

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

<b>Approved July 15, 2025</b>
-----------------------------------

**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; Catherine Dent, Regina Moyer, Angela Weaver, Weston Hoffman and John Wiegler.

Others present were: Attorney Robert Cravitz, Richard “Bud” Bickhart, Mayor; Trent Hoffman, Wayne Enders, Rob Heddens, 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 Angela Weaver and seconded by Weston Hoffman the minutes of May 20, 2025 meeting minutes were approved by the Borough Council.***

***On a motion by John Wiegler the June 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 –**

**Building Permit Request for 205 West Market Street** – A building permit for the construction of a 22’ X 22’ shed at 205 West Market Street was presented for review. ***Weston Hoffman made a motion to approve the building permit for 205 West Market Street, Angela Weaver 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. –**

**Carnival – June 25 – 28, 2025**

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

**PESI REPORT** – The June 2025 report from PESI regarding the Waste Water System was reviewed. Average Gallons Per Day (GPD): 84,000 Maximum GPD: 455,000

**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 is working on 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 2<sup>nd</sup> 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 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, the survey has been completed and Freeburg Borough median household income is too high to be eligible for CDBG Grants.

**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.

**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 Wiegler 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. Both appropriations requested have been forwarded onto the next round for consideration. 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.

**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 #3)** – 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.

**Meter Reader Position** – Wayne Enders has stated that he will be done reading water meter for the FMA the end of June 2025. The FMA recommends hiring Ian Owens to fill this position as soon as possible so he can train with Wayne before Wayne’s last day. After discussion, ***Tabbatha VanHorn Price made a motion to approve the FMA recommendation of hiring Ian Owens as meter reader, John Wiegler seconded and the Borough Council member approved the motion.*** Wanda Kantz will inform Ian Owens of his hiring.

## **BOROUGH STATUS REPORT -**

- Three ball teams used our ball fields, and they all had a great season.
- Drainage issues around score board area. Borough crew will work on prices for possible repairs, possible est. cost \$3,000.00
- Drainage along Front and South Street – Wanda Kantz will contact Penn DOT for any advice on this issue.

## COMMITTEE REPORTS

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

**Employee and Job Description Reviews**–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, English department, professional & 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.

**2026 Budget Planning** – Wanda Kantz and Catherine Dent will begin working on the 2026 budget in July 2025.

**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**

- 4 East New Market Street – Garbage/rubbish under carport at back of property
- 316 East New Market Street – Weeds
- 208 North South Street – Unsafe structure against the house
- 111 West Market Street – Large brush pile
- 6 North Willow Street – Weeds and brush at intersection

### **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**
- 103 West Market Street** – Weeds/shrub (police nuisance), **Refer to CK COG**  
*\*Friday, June 20<sup>th</sup> borough staff will trim bush blocking sight line for traffic.*
- 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**
- 200 West Market Street** – Unlic./Unreg vehicles and junk, stray cat colony
- 6 North Willow Avenue** – Junk on trailer and other possible construction violations

**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.

**Internet Service for Borough Office, Community Center and 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**. Wanda Kantz is looking into other internet options, i.e. Penn Teladata

**Borough Logo** – New Freeburg Borough logos were presented for review. A thank you letter will be sent to Nicolas Stephenson for his assistance in the project.

**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 26<sup>th</sup>. 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. Selinsgrove borough will sweep Market Street on June 24<sup>th</sup> for a cost of \$250.00. No parking notices will be posted

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

**June 2025 Community Center Rental Income - \$719.00**

**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.

**Assistance for Rec. Assoc. 501C3 Status**– Wanda Kantz and Sierra Zeigler would like to help the Freeburg Washington Rec. Assoc. apply for 501C3 status. ***Angela Weaver made a motion to approve the borough office staff to help the Rec. Assoc. apply for 501C3 status, Regina Moyer seconded and the Borough Council member unanimously approved the motion.***

**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 is working on a Penn DOT multimodule grant request for this project.

**Strom 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.

**Storm Drainage issues on the 300 block of East New Market Street** – From observation during recent storms it appears that the storm water issue are caused be neighbors and not a borough issue, it was suggested that Attorney Cravitz send a letter the property owner of 301 East New Market Street stating this is not a borough issue. ***Angela Weaver made a motion to have Attorney Cravitz send a letter to the property owner of 301 East New Market Street stating the boroughs stance on this issue, Tabbetha VanHorn Price seconded and the Borough Council member approved the motion.***

**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.

- Stahl Sheaffer Engineering inspected the West Front Street bridge and recommend the weight limit be decreased to 3 tons.
- ***Angela Weaver made a motion to decrease the weight limit on the West Front Street bridge to 3 tons, Catherine Dent seconded and the Borough Council member unanimously approved the motion.***
- Wanda Kantz will order new signage for the bridge.

**East Front Street Bridge Weight Limit Change** – Upon recommendation of Stahl Sheaffer, they suggest the weight limit on the East Front Street bridge also be changed to 3 tons. *Angela Weaver made a motion to change the weight limit on the East Front Street bridge to 3 tons, John Wieggle seconded and the Borough Council member unanimously approved the motion.* Wanda Kantz will order new signage for this bridge also.

**CORRESPONDENCE** – None

**NEW BUSINESS** –

**Notice of Possible Lawsuit** – The Borough of Freeburg has received notice of a possible lawsuit from the Sherlynn Hess Estate. Their legal team must give notice of any possible lawsuit within 6 months of the litigant’s death. The borough lawyer and the insurance company has been notified.

**Amendment to Agenda** – *Regine Moyer made a motion to amend the agenda for an Executive Session, Weston Hoffman seconded and the Borough Council Member approved.*

**Executive Session** - The Borough Council entered an executive session at 8:15 pm and returned from session at 8:35 pm. **Action taken:** Request Wanda Kantz to be in the office 4 days per week from 9:30 am to 4 pm.

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

**The next meeting of the Borough Council will be Tuesday, July 15, 2025 at 7 pm.**

*A motion was made by Angela Weaver, seconded by Weston Hoffman to adjourn. Motion carried.* The Borough Council meeting was adjourned at 8:38 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 and Community Center.**
- **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**