

REGULAR MEETING  
OF THE MIDDLEBURG BOROUGH COUNCIL  
Tuesday, February 9, 2016  
Page 1 of 4

- LOCATION OF MEETING: Middleburg Borough Building, 13 North Main Street, Middleburg PA
- COUNCIL MEMBERS : James Shull-President, Michael Kerstetter-V.P, Heidi Potter, William Hostler, Judy Lynn, Brian Lauver
- OFFICIALS PRESENT : Virginia "Ginny" A Zeiber-Administrator/Secretary/Zoning Officer, Mayor Ronald Renshaw (absent), Tony Jordan-Police Chief
- OTHERS PRESENT : Dustin Zechman-Borough Foreman, Judy Varner-Employee, Jeremiah Runkle-Solicitor

\*\*\*\*\*

Meeting Called to Order - The Middleburg Borough Council meeting was called to order by James Shull, Council President, and began with the Pledge of Allegiance to the Flag of the United States of America.

Agenda - James Shull requested additions to and/or approval of the February 9, 2016 Agenda as presented. A motion was made by Michael Kerstetter and seconded by Heidi Potter approving the Agenda. MOTION UNANIMOUSLY CARRIED.

Approval of Minutes from the January 4, 2016 Reorganization Meeting - A motion was made by Heidi Potter and seconded by Judy Lynn approving the January 4, 2016 Minutes as presented. MOTION UNANIMOUSLY CARRIED.

Approval of Bills and Financial Statements - A motion was made by William Hostler and seconded by Brian Lauver approving the bills and financial statements thru February 9, 2016 as presented. MOTION UNANIMOUSLY CARRIED.

PUBLIC COMMENTS: NONE

REPORTS FROM OFFICERS AND OFFICIALS:

Mayor Ronald Renshaw - The Mayor was absent from this meeting, as previously announced, due to Selinsgrove Area Adult Band rehearsals.

Short Term and Long Term Plans - James Shull stated he would like to see some short term and long term plans happen within the community this year.

Middleburg Heritage Festival - Heidi Potter explained that plans for the Heritage Festival, scheduled for May 7, 2016, are continuing to move forward. She will be sending an email about an organizational meeting scheduled for February 17, 2016. The purpose of this meeting is to organize the Revitalization Committee by appointing a chairperson, secretary and treasurer to appropriately handle all business.

Vacant Council Seat - Ginny explained that the Vacancy Board Chairperson, Bernadette Schwalm, has been working diligently in an attempt to find someone willing to fill the vacant seat on Council, however, she was unable to find anyone. Jeremiah Runkle explained that at this point Council can simply continue with only six members. Michael Kerstetter recommended continuing efforts to try to find someone to fill the seat. Jeremiah explained since the appropriate time frame has passed to fill the position, the court would need to be petitioned to do so. He suggested continuing to search for someone who may be interested in running for the seat during the next election. Ginny noted that Gail Brouse and her daughter Kelly Eichenlaub both expressed their interest in future Council participation, however, it would be at least two years until they would have the time.

Reliance Hose Company Report - Fire Chief Dwayne Hackenberg circulated copies of the Reliance Hose Company Report for the month of January. He added man hours to the information, as he thought everyone might be interested in seeing exactly what they do and how many hours are committed. This includes man hours for Tuesday night training sessions. This Saturday evening will be their seafood supper.

Donald Erb Jr's Resignation - A motion was made by Brian Lauver and seconded by William Hostler accepting Donald Erb Jr's resignation letter effective January 15, 2016. MOTION UNANIMOUSLY CARRIED.

**REGULAR MEETING  
OF THE MIDDLEBURG BOROUGH COUNCIL  
Tuesday, February 9, 2016  
Page 2 of 4**

Hiring A New Full Time Employee - Dustin Zechman explained he needs a replacement employee to be hired no later than April. Ginny will advertise for a full time employee for the maintenance crew.

Police Report - All Council members received copies of the monthly police report.

Tony Jordan explained he received 26 applicants for the part-time police secretary position. He has it narrowed down to 18 and is running criminal history background checks on them.

Personnel Committee - James Shull informed everyone the personnel committee is planning a telephone conference with Labor Attorney Adam Santucci in the near future to work on settling some ongoing personnel issues.

Street & Sidewalk Committee - Michael Kerstetter explained the committee is planning to review the paving projects that were not completed last year and also new projects for this year. They will attempt to advertise for bids as early in the year as possible when contractors are looking for work and prices may be more competitive.

Sign for Charles Park - Heidi Potter noted she still has not heard back from SUN Tech regarding a new sign for Charles Park. She will report on this situation as soon as she hears from them.

Water Rate Increases - Heidi Potter explained the Authority brought up the fact that with the costs for the new well and the fact that the 2016 water budget had to be supplemented with \$15,000 from the PLGIT water fund, the water rates will need to be increased and most likely sooner than later. Following some discussion, it was decided to ask Engineer David Walters to use his spreadsheet calculations and come up with some recommendations.

Charles Park Grant - Heidi Potter explained the Borough is still in the process of supplying DCNR with information required to get the grant money for the Park project. It appears from their calculations, regarding what expenses they will accept and what they will not, that we will be receiving some of the grant money, but not all of it. The most recent figure projected by DCNR was that the Borough would receive approximately \$15,000 out of the remaining \$20,000. The Borough received and spent \$20,000 in the beginning of the project and now they are hoping to receive as much as possible of the remaining \$20,000. All together it has been estimated that the Borough will receive around \$35,000 of the \$40,000 available.

Landlord Ordinance Committee - William Hostler, Chairman, stated the committee has not concluded the review of this proposed ordinance. They hope to do so in the very near future.

Safety Committee - Tony Jordan requested some dates that the committee members are available for a meeting. No dates were provided and no action was taken since the Mayor was unavailable for his input. Tony was asked to contact the Mayor to see when he would be available and then present those dates to the rest of the committee so something could be scheduled.

**UNFINISHED BUSINESS:**

Middleburg Yarn Factory - Following a discussion on the condition of the Yarn Factory and what else could be done at this point, it was decided the first step would be to look for funding to demolish the structure. James Shull gave this task to the building and grounds committee. Jeremiah recommended contacting the Borough's Association (PSAB) or Shawn McLaughlin, Union County Planning Director, as he has many years of experience in this area. Ginny also recommended contacting Phil Dunn in Senator Gordner's office as he too has always been very helpful.

**REGULAR MEETING  
OF THE MIDDLEBURG BOROUGH COUNCIL  
Tuesday, February 9, 2016  
Page 3 of 4**

**NEW BUSINESS:**

Proposed New Sidewalk - Ginny presented bids for the proposed new sidewalk which would be located from the rear of the Borough building along the side of the building to the elevator entrance. Out of six concrete contractors notified, only three responded. Brubaker Concrete - \$4,950.00; Cam Shaffer Carpentry - \$3,893.00; and Elmer & Sons Concrete - \$3,745.00.

A motion was made by Heidi Potter and seconded by Judy Lynn to move forward with the project as bid and accept Elmer & Sons Concrete as the low bidder.

Prior to a vote being taken on the motion, Dustin Zechman expressed his concern that the new sidewalk, in order to meet the appropriate ADA grade, may require additional work in the area where it meets the parking lot paving. An additional suggestion was made to run the sidewalk from the rear parking lot toward the front of the building and then along the existing sidewalk into the elevator all the way out to the sidewalk in front of the building. Concerns were also expressed regarding if a yellow ADA bumpy area would be required for the blind.

Following discussions on all of these concerns, Heidi withdrew her motion. It was decided Ginny will contact Elmer Stoltzfus and see exactly what he included in his bid regarding these concerns and also ask him how much more it would cost to run the new sidewalk out to the one in the front of the building. The project was tabled at this time.

AFSCME Union Contract - A motion was made by William Hostler and seconded by Heidi Potter to adopt the new AFSCME Union Contract. The only change in this contract is a \$.30 per hour raise per year over a three year period (2016, 2017, and 2018). MOTION UNANIMOUSLY CARRIED.

Proposed Snow Ordinance - Ginny included in the agenda packets copies of a sample ordinance from Penn Township describing requirements for vehicles to be removed from all streets within the Township following a snow event. This regulation would allow the drivers plowing the snow to remove it more efficiently and clear the areas for vehicles to be parked along the streets. For years the Borough maintenance crew has had ongoing issues with vehicles remaining on streets forcing drivers to maneuver the plows and trucks around them. A new ordinance would force the vehicles to be parked elsewhere, within a designated time frame, until plowing has been completed. The language in the sample ordinance also follows the National Weather Service for Snyder County making it self-activating regarding when people would be required to move their vehicles. Vehicles would need to remain off the streets for 8 hours following a snow event. The fine for not removing a vehicle would be \$25 and an additional fine of \$25 would be included for anyone who shovels their snow onto a public street.

Following a discussion on this proposed ordinance, Jeremiah was directed to proceed by preparing an ordinance, based on the language in the sample ordinance, to be reviewed and possibly approved for advertisement at the March Council meeting. The ordinance will be able to be enforced by the Police Department or the Borough Foreman.

Tree Limb Removal - Dustin Zechman questioned if there was any type of law that required property owners to cut back their tree limbs when they project out into the public roadways. Jeremiah explained the Borough has the right to remove the limbs or trim back any trees or shrubs that project into the rights-of-way. Dustin stated he did not want the Borough to have to do the work and was hoping for something requiring the property owner to take on that responsibility. Jeremiah will check into this and report back at the March meeting.

Community Room - Ginny explained that, although there is nothing in writing, the rule of thumb for use of the Community Room has been that non-profit groups can use it free of charge and the fee for anyone else is \$40 per event. She recommended regulations for the use of this room be put into an official resolution. Now that the room has been rehabilitated, she asked if Council was interested in advertising its availability and if they wanted to increase the cost to use it and state a time frame. Council agreed the room should be advertised and the fee for its use be increased to \$50. The resolution should also state the amount of time the fee applies to.

James Shull directed the building and grounds committee to discuss this situation and come up with a recommendation for appropriate language to incorporate into an official resolution.

**REGULAR MEETING  
OF THE MIDDLEBURG BOROUGH COUNCIL  
Tuesday, February 9, 2016  
Page 4 of 4**

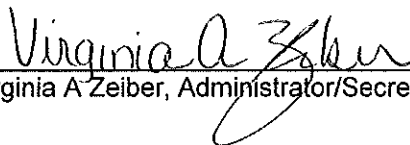
LED Street Lights - James Shull provided an explanation of proposed new LED lights for street lighting. He noted most of the Borough's lights are actually mounted on a bracket on public utility poles. Ginny thought there was a rental fee included on the Borough's PPL street light bill for use of the poles. James noted the headlamp would need to be replaced in its entirety on every light at a cost of approximately \$500 to \$900 per fixture, plus additional costs for brackets and labor to change them out. Cost recovery for LED lighting is projected to be between two to three years. Additional choices would need to be made such as wattage per fixture, etc.

Brian Lauver offered to look further into this situation and report back at the March Council meeting.

Alternate for the Snyder County Tax Collection Committee (SCTCC) - Susan Kinney had previously served in the capacity of alternate on the SCTCC, however, since she is no longer on Council, a current Council member needs to be appointed to replace her. Michael Kerstetter agreed to take the appointment. A motion was made by Heidi Potter and seconded by William Hostler appointing Michael Kerstetter as the alternate on the SCTCC. MOTION UNANIMOUSLY CARRIED.

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

The meeting adjourned at 9:17 PM.

  
\_\_\_\_\_  
Virginia A. Zeiber, Administrator/Secretary