

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

Approved August 19, 2025

July 15, 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: Catherine Dent, Vice Chairperson, presiding; Regina Moyer, Angela Weaver, Erica Stephenson, Weston Hoffman and John Wiegler.

Others present were: Attorney Robert Cravitz, Richard “Bud” Bickhart, Mayor; Trent Hoffman, Josh Owens, PESI; Rob Heddens, Sierra Zeigler, Tom Gingrich, Jason Martin, Freeburg Fire Company; 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 Angela Weaver the minutes of June 17, 2025 meeting minutes were approved by the Borough Council.

On a motion by Weston Hoffman the July 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 –

Building Permit Request for 305 East Market Street – A building permit for the construction of a revision to the outside basement entrance at 305 East Market Street was presented for review. ***Angela Weaver made a motion to approve the building permit for 305 East Market Street, Weston Hoffman seconded and the Borough Council members unanimously approved the motion.*** Wanda Kantz will send an approved copy of the permit to the property owner.

REPORTS FROM FREEBURG FIRE CO. –

- **Call Report** from June 17 to July 14, 2025: 14 total calls, 7 within the borough, 3 in the township and 4 mutual aid calls. Total so far this year - 123
- Fire Police are purchasing a new truck for their services. Donation are being accepted toward the cost to purchase.
- 3 new Fire Police have been added to the program.
- Dry Hydrant – The Fire company is revisiting the dry hydrant that was discussed a few years ago at the bridge on Front Street, near David Watto’s property. This project will be review and the borough council will be updated in the future with additional details.

PESI REPORT – The July 2025 report from PESI regarding the Waste Water System was reviewed. Average Gallons Per Day (GPD): 81,000 Maximum GPD: 221,000

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). The dechlorination permit has been submitted and we are waiting for comments from 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. Permit has been submitted

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 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. 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. Should here be September 2025 on this grant request.

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 been submitted.

Meter Reader Position – Wayne Enders has stated that he would like to continue reading the water meters and he would train Rob Heddens as a backup person for this project. The FMA members unanimously approved the re-hiring of Wayne Enders for this position and Rob Heddens as a second reader. Wanda Kantz will let Ian Owens know of the change.

BOROUGH STATUS REPORT –

- 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.
- Borough Staff will install new weight limit signs for the East and West Front Street bridges once the arrive.

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 by reviewing expenses from July 1, 2024 to June 30. 2025.

Committee Work – Catherine Dent would like to see the committees help to done more of the work regarding borough issues. In the future Committees members will be informed of issues that their committee can work on before council meeting to help the flow of the meeting and handling issues in a timely manner.

Staff Training

- **Notary Training** - Wanda Kantz would like to be trained as a Notary, estimated cost is \$700.00. This service would be beneficial for the borough office for grant applications and other borough functions. This issue will be discussed at the next borough council meeting.
- **Basic of QuickBooks Training** – Wanda Kantz and Sierra Zeigler would both like to participate in an online basics of QuickBooks at a cost of \$30.00/each. ***Catherine Dent made a motion to approve the Basics of QuickBooks training for Wanda Kantz and Sierra Zeigler at a cost of \$60.00, Erica Stephenson seconded and the Borough Council member unanimously approved the motion.***
- **Effective Grant Writing Training** – Sierra Zeigler would like to participate in the Effective Grant Writing Training at a cost of \$100.00, ***Catherine Dent made a motion to approve this training at a cost of \$100.00, Erica Stephenson seconded and the Borough Council Members unanimously approved the motion.***

Borough Office Hours Revision – This issue will be discussed in committee and then reviewed at the next borough council meeting.

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

Current Property Maintaince Report – July 2025

Open issues

4 East New Market Street – Garbage/rubbish under carport at back of property, Issue has been resolved

316 East New Market Street – Weeds, Issue has been resolved.

208 North South Street – Unsafe structure against the house, Refer to CK COG

111 West Market Street – Large brush pile, Final Notice Letter to be sent.

6 North Willow Street – Weeds and brush at intersection, Refer to CK COG

8 East Front Street – Garbage/rubbish at back of the property next to the garage/shed, send second letter

104 North South Street – Weeds, Letter will be sent.

Refer to CK COG

205 North Whitetop Road – Garbage/Debris, entire property – Citations has been filed

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**

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**

6 North Willow Avenue – Junk on trailer and other possible construction violations, weeds and brush at intersection. **Refer to CK COG**

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. Additional funding will be needed for additional procedures and medications. Donations for additional vet care expenses can be made to Sally Blades.

E-CODE – E-Code is an ordinance management program that the PSAB recommends for boroughs to organize their ordinance for posting on borough websites, estimated cost is \$16,000 to \$20,000. After committee review it is decided that this is not a recommended service for Freeburg Borough. Committee member and Borough office staff will be looking into other possible options for organizing our ordinances for posting on the borough website. Most of the current active ordinances are posted on the website and ways to create a table of contents for the ordinances will be investigated and utilized.

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 2099 community members signed up for this program with phone numbers and email contacts.

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. The committee members will review other possible internet options available for the borough office and the community center.

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

June 2025 Community Center Rental Income - \$2,575.00

New Basketball Goals – Total cost for two new goals is \$15,000.00. 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 to the Battrum Family Grant and we received \$5,000.00. Sierra Zeigler also just submitted a grant application to the Walmart-Good Spark program for \$5,000.00 also, we should be notified if we received any grant money from this program by the end of July.

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 (June 17, 2025). Sierra Zeigler will head up this process.

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.

- **Front & South Street** – Wande Kantz will contact Penn DOT regarding issues in this area and will work with them for any assistance they can provide.
- **Stream Along Willow Street, Issues with Creek Bank Retaining Walls** – The property owner along the stream at Willow Street is having issues with a retaining wall he installed years ago, there is water coming out of the wall and he requested it be check for a possible water system leak. The water was tested and there was no

chlorine in the water, so the water has been determined to be storm water run-off. Any issues with the retaining wall are the property owner's issue to repair.

Baseball Field Drainage Issues – There has been several discussions regarding improving the drainage issue along the back of the Little League baseball field. *Angela Weaver made a motion to approved repairs to this area of not in excesses of \$2,500.00 by the borough road crew, Regina Moyer seconded and the Borough Council members unanimously approved the motion.* Borough road crew will work on these issues in the near future during dryer weather conditions.

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 by storm water run-off from 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 (June 17, 2025)

West Front Street Bridge – Guild rails have been repaired with assistance from Penn DOT; Driver has been billed and paid 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 (June 17, 2025)
- Wanda Kantz has ordered new signage for the bridge.
- Once signs arrive, they will be installed as soon as possible.

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 Wiegler seconded and the Borough Council member unanimously approved the motion (June 17, 2025). Wanda Kantz will order new signage for this bridge also.

Penn DOT TIP List – Wanda Kantz has been able to get all the borough bridges listed on the county and Penn DOT TIP list for future funding assistance for repairs.

CORRESPONDENCE – None

NEW BUSINESS –

Approval of 5 County Solid Waste Plan – Snyder County has requested the Borough of Freeburg approve the 5 County Solid Waste Plan upon their recommendation. *Erica*

Stephenson made a motion to approve Resolution 2025-03, Catherine Dent seconded and the Borough Council members unanimously approved the motion. Resolution 2025-3 will be signed and forwarded to the appropriate parties.

AMENDMENTS TO AGENDA & AMENDMENT TO AGENDA FOR EXECUTIVE SESSION

Consideration, if needed, of a motion for additional agenda item(s) that need to meet one of the following criteria: emergency business, matters arising within the past 24 hours, minor business raised during the meeting, or agenda changes approved by majority vote (with expressed reasons for the amendment item being stated for the minutes and the same to be posted the next business day).

COUNCIL, MAYOR, SOLICITOR, EMPLOYEE CONCERNS –

Catherine Dent – Catherine Dent mentioned that all borough communication should not be done by text messaging on personal cell phones, please use the borough phone number and/or email address. Also, no texting during non-office hours.

Angela Weaver – Angela Weaver will be working on obtaining additional info from Middleburg Borough regarding possibility of police coverage for Freeburg Borough.

The next meeting of the Borough Council will be Tuesday, August 19, 2025 at 7 pm.

A motion was made by Weston Hoffman, seconded by Regina Moyer to adjourn. Motion carried. The Borough Council meeting was adjourned at 8:15 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**
- **2026 Budget planning**
- **Committee involvement**
- **Revised office hour discussion**

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

- **Community Property Maintenance Patrols**
- **Stray Cat Colonies**
- **Organizing Ordinances for Website**

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**
 - **Little League Ball Field Drainage Issues**
 - **Soccer goals**
- **Storm Drain Projects**