

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

Approved April 15, 2025

March 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, Regina Moyer, Angela Weaver, Weston Hoffman and John Wiegler.

Others present were: Attorney Robert Cravitz, Richard “Bud” Bickhart, Mayor; Josh Owens, PESI; Trent Hoffman, Wayne Enders, Sierra Zeigler, Tom Gingrich, Larry Troutman 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 Catherine Dent the minutes of February 18, 2025 meeting minutes were approved by the Borough Council.

On a motion by Angela Weaver the March 2025 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 –

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. After discussion with CK COG, a new commercial building permit will have to be submitted, including a request for a 10’ property offset variance, and a plan for customer parking not along borough roadways. The Property owners will be notified of these requirements.

Service Units for a Hair Salon at 1 West Market Street – Larry Troutman was questioning the number of service unit to be charged for a salon in the borough. He shared rates from other neighboring municipalities and he would like to see a review of the current rate schedule. Currently, a salon in Freeburg is charged 1 unit for the business and ½ unit for each service chair. The borough council will discuss this issue at a future date.

Baily Corner Building Project; at the corner of North Willow and East Church Street – Larry Troutman would like to build a garage at this location. He asked if he would need a building permit for this project and he was informed that he would need to complete a building permit to be review by borough council, submit for a building permit from CK-COG and have FEMA approval since the lot is in a flood zone.

REPORTS FROM FREEBURG FIRE CO. – No Report

PESI REPORT – The March 2025 report from PESI regarding the Waste Water System was reviewed. Average Gallons Per Day (GPD): 42,000 Maximum GPD: 107,000

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, currently waiting for parts to make needed repairs.

Dechlorination Permit – 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. Air lifts appear to be helping.

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. Work would begin the last week of March, with cleaning being competed first then the lining will be installed on West Front Street.

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 (Feb 18, 2025). 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.

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. This grant has to be submitted by April 30, 2025.

Borough Status Report –

- **Completed**
 - Gas has been delivered for the 2025 mowing season
 - Exterior Door on Community Center Basement has been replaced
- **To Be Completed**
 - Little League Field Drainage – Looking at possible options to address water drainage issues at the Little League Field. Cost estimates will be discussed at the April 15, 2025 meeting.

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.

Assistant Borough Secretary Job Description – The assistant borough secretary job description was presented for review.

Susquehanna Internship Program – An internship program with Susquehanna University civic writing program was discussed and reviewed. ***Angela Weaver made a motion to pursue this internship partnership, Regina Moyer seconded and the Borough Council member unanimously approved.*** Wanda Kantz & Catherine Dent will work on this internship program.

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. Door to door interview have been completed and Sierra Zeigler is working on getting all the documentation together to submit to the county grant coordinator, Shannon Rudy.

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. It was suggested to review Middleburg’s Public nuisance ordinance for a possible guide for updating the Freeburg ordinances. Copies of the Middleburg public nuisance ordinance will be emailed to committee members and Attorney Cravitz.

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

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](#)

Properties Transferred to CK COG

200 West Market Street – Unlic./Unreg vehicles and junk, stray cat colony CK COG

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. Spay/neuter appointment are scheduled through April 2025, additional funding will be needed for additional procedures.

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

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. Tabbetha 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 (Feb 15, 2025). Wanda Kantz will submit the 2025 County Aid project.

2025 Primary Election – There will be 4 borough council seats and the mayor’s position 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 & Celebration – Memorial Day is Monday, May 26th. ***Tabbetha VanHorn Price made a motion to approve the Memorial Day parade for May 26th,***

Angela Weaver seconded and the Borough Council members unanimously approved the motion. Wanda Kantz will work on completing the Special Event Permit for Penn DOT. Tabbetha VanHorn Price will contact the Selinsgrove High School Band director about having the band participate in the parade. Celebration events will be discussed at the April 15, 2025 meeting.

Internet Service for Borough Office, Community Center and Fire Company – As part of the franchise agreement with service electric cablevision, free internet is to be provided to the borough office, community center and the fire company. Wanda Kantz will look into when this service will be connected.

Borough Logo – Sierra Zeigler mention that it would nice to have an official borough logo. 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 (Feb. 15, 2025). Sierra Zeigler will be in contact with Erica Stephenson regarding the details of the logo.

Firemen’s Parade, June 26, 2025 – The Freeburg Volunteer Fire Company is having their carnival from June 25 to June 28, 2025. They are planning for the Firemen’s Parade to be held on Thursday, June 26th. **Catherine Dent made a motion to approved the Firemen’s parade for June 26, 2025, Angela Weaver seconded and the Borough Council member unanimously approved the motion.** Wanda Kantz will begin working on the Special Event Permit for the Firemen’s parade to Penn DOT.

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

March 2025 Rental Income - \$963.00

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 has been installed

Gym Repairs –Sierra Zeigler and Wanda Kantz suggested apply for a Battrum Family Grant (former Northway Grant) and the Garman Fund 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 (Feb 15, 2025). Sierra Zeigler will proceed with the grant application.

Name for Recreation Area – After discussion, *Weston Hoffman made a motion to name the recreation area project, Freeburg Commons; Catherine Dent seconded and the Borough Council member unanimously approved the motion.* Freeburg Commons will be the name used for the project area for the DCNR 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 (Feb 15, 2025). R. K. Webster will continue with this option for the East Front Street Bridge Project. Wanda Kantz and Sierra Zeigler will research possible grant options to help with this project.

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.

Cross Walk Signage – 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 be placed on the existing crosswalk sign poles and possible arrows denoting the crosswalks, such as used on University Avenue in Selinsgrove. Arrow signs are \$30.00 each and the reflective post coverings are \$20.00 each. ***Angela Weaver made a motion to purchase four set of arrow signs and post covers for the pedestrian crosswalks, Regina Moyer seconded and the Borough Council member unanimously approved the motion.*** Wanda Kantz will order the supplies and borough staff will install.

CORRESPONDENCE – None

NEW BUSINESS –

Time Limit for Public Comments – It was proposed to set a 5-minute time limit for public comments. ***Angela Weaver made a motion to set a 5-minute time limit for public comment at future borough council meetings, Weston Hoffman seconded and the Borough Council member unanimously approved.***

COUNCIL, MAYOR, SOLICITOR, EMPLOYEE CONCERNS –

The next meeting of the Borough Council will be Tuesday, April 15, 2025 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 8:45 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 – Need total 55 completed surveys.**
- **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**
 - **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**