

REGULAR MEETING MINUTES
OF THE MIDDLEBURG BOROUGH COUNCIL
Tuesday, June 14, 2016
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LOCATION OF MEETING: Middleburg Borough Building, 13 North Main Street, Middleburg PA

COUNCIL MEMBERS : James Shull-President, Michael Kerstetter-V.P, Heidi Potter (absent), 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, Josh Edmiston-Insurance Rep, Adam Dietz

Meeting Called to Order - The Middleburg Borough Council meeting was called to order at 7:30 PM 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 June 14, 2016 Agenda as presented. A motion was made by Michael Kerstetter and seconded by Brian Lauver approving the Agenda. MOTION UNANIMOUSLY CARRIED.

Minutes from the May 10, 2016 Council Meeting - A motion was made by William Hostler and seconded by Judy Lynn approving the May 10, 2016 Minutes as presented. MOTION UNANIMOUSLY CARRIED.

Bills and Financial Statements - A motion was made by William Hostler and seconded by Michael Kerstetter approving the bills and financial statements thru June 14, 2016 as presented. MOTION UNANIMOUSLY CARRIED.

PUBLIC COMMENTS: NONE

REPORTS FROM OFFICERS AND OFFICIALS:

Meeting with School Principal - William Hostler explained he had met with the school Principal regarding the near hit of himself and his children while walking to school some weeks ago. The Principal said all the school could do is report a student who is driving inappropriately or out of line. If the student is doing something illegal, the police could handle it. If another incident were to occur and someone was able to identify the driver, the school will contact the parents to report the incident. Mayor Renshaw noted the school could pull the student's parking permit, but then they would just park on Grand Street. The only other thing would be for the Police Department to be present at the school when kids are coming in the morning and going home in the afternoon.

William also questioned the Principal about switching the school parking lots. She said that was done basically because the kids were trying to get out onto Rt 522/East Main Street and doing it in a dangerous manner.

New Sidewalk - Ginny explained that the building permit from the COG is in place and the contractor said he plans to begin construction of the new sidewalk on Monday, June 20th.

New Sign for Charles Park - Brian Lauver reported he talked with Mr Romig (the teacher for advanced wood products) at SUN Vo-Tech about the proposed new sign for Charles Park. Heidi Potter had spoken with him at an earlier time and was under the impression the students were working on the new sign. Mr Romig said the class did not have any extra time to make a sign for Charles Park during this past school season. Brian then asked Mr Romig if they would be able to make a sign in the fall. Mr Romig said he could not commit to a sign at this time. At this point it appears this project is at a dead end. Ginny recommended contacting a sign company and paying to have one made.

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New Flag by Bridge - Brian Lauver suggested placing a sign on the same parcel as the Borough's Christmas tree where the maintenance crew are installing a large flag and pole that was recently donated by the Dollar General Store. The parcel is located at a central area of town and a sign placed there would let people know this was Middleburg Borough's property. He also suggested a placard listing upcoming events. Ginny noted this was a fairly dangerous intersection where drivers should be paying attention to the road rather than trying to read signs. Dustin stated that PENNDOT discourages permanent structures being placed at this location.

Christmas Tree By the Bridge - Brian Lauver asked if the new Christmas tree was dying or had something wrong with it because some of the branches appeared to be dead. Dustin said the tree is a Canaan Fir and he checked with Lance Shaffer who feels it is a result of the tree being tied up for delivery. Shaffer's plan to prune the dead branches off and feel otherwise the tree looks like it is in good shape. The tree is still under warranty.

Open Burning - Brian Lauver questioned what the procedure was when people are burning during hours when the Police Department and the Borough offices are both closed. Ginny and Tony Jordan agreed they can take a photo of the burning/smoldering fire and include a report with the time and date. Initially the witness can inform the Borough where is happening and Ginny will either contact them by phone or send them a warning letter, along with a copy of the burning ordinance. If the situation advances to the point where the burning violator needs to be cited, then the witness would need to be identified in case the situation would go to court. Witnesses should be willing to step up to the plate, if necessary, or they are wasting the Borough's time.

Table In The Foyer - Judy Lynn requested permission to sand and refinish the large old wooden table currently located in the foyer of the Borough building. The table is too large for that area and it has been discussed to either sell it or give it away. Judy would like the Borough to keep the table and move it upstairs to the community room. Jim Shull noted the top can be unscrewed and removed in order to move it upstairs. Ginny suggested the table be moved to the community room first, and then Judy can sand and stain it at her convenience. Everyone was in agreement this would be an appropriate idea for the large old table.

Sign at Vinnie's Pizza - Mayor Renshaw noted he visited Vinnie's Restaurant recently and they finally put up a sign recommending large or longer vehicles park in the rear parking lot.

Sunbury City Band Concert - Mayor Renshaw informed everyone that Monday night, July 25th at 7:00 PM, the Sunbury City Band will provide a concert at the Firemen's Carnival Grounds.

Reliance Hose Company No. 1 Report - Fire Chief Dwayne Hackenberg circulated copies of the monthly Fire Company report. He noted their recent Wine Fest event was a great success. Sunday is their Father's Day Dinner and the next event is the Firemen's Carnival and parade in August.

Participating Certification Program - Chief Hackenberg noted the Fire Company is required to renew their Participating Certification Program through the State Fire Commissioner's Office and it needs to be signed by a Borough official such as the Mayor, Secretary and/or Council President. The document was signed by the appropriate officials.

Adam Dietz/Revitalization Committee Rep - Adam noted this committee has numerous projects in the works and some of the things that are coming together are holiday events they are hoping to hold near the square. He does not yet have times or dates for these proposed events but will let the Borough know as soon as they are decided.

Another project they are pursuing is new decorations for the town. The two things they have prioritized is changing the looks of the square and all new Christmas decorations, since the old ones are in pretty bad shape. Another idea is new holiday banners, which could even be sponsored by individuals who wish to memorialize someone or something. Ginny noted there was close to \$8,000 between two appropriate PLGIT funds available for Christmas decorations. Mayor Renshaw recommended focusing on items with LED bulbs to save on lighting expenses and have a better longevity of bulb life. Adam said that Dean Walter offered to create wooden snowmen that would sit beside the barrels with the Christmas trees in them at the square. The snowmen would be weighted down and weatherproof.

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Adam also presented an architect's rendering for improvements to the former M & T Bank parking lot at the square. Color copies were circulated for everyone to view. This could only occur if either the Borough or the County would acquire the property. The drawing included sitting areas, picnic tables, a decorative fountain, nice landscaping and additional parking.

Michael Kerstetter recommended looking into a walking path around the pond as well as other beautification ideas for the pond area. He also noted if the Borough is ever able to find a way to take possession of the old Yarn Factory and take it down, that would also be a good area for revitalization.

Josh Edmiston/Liability & Worker's Comp Insurance - Josh Edmiston presented and reviewed the renewal policy for both liability and worker's comp insurances, showing an approximate \$7,500 savings over the previous year's cost. He noted the worker's compensation portion came down significantly due to the employees not having any accident claims. Following discussion on the new policy, a motion was made by Judy Lynn and seconded by William Hostler to accept the new policy as presented. MOTION UNANIMOUSLY CARRIED.

Swineford Bank Robbery - Chief Tony Jordan provided Mayor Renshaw with a written description of a recent bank robbery at the Swineford National Bank in Middleburg Borough which the Mayor read out loud. (Copy attached)

Lowering Speed Limits In Alleys - James Shull felt the speed limit should be lowered from the current 25 MPH to 15 MPH in the alleys throughout the Borough. Police Chief Jordan and the Solicitor agreed a traffic study would be required in order to change/lower the speed limit as suggested. There would also need to be a significant reason to do it. Chief Jordan explained numerous scenarios regarding speed limits in other areas of town. Note was made that speed bumps were the most effective in smaller alleys. Drivers running STOP signs were also discussed noting the only way to stop this problem is to have police presence on a regular basis. Following discussion on this matter, the issue was tabled.

A Portion of West Willow Ave - One Way - Jeremiah Runkle requested making West Willow Avenue one way between South Main Street and the rear of the Sheriff's Office building. Note was made that there continue to be near accidents there on a regular basis. This recommendation has been discussed numerous times over the years, however, no action has ever been taken.

Middleburg Yarn Factory - Solicitor Jeremiah Runkle stated he does not have any new information on the Yarn Factory.

New Flag Pole - Dustin said he wanted to get everyone's opinion on the placement of the 45' flag pole recently donated to the Borough from the new Dollar General Store site. He felt the best place for the pole is on the creek side of the new Christmas tree, which is projected to grow to approximately 40'. Ginny asked if the flag pole could be moved forward just a little bit to get it out of the way of the tree. PENNDOT's parcel is adjacent to the Borough's and there is also a waterline running across in that area. Dustin did not want to get too close to the waterline for fear of disturbing it or close to PENNDOT's land. A suggestion was made to place the pole on PENNDOT's parcel. The Borough would need to get permission from PENNDOT to place the pole on their land. Dustin expressed concern that if the pole was put on their land, so close to the bridge and roadway, and PENNDOT decided to do work there, the pole may have to be removed. Ginny said an 8' x 12' flag is recommended for a 45' flag pole so that is what she ordered. The flag is required to be lighted if it is left on the pole during the night, so Dustin's plan is to install lighting that is flush with the ground. This will allow for easier mowing as well as it should not bother any neighbors since it is directed upward at the flag.

Following additional discussion on the new flag pole installation, a motion was made by Brian Lauver and seconded by Michael Kerstetter to place the flag pole at the location Dustin originally described/recommended. MOTION CARRIED. James Shull voted NO.

Cleanup Day - Dustin Zechman recommended getting rid of the additional \$10 fee for certain larger items such as appliances, large furniture, rolls of carpet, recliners, etc. He noted there are residents who are taking advantage of the cleanup day event by having huge amounts of items out for pickup that takes up to twenty minutes at just one property.

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Dustin said the additional fee is becoming too much of a hassle for them especially when items are sitting out and the resident did not pay. Then they have to call the Borough and wait until it is paid to pick up the item. Ginny noted the amount collected for the large items was insignificant. If additional funds are needed for cleanup day, the amount collected per quarter on the water bill can be increased. Following discussion on this issue, a motion was made by Brian Lauver and seconded by William Hostler to eliminate all additional fees for large items. MOTION UNANIMOUSLY CARRIED.

Request to Remove a Borough Street Light - Ginny began to explain that Bonnie Kuhns, 5 West Raleigh Ave, requested the removal of one of the Borough's street lights that shines into their house windows, especially their bedroom window. This particular street light had been out for many years but recently PPL showed up and fixed it. There are already two other street lights along West Raleigh Avenue so she feels they provide enough light. Ginny asked the street committee to take a look at the situation, prior to the Council meeting, so they could make a recommendation.

Michael Kerstetter, Chairman of the committee, recommended contacting all of the residents on West Raleigh Avenue for their opinion on this situation. There are 10 residents along West Raleigh Ave, which includes Bonnie Kuhns. Out of the nine remaining residents, only five were able to be reached. Out of those five, three wanted the light to stay and two did not care if it was removed. Michael explained he and Judy Lynn had visited the site and did not feel the light was a bother to anyone and did not plan to recommend its removal. It was suggested that the Kuhns could put up blinds or other window treatments so the light would no longer be bothersome.

Dustin explained that just this morning Bonnie told Borough employee Mark Kline to let us know she wanted to just forget her request to remove the street light as she had changed her mind. The situation was dropped.

PPL Street Light Project - Ginny explained that regarding the street light replacement project to change to LED lighting, the paperwork has been signed and is in place, and the fee has been paid for the one light as required. We are now waiting for PPL.

Signs - Michael Kerstetter explained the new sign ordinance requires yard sale and realtor signs to be located on the properties only where the event is occurring. He suggested this may create a problem with houses for sale when off premises signs are not being allowed. Jeremiah noted the sign ordinance is mirrored from Monroe Township's sign ordinance and a large group of realtors there raised their objections also when the ordinance was first adopted and being enforced. He believes properties for sale these days are being located On Line and by the realtors themselves and that Monroe Township has not had any problems selling houses since off premises signs have been eliminated. He feels there is a small minority of serious buyers who are driving down the road looking for signs showing them where there is a property for sale. Michael noted that Ginny should make an effort to be equal with everyone concerning the new sign ordinance requirements.

New Snow Removal Ordinance - Michael questioned if signage was required for the new ordinance requiring vehicles to be removed from the streets for snow plowing. Jeremiah reviewed the ordinance language and said no signage was required due to the way the ordinance was written. The mandate to move vehicles off of the road is triggered by the National Weather Service declaring a weather advisory. Jeremiah noted the residents will get the message when they begin being ticketed for the violation. Ginny questioned how the people would be notified. Jeremiah stated they would be sent a letter stating that a National Weather Advisory was put out at such and such a time and according to the new ordinance requirements, they did not move their vehicle so they are in violation. He said ignorance of the law is no excuse. He said it might seem unreasonable, as how is the average person supposed to know, but the way they find out is when their neighbor receives a ticket. The ordinance information could also be advertised, put in a newsletter, or on the Borough's web site. Ginny suggested including an insert in with the water bills in the fall. Jeremiah felt that would be a great idea.

Paying Water/Sewer Bills On Line - Michael said he has been questioned by residents if the Borough intends to set anything up so that water/sewer bills can be paid On Line. Ginny noted the Borough had received and reviewed information on this some time ago and there would be a fee that would be passed along to the user of the system and also it seemed as though it would create a lot of additional computer work for Bev. Dustin explained the Borough is a member of PRWA (PA Rural Water Association) and they will provide free information and also supply the software for this set up. It was decided this should be an Authority decision whether or not to move forward with this service.

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Landlord Ordinance Committee - William Hostler noted the committee needs to meet with Jeremiah to go over the ordinance language.

Overhead Spouting Dumping Stormwater Onto Sidewalks and Streets - Discussion was held about the many remaining overhead spoutings identified throughout the Borough. This situation was given to the street and sidewalk committee for further review.

BENECON Health Insurance Group - Pennsylvania Municipal Health Insurance Cooperative - Ginny read from an email response from Christine Kinney, the Borough's health insurance representative. Council decided, based on Christine's experience, they would stay where they are with the health insurance at this time and put BENECON on the back burner. Ginny recommended a committee meet with Robin Richardson, the BENECON rep, at some point in time, and then make a recommendation to Council.

Dirt and Stones Rushing Down North Charles Avenue - James Shull noted every time there is a heavy downpour, gravel and dirt washes from the hill above Pine Street down onto North Charles Avenue and then down to West Market Street. Following a discussion on this situation, it was decided the only resolve would be to install storm drains to collect the water at the top of the hill and then connect them into the existing storm drain located on North Charles Avenue beside the motorcycle shop. This would be a costly endeavor for the Borough.

Moving the Library Drop Box and the Fed Ex Box - James Shull explained he has received some complaints from residents about the location of the Library's drop box. People stop their vehicles either right next to the curb adjacent to the box or the curb across Pine Street from the box, hop out of their vehicles and put books or videos in the drop box. Because the street is so narrow and everything happens right at or near the corner, drivers cannot see the stopped vehicles when turning off of Rt 104 onto Pine Street. Therefore, it might be a good idea to move the box to a safer and more accessible location. James felt it might be a good idea to place the box behind the Borough building somewhere in the parking lot. A suggestion was made to also move the Fed Ex box behind the Borough building to make it safer and more accessible. Ginny contacted the Director of the Snyder Co Library System to ask her if they would have a problem if we moved the Library's drop box. She said that would be fine as long as it was easily accessible to the librarian and people dropping their books and videos.

Following discussion on this issue, it was decided to have the sidewalk contractor pour two pads while they are here constructing the new sidewalk so both boxes can be moved to the proposed location near the new sidewalk. This would make it extremely easy for the librarian to access and cart the books and videos directly to the elevator entrance.

Moving the Council Meeting Upstairs or Changing the Time of the Meeting - A short discussion was held regarding the possibility of moving the Council meeting upstairs in the community room or changing the date and time of the meetings. It was decided it would create too many complications so at this time things will remain the same.

August Council Meeting - Everyone was reminded the August meeting has been scheduled for the 3rd Tuesday, or August 16th, in an effort to skip the week of the Firemen's Carnival.

New Chairs - Ginny explained she had purchased four new folding chairs for consideration to purchase more. These chairs are well built folding Samsonite chairs with padded seats and a warranty. The chairs are \$62 EA and they have to be purchased in sets of four. She asked if anyone wanted to investigate other chairs to see if they might find something more suitable, but the fancier the chair, the more expensive they are. It was decided to table the purchase of new chairs at this time.

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

The meeting adjourned at 9:41 PM.


Virginia A Zeiber, Administrator/Secretary