

**MINUTES OF REGULAR MEETING  
OF THE FREEBURG BOROUGH COUNCIL  
September 16, 2025**

<b>Approved Oct. 22, 2025</b>
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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, President, 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; Wayne Enders, Sierra Zeigler, Brayden Sanfelice, SU Intern; Tom Gingrich, Wes Sauder, Freeburg Fire Company; Greg Cramer, Aerial Photographer; 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 Regina Moyer the minutes of August 19, 2025 meeting minutes were approved by the Borough Council.***

***On a motion by Weston Hoffman the September 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 –**

**Aerial Photo of Freeburg** – Greg Cromer from Aerial Photography by Greg Cromer, shared an aerial photo of the borough with the council. Photos of the town are available for purchases and the price list was reviewed. This information will be review and discussed at a future council meeting.

**REPORTS FROM FREEBURG FIRE CO. –**

- **Fire Company Call Report for August 19 to September 16, 2025:** 16 total calls, 4 within the borough, 8 in the township and 5 mutual aid calls.
- **Fire Police Vehicle/Traffic Unit**– Previously a donation of \$3,000.00 was proposed toward the new Fire Police Vehicle. The new traffic unit will be in service in the next few weeks, this unit will be utilized in several area communities.
- **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 September 2025 report from PESI regarding the Waste Water System was reviewed. Average Gallons Per Day (GPD): 34,000 Maximum GPD: 62,000

- All Dep Reports have been submitted on time with violations
- Worked on returns and air lines to tank #2
- Cleaned excess algae from CCT

- Prep for and attended DEP inspection
- Check Manhole at 405 East Market Street
- Flow meter calibration, updated process control sheets

**Collection System** – Mapping updated and provide to Council

**Smoke Testing** – All smoke testing has been completed. Violation letters sent, repairs ongoing, follow up inspection are occurring.

**Correction Action Plan** – Response to NOV provided 11/12/2024. NOV received 9/4/2025, Most violation will be addressed once WQM permit has been issued.

**I&I Reduction** – Violations letters sent, repairs ongoing, follow up inspection occurring. Compliance letter provided for residences who made repairs. Second round of reminder letter will be sent out to property owners.

**WQM Permit** –The WQM permit has been submitted and we are waiting for comments from DEP.

**Appropriations Request** – Appropriations request submitted to Thompson’s and Fetterman’s offices were pushed to the next level.

**WWTP Repairs** – DEP would like an evaluation of the interior of the clarifies, which will include dewatering, cleaning and evaluation the partition wall, piping, etc.

**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. Dye testing was done in Spring 2025 and the dye didn’t go the same way as the smoke testing did. Further investigations will be done.

**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 Ownes 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.

**Ordinance 2025-2 Approval** – An amendment to ordinance 2024-2 was requested to include a sewer inspection fee of \$100.00 upon the transfer of a property title billable at the time of closing of the property. Ordinance 2025-2 has been advertised. ***Angela Weaver made a motion to approve Ordinance 2025-2, Tabbetha VanHorn Price seconded and the Borough Council member unanimously approved the motion.*** Ordinance 2025-2 will be posted on the borough website.

## **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.

## **BOROUGH STATUS REPORT –**

- Curbs are being painted
- The crew will begin working on the baseball field drainage the beginning of September
- Wayne Enders and Rob Heddens to attend Pipe Culvert Installation & Replacement training on October 15, 2025 from 8 am to Noon, at East Buffalo Twp, Lewisburg, PA
- Vehicle inspections have been completed and are ready for winter use
- Salt has been delivered
- Zero Turn Mower will be services over the winter months

## **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** – Brayden Sanfelice, SU intern has begun working in the borough office on Tuesday and Thursday afternoons, assisting with grant research.

**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.

**Municipal Grant Seminar** – Senator Lynda Schlegel Culver will be offering a Municipal Grant Seminar on October 1, 2025, from 9 am to 11:30 am, Sierra Zeigler and Brayden Sanfelice will be attending.

**Recording Borough Council Meeting Minutes** – It has been suggested that the Borough Council meetings be recorded for utilization in completing the typed meeting minutes. There was some additional discussion regarding this issue and the Council member decided to table this issue for the present until more discussions can occur in committee.

**Approval of the 2024 Audit** – The accountants, Wagner, Dreese and Elsasser have completed the 2024 audit, the audit was presented for review and Weston Hoffman made a motion to approved the 2024 Borough and Sewer accounts audit, Erica Stpehnson seconded and the Borough Council member unanimously approve the motion.

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

**Current Property Maintenance Report** – Sept. 2025, last 2025 patrol will be Oct. 2025

## **Open issues**

- 111 West Market Street** – Large brush pile, Issue Resolved
- 104 North South Street** – Weeds, Issue Resolved
- 8 East Front Street** – Garbage/rubbish at back of the property next to the garage/shed, Issue Resolved
- 100 East Market Street** – Weeds, Letter will be sent
- 114 East Market Street** – Brush piles, Letter will be sent
- 100 West Market Street** – Junk metal, etc., 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 (public nuisance),
- 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** *Additional complaints of rodents and fleas, Contact CK COG again regarding new issues*
- 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**
- 6 North Willow Street** – Weeds and brush at intersection, Refer to CK COG
- 208 North South Street** – Unsafe structure against the house, 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 Sandy Blades.

**Ordinances on Borough Website** – Sierra Zeigler is working on getting all current and active ordinances on the borough website.

**Storm Drainage Ordinance** – Wanda Kantz and Sierra Zeigler will work on checking to see if the borough has an ordinance for strum drainage issue and property owner responsibilities

**Hometown Hero Banner** – Another round of order will be accepted for Hometown Hero Banners, this information will be shared in the upcoming newsletter, on the borough website and on Facebook.

**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 has submitted the 2025 County Aid project. Signs have been ordered

**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.

**Property Awards** – The Committee will discuss this issue and report back to the council at a future meeting. These properties that are recognized can be announced in the quarterly newsletter, Borough Facebook page and the Borough website. Any suggestions or comments please share with Erica Stephenson.

**Staff & Council Members Introduction** – Information about the Borough Staff and the Council members can be shared with the community on the Borough Website. Any suggestions or comments please share with Erica Stephenson.

**Trick or Treat Night** – October 31, 2025, from 6-8 pm. Weston Hoffman made a motion to approve Trick or Treat night for Freeburg Borough for Friday, October 31, 2025 from 6-8 pm, Tabbetha VanHorn Price seconded and the Borough Council member unanimously approved the motion. This information will be shared in the newsletter, on the website and on Facebook.

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

**September 2025 Community Center Rental Income - \$1181.00**

**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 sent us a grant donation for \$500.00. **Total grants and donations toward this project are \$5,670.00**

**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. DCNR 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 will submit a DCED Multimodal grant application for this project.

- **DCED Multimodal Grant Request** – Grant was submitted for \$184,800.00 for the replacement of the East Front Street bridge.

**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** – Wanda Kantz will contact Penn DOT regarding issues in this area and will work with them for any assistance they can provide.

**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 (8-19-2025). Borough road crew will work on these issues in September.

**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.
- 3-ton weight limit signs have been installed.
- Wanda Kantz is working with Stahl Sheaffer for a quote on an engineered design plan for the West Front Street bridge replacement project.

**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.

**Handicap Ramp at Borough Office Entrance** – With the most recent fall at the borough office entrance, the issue of a handicap ramp at the borough office entrance is now a very relevant topic of discussion. Wanda Kantz is working with Stahl Sheaffer regarding and updated quote for this project and will have more details at the October 2025 meeting. This maybe an excellent use of a LSA grant request for this project.

**Sight Lines Obscured by Trees/Bushes** – It was recommended that a survey of the town be completed regarding obstructions to sight lines at borough intersections. Survey has been completed and letters will be sent to property owner to resolve the noted issues.

**30 Day Notice of Insurance Renewal** – The borough has received insurance renewal quotes for review. Our insurance policy is due to renew on October 7, 2025. After review

of the options, **Angela Weaver made a motion to approve the renewal option with a \$2,500 property deductible and a \$1,000 auto deductible, with no cyber security coverage option at this time, Weston Hoffman seconded and the Borough Council members unanimously approved the insurance renewal option.** Wanda Kantz will inform the insurance carrier of the Borough Council's decision.

**CORRESPONDENCE – None**

**NEW BUSINESS –**

**2026 MMO –** The Minimum Municipal Obligation (MMO) worksheet was presented the council for review. This is the borough's obligation to the employee pension plan. **Weston Hoffman made a motion to approve the 2026 MMO, Tabbetha VanHorn Price seconded and the Borough Council member unanimously approved the motion.** Wanda Kantz will submit the MMO to the Pennsylvania Municipal Retirement System.

**Borough Master Plan (10-year plan)–** The borough office staff would like to create a Freeburg Borough Master Plan (10-year plan) to help coordinate borough projects in a time frame that would cover several council member changes, so projects do not get lost in the face of changing leadership. This plan would include project details and time line. The borough council members are asked to include any input on this plan, especially project like, sewer plan upgrade, sewer lining, bridge repairs and replacements, road repairs, drainage issues, parks, etc. There are still a lot of details to coordinate with the plan, but discussion is a great starting point.

**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 –**

**Richard “Bud” Bickhart – Our Mayor is concerned about the safety of 9 West Market Street; he noticed inside the building there are dead birds. Wanda Kantz will contact CK COG regarding this property. The property has already been condemned.**

**The next meeting of the Borough Council will be \*\*\*Wednesday, October 22, 2025 at 7 pm.**

**\*\*\* Please note day change\*\*\*\***

**A motion was made by Weston Hoffman, seconded by Angela Weaver to adjourn. Motion carried.** The Borough Council meeting was adjourned at 8:35 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**
- **Fall 2025 internship program**
- **2026 Budget planning**
- **Committee involvement**
- **Staff Training**
- **Recording Council meeting for office staff to use for typing meeting minutes.**

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

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

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

- **Community Events**
- **Community Engagement**
- **WIFI for Borough Office and Community Center.**
- **Community Events**
- **Quarterly Property Awards**
- **Staff & Council Member info on website.**

**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**
- **Borough Office Handicap Ramp**