

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

May 20, 2025

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

Others present were: Attorney Robert Cravitz, Richard "Bud" Bickhart, Mayor; Josh Owens, PESI; Trent Hoffman, Wayne Enders, Sierra Zeigler, Ann Enders, Tom Gingrich 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 April 15, 2025 meeting minutes were approved by the Borough Council.

On a motion by John Wiegler the May 2025 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 –

Letter from Wayne Enders – Ann Enders presented a letter from Wayne Enders regarding issues he is having with the Freeburg Municipal Authority as meter reader. This letter was read by Tabbetha VanHorn Price and the Borough attorney commented that this letter is not the borough's issue and the letter should be presented to the FMA at their next scheduled meeting on June 12, 2025 at 7 pm.

Building Permit Request for 407 East Front Street – A building permit for the installation of solar panel on the roof of 407 East Front Street was presented for review. ***Erica Stephenson made a motion to approve the building permit for 407 East Front Street, Tabbetha VanHorn Price seconded and the Borough Council member unanimously approved the motion.*** Wanda Kantz will send an approved copy of the permit to the property owner.

REPORTS FROM FREEBURG FIRE CO. –

Future Purchase – The fire company is looking into purchasing a Fire Police Truck for the department.

Firemen's Parade Permit – The special events permit for the June 26th Firemen's parade has been submitted to Penn DOT and approved. Copies have been given to all required parties.

PESI REPORT – The May 2025 report from PESI regarding the Waste Water System was reviewed. Average Gallons Per Day (GPD): 41,000 Maximum GPD: 87,000

Pump #2 – Orchard Pump and Supply Company has repaired pump #2, and it has been installed

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 has submitted 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. Per DEP a permit is now required for the air lifts, Josh Owens in including the air lifts in the Dechlorination permit application.

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. Remediation completed letter have been 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 Schagle-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 submitted 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.

2025 Sewer Lining Project – Sewer lining project for 2025 has been completed. On May 12 & 13, 2025.

CFA Grant (PA Small Water and Sewer Grants) – 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). CFA grant has been submitted for review. Results of grant should be announced by the end of October 2025

Appropriations Requests - Appropriation requests are currently be accepted by U.S. Representative Glenn “GT” Thompson and Senator John Fetterman’s offices. Wanda Kantz would like to submit request to both the Representative and the Senator’s offices for sewer pipe lining. Angela Weaver made a motion to approved the appropriation requests, John Wiegle seconded and the Borough Council members unanimously approved the motion (April 15, 2025). Josh Owens has submitted two appropriations requests on behalf of the Freeburg Borough Sewer. Appropriations request results should be announced by late September 2025.

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. Estimated cost of this project is \$425,000. This grant has to be submitted by April 30, 2025.

BOROUGH STATUS REPORT –

- Three ball teams are using our ball fields.
- East New Market & East Street storm drain has been repaired

- West Front Street Bridge – Guild rails have been repaired with assistance from Penn DOT; Driver has been billed for repairs. Bridge originally installed in the 1960's.
 - Borough Council would like to have the bridge inspected, current weight limit is 5 tons.
 - **Angela Weaver made a motion to close the West Front Street bridge until an engineer can complete an inspection, Regina Moyer seconded, the Borough Council member unanimously approved the motion.**
 - Wanda Kantz will contact Penn DOT about getting someone to complete an inspection of the West Front Street bridge.
 - Most likely the weight limit on the bridge will be decrease to keep the structure open.

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.

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 (4/15/2025). 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, follow-up phone calls have been made to the resident's, door-to-door interviews have been completed. Shannon Rudy, county grant coordinator has all the completed documentation and is analyzing the data to see if Freeburg Borough is eligible for this grant. **After, analysis Freeburg Borough is not eligible for this grant, due to the median household income in the borough being too high.**

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 –

Open issues

- 214 East Front Street – Garbage/rubbish around garage - **Refer to CK COG**
- 4 West Front Street – Garbage/Rubbish under garage port - **Refer to CK COG**
- 12 East Front Street – Weeds - **Refer to CK COG**
- 9 West Market Street – Rodent Infestation - **Refer to CK COG**
- 101 W Market Street – Garbage/Rubbish at back of house/shed - **Cleared**
- 4 East New Market Street – Garbage/rubbish under carport at back of property

Refer to CK COG

- 205 North Whitetop Road – Garbage/Debris, entire property - **Refer to CK COG**
- 8 East Front Street – Garbage/rubbish at back of the property next to the garage/shed, **send second letter**
- 10 East Front Street – Garbage/rubbish beside garage/behind bulldozer - **Refer to CK COG**
- 110 East Church Street – Garbage/Rubbish & old trailer -**working on**
- 203 East Church Street – Garbage/rubbish & pool items scatter about -**Cleared**

Issues referred to CK COG

- 200 West Market Street – Unlic./Unreg vehicles and junk, stray cat colony CK COG
- 6 North Willow Avenue – Junk on trailer and other possible construction violations
- 214 East Front Street – Garbage/rubbish around garage
- 4 West Front Street – Garbage/Rubbish under garage port
- 12 East Front Street – Weeds
- 9 West Market Street – Rodent Infestation
- 205 North Whitetop Road – Garbage/Debris, entire property
- 10 East Front Street – Garbage/rubbish beside garage/behind bulldozer

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. Wanda Kantz will Contact CK COG about the status of this issue.

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 May 2025; additional funding will be needed for additional procedures and medications.

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.

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 (4/15/2025). The Special Event Permit from Penn DOT has been approved. Tabbetha VanHorn Price will contact the Selinsgrove High School Band director about having the band participate in the parade. Celebration set up will be on Sunday, May 25 at 6 pm.

Internet Service for Borough Office, Community Center and Fire Company – As part of the franchise agreement with Service Electric Cablevision (SECV), free internet is to be provided to the borough office, community center and the fire company. According to the cable franchise agreement the only service that Service Eclectic Cablevision (SECV) will provide is one basic cable tv connection per location, **no internet service.**

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 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 (4/15/2025). The Special Event Permit for the Firemen’s parade from Penn DOT has been approved.

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

May 2025 Rental Income - \$2,514.00

New Basketball Goals –Sierra Zeigler and Wanda Kantz suggested applying for a Battrum Family Grant (former Northway Grant) and the Garman Fund for new basketball goals in the gym. Sierra Zeigler has submitted an application submission. There is a \$5,000.00 limit on the grant application. Total cost for two new goals is \$15,000.00

Soccer Goals – Angela Weaver commented about getting some used soccer goals for use at the Freeburg Commons. It was suggested to contact Susquehanna University and the local school districts to see if they would possibly donate or sell used soccer goals at a discounted price. Wanda Kantz and Sierra Zeigler will be working on this project.

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.

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 (April 15, 2025). 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.

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 sets of arrow signs and post covers for the pedestrian crosswalks, Regina Moyer seconded and the Borough Council member unanimously approved the motion (4/15/2025). Wanda Kantz has ordered the approved supplies.

Storm Drains – There are some issues with storm drains in the borough, borough staff will investigate these issues and come up with possible resolutions for the problems.

CORRESPONDENCE – None

NEW BUSINESS –

COUNCIL, MAYOR, SOLICITOR, EMPLOYEE CONCERNS –

Citizen of the Year – Richard “Bud” Bickhart suggested having a Citizen of the Year program. A committee including the following: Richard “Bud” Bickhart, Tabitha VanHorn Price and Erica Stephenson, will discuss possible candidates and make their suggestion at the next borough council meeting.

Street Sweeping for the Fireman’s Parade – It’s been a few years since we have Selinsgrove Borough provide street sweeping before the Fireman’s parade. ***Erica Stephenson made motion of have Market Street swept if the cost is no more than \$1,000.00, Weston Hoffman seconded and the Borough Council member unanimously approved.*** Wanda Kantz will contact Selinsgrove borough about having this taken care of for the Firemen’s parade.

The next meeting of the Borough Council will be Tuesday, May 20, 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 8:04 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*

- **Community Property Maintenance Patrols**
- **Stray Cat Colonies**
- **Ordinance Reviews**

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

- **Community Events**
- **Community Engagement**
- **WIFI for Borough Office, Community Center and Fire Company.**
- **Community Events**

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**
 - **Basketball Goals - \$15,000.00 replacement estimated**
- **Bridge repairs**
- **Recreation Rehab and Expansion Plan - at Ball Fields/Master Plan/DCNR Grant**
 - **Soccer goals**
- **Storm Drain Projects**