

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

COUNCIL MEMBERS : James Shull-President (absent), 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 (absent)

OTHERS PRESENT : Dustin Zechman-Borough Foreman, Judy Varner-Employee, Dwayne Hackenberg-Fire Chief (for a short time), John Glennly & Steve Bowers-Penn Valley Airport, Chad Thomas-Police Officer

Meeting Called to Order - The Middleburg Borough Council meeting was called to order at 7:30 PM by Michael Kerstetter, Vice President of Council, due to James Shull's absence. The meeting began with the Pledge of Allegiance to the Flag of the United States of America.

Agenda - Michael Kerstetter requested additions to and/or approval of the September 13, 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 August 16, 2016 Council Meeting - Michael Kerstetter requested approval of the August 16, 2016 meeting minutes. A motion was made by William Hostler and seconded by Brian Lauver approving the August 16, 2016 Minutes as presented. MOTION UNANIMOUSLY CARRIED.

Bills and Financial Statements - Michael Kerstetter requested a motion to approve the bills and financial statements through September 13, 2016 as presented. A motion was made by Brian Lauver and seconded by William Hostler approving the bills and financial statements as presented. MOTION UNANIMOUSLY CARRIED.

PUBLIC COMMENTS: NONE

REPORTS FROM OFFICERS AND OFFICIALS:

Graffiti - Mayor Ronald Renshaw explained that Alex Calendar was interested in painting some graffiti art somewhere within the Borough, as he had learned to do it while he was in the military. Mayor Renshaw suggested the Revitalization Committee consider if this would be appropriate and where it could be located. Ginny felt it might be nice to see some of his art work first.

Fire Company Report - Dwayne Hackenberg, Fire Chief, circulated copies of the fire company report. He noted this coming weekend will be the community yard sales and chicken barbeque at the carnival grounds.

Dwayne explained the Fire Company is interested in putting 6' x 6' poles with a roof over them on the Fire Company's carnival grounds land which is located within the floodway. Ginny stated normally an applicant would be required to go through DEP for any structure proposed to be placed within a floodway. Dwayne said their other option would be to set up large tents for each event and then take them down when the event is over, however, they prefer to build a 60' x 15' x 8' tall pavilion. Ginny will check with DEP to see what kind of hoops the Fire Company would have to jump through to add the proposed structure.

Penn Valley Airport Presentation - Steve Bowers and John Glennly attended the Council meeting to propose a plan to the Council regarding building an additional airplane storage hanger. Steve circulated packets that included information on state grant funding that was available for this use.

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Steve explained that all of the existing hangers at the airport are filled to their capacity and they have a waiting list. They believe this project, when completed, will relieve overcrowding, provide additional space, attract more jet aircraft and create more jobs. The State has \$3 Million Dollars in grant money available to build new hangers. That can cover up to 50% of the project total. So far this money has not been acted upon because the airport did not have the matching 50%. About a month ago they were presented with an opportunity with USDA Rural Development programs, where they will loan the airport the matching 50% funds. They are already doing this at a number of airports throughout Pennsylvania. The amount of loan money needed would be approximately \$1.5 Million Dollars, or \$100 per square foot. This loan over 40 years at 2.78% would create a monthly payment of \$2,149.00. Airport management feels confident they have the revenue to cover the payment so they were ready to move forward until they found out the USDA requires the loan be 100% collateralized. Since it is not legal for a Municipal Authority to pledge its assets, they decided to ask the stakeholders to guarantee the loan if the airport defaults. There are 9 stakeholders involved with the airport and if you do the simple math and divide by 9 that would be \$69,500 per municipality. If everything falls into place, construction for the new hanger could begin in the spring of 2018.

The USDA is planning to visit the Penn Valley Airport on September 29th at 1:00 PM to answer questions. Steve asked if Middleburg would appoint a representative from the Council to attend that meeting. John Glenny is already the Borough's airport representative and is qualified to attend on their behalf, but Steve thought someone from Council would be a welcome addition. He also requested Attorney Jeremiah Runkle attend, as recommended by USDA, because they realize there will be legal questions.

Snyder County and Selinsgrove Borough are very excited about this project. The airport is interested in knowing what the Council thinks about the possibility of supporting this project, prior to the September meeting.

A motion was made by Heidi Potter and seconded by Judy Lynn to pay Jeremiah to attend the meeting at the Penn Valley Airport on September 29th at 1:00 PM as requested. MOTION UNANIMOUSLY CARRIED.

Heidi Potter said she would attempt to make it to the September 29th meeting as the Council's representative.

Middleburg Yarn Factory - An email was included in the agenda packet explaining that Glenda Ruch, with SEDA COG, had researched grant options with the County and could not find anything that would apply to the demolition of the Middleburg Yarn Factory. Additional conversation followed regarding available legal actions currently in place.

A motion was made by Heidi Potter and seconded by Judy Lynn directing Jeremiah Runkle to move forward with enforcement of legal action as applicable. MOTION UNANIMOUSLY CARRIED.

LED Street Lighting Replacement Project - Dustin Zechman, Foreman, explained that the PPL LED street light replacement project has been completed.

Voluntary Water Restriction - Dustin Zechman informed everyone that he had issued a voluntary water restriction for anyone on Middleburg's public water system. The notice was published in the Daily Item and was announced on Channel 16. Voluntary restrictions mean water customers are being asked to not use water for anything unnecessary such as watering lawns, hosing down driveways or houses, washing cars at home, etc. People who use water to make their living, such as those who power wash homes or public car washes, will be able to continue to use the water under this restriction.

2016 Year Audits - Ginny explained she had given all Council members copies of the 2015 audit reports completed by Herring, Roll & Solomon for review. Included with the reports were two proposals for next year's 2016 audit for the Borough's General Fund at \$5,100, and for the Municipal Authority's water and sewer funds at \$5,800. The cost for the Authority's audit is split equally between the two funds. It was noted that this firm has been doing the audits for years and has all of the prior year's information, performs a thorough and satisfactory audit and reports, and the proposed cost is the same as for the 2015 year. A motion was made by Brian Lauver and seconded by Heidi Potter to accept the Borough and Authority 2016 audit year proposals as submitted by Herring, Roll & Solomon. MOTION UNANIMOUSLY CARRIED.

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Central Keystone Council of Government's Annual Meeting - Ginny explained that the Keystone COG has scheduled their annual full membership meeting for Thursday, October 13th at 7:00 PM in Lewisburg. Although she is the appointed representative to attend this meeting each year, any or all Borough Council members are also invited to attend. They requested RSVP's by Friday, October 7th.

Police Report - Officer Chad Thomas provided a copy of the police report for everyone and then read from the report.

People At Charles Park After Dark - Brian Lauver asked Chad if Tony Jordan had discussed the situation at Charles Park with him. Chad explained that he has been running into the same things as Tony with the Pokemon Go thing and it has been incredible. There are people in the park all hours of the night and when you confront them they are on the phone playing Pokemon Go. Chad has been chasing them out of the park, but once they leave, he cannot legally make them leave other areas. Brian said Tony indicated he was not sure if they were allowed to be parked in the actual parking spaces provided for the park after dark, since it is technically closed then. Chad noted that at least when they are in the parking spots, they are underneath the lights and can be observed. Brian said Tony said it would be a different thing if they got out of their vehicles and roamed around the park, to which Chad acknowledged, "they already do". People are allowed to walk around the carnival grounds after dark at this time as there is nothing, such as signage, stating they cannot do so. Chad stated when he chases people out of Charles Park after dark, they just move to the carnival grounds.

Street & Sidewalk Committee - Chairman Michael Kerstetter said he feels both the paving and fibermat road surfacing jobs completed this year were done well. He received the normal complaints about the tar and stone areas as everyone would prefer to see paving, but that cannot always be afforded. Michael had asked the contractor to place some of the fibermat material in front of his property as a completely separate project from the Borough's, while they were already there with the product and the equipment. He wanted to be sure everyone was aware that he paid for that area out of his pocket.

Budget Committee - Chairperson Heidi Potter noted she had invited anyone who might be interested from the Authority Board to attend the water and sewer budget meetings for the 2017 year. Since Tim Folk represented the Authority last year, but was not at tonight's meeting, the Authority planned to ask him if he would like to do the same this year.

Sign for Charles Park - Heidi Potter stated that someone requested signs regarding "Cleaning Up After Your Dog" be included at the park, so she asked Middlecreek Signs include that with their cost. She presented a new cost, along with a picture of what the new sign would look like. Since the new cost does not include posts or installation, she asked Dustin if the maintenance crew would install posts and mount the sign. Dustin said they would.

Dustin recommended also replacing the "Park Closed from Dusk to Dawn" signs and ask that they be included.

Brian explained that Tony had expressed concern that the Pokemon Go game could be a cover for drug activities or things like that going on at the park, since up to five vehicles have been witnessed there at one time. Therefore Brian felt it would be very important to have the appropriate signage stating park hours. Dustin said he could order new metal signs separate from the new Charles Park sign posting the hours.

Since the new Charles Park sign quote was approved at last month's meeting, William Hostler made a motion seconded by Judy Lynn approving the additional costs for signage to clean up after your dog (total \$707.56) and also separate metal signs stating park hours. MOTION UNANIMOUSLY CARRIED.

UNFINISHED BUSINESS:

Yard Sale/Garage Sale Signs - Michael Kerstetter created a new committee consisting of some members of the former committee along with new members. This committee is: Brian Lauver, Tony Jordan, Jeremiah Runkle and William Hostler. Michael asked them to review the situation regarding yard and garage sale signs as a committee and bring their thoughts back to Council. Brian said he has two pages full of ideals and proposed changes from residents of the Borough he can provide for the committee. Mayor Renshaw noted that Tony also had some ideas he would be able to contribute to the committee. Michael encouraged the committee get together soon in an attempt to summarize any changes they would like to recommend for this ordinance. He also requested that Jeremiah share with the committee members dates he would be available to meet, so a meeting could be scheduled.

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EZ-Pay - PA Rural Water Association (PRWA) - Ginny included information in the agenda packet on costs to the public for the EZ Pay Program for payment of water and sewer bills. The plan is offered through PA Rural Water Association and is no cost to the Borough as the fee for this service is born by the client. Brian recommended trying it for a while to see if people are interested in using it. A motion was made by Heidi Potter and seconded by Brian Lauver to try the EZ Pay Plan. MOTION UNANIMOUSLY CARRIED.

NEW BUSINESS:

Central Keystone COG - Rental Property Agreement - The Borough received a letter from the Keystone COG mandating that municipalities who use their services for rental property inspections sign the enclosed agreement as they are attempting to make everything uniform for each municipality. Ginny explained Middleburg Borough already has an ordinance for rental properties in place along with a resolution setting the inspection rates according to the COG's current hourly rate. Jeremiah interpreted the agreement to mean the process would change so that the municipality would collect the landlord's payment for their rental inspections and then the COG would bill the municipality for their services. It would then be up to the municipality to recover the charges from the COG and assume the burden of collecting from the landlords. Ginny noted one of the reasons the Borough changed to having the COG do the inspections was to alleviate the Borough from collecting from and dealing directly with the landlords, so this would put that part right back into our laps! Jeremiah noted that COG makes most of their money from building inspection fees and he felt Middleburg should have received a different letter stating they did not need to change anything regarding how they operate with the COG, other than having a different written agreement in place. Jeremiah advised not entering into the proposed agreement until it has been discussed with the COG and some changes made to fit Middleburg.

Jeremiah said if the Borough wanted to hire their own private rental property inspector, he would like to recommend Light/Heigel & Associates Engineers, who are located in Montandon, to see what they were willing to propose for that service. There are other municipalities already considering this move so Middleburg may be willing to collaborate with them to hire someone to perform these services..


Ginny will revise the resolution to reflect the increased hourly rate from \$60 to \$61 and have it ready for adoption at the October Council meeting. She will talk with the COG in the meantime to see what they are willing to do regarding their proposed agreement, and also contact Light/Heigel & Associates about doing rental property inspections.

Minimum Municipal Obligation for 2017 (MMO) - The MMO is the Borough's best guess what the ending payroll will be for the 2016 year as shown on the W-2 Forms. These estimates (Non-Uniform and Police) are used by the PA Municipal Retirement System (PMRS) to calculate the Borough's annual contribution. The worksheet is required to be completed by the municipal pension plan's Chief Administrative Officer from the Borough and shared with the municipality's governing board by the last business day in September, prior to the next plan year. The basis of the MMO is the most recently filed Act 205 Valuation Report. Each Council member was presented a copy of the MMO Report for the 2017 year at tonight's meeting.

Executive Session - Council went into executive session at 9:25 PM to discuss legal matters. The executive session ended at 9:30 PM. No action was taken as a result of the executive sessions.

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

The meeting adjourned at 9:32 PM.



Virginia Zeiber, Administrator/Secretary

cc: Jeremiah Runkle