

**REGULAR MEETING MINUTES
OF THE MIDDLEBURG BOROUGH COUNCIL
Tuesday, December 8, 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

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

OTHERS PRESENT : Dustin Zechman-Foreman, Judy Varner-Employee, Jeremiah Runkle-Solicitor, Brian Lauver-Resident, Dwayne Hackenberg

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 December 8, 2015 Agenda as presented. A motion was made by Heidi Potter and seconded by Donald Zechman Jr approving the Agenda as presented. MOTION UNANIMOUSLY CARRIED.

Regular Meeting Minutes for November 10, 2015 - Roger Snook asked for a motion to approve the November 10, 2015 Minutes as presented. A motion was made by Susan Kinney and seconded by Heidi Potter approving the Minutes as presented. 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 December 8, 2015 as presented. A motion was made by Michael Kerstetter and seconded by James Shull approving payment of the bills and financial statements. MOTION UNANIMOUSLY CARRIED.

PUBLIC COMMENTS: NONE

OFFICIALS:

SRVVB Breakfast - Mayor Renshaw explained he and Heidi had recently attended the Susquehanna River Valley Visitor's Bureau's elected official's breakfast. He presented a packet of brochures and information put out by this organization, should anyone be interested in looking at it. He felt this group was doing a nice job for the area.

2016 Tax Ordinance - Solicitor Jeremiah Runkle presented a copy of Tax Ordinance #331 for 2016 noting it had been properly advertised prior to the meeting. Included is the Real Estate Tax Millage at 24.5 mills and Lighting Mills at 2.0, the same as the 2015 year. He opened the floor for public comment. Following no comments, a motion was made by Donald Zechman Jr and seconded by William Hostler adopting the 2016 tax ordinance as advertised and presented. MOTION UNANIMOUSLY CARRIED.

Reliance Hose Company Report - The Fire Company report for the month of November was handed out by Fire Chief Dwayne Hackenberg for review. He also presented the 2016 Events List card for everyone. Donald Zechman Jr motioned to adopt the 2016 Events List and the motion was seconded by Heidi Potter. MOTION UNANIMOUSLY CARRIED.

Dwayne noted if anyone is interested in becoming a fire fighter, they are looking for volunteers and to send them over to the Fire Company.

Police Report - Roger Snook noted everyone had received copies of the police report, however, Tony Jordan was not present at this time.

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Executive Session - Council went into executive session at 7:45 PM to discuss personnel issues. The session ended at 8:10 PM.

Officer David Shaffer - As a result of the executive session Heidi Potter made a motion, seconded by Susan Kinney, to credit David Shaffer for his part time work at the Borough, affecting his vacation time only, in the amount of 4 years beginning with his full time employment on December 1, 2015. This motion is contingent on labor Attorney Adam Santucci's approval of this action. MOTION UNANIMOUSLY CARRIED.

Non-Contracted Employees' Salary Increases for 2016 - As a result of the executive session James Shull read the following salary increases as follows:

Virginia Zeiber	from 2015 \$49,234.00 to	2016 - \$50,711.02
Dustin Zechman	from 2015 \$46,659.00 to	2016 - \$48,058.77
Frona Rothermel	from 2015 \$11.07 per hr	2016 - \$11.40 per hr
Beverly Inch	from 2015 \$12.64 per hr	2016 - \$13.02 per hr
Dixie Kreamer	from 2015 \$12.18 per hr	2016 - \$12.55 per hr

A motion was made by James Shull and seconded by William Hostler adopting the salary increases for 2016 as presented. MOTION UNANIMOUSLY CARRIED.

Michael Kerstetter requested Ginny send a simple letter to the above employees noting their 2016 wage increases.

Charles Park Grant - Ginny noted all of the grant paperwork has been submitted to DCNR for the Charles Park improvements. This grant is required to be closed out by December 31, 2015. The Borough has not heard from DCNR since their submission of paperwork.

2016 Budgets - Ginny explained the three budgets had been properly advertised for public review. As a result, there was no public comment or requests to see the budgets. A motion was made by Michael Kerstetter and seconded by Susan Kinney adopting the General Fund, Water Fund, and Sewer Fund budgets as advertised. MOTION UNANIMOUSLY CARRIED.

Standpipe/Overflow Structure at the Lake - This project has been completed.

New Sign for Charles Park - Heidi stated she is waiting to hear from SUN Area Vo-Tech school regarding a new sign for the park.

Proposed Landlord Ordinance - William Hostler indicated this committee will need to meet again to discuss the language in this ordinance further.

NEW BUSINESS:

2016 Meetings for Middleburg Borough Council were scheduled as follows:

Reorganization Meeting	:	Monday, January 4, 2016 at 6:00 PM
Regular Meetings	:	Tuesday, February 9, 2016 at 7:30 PM
		Tuesday, March 8, 2016 at 7:30 PM
		Tuesday, April 12, 2016 at 7:30 PM
		Tuesday, May 10, 2016 at 7:30 PM
		Tuesday, June 14, 2016 at 7:30 PM
		Tuesday, July 12, 2016 at 7:30 PM
		Tuesday, August 16, 2016 at 7:30 PM
		Tuesday, September 13, 2016 at 7:30 PM
		Tuesday, October 11, 2016 at 7:30 PM
		Tuesday, November 8, 2016 at 7:30 PM
		Tuesday, December 13, 2016 at 7:30 PM

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A motion was made by Susan Kinney approving the meeting schedule for 2016 as shown above. Ginny was authorized to pay all bills between now and the regular February meeting. Those bills will be presented for approval at the February meeting. The regular meeting, normally held the second Tuesday of the month, will be skipped in January as all business will be handled at the reorganization meeting. The motion was seconded by Heidi Potter. MOTION UNANIMOUSLY CARRIED.

Christmas Eve Day - A motion was made by William Hostler and seconded by James Shull to give all Borough employees paid time off at 12:00 noon on Christmas Eve day and the office to be closed. MOTION UNANIMOUSLY CARRIED.

Request for Driveway Widening - Cynthia Hutchinson contacted Ginny requesting permission to widen the driveway located at the rear of 247 Grand Street, along Winey Avenue. The Hutchinsons are purchasing the property, however, contingent on the purchase, they need to be able to park their motor home in the driveway. They are willing to meet all Borough requirements in order to be permitted to widen the driveway. They may also decide to replace their sidewalks and curbing out front, which are in poor condition. Michael Kerstetter and Dustin looked at the driveway and the sidewalks at this property and concluded widening the driveway, according to their request, should not be a problem.

Dustin explained that he normally follows a PENNDOT drawing/spec, however, PENNDOT told him they do not require Boroughs to follow their curb spec if they have their own ordinance in place. It was decided the Hutchinsons should submit a drawing indicating exactly what they are proposing to do and how they plan to do it. Dustin can then review the drawing and either approve it or make changes. Heidi Potter made a motion for the Hutchinsons to move forward with their projects as long as they present appropriate drawings for Dustin's approval. The motion was seconded by Susan Kinney. MOTION UNANIMOUSLY CARRIED.

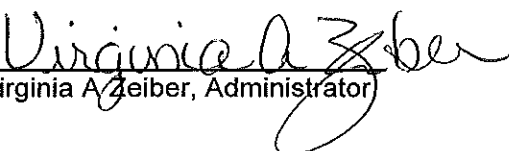
Trees for Charles Park - Tony Jordan stated he has approximately twelve Pin Oak trees on his property and if the Borough would like some trees for Charles Park he would be willing to donate them. Someone like Shaffer's Landscaping would need to come and get the trees and deliver them to the Park for planting. Tony said he discussed some of the costs with Shaffer's and they said it would be around \$200 just to get their equipment delivered to the trees. No action was taken at this time.

Thank You - Heidi Potter thanked Roger Snook and Donald Zechman Jr for their many years on Council. Donald noted he had been on Council for 18 years and only missed 3 meetings. Roger said he had been on Council for a total of 6 years. She also thanked Susan Kinney for her time served as an appointee.

Vacancy On Council - Ginny reminded everyone there is one vacant chair on Council that needs to be filled by an appointee. Since this seat must be filled in a timely manner, it should be done during the reorganization meeting. She asked everyone to check around in hopes of finding an interested resident. That person should confirm ahead of time that they are agreeable to accepting the position, should they be nominated.

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

The meeting adjourned at 8:23 PM.


Virginia A. Zeiber, Administrator