

**REGULAR MEETING MINUTES
OF THE MIDDLEBURG BOROUGH COUNCIL
Wednesday, November 12, 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, Susan Kinney (Left early)

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

OTHERS PRESENT : Dustin Zechman-Foreman, Judy Varner-Employee, Brian Lauver-Resident, Jeremiah Runkle-Solicitor, Dwayne Hackenberg-Fire Chief (left early), Steve Bowers & John Glenny-Penn Valley Airport Authority

Meeting Called to Order- The Middleburg Borough Council meeting was called to order by Roger Snook at 7:20 PM and began with the Pledge of Allegiance to the Flag of the United States of America. Tonight's meeting had been scheduled to begin at 7:00 PM but the Municipal Authority meeting ran late causing the Council to meet on the 2nd floor in the Community Room.

Agenda - Roger Snook requested approval of the November 12, 2014 Agenda as presented. A motion was made by William Hostler and seconded by Donald Zechman Jr approving the Agenda as presented. MOTION UNANIMOUSLY CARRIED.

Regular Meeting Minutes for October 14, 2014 - Roger Snook asked for a motion to approve the October 14, 2014 Minutes as presented. A motion was made by Heidi Potter and seconded by Donald Zechman Jr approving the Minutes as presented. Susan Kinney abstained since she had not attended the October meeting. MOTION CARRIED.

Payment of Bills & Approval of Financial Statements - Roger Snook asked for a motion to approve payment of the bills and financial statements through November 12, 2014 as presented. A motion was made by Susan Kinney and seconded by Heidi Potter to approve both the bills and the financial statements. MOTION UNANIMOUSLY CARRIED.

PUBLIC COMMENTS: NONE

OFFICERS & OFFICIALS:

Plaque for Douglas App - Donald Zechman Jr informed Council that he received two phone calls from Douglas App since he was presented with a plaque for his years of service at the Borough. Donald stated, "You would have thought he had been given a Million Dollars!" Douglas asked that Donald thank Council on his behalf. Dustin Zechman and Michael Kerstetter presented the plaque to Douglas on his birthday.

Celebration Events for the Borough - Heidi Potter asked Council if they were interested in doing a yearly event of some sort for the Borough. She recommended they decide soon as planning for an event should begin no later than early next year. Ginny reminded everyone if they decide to have yearly celebration events, the money in the Celebration PLGIT Account is earmarked for Centennial events rather than yearly celebrations. Thought should be given to where the money is going to come from to cover the costs for these events. Heidi felt these events could be worked out so they paid for themselves, but that would have to be thought through. She asked that Council members think about this idea and give her their thoughts at the December meeting.

Mayor Renshaw - The Mayor informed Council he was scheduled to attend the Susquehanna River Valley breakfast event the next morning. Heidi noted she would not be able to attend with the Mayor as she had recently gotten a new job. She suggested someone else might want to attend in her place, since there will now be an available spot.

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NEW BUSINESS:

Penn Valley Airport Authority - Stephen Bowers, Airport Manager, introduced himself to the Council stating he was here tonight to do a short presentation on the Airport. He explained that the Airport Authority is made up of nine (9) municipal owners of which Middleburg Borough is one. Stephen presented a short slide show and informed Council of all current operations and monetary needs required for them to continue to operate. He expressed appreciation for the yearly donations made by the Borough and hoped they would continue to contribute as generously as possible as the Borough residents benefit by having the Airport close by. It is felt that the Airport requires approximately \$1.25 per resident per year, over the next 4 years, from each owner municipality in order to fund their grant match. This is the money used to cover costs for their upcoming projects that keep the Airport legally operational. Stephen encouraged everyone to stop by and visit the Airport as it is a top of the line facility. The Penn Valley Airport can only accommodate Class B aircraft which includes fairly large corporate jets. Due to the area available for runways, the Airport will never be able to support larger aircraft or provide public transportation, as the property is surrounded by Penns Creek. If a private individual who owned their own aircraft decided to begin charter flights, the public could use it in that way.

Excess Pension State Aid - Ginny informed Council that each year the Borough receives Pension State Aid and if that amount exceeds the amount billed by the retirement fund (PMRS) each year, the excess must be paid to PMRS and put toward funding the plans. Normally this does not happen and the Borough has to pay out more than they receive. This year there was overage in the amount of \$6,565.94. Council is required to make the decision whether they want to put the money toward funding the Non-Uniform Plan, which is currently over funded in the amount of \$75,000, or the Police Fund, which is currently over funded in the amount of \$28,000, or divide it between both funds. Following a short discussion, a motion was made by William Hostler and seconded by James Shull to split the excess aid amount evenly between the two funds. MOTION UNANIMOUSLY CARRIED.

SOLICITOR:

Signage Amendments to Zoning - Solicitor Jeremiah Runkle stated that the amendment language to the signage portion of the Zoning Ordinance is complete, however, he still has to create a new and more appropriate "Definitions" section. He hopes to present the completed amended document in draft format at the December Council meeting. Because it is part of the Zoning Ordinance, it will have to be reviewed by the Planning Commission 45 days in advance of the required public hearing so they have the opportunity to comment prior to adoption.

Open Burning Ordinance Amendment - Ginny explained that when the new Open Burning Ordinance was written, the language was specific to recreational burning being done in a Chiminea type structure. She has been receiving numerous phone calls from residents asking if the new language allows them to have a campfire inside a metal ring or a stone circle. Because Ginny felt confident Council's intentions were to allow recreational burning to occur not only in Chimineas but also using fire rings and stones, she has been telling people it is ok as long as they burn only firewood. They must be tending to the fire while it is burning and are not allowed to use their campfire as an excuse to burn trash. Ginny asked for confirmation from Council that this had been their intent and if so, recommended they consider amending the ordinance to correct this situation.

Following discussion on this issue, a motion was made by Susan Kinney and seconded by William Hostler for Jeremiah to create appropriate language amending the ordinance to allow recreational burning using fire rings or stone circles, etc. This language should include a requirement to make sure the fire is completely out when no one is attending to it. MOTION UNANIMOUSLY CARRIED.

OTHER:

Reliance Hose Company Report - Dwayne Hackenberg circulated copies of the fire report for the month of October 2014. Heidi Potter thanked Dwayne and the Fire Company for their dedication and hard work noting they do a great job! Dwayne said they need to work on generating interest from young people to train as firemen.

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Municipal Authority Member's Term Expires - Dwayne noted that Raymond Colestock's term serving on the Authority Board expires the end of this year. He said Raymond is willing to serve another term and Authority Board is recommending Council reappoint him. Note was made he cannot be legally reappointed until his term is up and that will be December 31st. Council will need to reappoint him at their January regular meeting. If the Authority meets in the new year prior to the Council, Raymond will not be allowed to participate until "after" his reappointment.

Sam Herman's term will also end on December 31st and he is not willing to serve another term. Everyone should be looking for someone from Franklin Township who is served by either public water or sewer to appoint to replace Sam.

Reliance Hose Company 2015 Schedule of Events - Dwayne Hackenberg read from a list of Fire Company events scheduled for the 2015 year. This list is included as an attachment to these Minutes and will be presented at a later time on their regular green card.

He noted that next year's Halloween event will include an open house at the Fire Station from 6:00 to 8:00 PM. During this time they will be handing out candy and providing hot chocolate for the trick or treaters.

Emergency Management - Dwayne said he still has not had a chance to set anything up with the County's Communications Center regarding the required NIMS training.

Increase in Water Rates - Michael Kerstetter, Budget Committee Chairperson, explained that the Municipal Authority Board is recommending increasing the base rate for water by \$.95 and the consumptive rate by \$1.25 for all entities (residential, commercial, industrial) which should raise an additional \$31,000 per year. This increase should take effect immediately so it generates four quarters of revenue from the increase during the 2015 year in an effort to balance the budget. As an example, Michael noted that a household using 11,000 gallons per quarter would see an increase of approximately \$9.70 per quarter. A motion was made by Michael Kerstetter and seconded by Heidi Potter to accept the recommended increases of the Authority Board as stated above. MOTION UNANIMOUSLY CARRIED.

Street Paving for 2014 - Dustin Zechman noted that Meckley's Limestone Products had completed the paving project for 2014 and the cost came in \$4,214.40 less than their bid. Ginny said she had asked the committee members to be sure to inspect the paving project prior to tonight's meeting so a motion could be passed approving payment. The committee members noted they had each inspected everything separately and recommended payment be made.

Ginny felt there was enough money to pay for this project in the General Fund checking account that had accumulated over the years and had not been moved into the PLGIT General Fund. This means Council could leave the money in the State Liquid Fuels account for next year's paving project, if they choose to do so. Council agreed payment for this year's paving project should come from the money in the General Fund checking account.

Charles Park Project - Dustin explained the area of the Charles Park project's retention pond requires 86 plantings. These plantings consist of trees, ferns and bushes. He feels these plantings should be done by a professional landscaper so the plants are under some type of warranty. It was noted that the grant funding requires prevailing wage rates be paid to anyone hired to do work on the project. It was decided that no planting should occur this year as it is already too cold making it likely the plants would not survive. Dustin was directed to get cost estimates from landscapers for planting in the spring of 2015. The entire Park project must be completed by December 31, 2015, including paperwork, in order to receive reimbursement.

Solar Power for the Borough Building - Ginny handed information to Building and Grounds Committee Chairman Donald Zechman Jr so he could look further into possible cost savings if the Borough would switch to solar heat. Many local municipalities are listed within the information packet that included costs for the solar heating as well as the cost savings for each community. Donald and the committee will look into the solar heating option and get back to the Council.

Police Report - Roger Snook noted everyone should have received a copy of the police report in their Agenda packet. Mayor Renshaw informed everyone that Tony Jordan is not in attendance at tonight's meeting because he is recovering from knee surgery. Tony was able to withstand his 8 hours of work but needed to get home and elevate the knee.

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Personnel Committee - Ginny reminded James Shull, Committee Chairman, that the committee needs to come up with recommended salary increases for the employees who are not contracted to be presented at the December meeting.

Douglas App - Michael Kerstetter explained that when he and Dustin presented Douglas App with the plaque for his time at the Borough, Douglas was overwhelmed with emotion that Council would be thoughtful enough to do something like that for him. Michael said he took photos of the event but did not bring them along to tonight's meeting. He was glad they chose to do this for Douglas, as it really meant a lot to him.

Basement Windows - Ginny circulated copies of the bids from Cam Shaffer Carpentry and Zechman's Construction. The costs submitted by Zechman's were significantly lower than Shaffer's. Following a lengthy discussion, a motion was made by Heidi Potter and seconded by William Hostler choosing Zechman's Construction and his quotes for slider windows for the ones being replaced, and full brick for the windows chosen to be closed off. MOTION UNANIMOUSLY CARRIED. The total cost for this project using Zechman's costs should be \$3,930 plus \$100 for moving the pipes.

Draft General Fund Budget for 2015 - Michael Kerstetter explained that everyone was given a copy of the proposed 2015 General Fund Budget which is thankfully in the black. Ginny asked if everyone had looked over each line item so they were aware of the proposed contributions. Following some discussion a motion was made by Heidi Potter and seconded by William Hostler to advertise the 2015 proposed General Fund Budget for public review. MOTION UNANIMOUSLY CARRIED.

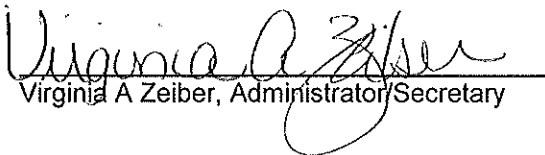
Christmas Trees - A discussion was held about placing a large fresh cut Christmas tree on the parcel of land owned by the Borough next to the bridge crossing Middlecreek, as in years past. Roger Snook reminded everyone a small tree was also erected in front of the Soldier's Memorial and decorated in honor of Veterans. It was decided Donald Zechman Jr will check with Hill View Tree Farm, where he is seasonally employed, on the cost for a fresh cut large tree to be placed next to the bridge and a small fresh cut tree for the Veterans.

Additional discussion took place regarding planting a tree next to the bridge. It was decided that the Borough would use fresh cut trees for the 2014 Christmas season and then look further into planting a tree in the spring. Ginny noted she had copies of a survey completed by PENNDOT, who owns the adjacent land, to be sure a planted tree is located on the appropriate parcel.

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

Adjournment - A motion was made by Heidi Potter and seconded by James Shull to adjourn. MOTION UNANIMOUSLY CARRIED.

The meeting adjourned at 9:34 PM.


Virginia A Zeiber, Administrator/Secretary

2015 EVENTS

Reliance Hose Co. No.1

Middleburg, Pa. (570) 837-3940

Visit Our Web. Site- www.rhc-50.org

- Sat. Jan. 10.....Seafood Supper 5-7pm
Sat. Feb. 14.....Seafood Supper 5-7pm
Sat. Mar. 14.....Seafood Supper 5-7pm
Sun. Mar. 15..... Spring Fling Bingo @ 1pm
Sat. Apr. 25.....Spring Yard Sale & Chicken
BBQ @ Carnival Field 8am-?
Thu. May 7.....Golf Tournament
Sun. May 10.....Mother's Day Dinner 11am-1pm
Mon. May 25.....Memorial Day Pig Roast-Chicken BBQ
& Chinese Auction
Sun. Jun. 7.....Mini Dog Show 9am @ Carnival Field
Sun Jun. 21.....Father's Day Dinner 11am-1pm
Tue.-Sat. Aug. 4-8.....Carnival
Thur. Aug. 6.....Parade @ 6:30 pm
Sat. & Su. Aug 22-23.....Dog Show @ Carnival Field
Sat. Aug. 22.....Fish/Shrimp Dinner 4-6 pm @ Carnival Field
Sun. Aug. 23.....Turkey Dinner 11 am-? @ Carnival Field
Sat. Sept. 19...Fall Yard Sale & BBQ Chicken @ Carnival Field 8am-?
Sat.-Sun. Oct. 4-10.....Fire Prevention Week
Tue. Oct. 6.....Fire Truck Rides 6:30 - ?
Sat. Oct. 31.....Halloween/Safety Open House @ Station 6pm-8pm
Sun. Nov. 8.....Christmas Cash Bingo @1pm
WED. Dec. 18.....Santa Treat 6:30 p.m.