

REGULAR MEETING MINUTES
OF THE MIDDLEBURG BOROUGH COUNCIL
Tuesday, May 10, 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, Tony Jordan-Police Chief

OTHERS PRESENT : Dustin Zechman-Borough Foreman, Judy Varner-Employee, Jeremiah Runkle-Solicitor, Dwayne Hackenberg-Fire Chief, Robin Richardson-BENECON

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 May 10, 2016 Agenda as presented. A motion was made by Michael Kerstetter and seconded by Heidi Potter approving the Agenda. MOTION UNANIMOUSLY CARRIED.

Minutes from the April 12, 2016 Council Meeting - A motion was made by William Hostler and seconded by Brian Lauver approving the April 12, 2016 Minutes as presented. MOTION UNANIMOUSLY CARRIED. Heidi Potter abstained due to the fact she had not attended the April 12th meeting.

Bills and Financial Statements - A motion was made by Heidi Potter and seconded by Judy Lynn approving the bills and financial statements thru May 10, 2016 as presented. MOTION UNANIMOUSLY CARRIED.

PUBLIC COMMENTS: NONE

REPORTS FROM OFFICERS AND OFFICIALS:

Long Term Goals - James Shull reminded everyone to think about long term goals they would like to see accomplished in Middleburg Borough.

Discussions - James Shull noted he would like to keep discussions as brief as possible. If there are more than 5 or 10 questions about the subject matter, it needs to be tabled until enough information is available to make a decision.

Heritage Festival - Heidi Potter noted the Festival went very well and the people who attended had an enjoyable time.

Traffic At The School - William Hostler said he was walking his boys to school recently when one of the boys was almost taken out by a moving vehicle. He wondered if anyone had any suggestions on what to do about the drivers of vehicles at the school, as things are not getting any better. He and his boys were standing on the end of Grand Street when a student drove off of Rt 522, came up through the front parking lot and around where the school people park their vehicles. They then made a left up the hill to get into the lot up on top. The driver of the vehicle waiting to pull out of the school lot apparently did not see them crossing and when they were half way across in the middle of the roadway, the driver gunned it and almost hit his son.

A suggestion was made to discuss the problems with the School Board. Mayor Renshaw recommended bringing the situation to the attention of the Principal first, to see if they could resolve the situation before taking it to the School Board. William volunteered taking on the task of talking to the Principal.

Reliance Hose Company Report - Dwayne Hackenberg circulated copies of the Fire Company report for the month of April 2016. He noted they have a golf tournament coming up on Thursday and the Wine Fest on June 11th. The Fire Company will take ownership of the new ambulance building on June 18th and move in on the 19th and 20th. The week of Memorial Day there will be an open house for the public.

**REGULAR MEETING MINUTES
OF THE MIDDLEBURG BOROUGH COUNCIL
Tuesday, May 10, 2016
Page 2 of 4**

BENECON Health Insurance Group - Robin Richardson introduced herself as the BENECON Representative. She explained that BENECON is the Administrator of the Pennsylvania Municipal Health Insurance Cooperative. Their way of providing health insurance for municipalities is done by bringing municipalities together making them a large employer which allows them to self fund their benefits. She circulated packets of information for all Council members to review. Within the self funded arrangement, BENECON works directly with Capital Blue Cross but the dollars set aside for all claims are all owned by the Municipality. When those dollars are not all needed to pay for claims, the money comes back to the Municipality. Currently there are 249 PA municipalities within their group. They are divided into the large group and a small group. The small group would be the smaller municipalities like Middleburg Borough. One of the benefits of the small group being included in this program is that the municipality can move away from the rules and regulations of federal health care reforms.

Joining this group requires a 3 year commitment which is done by Ordinance. The reason for that is it is designed as a long term program because of the claims going up and down. If the Borough is planning to provide health insurance for their employees for the next 5 to 7 years for sure, then this plan would be a good option. If the Borough shops every year and the idea is to get the best policy for the lowest price, etc. then maybe this plan would not be the best option. Normally, there are years where the municipality has a surplus and then years when they do not.

Following a discussion on the BENECON Group, Robin was asked to provide costs matching the Borough's upcoming new Capital Blue Cross Plan, as well as prices using the benefits being provided currently through the Highmark Health Insurance Plan, to see if moving to BENECON would be financially beneficial for the Borough.

Middleburg Yarn Factory - Solicitor Jeremiah Runkle said he had talked with the Yarn Factory's attorney, Ken Potter, and encouraged him to see if he could make something happen with the Yarn Factory building as the building has no value to either the owner or to the Borough. It continues to be a problem. He asked Ken if there was some way they could work collaboratively to accomplish a positive result for everyone. Ken said he would talk to the Yarn Factory owner to see if they would be willing to work with the Borough in a cooperative manner to find a way to demolish the structure.

Jeremiah also spoke with Glenda Ruch at SEDA COG. She administers the CDBG monies for Snyder County. That pool of money gets what is called entitlement money each year in the amount of around \$250,000 which has to be divided between Snyder County's municipalities who apply and qualify for the money. This money is normally used for water or sewer projects. There are also competitive funds available through CDBG that is statewide money. Glenda believes they recently changed the competitive funds to include remediation of blight. She is going to check into this program and get back to Jeremiah. Municipalities are able to apply for up to \$750,000. At this time the plan for the property, once the structure has been removed, is to plant grass and mow it as it is located within the floodway so what can be done with it is extremely limited. There may be an environmental assessment required at some point but Glenda recommended applying for the money and then once it has been secured, see what needs to be done regarding the environmental situation. She advised having the grant go through the County and not the Borough.

Borough Owned Fields - Dustin Zechman informed Council that Jason Godek normally farms the Borough's fields located adjacent to the maintenance shed property. Jason requested permission to clean up the area following years of flooding and tree overgrowth. He wants to bring a dozer in and cut down the unwanted trees. He would give the trees to the Borough to burn in their wood furnace. The trees he will be removing are of no other value. He is also willing to clean out some drainage ditches that have grown shut which would be a benefit to the property. Council was in agreement and advised Dustin to tell Jason to go ahead with this project.

COMMITTEES:

Executive Session of the Personnel Committee - Council went into executive session at 8:25 PM to discuss personnel issues. The session ended at 8:43 PM.

No action was taken at this time as a result of the executive session.

REGULAR MEETING MINUTES
OF THE MIDDLEBURG BOROUGH COUNCIL
Tuesday, May 10, 2016
Page 3 of 4

Council Meetings Moved to the Upstairs Community Room - A discussion was held on the possibility of Council moving their Tuesday night meetings to the newly remodeled community room. At this time the American Legion meets that night, however, the Commander informed Ginny recently they may either be disbanding or combining with another Legion group. Ginny will talk to the Legion members to see if they would be interested in changing the night of their meeting. The Council meetings could then be scheduled for an earlier time so they do not continue so late into the evening. Starting hours discussed were somewhere between 6:00 PM and 7:00 PM. Note was made that the old chairs in the Council room and the community room are in dire need of replacement. Ginny will look into this also.

Budget Committee - Heidi Potter explained that the only thing she had on this subject was that the Authority is looking into raising the water rates due to the water fund being in serious need of funding.

New Sign for Charles Park - Heidi noted she was unable to make contact with the right person at the Vo-Tech school to get the status of the new sign they are making for Charles Park. Brian Lauver volunteered to find out what is going on with the sign, while he is at the school substitute teaching.

Landlord Ordinance Committee - William Hostler said he hopes to get together with this committee again maybe next month to move things along.

CORRESPONDENCE:

Donations - The Borough received two donations from the Women's Club in the amount of \$75.00 for flowers at the bridge and \$50.00 for Christmas Lights.

Grace Covenant Community Church - Letters were received from the church requesting the use of Charles Park for their Annual Day in the Park on Sunday, August 21, 2016 and their Annual Worship Day in the Park on July 17, 2016. A motion was made by Heidi Potter and seconded by William Hostler approving both of these events as requested. MOTION UNANIMOUSLY CARRIED.

UNFINISHED BUSINESS:

EMC Insurance - Following a short discussion, Council members agreed that because Josh Edmiston's business is located within the Borough, and he presented a strong case to stay with him at the last Council meeting that included a reliable yearly return of \$2,700, the Borough should stay with EMC. Josh has been a faithful agent and the Borough continues to prefer to support businesses in town. A motion was made by William Hostler and seconded by Brian Lauver to stay with Edmiston's Insurance and accept the \$2,700 yearly return as proposed. MOTION UNANIMOUSLY CARRIED.

Paving & Seal Coat Bids - James Shull opened the bids for these projects and read them out loud as follows:

	<u>Paving Bid</u>	<u>Seal Coat Bid</u>
HRI Inc	\$47,290.00	- 0 -
J D Feaster Earthworks Inc	\$39,887.00	- 0 -
G & R Charles Excavating LTD	\$31,570.00	- 0 -
New Enterprise Stone & Lime	\$33,775.00	- 0 -
Mid-State Paving LLC	\$26,935.45	- 0 -
Fairchild Brothers Inc	\$31,842.75	- 0 -
Jay Fulkroad & Sons Inc	\$29,329.15	- 0 -
Midland Asphalt Materials Inc	- 0 -	\$40,876.51
Hammaker East LTD	- 0 -	\$38,881.92

A motion was made by Brian Lauver and seconded by William Hostler awarding the "paving" bid to the lowest bidder, Mid-State Paving LLC at \$26,935.45, pending review and approval of Brian Haight at PENNDOT. MOTION UNANIMOUSLY CARRIED.

A motion was made by Heidi Potter and seconded by Michael Kerstetter awarding the "seal coat" bid to the lowest bidder, Hammaker East LTD, pending review and approval of Brian Haight at PENNDOT. MOTION UNANIMOUSLY CARRIED.

REGULAR MEETING MINUTES
OF THE MIDDLEBURG BOROUGH COUNCIL
Tuesday, May 10, 2016
Page 4 of 4

Michael Kerstetter suggested in the future possibly working with Franklin Township to see if they would be willing to bid their streets along with the Borough in hopes of getting better pricing as a larger overall project.

Jeremiah Runkle recommended doing the bid opening at a special meeting, prior to the regular Council meeting, with the idea it would save time at the regular meetings. He noted most municipalities do it that way.

Police Report & Other Police Info - Police Chief Tony Jordan requested a short executive session to discuss personnel issues. Council went into executive session at 9:20 PM and ended at 9:31 PM.

As a result of the executive session, and a recommendation by Police Chief Tony Jordan, a motion was made by Judy Lynn and seconded by Heidi Potter to hire Cam Ferguson as the part time police secretary at a starting wage of \$10.00 per hour, pending positive results on some of her background checks. MOTION UNANIMOUSLY CARRIED.

Parking in front of Vinnie's Restaurant - Tony Jordan said he talked with Vinnie regarding larger vehicles parking in front of his restaurant and projecting across the pedestrian area. Vinnie was not happy with the request to place signage encouraging longer vehicles, especially those with trailer hitches on the back, to park in the additional parking lot located behind the restaurant. Vinnie did agree to consider placing additional language on his sign.

Truck Parking Across Sidewalk - Chief Jordan was finally able to reach someone at Dr Bell's office and informed them about the truck parking across the sidewalk on Center Street. They felt it was an employee parking there and they would take care of it. No one has seen the truck parked there since then.

Safety Committee - Chief Jordan asked the committee members if they would be available some time in June. A meeting will be scheduled at a later date.

Porta Potty at Charles Park - Michael Kerstetter explained that since the Fire Company has had ongoing issues with vandalism inside their public toilets located next to their carnival grounds, they now keep them locked. If there is a scheduled event, they are opened for that event and then locked again. This means people using the ballfield and Charles Park have nowhere to go to the bathroom. He recommended putting a handicap accessible porta potty between the ballfield and the Park.

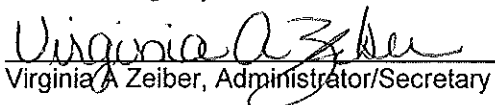
Included in the agenda packet were prices for porta potties, including those for the handicap. Following some discussion, a motion was made by Michael Kerstetter to begin renting a handicap porta potty from Richards at a rate of \$100 per month through the end of October 2016. It will be decided at a later date when to bring it back in the spring. The motion was seconded by Heidi Potter. MOTION UNANIMOUSLY CARRIED. Dustin noted he already has a camera at the Park for another reason and can move it to focus on the porta potty.

Replacing Deceased Tax Collector - Stacey Hood and her husband Gary became deputized to assist the elected tax collector and assumed her duties for months prior to her death. Ginny noted according to what she read in the tax collector law, all collectors are required to be certified by January 2017. Stacey would like to be appointed as the tax collector and she is willing to acquire her certification during the summer months. Gary agreed to also become certified so he can maintain his deputy services should Stacey be unable to serve for some reason. A motion was made by William Hostler and seconded by Judy Lynn appointing Stacey Hood as tax collector to replace Fay Hood. MOTION UNANIMOUSLY CARRIED.

Required Audit of Tax Collector's Records - According to the law, when a tax collector dies their books must be audited from January 1, 2016 thru now. Ginny presented a cost of \$500 for the Borough's regular auditor, Herring, Roll & Solomon to perform the audit. A motion was made by Judy Lynn and seconded by Heidi Potter to hire Herring Roll & Solomon to perform the required audit at \$500. MOTION UNANIMOUSLY CARRIED.

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

The meeting adjourned at 9:55 PM.


Virginia A. Zeiber, Administrator/Secretary