

**REGULAR MEETING MINUTES
OF THE MIDDLEBURG BOROUGH COUNCIL
Tuesday, August 16, 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, Dwayne Hackenberg
(For a short time)

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 August 16, 2016 Agenda as presented. A motion was made by Heidi Potter and seconded by Judy Lynn approving the Agenda. MOTION UNANIMOUSLY CARRIED.

Minutes from the July 12, 2016 Council Meeting - A motion was made by Brian Lauver and seconded by William Hostler approving the July 12, 2016 Minutes as presented. MOTION CARRIED. Michael Kerstetter abstained noting he had not attended the July meeting.

Bills and Financial Statements - A motion was made by Michael Kerstetter and seconded by Heidi Potter approving the bills and financial statements thru August 16, 2016 as presented. MOTION UNANIMOUSLY CARRIED.

PUBLIC COMMENTS: NONE

REPORTS FROM OFFICERS AND OFFICIALS:

Schleig Property on Furnace Road - Michael Kerstetter explained he had met with Todd Roup, from Senator Gordner's Office, Janice Schleig and a representative from PENNVEST at 11:30 AM Thursday morning at the Schleig property on Furnace Road. They reviewed the area regarding the Schleig's complaints about their stormwater issues in hopes of finding grant money for the Borough to proceed with storm drain installations in that area. Michael felt the meeting may not have been as productive as they had hoped and it was left that someone would contact Ginny if any available grant funds were found.

LED Street Lighting Replacement Project - Brian Lauver asked Ginny if she had heard anything further from PPL regarding when they plan to change the street lights to LED. Ginny said everything was in place for PPL to move forward, however, she had not heard anything lately. Brian asked if she would check with PPL for an update.

E-Pay - PRWA - Brian Lauver explained that PA Rural Water Association (PRWA) has a program available, at no cost to the municipality, for residents to pay their water and sewer bills On-Line. He asked Ginny to check into it in an effort to give customers an alternate way to pay their bill.

Charles Park - Brian Lauver explained that he had taken his daughter to Charles Park recently and noticed that 4 of the adult swing seats and 2 of the child swings seats were severely dry rotted and cracked making them unsafe to be used and a liability for the Borough. He also noted that additional mulching is needed at the Park.

Dustin recommended also replacing the chains on the swings, just to be safe. He noted that the hand digger was also in need of repair and estimated it would cost approximately \$3,000 to do everything as described. A motion was made by Brian Lauver and seconded by Heidi Potter to proceed with the repairs and additional wood carpet mulching at Charles Park. MOTION UNANIMOUSLY CARRIED.

**REGULAR MEETING MINUTES
OF THE MIDDLEBURG BOROUGH COUNCIL
Tuesday, August 16, 2016
Page 2 of 4**

New Sign at Charles Park - Note was made that Willis Clawser had painted the Charles Park sign that is currently posted at the park. He was recently witnessed trying to upgrade it, but then realized it was rotting and agreed a new sign should be purchased eventually. Michael Kerstetter recommended offering the old sign to Willis. Ginny said she would write Willis a letter thanking him for the sign and asking if he wants it once it has been removed.

Tall Grass and Weeds Violations - Ginny informed everyone there was an ongoing issue with tall grass and weeds violations on many properties throughout the Borough and people just don't seem to care when she sends them notices because they are not being fined as a result of noncompliance. She recommended the police become more aggressive with fining people for these violations, in an effort to let violators know action will be taken if they don't comply. Word should get around quickly once a few have actually been fined, as happened when they began to fine people for illegal burning. Police Chief Tony Jordan was asked to have the police department proceed with fining if the violator has not complied within the five day designated time frame.

Fire Company Report - Fire Chief Dwayne Hackenberg reported that the Firemen's Carnival went well this year and their next event is the Dog Show. This event is scheduled for August 27th and 28th. The Fire Company will be serving dinners on both Saturday and Sunday.

Dwayne also explained that he had to file a worker's compensation report for Fire Police John Stetler who pulled a ham string while attempting to push a vehicle out of the mud during the carnival.

Michael Kerstetter noted that at the corner of Reliance Ave and Railroad Avenue there is a concrete pad that extends beyond the fence. He is concerned that snow plows will come around that area and catch on the concrete pad as it sticks out too far. Dwayne said they will look into the situation and try to get it resolved.

Middleburg Yarn Factory - Heidi Potter reported that she had attended one of the Commissioners' meetings to discuss funding to demolish the Middleburg Yarn Factory. There is a way that CDBG funding could apply, however due to the size of the project there would not be enough funding available, as it would cost more than the County's yearly allotment. If the property was able to be improved, while located within the floodway, then there may be other sources of funding available. Ginny noted that the Borough would still need to own the property in order to receive grant money for any project. The floodway issues would need to be investigated as to what would be allowed in that area. Ginny explained that any new structure located within a flood area would be required to have a flood elevation certificate showing that the structure meets the required height. Heidi said there may possibly be other funding sources available, but more research needs to be done.

Heidi also explained she had done a little research on the Middleburg Yarn Company. They have 75 employees in the Selinsgrove facility and they may be connected to some other companies in other parts of the country. Heidi recommended moving forward with official condemnation, or whatever the next appropriate legal step might be. Moving forward in this manner can be discussed with Jeremiah.

Removal of Additional Dead Trees in Charles Park - George Long, with Apache Tree Service, has agreed to donate the time it takes him to grind up 30 stumps within the Charles Park area. He also submitted costs to remove thirteen Ash trees, one Oak and one Maple for \$800.00 and the Borough gets the wood. Dustin said for this cost and his donation of time for the stump removal, George requested something be noted in the newspaper about his donated services. A motion was made by Brian Lauver and seconded by Heidi Potter to accept George's proposal.
MOTION UNANIMOUSLY CARRIED.

Dustin said there are six Sycamore trees in the park that look like they may be dead but they are waiting to see if they come back before removing them. This would take care of all of the dead or diseased trees on the Borough's property. There are some trees located on the County's land that the Borough maintains, but George will not donate his time to the County. Dustin noted the trees at the park are becoming scarce so he is hoping the Sycamores come back.

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

Tuesday, August 16, 2016

Page 3 of 4

Police Report - Tony Jordan reported they had not received any complaints this year from PENNDOT regarding the Firemen's Parade. They ended up with a skeleton crew to monitor the parade, so there could have been valid complaints.

The bank robber is still in Georgia but they are going to hold him until they are done with him. In addition, the police found a meth lab at 409 Center Street. The people who constructed and ran the meth lab were charged. This investigation is continuing and there may be additional arrests at a later date. There is also the possibility of the property being taken over by the State.

Speeding - Heidi Potter addressed Tony Jordan vehicles exceeding the speed limit throughout the Borough and asked if something could be done about it. She noted that most of the issues are on Rt 522, and that she hates to complain, but feels the situation is dangerous and requested police action be taken. Judy Lynn agreed that when she walks her dog at night, she also witnesses vehicles that appear to be speeding on Rt 522. Heidi believes this mostly occurs in the evenings from 9:30 PM to 11:30 PM.

Jake Brakes - Michael Kerstetter noted he had received complaints from residents about jake brakes and mostly referring to trucks coming down Rt 104 by the Sunoco Station and also on Railroad Avenue. They identified the trucks as Ritter Feed Trucks. Since Michael knows the Ritter Feed people, he reported these complaints to them and they said they would talk to their drivers about the situation. He also received complaints about motorcycles roaring through town and asked Tony if something could be done about them.

Street and Sidewalk Committee - Michael Kerstetter feels the paving work recently constructed throughout the Borough was done well and that between Dustin and the contractor they were able to find places to use up all of the paving materials. Ginny explained that a Notice of Completion was included with Mid-State's invoice for the appropriately authorized person to sign off that this year's job was completed satisfactorily. James Shull signed the notice.

The oil and film application portion of the project still needs to be completed. The contractor reported they will be coming to do that job in approximately 2 weeks. Michael said he was pleased with the way the last oil and film project held up.

Porta Potty in Charles Park - Michael informed everyone that vandals attempted to blow up the rented porta potty located at Charles Park over the 4th of July weekend! Richard's has insurance to cover the potty, however, he asked that the police be notified so they can keep a better eye on the park and the potty. A recommendation was made to place a camera somewhere to record the goings on at the park. Michael recommended looking at the situation in an effort to decide what the best scenario would be to monitor vandals at the park.

Budget Committee - Heidi Potter noted the budget committee would most likely meet sometime in September.

Tax Collector - James Shull explained they had received tax bills incorrectly from the tax collector. Ginny noted the auditor had completed the required audit of the tax collector, as required following Fay Hood's death, and there are some significant discrepancies. On the positive side, the tax money is now being submitted to the Borough in a timely manner. Hopefully Stacey Hood has been attending the State required courses this summer, as she stated she would be doing.

Signs at Charles Park - A quote was presented from Middlecreek Signs in the amount of \$618.88 for a new and larger sign at Charles Park. Heidi noted as soon as she has the approval of the quote, she can move forward with a design for the new sign. Heidi made a motion to approve the quote as stated above at \$618.88 for the new sign. The motion was seconded by Michael Kerstetter. MOTION UNANIMOUSLY CARRIED.

Revitalization Committee - Heidi Potter reported that this committee is working to gain private donations to get 20 flags to place throughout the community. She circulated cards displaying the agreed on designs. She noted adding the two PLGIT Fund amounts together, the Holiday Decorations Fund and the Middleswarth Chip Donations fund, \$7,815.23 is available. This would cover the cost of 18 snowflake lights to replace the old Christmas decorations. These would be displayed throughout the town beside the new flags. Heidi asked Council for approval to use the money from the two PLGIT accounts for the purchase of the brackets and snow flake decorations. A motion was made by William Hostler and seconded by Judy Lynn approving the spending of the money in the two funds identified above as requested. MOTION UNANIMOUSLY CARRIED.

REGULAR MEETING MINUTES
OF THE MIDDLEBURG BOROUGH COUNCIL
Tuesday, August 16, 2016
Page 4 of 4

Dustin noted in the past the Borough sold old decorations to Shawn Brouse for \$25 EA. He wondered if Council wanted him to ask Shawn if he was interested in offering something for the Borough's old decorations. All were in agreement this would be a good idea.

Request to Close East Market Street - Heidi Potter requested permission to close East Market Street from the monument to East Willow Avenue on December 2nd from 6:00 PM to 9:00 PM for the revitalization committee's old world Christmas event called - A Log Cabin Christmas. The committee will be opening up the historical log cabin, located behind the IGA, for this event. There will be food, Christmas candy and fudge, etc.

A motion was made by Michael Kerstetter and seconded by William Hostler allowing the requested area of East Market Street to be closed as stated for the December 2nd event. MOTION UNANIMOUSLY CARRIED.

Frona Rothermel - Letter of Resignation - Included within the Agenda packet was a copy of Frona Rothermel's letter of resignation. A motion was made by William Hostler and seconded by Brian Lauver accepting Frona's resignation. MOTION CARRIED. Michael Kerstetter voted no, and commented he voted that way because of the fine work Frona did for all those years and he hated to lose such a good employee. He added that she was always very personable and willing to do whatever was asked of her, not to mention being able to clean the entire building at age 84.

Hiring Someone to Clean the Borough Building - Ginny explained she had advertised in the newspaper for a cleaning person or company. Two separate job applications were received, both from men, along with a visit from a man calling his company Buddy's Cleaning Service. She had big hopes for Buddy's services, as they already had background checks in place as well as liability insurance etc. He claimed he would be submitting a price before tonight's meeting, but nothing has been received. He did not leave a card or a phone number and all of Ginny's attempts to contact him failed.

Ginny asked Council if anyone had a recommendation as to who to contact. Heidi Potter stated that Vicki Hanselman cleans for their church and does a good job, is very trustworthy, and would be willing to subcontract herself to the Borough. Other names given were Lori Hoke and Tammy Ulrich.

Tony Jordan noted anyone hired to clean in the police department would need to have background check clearance.

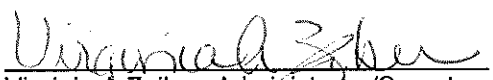
Removal of Yard or Garage Sale Signs - Ginny explained there are times she is on vacation or off sick and not available to remove yard or garage sale signs that have illegally been posted throughout the Borough. She asked Council to direct the maintenance crew and/or the police department to remove the signs rather than allowing them to remain where they are illegally posted until her return.

Brian Lauver asked Ginny to explain the background of the signage ordinance. She explained a committee was formed to create a new sign ordinance which included Jeremiah Runkle. Since Jeremiah is the Solicitor for Monroe Township, he recommended using their newer sign ordinance as a basis and then edit it to fit the Borough's needs, as the language has been working well in Monroe Township. A lengthy discussion followed on this issue.

In the end, James Shull directed Council members to review the Borough's sign ordinance before the next Council meeting and decide what direction they want to take.

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

The meeting adjourned at 9:30 PM.


Virginia A. Zeiber, Administrator/Secretary