

**REGULAR MEETING MINUTES
OF THE MIDDLEBURG BOROUGH COUNCIL
Tuesday, October 14, 2014
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LOCATION OF MEETING: Middleburg Borough Building, 13 North Main Street, Middleburg PA

COUNCIL MEMBERS : Roger Snook-President, Donald Zechman Jr.-Vice President, Michael Kerstetter, Heidi Potter, William Hostler, James Shull (Absent), Susan Kinney (Absent)

OFFICIALS PRESENT : Virginia "Ginny" A Zeiber-Administrator/Secretary/Zoning Officer, Mayor Ronald Renshaw (Absent), Tony Jordan-Police Chief (Absent)

OTHERS PRESENT : Dustin Zechman-Foreman, Judy Varner-Employee, Brian Lauver-Resident, David Walters, P.E.-Engineer, Alan Potter (for a short time), Jeremiah Runkle-Solicitor, Dwayne Hackenberg-Fire Chief (for a short time), Chad Thomas-Police Officer, David Walters-Engineer (left at 7:50 PM)

Meeting Called to Order - The Middleburg Borough Council meeting was called to order by Roger Snook at 7:35 PM and began with the Pledge of Allegiance to the Flag of the United States of America.

Agenda - Roger Snook requested approval of the October 14, 2014 Agenda as presented. A motion was made by Donald Zechman Jr and seconded by Heidi Potter approving the Agenda as presented. MOTION UNANIMOUSLY CARRIED.

Regular Meeting Minutes for September 9, 2014 - Roger Snook asked for a motion to approve the September 9, 2014 Minutes as presented. A motion was made by Heidi Potter and seconded by William Hostler approving the Minutes as presented. MOTION UNANIMOUSLY CARRIED.

Payment of Bills & Approval of Financial Statements - Roger Snook asked for a motion to approve payment of the bills through October 14, 2014 and the financial statements as presented. A motion was made by Michael Kerstetter and seconded by Heidi Potter to approve both the bills and the financial statements. MOTION UNANIMOUSLY CARRIED.

PUBLIC COMMENTS:

Proposed Fitness Center - Alan Potter presented information on the Grace Covenant Church's proposed fitness center project. He explained the church is attempting to provide a facility that will be something best suited to meet the needs of the community. The project has been put together in three phases. The first phase will be a fitness center and indoor playground. The second phase will be a gymnasium where people can play volleyball, basketball, etc., and the third phase will be an indoor field hockey/soccer arena. All of the blueprints have been prepared and reviewed and most of the required permits are close to being acquired. This project is contingent on available funding and will proceed as funding becomes available.

OFFICERS & OFFICIALS:

Boy Scouts Adopting Charles Park - William Hostler, leader of Cub Scouts Pack 3415 through Emanuel Lutheran Church, stated his group is interested in adopting Charles Park as a service project. Their services would include cleaning things up such as trash, branches and any other debris lying around the park area. Roger asked if any badges would be involved for the Scouts. William said they would receive credit, however, no badges are available.

Solicitor Jeremiah Runkle confirmed there would be no legal actions required of the Council for this situation to take place.

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SOLICITOR:

New Signage Ordinance - Jeremiah Runkle said he has been off for two weeks and therefore has not had time to review and edit the language proposed for the amended signage ordinance. During November he will be off at times for hunting, but he hopes to have something to present during the December Council meeting.

ENGINEERING:

Standpipe at the Lake - Ginny reminded everyone that the standpipe at the lake must be replaced and the cost can be covered by the Middleswarth donation designated to be used for upgrades to the lake area. In an effort to move things along, Ginny asked Dave Walters for a proposal to present at tonight's meeting. She read from an email sent to her from Dave as follows:

"The cost of putting together the site plan for this project is estimated to be between \$3,000 and \$5,000. This will include showing the work on the plan, preparing an Erosion & Sediment Control Plan, completing a cursory wetland review, having a PNDI and PHMC search done for rare and endangered species and any historical concerns, and completion of G-11 Forms. This work could be done under the retainer agreement so the Borough would only be invoiced for the actual hours involved in putting the permit together."

Ginny recommended moving forward with this work as the project seems to drag on and on. Additional improvements to the lake cannot be made until the standpipe area is updated. A motion was made by Heidi Potter to accept Larson's language as stated above, using the money from the Middleswarth Chip Plant donation. William Hostler seconded the motion. MOTION UNANIMOUSLY CARRIED. Dave Walters left the meeting at this time.

Reliance Hose Company Report - Dwayne Hackenberg circulated copies of the fire report for the month of September to each Council member. He informed everyone they had an upcoming fund raiser on November 6th that will be a Bingo event. The Fire Company will have their yearly green card listing their events for the 2015 year available soon and he will get that to the Borough office.

The Fire Company has applied for several grants. They were awarded one grant, through DCNR, to upgrade their radios. It is a 50/50 match grant for around \$4,300. The radio world is going digital, however, the Reliance Hose Company has not gone digital yet. Their now \$700 portable radios will be increasing in cost to around \$3,000 per radio and may actually go up to \$5,000 each.

They have also applied for \$15,000 for new turnout gear. Just one set of coat and pants alone costs \$1,300. This is money that comes from the State's gambling revenue. They normally receive around \$14,000 from these funds.

The Fire Company gave approximately 105 kids rides in their trucks during one of their recent events.

Emergency Management - Dwayne said he has asked the Snyder County Coordinator numerous times when he plans to provide training on the NIMS procedures, which are required by FEMA for all board members and employees of the Borough/Authority. Since the coordinator has the programs, it is easier for him to come to the fire house and provide the training for everyone. The courses can be done On Line, but then each person has to do them individually with their own computer and it can become time consuming. If the Borough does not complete these courses, they will not qualify for grant funding following an emergency disaster event such as a flood. Dwayne said he plans to contact the County Coordinator again to see if something can be done.

Dustin explained that if the maintenance crew does their courses On Line, the State gives them contact hours required to maintain their operator's licenses. They will most likely choose to complete their courses in that manner.

Paving Project - Dustin Zechman informed everyone that Meckley's Limestone Products plans to be in the Borough on Monday, October 27th to start the paving project. He talked to Tony Jordan about the Police Department posting "No Parking" signs along both sides of Grand Street, from Shuman to Center, throughout the paving project.

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Charles Park Upgrades - Dustin said Steve Wagner, with Mid-State Paving & Excavating, is scheduled to come tomorrow to layout the retention pond area at Charles Park. If it rains, it will have to be postponed again until the area dries out.

GIS Mapping for the Water and Sewer System - Ginny explained that at tonight's Municipal Authority meeting a unanimous motion was passed to move forward with GIS mapping of the water and sewer systems. This will be done by PA Rural Water Association using information provided by Larson Design Group along with mapping they will create on their own. David Walters highly recommended the GIS mapping explaining it is the best current technology that will provide immediate electronic access to information such as water and sewer mains, laterals, valves, manholes, dates they were installed, the materials they are made of and additional valuable information. As time goes on and improvements are made to the systems, this information can then be easily updated.

Police Report - Police Officer Chad Thomas reviewed the information on the police report with Council. Each Council member was provided with a copy of the report prior to the meeting.

Larson Design Group Report - Copies of the engineering report for the month of September were provided by Dave Walters and copied for each Council member to review.

Basement Windows in Borough Building - Donald Zechman Jr explained that the building and grounds committee had reviewed the windows in the basement of the Borough building to decide how many to recommend being replaced and how many closed off in an effort to further weatherize the Borough building. Donald Zechman Jr reviewed a drawing provided by Ginny explaining which windows the committee is recommending to be replaced or closed off and why. They recommended six (6) windows be replaced and (5) windows be closed off. The windows where pipes currently pass through would be closed off. The windows at the rear of the basement are already closed off but will be additionally insulated and upgraded by the maintenance crew.

Following discussion on this situation, Ginny was directed to contact three contractors by letter and attempt to get price comparisons for this project. These costs should include additional line items for using bricks to close off the windows rather than the proposed white vinyl. These bids will hopefully be available for presentation at the next Council meeting.

Man Door for Police Garage - Donald Zechman Jr stated the committee is also again looking into creating an opening in the wall of the police garage for a man door so the garage doors do not need to be used each time someone wants to walk in and out of that area. This will be a separate project from the basement windows.

Removal of Old Fire Escape - Michael Kerstetter asked Dustin if he had removed the old metal fire escape yet. Dustin said they had not removed it yet because he has not gotten a price on renting or purchasing a cutting torch, as they will need one to remove it. Ginny asked if it would be worthwhile to call Red Kreider to see if he might be interested in removing it for the metal value.

It was recommended Dustin take photos of the old fire escape so they are available for historical value as it is likely someone will wish they had taken them as an afterthought.

East Market Street Tree Removal - Ginny informed everyone that George Long had completed the project of cutting back the tree branches and the weeds along East Market Street that had been creating a tunnel like effect in that area and hitting vehicles passing through. George has been paid for his services.

Raising Water Rates - Michael Kerstetter explained budget committee members Heidi and he, along with Ginny had worked on the 2015 projected budgets for the water and sewer funds and the drafts of those budgets were given to the Authority Board members at tonight's meeting. The water budget is approximately \$30,000 in the hole so the committee recommended a \$5 increase per quarter on the minimum rate be implemented beginning with the next billing and then additional small increases, such as \$1 per quarter per year be added in the years that follow. The Authority Board was more interested in looking at increasing the consumption rate rather than the minimum, which would place the burden of the increase on those who use more water. They talked about having a special meeting, prior to their November regular meeting to discuss this issue, as a decision will need to be made at the November meeting.

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Note was made that the water rates have not been increased since 2005 and it is recommended that they be increased by a small amount each year so the public does not notice it as one big increase all at one time. The Authority has never been in favor of doing things that way. Heidi explained that the Authority felt increasing the rate on the consumption side might be a more effective way to do it as it would affect larger families who use more water.

Roger recommended Ginny or Michael sit in on the Authority's special meeting. Ginny stated they discussed having the meeting as an executive session, however this is not a legal issue allowed for an executive session. Ginny said she could not understand what the big secret would be about raising water rates. Jeremiah noted meetings that include a quorum are required to be advertised as a regular meeting and then the board would call for the executive session during that meeting. That is the way it is done legally.

Heidi noted that over the past years as water projects are done, the cost has been taken from the PLGIT funds which depletes the PLGIT accounts and that money is not being replaced. This is not the proper way to operate the system. She feels it is "not ok" that water rates have not been increased since 2005 and now this year's increase will have to make up for that situation. In the future the water fund should not be in this position and steps need to be taken now make it right.

Ginny will work with David Walters in an effort to come up with accurate figures to present as an increase for consumption rates.

Both the 2014 water and sewer draft budgets were distributed to all Council members.

NEW BUSINESS:

Trick Or Treat Night - Note was made that Middleburg Borough normally follows Beavertown Borough's schedule for trick or treat night and hours. Beavertown has scheduled their night for Friday, October 31st from 6:00 PM to 8:00 PM. A motion was made by Heidi Potter and seconded by Michael Kerstetter to have trick or treat night for Middleburg Borough the same as Beavertown's as noted above. MOTION UNANIMOUSLY CARRIED.

Yearly Audit for 2014 - Ginny presented proposals and costs from Herring Roll and Solomon that are the same as the 2013 year, \$5,100 for the Borough's Audit and \$5,800 for the Authority's audit. The cost of the Authority's audit is split between the water and sewer funds.

Ginny stated she had contacted other auditors over the past years for price comparisons and either they no longer want to do municipal audits, or they are full and will not take on any more. Herring Roll and Solomon have been doing a great job for the Borough and Authority, they are familiar with our office information, and their rates have been consistent.

A motion was made by Roger Snook and seconded by Heidi Potter to accept the proposals as presented from Herring Roll and Solomon for the 2014 Audits. MOTION UNANIMOUSLY CARRIED.

Request for Donations from the Snyder Co Libraries - Packets were handed out to each Council member, prepared and sent by the Snyder Co Libraries, including their 2015 budget information and a request for a donation. A motion was made by Donald Zechman Jr to continue with the Borough's donation as being: providing a room, electricity, heat, elevator, cleaning services and bathroom facilities for the Middleburg Library. The motion was seconded by Heidi Potter. MOTION UNANIMOUSLY CARRIED.

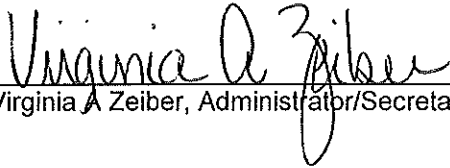
New Well Project - Ginny explained that David Walters, Glenda Ruch and Bill Siegel (both with SEDA COG), Senator Gordner and his assistant Phil Dunn (by phone), and an aid from Representative Keller's office (by phone), met recently in Harrisburg with DCED to discuss the Authority's request for a time extension for the CDBG grant that covers the expenses for the new well project. They feel the meeting went well and it looks promising that the time extension will be granted. No response has been received in writing to date from DCED approving the requested time extension.

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November Borough Council Meeting - Everyone was reminded that the November Council meeting has been scheduled for Wednesday, November 12th at 7:00 PM since the Borough employees have a Holiday on November 11th, the date normally scheduled for this meeting. The Authority Board has also changed their meeting to Wednesday, November 12th at 6:00 PM.

Adjournment - A motion was made by Michael Kerstetter and seconded by Donald Zechman Jr to adjourn. MOTION UNANIMOUSLY CARRIED.

The meeting adjourned at 9:00 PM.



Virginia A. Zeiber, Administrator/Secretary