

**REGULAR MEETING MINUTES  
OF THE MIDDLEBURG BOROUGH COUNCIL  
Tuesday, October 13, 2015  
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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 (absent)

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

OTHERS PRESENT : Dustin Zechman-Foreman, Judy Varner-Employee, Jeremiah Runkle-Solicitor, Brian Lauver-Resident, David Walters-Engineer

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Meeting Called to Order - The Middleburg Borough Council meeting was called to order by Roger Snook at 7:30 PM and began with the Pledge of Allegiance to the Flag of the United States of America.

Agenda - Roger Snook requested additions and/or approval of the October 13, 2015 Agenda as presented. A motion was made by Michael Kerstetter and seconded by James Shull approving the Agenda. MOTION UNANIMOUSLY CARRIED.

Regular Meeting Minutes for September 8, 2015 - Roger Snook asked for a motion to approve the Minutes as presented. A motion was made by William Hostler and seconded by Heidi Potter approving the September minutes. MOTION UNANIMOUSLY CARRIED.

Payment of Bills & Approval of Financial Statements - Roger Snook asked for a motion approving payment of the bills and financial statements through October 13, 2015 as presented. A motion was made by Michael Kerstetter and seconded by William Hostler approving payment of the bills and financial statements. MOTION UNANIMOUSLY CARRIED.

PUBLIC COMMENTS: NONE

OFFICIALS:

Burning Complaint - Mayor Ronald Renshaw began to explain a call he received regarding a complaint from a Borough resident that their neighbor continues to burn between the hours of 8:00 PM and 11:00 PM and it is affecting his health. Ginny stopped him explaining this situation has been an ongoing issue for a long time and the Police have addressed it numerous times. The person being complained about is burning a small campfire, that is permitted, several evenings per week.

Annual Elected Officials Breakfast - Mayor Renshaw explained that the annual elected officials breakfast has been scheduled at Country Cupboard beginning at 8:00 AM on Thursday, November 12<sup>th</sup>. Ginny noted Heidi Potter has already been signed up to attend this event. Mayor Renshaw was invited to join Heidi for the breakfast. He will check his schedule to see if he can make it.

Landlord Ordinance - William Hostler reported that the committee had reviewed the suggested language for a new landlord ordinance and they had emailed some questions to Jeremiah. Since Jeremiah was on vacation during that time, Ginny provided some responses to the questions. Jeremiah said he would check for the email again and respond to the questions.

Storm Drain Spoutings - Michael Kerstetter noted he and the committee met one Saturday morning and went around town checking out the spoutings that are overhead crossing sidewalks and dumping stormwater out onto the sidewalks and/or roadways. Dustin Zechman provided them with a list of approximately 20 of these locations, however, it turned out there are actually more like 25 to 30. Michael said, rather than initiating an ordinance at this time, he would like to visit these properties in person in an attempt to resolve the issues directly with the property owners. Some of them are actually two properties who have joined their spoutings together to dump onto the street as one. Michael said some of these should not be too difficult to resolve while others may present a problem.

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Reliance Hose Company - Fire Chief Dwayne Hackenberg read from the Fire Company Report for the month of September. He noted last week was their annual fire prevention week. During that time they provided fire truck rides for around 130 kids. A cash bingo event has been scheduled for Sunday, November 8<sup>th</sup>. For Halloween, the night of trick-or-treat, the Fire Company plans to provide hot chocolate and some candy for the kids.

Trick-Or-Treat Night for Middleburg Borough - Ginny explained Beavertown Borough has not scheduled their event yet and Selinsgrove Borough scheduled their trick-or-treat night for Saturday October 31, 2015 from 6:00 to 8:00 PM. A motion was made by Heidi Potter and seconded by William Hostler to schedule trick-or-treat night for Middleburg Borough for October 31<sup>st</sup> from 6:00 PM to 8:00 PM. MOTION UNANIMOUSLY CARRIED.

Roger Snook suggested including that if a household wishes to participate in trick or treating, they should turn their porch light on.

New Ambulance Building - Dwayne explained he did not know the schedule for the completion of the new ambulance building. They hope to have the building under roof in time for the ambulances to be protected during inclement weather.

Roger asked what the Fire Company planned to do with the building now being used for the ambulance services that was formerly Mitchell's Market. He said Wilkes-Barre Veteran's Medical Center may be looking for a place for a Veteran's Clinic to operate two or three days a week. He thought this building might be a good location for them. Dwayne said that is the type of thing they would most likely be looking for but have not decided on anything to date. Roger added that the plan is for the Veterans Administration to send an administrative person, a doctor and a nurse to service the Veterans in this area. He asked Dwayne to keep that in mind.

Additional Equipment for the Ventrac Tractor - Dustin explained that the Authority Board agreed to pay two thirds of the cost for the additional equipment requested for the Ventrac Tractor. They were not happy about it, and even though they agreed this time, they indicated it would be the last time they would be willing to share two thirds for the cost of new equipment. They feel the water and sewer should be looked at as one entity and the general fund the second entity, so the expenses should be split 50% general fund and 50% water/sewer fund. Ginny attempted to explain to the Authority Board that these entities operate as three separate businesses and that is the way they are supposed to operate by law. Dustin recommended adding language to a new management agreement that clarifies how to separate the cost to purchase new equipment.

Following additional discussion on this issue a motion was made by Donald Zechman Jr and seconded by William Hostler for the General Fund to pay one third of the cost for the additional requested equipment. MOTION UNANIMOUSLY CARRIED.

Possibility of Merging Boards - Jeremiah explained that month after month he listens to the ongoing conflicts between the Authority Board and the Borough Council. The Authority Board clearly has a number of dedicated members willing to serve their community and it remains difficult to find residents interested in serving on Borough Council. As an example, starting with the 2016 year, there will be five vacant seats on the Council. Given this, Jeremiah suggested that it may make sense to explore the possibility of bringing the two boards together by dissolving the Authority and having members from the Authority Board serve on Council. That way everyone could work together toward a common goal. This type of thing does not happen overnight and there may be legal barriers to dissolving the Authority, like an outstanding bond issue, that may prevent it entirely, but it may be worth exploring. Jeremiah noted that Mifflinburg Borough had a separate Authority at one time, but the Council now handles the water and sewer system and it seems to be working fine. He feels it is a shame to continue with ongoing turmoil and disagreements between the two boards.

Trailer and Generator - Dustin explained the Fire Company recently donated a trailer, a generator and some flood lights to the Borough. The generator is a small old military unit with only about three hours on it so everything is like new. He intends to use these items for water and sewer projects. They were being stored in the old ambulance building so when that was torn down the Fire Company was looking for a new home for the equipment, so that is how we got it. Heidi recommended sending them a thank you note.

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Charles Park Playground Project - Dustin explained that Wes Farringer, from DCNR, inspected the upgrades at Charles Park on Friday, October 9<sup>th</sup>. He was very pleased with everything and only requested two minor changes. Beverly Inch is pulling together Dustin's handwritten records for time and equipment so that everything is appropriately recorded for final approval of the project and the closeout of the grant by the end of 2015, as required. Wes told Dustin that Middleburg Borough was awarded their grant right before new guidelines were put in place requiring all parking areas be concreted. He stated the Borough is not going to be required to do this at this time, but recommended paving the handicap area sometime when funds become available.

Police Report - Tony Jordan noted everyone should have received a copy of the police report. Antennas were installed on all of the police vehicles by Keystone Communications for the docking stations at a cost of \$700 each. He convinced the C-Job Grant to cover that cost as well as the monthly Internet fee for a couple of years. The Borough will have a minimal cost for the mounting of the units at about \$300 per car.

Meckley's Limestone Products - Heidi Potter made a motion for the Borough to proceed with the required repairs to Grand Street by Meckley's Limestone Products, as quoted, at their earliest convenience. The motion was seconded by Donald Zechman Jr. MOTION UNANIMOUSLY CARRIED.

Executive Session - Council went into executive session at 8:25 to discuss personnel issues. The session ended at 8:52 PM.

Additional Hours for the Police Secretary - As a result of the executive session, and as recommended by the budget committee and the personnel committee, a motion was made by James Shull and seconded by Heidi Potter to offer Dixie Kreamer additional part time hours totaling 35 hours per week. MOTION UNANIMOUSLY CARRIED.

Full Time Police Officer - As a result of the executive session, and the recommendation by the budget committee and the personnel committee, a motion was made by James Shull and seconded by William Hostler to hire another full time police officer. MOTION UNANIMOUSLY CARRIED. It was agreed this officer would begin full time the first payroll of the new year (2016).

James explained there are some legal issues that may need to be resolved before an individual can be named for this position. Once those issues have been resolved, a special meeting would be held to officially name the full time officer.

Council requested Tony Jordan increase the contracted services fees and include an escalation clause in the next contract. Jeremiah noted it would be better to increase these fees incrementally rather than waiting for a few years to pass and then ask for a significant increase all at one time. Tony said he planned to take care of this issue before the end of 2015.

Budget Committee - Michael Kerstetter noted everyone was given a copy of the three DRAFT budgets for 2016. He highlighted the General Fund Budget's contribution to the Airport for \$750 and a swimming pool donation of \$500. Mike expressed his hopes that the swimming pool will continue to be kept open and used by the community. The line item for new paving includes \$20,000 which would be added to State Liquid Fuels money chosen to be spent for this purpose. Council was asked to review all three 2016 draft budgets in hopes of adopting them at the November meeting.

Copies of the three draft budgets were also given to the entire Authority Board for their review. Timothy Folk, Authority Board member, sat in on the preparation of both of the water and sewer budgets and his input proved to be very helpful.

Ginny explained, in reference to the water fund budget, information was given to the Authority Board regarding paying off their 10 year West Market Street water line loan. This will eliminate that monthly payment and allow a new payment for the required approximate \$300,000 loan for the new well #3 project. This project involves building a new well house and connecting the new well to the public water system.

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Donation for Heating Oil - Ginny asked the Authority Board, per their request to be asked each year, for a donation toward the cost for heating oil for the Borough building in the amount of \$800 from the water fund and \$800 from the sewer fund. After some discussion, they passed a motion to donate the requested funds.

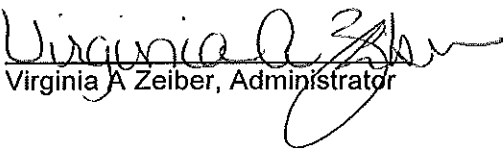
Parks & Recreation Committee - Heidi Potter explained that Beverly Inch is compiling the labor and equipment costs for the Charles Park Grant for submission to DCNR so the grant can be satisfied and closed out before the end of 2015.

Ash Trees - Tony Jordan explained there are quite a few Ash trees in Charles Park that are either dying or dead that will need to be removed. Unfortunately, once they are gone, there won't be many trees left in the Park. He wondered if it would be feasible to advertise for people to buy a tree for the park and then each tree could be posted noting the donation and who it represents. The new trees would need to be fairly large in size and not tiny seedlings. Dustin said the dead and dying Ash trees are the ones Council passed a motion at an earlier meeting for George Long to remove. Dustin asked George to hold off on removing the Ash trees until the grant situation has been satisfied because he did not want to create a mess. Dustin estimated approximately 20 trees still need to be removed.

Sign at Park - Discussion was held regarding getting a new sign made for Charles Park. Ginny was asked to contact the New Berlin Vo-Tech School to see if they might be interested in doing one. It was recommended a vinyl product be used in an effort to have it last longer. Heidi volunteered to take charge of gathering information for a new sign at the Park. Ginny suggested checking to see if a new sign was included in the grant.

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

The meeting adjourned at 9:28 PM.

  
Virginia A Zeiber, Administrator