

**MINUTES OF REGULAR MEETING
OF THE FREEBURG BOROUGH COUNCIL
October 22, 2025**

Approved Nov 18, 2025

The council of Freeburg Borough, Snyder County, Pennsylvania, held its regular monthly meeting on this date in the meeting room of the Freeburg Community Building. Members of the council present were: Tabbetha VanHorn Price, President, presiding; Catherine Dent, Regina Moyer, Angela Weaver, Erica Stephenson, Weston Hoffman and John Wiegler.

Others present were: Attorney Robert Cravitz, Richard “Bud” Bickhart, Mayor; Josh Owens, PESI; Rob Heddens, 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 September 16, 2025 meeting were approved by the Borough Council.

On a motion by Erica Stephenson the October 2025 bills presented were approved for payment, seconded by Catherine Dent, the motion was unanimously approved by the Borough Council members. Wanda Kantz will pay the approved bills.

PUBLIC CONCERNS – No concerns at this time.

REPORTS FROM FREEBURG FIRE CO. –

- **Fire Company Call Report for September 9 to October 10, 2025:** 15 total calls, 5 within the borough, 4 in the township and 6 mutual aid calls.
- **Trunk or Treat** – October 31st from 6-8 pm.

PESI REPORT – The October 2025 report from PESI regarding the Waste Water System was reviewed. Average Gallons Per Day (GPD): 32,000 Maximum GPD: 63,000

- All DEP Reports have been submitted on time with violations
- Cleaned clarifiers due to excess debris
- 7,200 gallons sludge hauling and disposal
- Sewer inspection at 304 East New Market Street
- Worked on air leaks and return issues
- Reviewed WQM permit
- Updated lab accreditation sheet to SPL labs.

Collection System – Mapping updated and provide to Council

Correction Action Plan – 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. NOV (Notice of

Violation) received 9/4/2025. Response to NOV provided 11/12/2024. Update response provided on October 9, 2025.

WQM Permit –The WQM permit has been received and dichlorination system installed.

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

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.

I&I Reduction and Service Line Inspections –Service line inspections have been completed; 3 unit were unable to be inspected. remediation inspections have been done to follow-up on issues that needed to be repaired. Violation letters giving 90 days for repairs to be completed, and inspections will be enforced with possible expenses have been mailed. 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. Second round of reminder letter will be sent out to property owners.

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.

2024 Local Share Account (LSA) 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 Fall/Winter2025.

2025 Local Share Account (LSA) Grant Request – Wanda Kantz will be re-submitting 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, 2025. Awards for this grant will be sometime in September 2026.

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 Fall/Winter 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 Wiegles 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 once the government shut down is over.

RCAP Solutions Inc., Fee for Service Agreement – This agreement is for services used to map the water and sewer systems in the borough. *Angela Weaver made a motion to approve the agreement for 2026, Weston Hoffman seconded and the Borough Council Members unanimously approved the motion.* Wanda Kantz will send the executed documents to RCAP Solutions, Inc.

Manhole Noise near 405 East Market Street - This issue has been inspected, the manhole cover is sealed down by the seal coat that was applied recently, so that is not what is moving making the noise. Josh Owens thinks the issue may be under the manhole covering system, involving the manhole covering system and the piping under the cover. Josh Owens will get an estimated for the additional repairs needed.

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.

2024 FMA LSA Grant – The FMA has submitted a LSA grant request for \$1,000.000, to replace water lines on Market Street. Should hear by September 2025 on this grant request.

2025 FMA LSA Grant – The FMA will be re-submitting a LSA grant request for \$1,000.000, to replace water lines on Market Street. LSA grant request are due Nov 30, 2025

CFA (Pa Small Water & Sewer Grant #3) – The FMA has submitted 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.

2026 Budget – The 2026 budget has been approved for advertisement, the final 2026 budget will be approved at the November 13, 2025 meeting.

2026 Rate Increase – There will be an increase in the 2026 base water rate from \$143.50 to **\$160.00 per unit**, overage rates will also increase from \$13.50 to **\$15.00** for 8,000 to 14,000 gallons/1,000 gallons and from \$16.00 to **\$17.78** for 15,000 gallons and over/1,000 gallons.

BOROUGH STATUS REPORT –

- East Front Street Bridge – Bridge hit by an ambulance on Oct 22, 2025, crew will be working on closing bridge until it can be inspected.
- Church Street signs have been installed
- Plows and trucks are ready for winter weather.

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 have been working on the 2026 budget by reviewing expenses from July 1, 2024 to June 30. 2025. Draft budget will be presented for review at the November 18, 2025 meeting. The 2026 Budget will need to be advertise for review before the December 16th meeting for approval by December 31, 2025.

Municipal Grant Seminar – Sierra Zeigler and Brayden Sanfelice attended, Senator Lynda Schlegel Culver’s Municipal Grant Seminar on October1, 2025, from 9 am to 11:30 am.

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.

Grant/Funding Request Report – Sierra Zeigler has complied a grant report for all grants and funding requests that the Borough and the Freeburg Municipal Authority are working on, for the Council Members reference.

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

Current Property Maintaince Report – Sept. 2025, last 2025 patrol will be Oct. 2025
Open issues

100 East Market Street – Weeds, Letter will be sent, Issue resolved

114 East Market Street – Brush piles, Letter will be sent, Refer to CK COG

100 West Market Street – Junk metal, etc., Letter will be sent, send another letter requesting more be done.

213 East Marke Street – Garbage/Junk, Letter will be sent.

Refer to CK COG

205 North Whitetop Road – Garbage/Debris, entire property – Citations has been filed, contact CK COG again regarding repeated issues

4 West Front Street – Garbage/Rubbish under garage port -

12 East Front Street – Weeds - Additional complaints of rodents and fleas, Contacted CK COG again regarding new issues

9 West Market Street – Rodent Infestation -

208 North South Street – Unsafe structure against the house, Resolved per 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. According to CK Cog this is an un-permitted garage/structure.

Cat Colonies – Bruce and Sandy Blades 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. Currently, she is waiting for assistance from Trent Hoffman to possibly locate older ordinances.

Hometown Hero Banner – Another round of orders will be accepted for Hometown Hero Banners, this information will be shared in the upcoming newsletter, on the borough website and on Facebook. Banners will be taken down November 14 & 15, any help would be greatly appreciated.

Aerial Photo of the Borough – After review and discussion, *Weston Hoffman made a motion to purchase a digital file of the aerial photos of the borough at a cost of \$50.00, Angela Weaver seconded and the Borough Council Members unanimously approved the motion.* Sierra Zeigler will order the digital file for use on borough publication, website, etc.

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 a 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.

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 207 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; new signs have been installed. Wanda Kantz will submit the 2025 County Aid completion report.

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**. The committee has been working on this issue; we are able to get 2 phone lines and internet service at the Community center for **\$150.00/month plus start up costs**. The committee will continue to work on this project.

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*

October 2025 Community Center Rental Income - \$955.00

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 submitted a grant application to the Walmart-Good Spark program, and we received 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	<u>\$164,700.00</u>
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.

East Front Street Bridge Damaged – The East Front Street bridge had been damaged by a DH&L ambulance. The guiderails have been knocking off the entire upper side of the bridge. Wanda Kantz has informed our insurance company and a claim has been filed with DH&L's insurance carrier. Additional inspection will need to be done to determine if the bridge can be repaired.

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 soon.

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.
- Stahl Sheaffer has submitted a quote for an engineered plan for the replacement of the West Front St. bridge of \$14,000.00. At this time the borough council would like to table this issue to look into other repair options.
- Council members would like Wanda Kantz to contact Penn DOT about a possible pipe replacement option for this bridge repair. Wanda Kantz will email our representative at PennDOT for his input and cc Weston Hoffman on all emails.

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.

- Stahl Sheaffer submitted a quote for an engineered handicap access ramp of \$10,200.00. The estimated cost of the project is \$43,000.00. This would be a concrete ramp system.
- Cam Shaffer Construction submitted a quote for a pressure treated lumber and Trex decking ramp system of \$24,200.00
- The Council requested an estimated from borough employee, Rob Heddens for estimated cost of material to complete a similar type of ramp system.
- The Borough Council decided to table this issue currently for more review of options.

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.

CORRESPONDENCE – None

NEW BUSINESS –

2026 Meeting Dates – The 2026 Borough Council meeting dates were presented for review. *Weston Hoffman made a motion to advertise the 2026 Borough Council meeting dates, Catherine Dent seconded and the Borough Council members unanimously approved the motion.* Wanda Kantz will advertise the 2026 borough council meeting dates.

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 –

- **9 West Market Street** - Our mayor is concerned about the safety of 9 West Market Street; he noticed inside the building there are dead birds. Wanda Kantz has contacted CK COG regarding this property. The property has already been condemned.
- **Parking on the Sidewalks** – There have been several cars parking on the sidewalk along Market Street. Wanda Kantz will send letters to the perpetrators.

The next meeting of the Borough Council will be Tuesday, November 18, 2025 at 7 pm.

A motion was made by Weston Hoffman, seconded by Catherine Dent 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**
- **Committee involvement**
- **Staff Training**
- **Recording Council meeting for office staff to use for typing meeting minutes.**
- **Grant/Funding opportunities**

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**
- **Borough Master Plan**

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**