

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

Approved March 18, 2023

February 18, 2025

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; Catherine Dent, Erica Stephenson, Weston Hoffman and John Wiegler.

Others present were: Attorney Robert Cravitz, Richard “Bud” Bickhart, Mayor; Josh Owens, PESI; Trent Hoffman, Rob Heddens, Sierra Zeigler, Tom Gingrich, Randall Webster, Bridge Engineer, R. K. Webster; and Wanda Kantz.

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

On a motion by John Wiegler and seconded by Erica Stephenson the minutes of January 16, 2025 meeting minutes were approved by the Borough Council.

On a motion by Erica Stephenson the February 2025 bills presented were approved for payment, seconded by Weston Hoffman, the motion was approved by the Borough Council members. Wanda Kantz will pay the approved bills.

PUBLIC CONCERNS –

Garage at 111 West Market Street – The property owner at 111 West Market Street, who was approved for a residential garage, and then constructed and began operating a commercial garage, would like the borough to give CK COG their approval for approving the commercial garage due to changes that are being made in anticipation of the commercial garage being approved by CK COG. The Borough Council has several questions regarding this project, Wanda Kantz will contact CK COG regarding the council’s concerns and get clarification on this project. An update will be given at the March 18, 2025 council meeting.

REPORTS FROM FREEBURG FIRE CO. – No Report

Box Call Changes – Due to issues with fighting the most recent fire within the borough. The Freeburg Volunteer Fire Company has made changes to their call boxes, requesting more tanker truck be dispatched to future borough fire to help elevate pressure changes in our water delivery system. Also, the fire company will do additional training to learn how to open the fire hydrants without causing extreme pressure changes, and in the future the fire company will connect to the 2 ½ inch lines instead of the 5-inch lines on the hydrate for firefighting purposes.

PESI REPORT – The February 2025 report from PESI regarding the Waste Water System was reviewed. Average Gallons Per Day (GPD): 32,000 Maximum GPD: 42,000

Pump #2 – Josh Owens presented a quote for repair of Pump #2 of \$6,318.00. Weston Hoffman made a motion to have the repairs completed to Pump #2 at a cost of no more

than \$7,000.00, Angela Weaver seconded and the Borough Council Member unanimously approved the motion (Jan 16, 2025). Josh Owen will schedule the repairs to Pump #2.

Dechlorination Permit Request – Josh Owens has requested permission to submit a Dechlorination Permit for the Freeburg WWTP to help eliminate fecal violations from DEP. Weston Hoffman made a motion to approve the submission of a Dechlorination Permit, John Wiegler seconded and the Borough Council members unanimously approved the motion (Jan 16, 2025). Josh Owen will work on submitting the Dechlorination Permit to DEP.

Air Lift Pumps – Josh Owen recommends that air lift pump be installed in the chlorine contact tank to reduce the amount of sludge collected so the chlorine can kill the fecal coliform. Cost of the air lift pumps is around \$1,000.00. No permit is needed from DEP to install the air lift pumps. Weston Hoffman made a motion to approve the installation of the air lift pumps, John Wiegler seconded and the Borough Council members unanimously approved the motion (Jan 16, 2025). Air Lifts have been installed.

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 have been completed to identify possible connections issues and repairs and re-inspections are being done.

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 line inspections have been completed; 3 unit were unable to be inspected. Now, remediation inspections will be done to follow-up on issues that needed to be repaired. The next course of action is to send a letter giving 90 days for repairs to be completed, and inspections will be enforced with possible expenses. Angela Weaver made a motion to have Josh Owens draft the remediation letter and send out to residences needing repairs with a 90-day notice, Erica Stephenson seconded and the Borough Council member unanimously approved the motion (11/19/2024). Remediation letters have been mailed to all concerned properties, repairs are being made and follow-up inspections are being completed. Josh Owens will work on developing a remediation completed letter to be mailed to residents who have completed the needed repairs.

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. Wanda Kantz and Josh Owens are working on completing the appropriations request form. Also, the borough secretary is working on a County CDBG survey of the

borough residents, hopefully to be completed spring 2025. The results of this survey will be shared with the community in a future borough newsletter.

Local Share Account Grant Request – Wanda Kantz has been working on a Local Share Account (LSA) grant request application for almost \$500,000 for lining of the sewer lines on Market Street. LSA Grant request was submitted by November 30, 2024. Awards for this grant will be sometime in September 2025.

Additional Sewer Lining Project – Wanda Kantz commented that the council should consider continuing on lining the sewer pipes in problems areas, at least 2-3 block to get started. Estimated cost to line one block is \$20,000. Tabbetha VanHorn Price made a motion to approved lining of 3 block of sewer lines in problems areas, Erica Stephenson seconded and the Borough Council member unanimously approved the motion (11/19/2024). Three blocks on Front Street will be lined by Mr. Rehab, Josh Owens in working on scheduling for this project to be completed in the near future for an estimated cost of \$75,000.00.

CFA Grant (PA Small Water and Sewer Grants) – The 2025 grant application period has opened, Feb 3 to April 30, 2025. Josh Owens recommends that Freeburg Borough apply for a grant to line sewer lines again. ***Catherine Dent made a motion to apply for a CFA Grant for sewer lining in the borough, Regina Moyer seconded, and the Borough Council members unanimously approved the motion.*** Josh Owens and Wanda Kantz will begin working on the grant application.

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.

Lead & Copper Service Line Inspection– Lead & copper service line inspections have been completed; report has been filed.

Leaks – Water main break on North South Street, repaired, boil water advisory has been lifted February 13, 2025.

FMA LSA Grant – The FMA has submitted a LSA grant request for \$1,000,000. to replace water lines on Market Street.

CFA (Pa Small Water & Sewer Grant) – The FMA will be submitting a CFA grant request for water line replacement on North South Street due to several major water breaks in this area in the last few years.

Borough Status Report –

- Completed
 - 22 Ton of salt was delivered
 - Skid Steer had been serviced, recall completed and new battery installed.
 - Street Signs have been installed on Front & New Market Streets

- **To Be Completed**
 - Exterior Door on Community Center Basement to be replaced

COMMITTEE REPORTS

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

Employee and Job Description Reviews– Catherine Dent presented the lead laborer and laborer job descriptions for review, and stated that the Adm. & Finc. Committee will be completing staff self-reviews and evaluation every 6 month. The committee is still looking into some type of performance tracking software for the borough employees.

Additional Training/Workshops

Writing Effective Grant Proposals - \$150.00 through PSAB, offered March 27 in Berks County and May 22 in Westmoreland County. Will also be an online series available in August 2025. This training would be great for Sierra Zeigler, borough council thoughts are wait until August and complete the online training.

Webinar: Municipal Code Enforcement Tips and Tricks - \$45.00 through PSAB. This training would be helpful for Sierra Zeigler for community patrols and property maintenance issues. ***Weston Hoffman made a motion to have Sierra Zeigler attend this training, Erica Stephenson seconded, the Borough Council members unanimously approved the motion.*** Wanda Kantz will register Sierra Zeigler for this training.

Borough Complaint Standard Operation Procedure (SOP) – Wanda Kantz presented a brough complaint SOP for the council to review. She has been using this format recently for borough complaints and it has been working well. This SOP will be posted on the borough website along with the borough complaint for community member reference and in the upcoming borough newsletter.

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

CDBG Survey – The CDBG survey forms have been sent out to selected residents in the borough, so far, we have received 44 completed surveys, we need a total of 55 survey. Follow-up phone calls have been made to the residents. Sierra Zeigler schedule a time to go door-to-door to complete the needed surveys, it would helpful for a council member to assist with the door-to-door interactions. Angela Weaver said that she would help with this project.

Property Maintenance Ordinances – The Borough Council would like to start reviewing the existing property maintenance ordinances for possible updates and revisions. This will be a process that will be working on over the next few months.

205 East New Market Street – Had been sold to the owner of the other half of this duplex. The new owner is working on resolving the compliance issues on this property.

Current Property Maintenance Report – Sierra Zeigler suggested pausing property maintenance patrol during the winter months, Nov to March due to the weather conditions. Patrols will resume in the spring.

Open issues

- 200 West Market Street – Unlic./Unreg vehicles and junk, stray cat colony CK COG
- 214 East Front Street – Garbage Piles around garage, [Send Letter](#)
- 6 North Willow Avenue – Possible unregistered trailers, garbage/debris, [Send Letter](#)
- 13 West Front Street – Wood/Garbage pile, [No action at this time](#)
- 208 North South Street – Garbage under overhang. [Send Letter](#)
- 1 West Front Street – Junk, Hoarding and infestation. [Letter Sent](#)

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. See note in Public Concerns on these meeting minutes.

Cat Colonies – Bruce and Sandy Blades were present regarding the cat colonies within the borough. They have been working to control a colony in their residence area and Sandy has significant knowledge on how to work with feral cat colonies and is willing to help with this project. They shared some of the process to trap the cats, get them to the neuter/spay clinic and after care. Possible organizations to help with this issue are Alley Cat Allies and SUN Pets. Also, Wanda Kantz and Sierra Zeigler will check into possible grants for remediation options.

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

Borough Website – The web address is www.freeburgborough.com. The website domain has been renewed for 5 years, until January 12, 2030. Council would like to acknowledge Sierra Ziegler for the great job she is doing on keeping the website up to date.

Community Communication – The Hyper-Reach System has been set-up and is in operation. Posters and flyers have been posted to share information on this system with the community. Currently there are 93 community members signed up for this program.

2025 County Aid Project – Wanda Kantz proposes new street signs for Church Street denoting east and west. ***Tabbatha VanHorn Price made a motion to approve this project as on 2025 County Aid Project, John Wiegler seconded, and the Borough Council member unanimously approved the motion.*** Wanda Kantz will submit the 2025 County Aid project.

2025 Primary Election – There will be 4 borough council seats up for election this year. There four council members up for re-election are Angela Weaver, Catherine Dent, John Wiegler and Weston Hoffman. Primary election day is Tuesday, May 20, 2025.

Freeburg Community Yard Sales – The Freeburg Community Yard Sales will be held May 8 to 10, 2025. This information will be shared on the Borough Facebook page and the borough website.

Memorial Day Parade – Memorial Day is Monday, May 26th. Wanda Kantz asked about the planning for the Memorial Day parade. After discussion it was decided to table this decision until the March 18, 2025 meeting. Richard “Bud” Bickhart will be contact the local veterans to see if we have enough members to participate in the parade. Tabbetha VanHorn Price a planning a Memorial Day celebration at the community center again this year. If there is no parade hopefully, we can at least have some type of memorial at the borough cemeteries.

Borough Logo – Sierra Zeigler mention that it would nice to have an official borough logo. She contacted Middlecreek Signs and they can design a logo for \$200.00. After discussion, Erica Stephenson volunteered her husband’s service to design a borough logo. ***Catherine Dent made a motion to have Nicholas Stephenson design a borough logo, Tabbetha VanHorn Price seconded and the Borough Council Member unanimously approved the motion.*** Sierra Zeigler will be in contact with Erica Stephenson regarding the details of the logo.

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

February 2025 Rental Income - \$3,507.50

Pickle Ball – The Selinsgrove Church of the Nazarene has been sponsoring an evening pickle ball league. Trent Hoffman shared that there are usually around 18 participants of all ages.

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 (Oct 16, 2024). Trent Hoffman and Wayne Enders will coordinate the replacement project for February/March 2025.

Gym Repairs –Sierra Zeigler and Wanda Kantz suggested apply for a Battrum Family Grant (former Northway Grant) for gym repairs and upgrades. Sierra Zeigler and Wanda Kantz will work on this application submission. \$5,000.00 limit on the grant application would help with the gym painting project that has been proposed.

Recreation Areas Rehabilitation and Expansion –Josh Owens and Sierra Zeigler 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 planned with a DCNR Representatives and a landscape architect on October 23rd, to help create a master plan. Regina Moyer and Angela Weaver attended this meeting also. DCRN grant applications open in January 2025. Estimated cost of a landscape engineered plan is \$39,000. The DCNR Grant requires a 50% match in funds from the Borough for this grant application. Part of the DCNR grant process is getting community input for the project through a Public Outreach Meeting. After discussion, it was decided to ask the community for their input on the project at the Christmas in Freeburg event. This will help

the Borough Council gauge if the community is even interested in this project. After review of community input, Angela Weaver made a motion to submit an application for a DCNR planning grant (with a 50% match from the borough), Tabbetha Vanhorn Price seconded and the Borough Council member unanimously approved the motion (12/17/2025). Sierra Zeigler will continue to work on the planning grant application. There was a community study group meeting on February 6, 2025 at 6 pm. Sierra Zeigler shared that there were 15 attendees at the meeting and shared the main ideas for the project. We will need the fire company to lease their land for this project, Trent Hoffman will work with the fire company leadership on a land lease agreement. The project has an estimated cost of \$35,000 to \$40,000.

DCNR Grant Resolution – A DNCR Grant Resolution will need to be approved to process with the grant process. ***Catherine Dent made a motion to approve the DCNR Grant Resolution, Weston Hoffman seconded, and the Borough Council member unanimously approved the motion.*** Sierra Zeigler will proceed with the grant application.

East Front Street Bridge Project –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. Randall Webster presented three design options for the East Front Street Bridge Project,

- Option #1** -Aluminum Arch Culvert \$191,500
- Option #2** – Precast Concrete Box Culvert \$164,700.00
- Option #3** – Replace Deck Only \$70,500.00

After review and discussion, ***Weston Hoffman made a motion to proceed with Option #2, Precast Concrete Box Culvert, Catherine Dent seconded, the Borough Council member unanimously approved the motion.*** R. K. Webster will continue with this option for the East Front Street Bridge Project.

Approval of Invoice #2501 from R. K. Webster – An invoice for \$2,600.00 was submitted for payment from R. K. Webster. ***Weston Hoffman made a motion to pay the invoice out of the liquid fuels account, Tabbetha VanHorn Price seconded and the Borough Council members unanimously approved the motion.*** Wanda Kantz will process the payment for this invoice out the liquid fuels account.

Second Solar Speed Sign –Wanda Kantz received a quote for a second solar speed sign of \$4,070.00. The previous sign cost \$3,100.00. Catherine Dent made a motion to purchase the second solar speed sign at a cost \$4,070.00, and utilize liquid fuels funds for payment; Angela Weaver seconded, the Borough Council members unanimously approved the motion. (Jan 21, 2025). Wanda Kantz ordered the second solar speed sign; it was delivered and has been installed. There is an invoice for \$4,070.00 from Main Stream Industries to be paid out of the liquid fuels account. ***Catherine Dent made a motion to approve payment of \$4,070.00 to Main Stream Industries, Erica Stephenson seconded and the Borough Council member unanimously approved the motion.*** Wanda Kantz will process the payment out of the liquid fuels account.

Storm Drain Repair Quotes – The Borough Council has received a quote from North Country Limited for 3 different storm drain repair projects. The council members would like additional quotes for these projects. Wanda Kantz and Wayne Enders will work on getting additional quotes, for a future meeting.

Middleburg Police Coverage – There is a possibility that the borough could contract with the Middleburg Police Department for police patrol coverage in our borough, since the department has hired more staff. The Borough Council would have to attend a Middleburg Borough Council meeting to make this request. Currently, there is no money budgeted for this coverage, but we can explore this issue for the 2026 budget. Currently the Middleburg Police Department is able to offer 8 hours a month at a rate of \$80.00/hour. **This discussion has been tabled at this time.**

2025/2026 Salt Order – 22 tons of salt have been ordered for the 2025/2026 winter season.

CORRESPONDENCE – None

NEW BUSINESS –

Portable Cross Walk Sign – Wanda Kantz reviewed estimated cost of portable cross walk signs at \$200/each. It was discussed who will be in charge of moving these signs during bad weather, etc. After discussion, it was decided to check into pricing for reflective strips to place on the existing crosswalk sign poles and possible arrows denoting the crosswalks, such as used in University Avenue in Selinsgrove. Wanda Kantz will work on getting pricing for these option for the next meeting.

COUNCIL, MAYOR, SOLICITOR, EMPLOYEE CONCERNS –

Baseball Field Drainage Ditch – Angela Weaver asked if anything can be done to help the drainage around the baseball field since there will be more than one team using the field this year and practices start in March and games begin in April. Borough staff will look into this issue and see if anything can be done to help with the drainage issues.

Street Paving – Richard "Bud" Bickhart commented that borough streets should begin to be paved to help maintain the borough streets. Several streets are noting but patches. This issue will be discussed at a future borough meeting.

The next meeting of the Borough Council will be Tuesday, March 18, 2025 at 7 pm.

A motion was made by Tabbetha VanHorn Price, seconded by Weston Hoffman to adjourn. Motion carried. The Borough Council meeting was adjourned at 8:47 p.m.

Respectfully submitted, Wanda Kantz, Secretary

COMMITTEE ISSUES TO BE WORKED ON

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

- **Updating Employee Job Descriptions**
- **Employee Reviews**
- **Possible summer internship program for 2025**

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

- **CDBG Survey – Still need 8 responses, of the total 55 completed surveys needed.**
- **Community Property Maintenance Patrols**
- **Stray Cat Colonies**
- **Ordinance Reviews**

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

- **Community Events**
- **Community Engagement**

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

- **Community Center Issues**
 - **Basement Door Replacement**
 - **Painting of gym – quote of \$6,250.00**
 - **Roof Leaks & downspout issues**
- **Bridge repairs**
- **Recreation Rehab and Expansion Plan - at Ball Fields/Master Plan/DCNR Grant**
- **Storm Drain Projects**
- **Middleburg Police Patrols -Tabled**
- **Handicap Ramp for Borough Office Entrance – Tabled**