Trent Hoffman has ordered the carpet tiles.

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

Drainage Issue at Soft Ball Field –Josh Owens and Wanda Kantz are working on a master plan for a grant application to DCNR for this project. 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 has a meeting planed with a DCNR Representatives and a landscape architect on October 4th, to help create a master plan. Regina Moyer and Angela Weaver are planning on attending this meeting also. DCRN grant applications open in January 2025

East 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. RK Webster submitted an invoice for payment for work completed so far on the East Front Street of \$1,660.00; ***Weston Hoffman made a motion to approve payment of the invoice with liquid fuels funds, Erica Stephenson seconded, the Borough Council Members unanimously approved the motion.*** Wanda Kantz will process the payment.

Solar Speed Sign –The solar speed sign has arrived. A Penn DOT Installation Resolution (2024-2) was approved so 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 on July 11, 2024. **The signed documents have been sent to Penn DOT for review.**

2024 County Liquid Fuels –New Market Street signs with East and West designation will be the 2024 County Liquid project. Angela Weaver made a motion to approve 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. Project has been approved and signs have been ordered.

Storm Drain Cleaning on Market Street – Storm drains on Market Street have been cleaned.

Painting of Handicap Crosswalk – Crosswalks have been painted. Regina Moyer expressed thanks for the borough laborers and volunteer who help with this project.

CORRESPONDENCE – None

NEW BUSINESS –

2025 Insurance Renewal – Wanda Kantz presented the 2025 borough insurance renewal quote. This year’s quote is \$1,117.00 more than last year’s policy. 2024 premium was \$17,338.00. 2025 Renewal quote is \$18,455.00. ***Weston Hoffman made a motion to approve the 2025 insurance renewal quote, Angela Weaver seconded, the Borough Council member unanimously approved the motion.*** Wanda Kantz will inform the insurance carrier of the approval.

COUNCIL, MAYOR, SOLICITOR, EMPLOYEE CONCERNS –

Road Maintaince – Weston Hoffman questions about future plans for paving of borough streets. Currently, paving has been on hold due to possible water and sewer projects.

The next meeting of the Borough Council will be Wednesday, October 16, 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 8:20 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 As Needed Public Works employee**
- **2025 Budget**
- **Possible summer internship program for 2025**

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

- **Transfer of Ownership Ordinance**
- **Property Maintenance**
- **Stray Cat Colonies**

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

- **Hyper Reach System**
- **Service Electric Cable Franchise Agreement – Sent to SECV**
- **Community Events**

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

- **Community Center Issues**
 - **Basement Door Replacement**
 - **Painting of gym**
 - **Roof Leaks & downspout issues**
 - **Security Cameras – Need to be installed**
 - **Carpet Tiles for Council meeting room**
 - **Playground repairs/Grants**
- **Bridge repairs**
- **Drainage Issues at Ball Fields/Master Plan/DCNR Grant**
- **Solar Sign signs – Received, waiting for Penn DOT approval to install**
- **Handicap Ramp for Borough Office Entrance – Tabled**