

REGULAR MEETING MINUTES
OF THE MIDDLEBURG BOROUGH COUNCIL

Tuesday, March 8, 2016

Page 1 of 5

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, Caleb Eia-Hope's Haven

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 March 8, 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 February 9, 2016 Council Meeting - A motion was made by Heidi Potter and seconded by William Hostler approving the Minutes as presented. MOTION UNANIMOUSLY CARRIED.

Approval of Bills and Financial Statements - A motion was made by William Hostler and seconded by Judy Lynn approving the bills and financial statements thru March 8, 2016 as presented. MOTION UNANIMOUSLY CARRIED.

PUBLIC COMMENTS:

5K Event - Caleb Eia, representing Hopes Haven, announced they will be sponsoring a 5K Event on May 21, 2016 beginning at 9:00 AM. He requested permission to use the Charles Park area as a gathering location. A motion was made by William Hostler and seconded by Brian Lauver allowing Hopes Haven to use the Charles Park site as requested. MOTION UNANIMOUSLY CARRIED.

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.

Community Garden - Michael Kerstetter was approached by Henry Walter, who works at IGA, regarding Council's opinion about a community garden, similar to the one in Selinsgrove and other surrounding communities. Henry said his church has land and it may be possible to use it for this purpose. It was uncertain which church he was referring to, however, William Hostler believed he may attend the New Hope Church which is located in Franklin Township. If this is true, Henry should be directed to the Franklin Township Supervisors regarding this issue.

Strongman Competition - Michael Kerstetter explained he talked with Bill Fegley this morning and he asked Mike to request the use of Charles Park and the closing of South Charles Avenue on June 18, 2016 for the Strongman Competition. This event will begin around 9:00 AM and last thru mid afternoon. This is the same competition that has been held there for several years and they normally have a nice turnout. A motion was made by Michael Kerstetter and seconded by William Hostler approving the event at Charles Park and the closing of the street as requested. MOTION UNANIMOUSLY CARRIED.

Heidi Potter - Heidi noted she will not be available to attend next month's Council meeting.

Cell Phone Tower - Brian Lauver asked if anyone heard about a cell phone tower being constructed in the Borough of Middleburg. Dustin said it is most likely the tower being proposed for Red Kreider's property and that land is all in Franklin Township. Brian presented the article from the newspaper which actually stated notice was being given to the Borough and the surrounding area that a tower is planning to be installed.

REGULAR MEETING MINUTES
OF THE MIDDLEBURG BOROUGH COUNCIL

Tuesday, March 8, 2016

Page 2 of 5

I. D. Badges for Councilors - Dustin stated the employees had all gotten identification Badges at the 911 Center. They are free of charge and Councilors can get them if they desire. Brian felt it might be a good idea so that when Councilors are outside walking around town looking at streets or sidewalks etc., residents will know who they are. Dustin recommended contacting the 911 Center prior to going down to be sure the appropriate person is available to take the photos and prepare the badges.

Brian also recommended making a list of ideas to pass along to new Council members.

News Added to the Borough's Web Site - Brian Lauver recommended including any new events or news about the Borough on their web site as the events occur. He said this provides free advertisement and it should be updated regularly, in an effort to get more information on it.

SOLICITOR INFORMATION:

Draft Snow Removal Ordinance - Solicitor Jeremiah Runkle explained that a copy of the proposed new snow removal ordinance was included in each agenda packet for Council's review. Following a discussion on pros and cons to the proposed ordinance, a motion was made by Heidi Potter and seconded by William Hostler to proceed with advertising the ordinance. MOTION UNANIMOUSLY CARRIED. Penalties within the ordinance will include a \$50 fine for not removing your vehicle within the designated time frame, following a weather advisory, and also the ability for the Borough to have vehicles towed.

Tree or Shrub Trimming - Jeremiah Runkle explained there is an area of the Property Maintenance Code, that the Borough adopted, which is fairly general but would cover the concept of tree limbs or shrubs causing problems for drivers on streets within the Borough. It talks about maintenance of the exterior property areas and one of the things it says is that those areas have to be maintained in a safe manner. If vehicles are hitting the overhanging tree limbs or overgrown shrubs, then that would be considered unsafe and in violation of that ordinance. This would be a very broad definition so it should be clearly defined if the Borough decides to use it in that fashion. The Central Keystone COG inspectors could also verify whether or not they have used this language for this purpose. Jeremiah also received advice from a PENNDOT employee, who manages their right-of-ways, and his perspective was when it is the Borough's right-of-way, they (the Borough) have the right to trim if they are unhappy with projecting tree branches or shrubs. Consideration should be given to the idea that if the property owner is mandated to do the trimming, will they set up the appropriate safety measures such as cones, and appropriate traffic control. Dustin noted there are quite a few areas where the bushes or branches hit vehicles and equipment as they pass by. Some could potentially tear off a mirror or cause other damage. In conclusion, it was decided Dustin should make a list of properties in need of trimming having their trees or shrubs trimmed and Ginny will notify them by letter. This would be for situations that do not require coning or traffic control.

REPORTS & OTHER:

Reliance Hose Company Report - Fire Chief Dwayne Hackenberg circulated copies of the Fire Company's report for the month of February. He noted they did extremely well with their cash bingo and they have a seafood supper coming up on Saturday. The next event after that is their yard sale which is Saturday, April 30th. The new ambulance building is coming along well and looking good.

Police Report - Everyone received copies of the police report for February. Police Chief Tony Jordan explained he has interviewed 8 people out of 26 applicants for the part time police secretarial position. He has a few more to interview.

The terrorist task force for our area, which encompasses Snyder, Huntington, Mifflin, and Fulton Counties, etc., purchased trauma kits for all of the police departments in the area. The kits were given to the police departments at no charge and include items to treat gun shot wounds. They normally sell for \$350 EA.

Parking Problems - Michael Kerstetter said he received complaints about two properties where vehicles park in a manner that they either stick out into the right-of-way or are parked across a sidewalk. In front of Vinnie's Restaurant longer vehicles, such as pickup trucks and some SUV's, project out into the ROW. This often forces vehicles passing by to veer out around them and pedestrians to walk into the roadway.

**REGULAR MEETING MINUTES
OF THE MIDDLEBURG BOROUGH COUNCIL**

Tuesday, March 8, 2016

Page 3 of 5

The second complaint is about vehicles parked in front of the garage located in the rear yard of 320 and 322 East Main Street, which places them across the sidewalk. This forces pedestrians to walk out onto the roadway in order to pass by them. This property is owned by Dr Jeffrey Bell and is a rental.

Following discussion on these situations, it was decided to ask Vinnie if he would consider posting signage requesting larger vehicles to use his available parking in the rear parking area and Dr Bell would be asked to request his tenants park inside the garage or along the street, so they no longer block the sidewalk. Chief Jordan volunteered to discuss these situations with the property owners to see if they could be resolved in that manner.

COMMITTEE REPORTS:

Personnel Committee - Dustin Zechman explained he had reviewed all of the applicant's resumes/applications for the maintenance position. He narrowed them down to those he would like to contact in order to inform them of the details of the operator's position and also advise them of the starting salary. None of the applicants have a water or wastewater operator certification, leaving them at the starting rate of \$10.00 per hour. He feels some of them may have misinterpreted the operator position to mean equipment operator and also some may not be interested once they are aware of the starting rate. Once he confirms who is actually interested in the position, Tony Jordan will run criminal background checks. This is something the Borough normally does when hiring a new employee, plus criminal background checks are required by the state to work at the treatment plants. Once they have been completed, Dustin will interview the remaining applicants and present his recommendation to Council. Jim explained he felt Dustin should be doing the interviewing since the employee will be working directly for him and he would be the person most aware of their requirements and skills.

Building & Grounds Committee - William Hostler noted he continues to research information on blighted properties and passes it on to the other committee members. When he feels confident in his findings, they will be presented to Council for consideration.

Street & Sidewalk Committee - Michael Kerstetter circulated copies of the 2015 list of streets needing upgrades. He asked Council members to contact him if they become aware of any additional streets that need to be repaired or repaved. Ginny explained once the State Liquid Fuels money is received for the 2016 year, which is estimated to be around \$40,000, there will then be approximately \$82,800 available for upgrading streets.

Following discussion and in an effort to move the paving project along more quickly, a motion was made by Heidi Potter and seconded by Brian Lauver permitting the street and sidewalk committee to choose the streets to be included for 2016. They may then proceed by passing the information on to Brian Haight, at PENNDOT, so a bid packet estimate can be prepared for presentation at the April Council meeting. MOTION UNANIMOUSLY CARRIED.

Charles Park Upgrades Grant - Heidi Potter reported a new sign for Charles Park is being worked on by the VoTech school students. The final information on the grant is that we will not be receiving all of the funds due to parts of the project requiring bidding under the COSTARS contract that was not done. The refunded amount will be approximately \$4,000 short of the entire grant funds available. \$10,000 of the remaining amount has already been applied for and the final amount should be received within 4 to 6 weeks.

Eagle Scout Projects - James Shull noted if anyone knows of projects that would qualify as Eagle Scout projects, they should bring them to his attention. Heidi felt there are some projects coming up that could be used for that purpose. William Hostler also stated there are scouts looking into a walking trail around the lake project.

Christmas Decorations - Ginny explained there is still money left in the PLGIT Middleswarth Donation Fund that was originally designated to be used for Christmas decoration upgrades. Between the two funds designated for this use, there is currently approximately \$8,000 available.

REGULAR MEETING MINUTES
OF THE MIDDLEBURG BOROUGH COUNCIL
Tuesday, March 8, 2016
Page 4 of 4

UNFINISHED BUSINESS:

Sidewalk at Borough Building - Ginny included in the agenda packet a new estimate provided by the low bidder of the proposed sidewalk project, adding information and costs requested by Council. This includes the yellow bumpy ADA marker and the choice and added expense of extending the sidewalk from the rear parking area to the sidewalk in front of the Borough building.

Brian Lauver asked if the price included the cost of a building permit from the Central Keystone COG and inspection costs, since it is ADA construction and therefore both will be required. Ginny said she assumed the contractor had included that in his price, but did not specifically ask. Brian said he had contacted the COG himself and they confirmed those requirements. It was unknown how extensive of a drawing would be required, such as one prepared and sealed by an architect, or if the concrete contractor could prepare his own drawing. Brian noted a permit, drawing and inspections are required for any new ADA construction that does not replace an existing structure.

Ginny said she would contact the concrete contractor first to see if he had included the above costs in his estimate. If not, she will call the appropriate inspector at the Central Keystone COG and find out exactly what is required regarding drawings, inspections and costs, and bring that information back to Council.

Community Room - Upon recommendation of William Hostler, Council decided to advertise the availability of the community room located on the second floor of the Borough building for use by the public and keep the cost to rent the room at \$40.00 per event at this time. Brian Lauver suggested placing this information on the Borough's web site.

LED Street Lights - Brian Lauver presented results of his research on replacing the Borough's 110 street lights with LED lighting. The end result is PPL will hire a contractor to replace the existing lighting with LED lighting for only \$174.00. The LED lighting is projected to generate a monthly savings of \$75.49. PPL owns all of the lights except for one on Furnace Road that is owned by the Borough. This light was installed in 2009 following the request of one of the property owners in that area. Dustin recalled the reason the Borough had to pay for the light was because PPL will only install them for free if they are a certain distance apart. This light did not meet that requirement so it ended up being the Borough's cost. That light will cost \$174.00 to change over, but because the remaining lights are over 10 years old and owned by PPL, they can be converted free of charge. All of the street lights located within the Borough, except the one owned by the Borough, were last updated by PPL in 1988. Essentially the entire project will only cost the Borough \$174.00 with an estimated cost savings of approximately \$905.88 per year. The average time for this project to be completed is 70 days from the time the agreement is in place.

A motion was made by Michael Kerstetter and seconded by Judy Lynn to proceed with the project for PPL to change all 110 of the street lights located within Middleburg Borough to LED lighting at a cost of \$174.00. MOTION UNANIMOUSLY CARRIED.

NEW BUSINESS:

County Liquid Fuels - Ginny presented the application for County Liquid Fuels for the 2016 year in the amount of \$1,265.00. These funds must be used for the same qualifying projects as required by the State Liquid Fuels. A motion was made by Heidi Potter and seconded by William Hostler to apply this money toward the purchase of road salt and cold patch mix. MOTION UNANIMOUSLY CARRIED.

Schliefs Rental Property - Ginny noted this situation had been taken care of, however, Brian Lauver requested a synopsis. Jeremiah explained the Schliefs own a double house rental located between his office and the Borough's cut. There is no place to park in the front of the property and minimal access to the rear, due to the lay of the land. Historically access to the rear of the property was accomplished by traveling through the courthouse parking lot and across Jeremiah's property. The property is for sale and Gary Christian is the Realtor. He has been on an exhaustive mission trying to get approval to bring fill in to make a larger area for access in an effort to sell the property.

REGULAR MEETING MINUTES
OF THE MIDDLEBURG BOROUGH COUNCIL
Tuesday, March 8, 2016
Page 5 of 5

Ginny located a permit she had issued for fill to be placed several years ago on the Schliefs rental property. The old permit included an approved and sealed plan from Gene Kreamer, surveyor, as well as approval from Larson Design Group to place fill in the requested location, which is within the flood fringe. Their opinion was and still is that fill can be placed within this area without impacting the flood levels or adjoining properties.

Gene Kreamer recently created a new plan for Gary Christian for the newly proposed fill. Ginny plans on issuing the permit requested at this time, based on the engineer and surveyor's opinions the last time, the current drawing provided by the surveyor, as well as an additional drawing she will be requiring that designates exactly where they propose to place the fill and how much fill they will be using. It appears that the property where they are proposing to place the fill is technically owned by Norma Van Horn, so she will need to be the applicant.

Cleanup Day - Ginny explained she only received one proposal for clean up day and that was from Hometown Disposal. The rates are the same as they charged last year. A motion was made by William Hostler and seconded by Brian Lauver awarding the cleanup day work to Hometown Disposal. MOTION UNANIMOUSLY CARRIED.

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

The meeting adjourned at 9:43 PM.


Virginia A. Zeiber, Administrator/Secretary