

REGULAR MEETING MINUTES
OF THE MIDDLEBURG BOROUGH COUNCIL

Tuesday, November 8, 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, William Hostler (absent), Judy Lynn, Brian Lauver

OFFICIALS PRESENT : Virginia "Ginny" A Zeiber-Administrator/Secretary/Zoning Officer (absent), Mayor Ronald Renshaw, Tony Jordan-Police Chief

OTHERS PRESENT : Dustin Zechman-Borough Foreman, Judy Varner-Employee, Martin "Marty" Sowers and Matt Sauer w/Light-Heigel & Assoc., David Walters-Engineer

Meeting Called to Order - The Middleburg Borough Council meeting was called to order at 7:28 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 November 8, 2016 Agenda as presented. A motion was made by Michael Kerstetter and seconded by Judy Lynn approving the Agenda. MOTION UNANIMOUSLY CARRIED.

Minutes from the October 11, 2016 Council Meeting - James Shull requested approval of the October 11, 2016 meeting minutes. A motion was made by Michael Kerstetter and seconded by Judy Lynn approving the October 11, 2016 Minutes as presented. MOTION UNANIMOUSLY CARRIED.

Bills and Financial Statements - James Shull requested a motion to approve the bills and financial statements through November 8, 2016 as presented. A motion was made by Heidi Potter and seconded by Brian Lauver approving the bills and financial statements as presented. MOTION UNANIMOUSLY CARRIED.

PUBLIC COMMENTS: NONE

REPORTS FROM OFFICERS AND OFFICIALS:

Recycling - Brian Lauver explained he had talked to Greg Snook, Franklin Township Supervisor, who noted the Township will soon start to be charged a fee for emptying the recycling bins. The hauler has been taking the bins for free because they have been able to cover their costs with the recycled materials. Prices for the recycled materials are down so low that the hauler is going to be forced to charge the Township \$130 per pull. Using last year's pulls, which were around 49, and being sure they waited until the bins were full, this new cost would equal a little over \$6,000. The Township already approached the County to see if there is any help or support and the County said they were unable to help them out at all. The County may need to request contributions in order to cover the costs. Greg wanted to give the Borough a heads up on this situation but hopes something will come up to help with expenses. Otherwise, they may need to take measures to find a way to pay for it or close the site. Michael Kerstetter felt Borough residents and Franklin Township residents may need to divide the expenses, however, he noted not everyone likes to recycle so not everyone uses the site. Because of that, not everyone was in agreement that the residents should be billed. It was decided to wait until next month's meeting to see where the recycling situation ends up.

Marty Sowers/Light-Heigel Associates - Marty introduced himself and his company, Light-Heigel Assoc. He said he was asked to speak at tonight's meeting to give Council an idea what they do relative to code administration. They provide all code administration services including zoning, sewage enforcement and flood plain administration. Marty provided a rate schedule for his firm and explained that rental inspections are self supporting services as they are paid by the landlords as billed for their services. Light/Heigel already provides these services for over 65 municipalities. The only thing the Borough would ever be charged for is code enforcement, which would include followup with enforcement of violations. Fee schedules can be revised to cover the costs of these additional services. Marty described ways for the Borough to recover the costs. He stated that enforcement of violations is something they specialize in and do on a regular basis. Ginny specifically expressed interest in this area.

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Marty added that he is a certified flood plain administrator/consultant, so he would also be available to assist Ginny in this area. He explained that he may be able to come up with some ways for the Borough to significantly reduce flood insurance rates for the residents of the community.

Marty then introduced Matt Sauers, who recently came on board with their company. Matt has years of code enforcement experience and resides in the Selinsgrove area, so he would be close by. Marty stated that problem properties are no problem for them, as they are used to going to court to fight to get these issues resolved.

Judy Lynn asked Marty about ways to deal with situations like the condemnation of old structure located within flood plain areas. Marty felt there was grant money available that would cover 75% or more of the cost to demo such properties, especially those located within flood plain areas. He would be interested in working with the Borough's Solicitor to try to resolve any long standing problems with condemned properties.

Brian Lauver was under the impression that the Central Keystone Council of Government (the COG) controlled a five county area and they were the only ones who could do the code enforcement for building construction, but if electrical inspections were needed, a third party agency could come in and do the electrical. Marty noted that the municipality decides who they want to do all of the UCC inspections with the exception of the electrical. Brian asked if the Borough could change who they hire for these services at any time and Marty confirmed that they could.

Marty feels one of the things that separates them from other inspection agencies is they try to turn their inspections around within 24 hours, while some agencies can't fit them in for up to three weeks. They also try to follow up with a 4 hour turn around on phone calls. They also have voice mail available 24 hrs a day to schedule inspections.

Dropping the COG's services and going with Light-Heigel was tabled for further discussion at the December meeting.

ENGINEERING:

Stormwater Engineering Study - David Walters noted he had talked with Dave Hennings with PENNVEST about funding for stormwater projects. The next thing to be done would be a stormwater feasibility study to identify potential projects. Dave presented a proposal in the amount of \$14,000 for Larson Design Group to do this study. PENNVEST is the agency who can provide funding for entities who qualify for up to \$1 Million Dollars, however the feasibility study would need to be done first. West Willow Avenue and the Schleig property are areas that have a number of problems and should be considered. They also looked at areas on East Market Street, South Creamery Avenue and Thomas Avenue where it intersects with Wausau Road. There are additional stormwater issues on South Shuman Street and also that portion of the Borough. It becomes a little more complicated in that area because there is no curbing so there is nothing directing the stormwater other than topography. Therefore, storm water continues to pocket in unwanted areas and run down through residents' back yards. They need to look at this area with the idea of channeling the water in a way that it would be better controlled. Those are the areas Larson determined needed to be looked at as part of the feasibility study.

Dave presented a scope of work, including mapping, that would present a conceptual design and Larson would prepare a report that would be presented to Council of their findings. The cost for the feasibility study alone is \$14,000. The way PENNVEST works is the municipality would need to have the study and the design work completed and have all of the permits in place before application for funding could be made. This means there would be considerable up-front costs potentially totaling around \$100,000, to get through the study, design and permitting fees.

PENNVEST has a program where you can apply for funding for engineering design, however, Dave Henning did not recommend going that way. He recommended the Borough borrow the \$100,000 from a bank, using a line of credit, so they would be paying interest only during this period, and then they could roll the loan over and capitalize the interest. That way the grant funding would essentially cover everything. Right now PENNVEST thinks this is a good project and that approval for grant funding would be favorable. Dave recommended not spending state liquid fuels money on the design work, as if those expenditures can eventually be rolled over into the grant for reimbursement, that money would then no longer be available for street paving and other state liquid fuels qualifying uses. Dave felt LDG could be ready to apply for PENNVEST grant funding in March of 2017 and if the application does not get approved in the first round, PENNVEST will automatically roll it over into two additional rounds.

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Michael Kerstetter made a motion for Larson Design Group to proceed with the Stormwater Feasibility Study at a cost of \$14,000 as presented. The motion was seconded by Judy Lynn. MOTION UNANIMOUSLY CARRIED.

Street Light Request - Dustin Zechman noted a lady on Schoch Street is requesting additional street lighting from the Hotel Middleburger to her house on Schoch Street. Michael asked if the request was specifically for a light on the corner of Grand and Winey Avenue and another on the corner of Schoch Street and Winey Avenue.

Following discussion on this request, it was decided to check on the cost of new lights before making a decision.

Carrying Over Vacation - Dustin explained that in the personnel manual it states that one week of unused vacation may be carried over and if the rest is not used, it will be lost. He is requesting to carry over one week and then get paid for whatever time he does not use. He calculated it to be a maximum of 120 hours and said he will try to use what he can by the end of the year. He also has 40 personal hours to take first that if not used will be lost. Council tabled a decision on this matter until the December meeting.

Revitalization Committee's Log Cabin Christmas - Tony Jordan asked Heidi what area of East Market Street had been requested to be closed during the hours of this event. She noted it was from the building formerly owned by Irvin Graybill to the Magistrate's office. Tony requested Council approve closing the lane that is on the side of the cemetery from the square while maintaining an egress from the IGA parking lot. He presented a total scenario which would allow IGA customers to get out of the parking lot and would close off the area needed for the lighting of the Christmas tree. Tony presented a drawing for Council's review and approval.

A motion was made by Heidi Potter to accept Tony Jordan's proposed closing of the street. The motion was seconded by Judy Lynn. MOTION UNANIMOUSLY CARRIED.

Barricades - Tony explained that the Borough needs more barricades and the maintenance crew has been constructing them, however, they are expensive to make. He felt it would be worthwhile looking into purchasing new barricades. Dustin noted that any barricades located along or on any state roadway would need to meet certain requirements such as a "crash rating". He said PENNDOT wants the Borough to replace all of their signage that is not up to code, which seems to be getting crazy. Following discussion on this situation, Dustin was asked to check on prices to purchase additional barricades and also the cost of materials to make them and report back at the December meeting.

Request to Purchase a Radar Traffic Monitor - Tony Jordan requested Council consider purchasing a radar traffic monitor device for use on streets where they receive complaints about speeding. This device will record the speeds of the vehicles passing in both lanes, the size of the vehicle, if it is a car, truck or motorcycle and will provide appropriate information for surveys in order to do things such as lower speed limits. The data is downloaded to a laptop in the police vehicles. The company has a demo unit that is considered to be used equipment, and then the new model. The used unit is \$2,700 and the new unit sells for \$3,500 but they will sell the newer unit to the Borough as a package deal, including several batteries, for \$3,235. The "used" device is considered as such because it was used at a police expo as a demo. The batteries generally last for approximately 7 days. Tony questioned if this device would qualify for State Liquid Fuels spending.

Police Reports - Jim Shull stated that he has had people ask him if the Middleburg Police Report could be posted in the newspaper. Tony said historically this was something that other departments had done but they got away from it and now the only one he knows of who does it is the state police. Jim asked Tony to see what he could do regarding posting it in the newspaper.

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COMMITTEES:

Street & Sidewalk - Michael Kerstetter questioned the possibility of placing a crosswalk in front of the Trinity United Methodist Church as recently there was a young lady hit in that location. The Pastor feels there are quite a few people who cross the street at that location on their way to Charles Park. PENNDOT would also most likely need to approve the crosswalk, as it will be on a state highway. Dustin noted the crosswalk would need to be appropriately signed according to PENNDOT's regulations. The problem would be that the crosswalk would suggest that people cross there and that traffic would yield to them, when this may not be the case as it might be an unenforceable crosswalk. Michael asked Tony Jordan to look into placing a crosswalk at this location and also suggested Brian Haight may be able to check into it to see if something could be done to make that area safer.

Budget Committee - Chairman Heidi Potter noted each Council person had copies of the proposed General Fund, Water Fund and Sewer Fund budgets for 2017. These budgets need to be approved for advertising, as required, and then hopefully adopted at the December meeting.

Heidi Potter made a motion to advertise the proposed budgets as presented. The motion was seconded by Michael Kerstetter. MOTION UNANIMOUSLY CARRIED.

UNFINISHED BUSINESS:

Resolution - A resolution was presented for adoption that included rental license amount per dwelling unit at \$25.00 per year and hourly rates for rental inspections at \$61.00 per hour. A motion was made by Heidi Potter and seconded by Brian Lauver to adopt the resolution as presented. MOTION UNANIMOUSLY CARRIED.

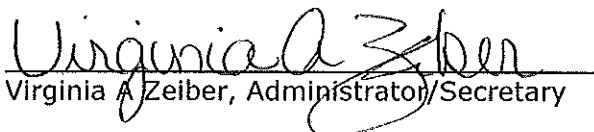
Computer Backup Equipment - Information on computer backup equipment was presented from the Borough's computer technician, Dan Renkel, that would automatically backup the office computers on a regular basis. The purchase of this equipment was tabled until the December meeting.

NEW BUSINESS:

Letter Requesting a Donation for K-9 Unit - A letter from the Snyder County Sheriff's office was presented requesting a donation from the Borough for their new K-9 Unit. Following discussion on this request, it was decided not to donate at this time.

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

The meeting adjourned at 9:23 PM.


Virginia A. Zeiber, Administrator/Secretary