

**REGULAR MEETING MINUTES  
OF THE MIDDLEBURG BOROUGH COUNCIL  
Tuesday, January 10, 2017  
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, David Walters-Engineer, Dwayne Hackenberg-Fire Chief, Marty Sowers & Matt Sauers-Light-Heigel, Chad Smith/Terry Matrey/Rodney Neitz-Central Keystone COG

\*\*\*\*\*  
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 January 10, 2017 Agenda as presented. Ginny requested the addition of representatives from the Central Keystone COG. A motion was made by Judy Lynn and seconded by William Hostler approving the Agenda with the requested addition. MOTION UNANIMOUSLY CARRIED.

Minutes from the December 13, 2016 Council Meeting - James Shull requested approval of the December 13, 2016 meeting minutes. A motion was made by Brian Lauver and seconded by Michael Kerstetter approving the Minutes as presented. MOTION UNANIMOUSLY CARRIED. William Hostler abstained since he did not attend the December meeting.

Bills and Financial Statements - James Shull requested a motion to approve the bills and financial statements through January 10, 2017. A motion was made by Michael Kerstetter and seconded by Judy Lynn approving the bills and financial statements as presented. MOTION UNANIMOUSLY CARRIED.

PUBLIC COMMENTS: NONE

REPORTS FROM OFFICERS AND OFFICIALS:

Municipal Recycling Centers - Michael Kerstetter stated he had some information on the recycling centers. Brian Lauver asked if anyone had read the recently published article in the Daily Item about the recycling centers. He explained the Commissioners voted to set aside \$38,000 and the money will be distributed to each municipality with a recycling center according to the volume of materials they collect, to see how that goes. If that does not cover the costs, the recycling centers' expenses will need to be re-evaluated. Michael talked with Paula Snook, Secretary for Franklin Township, and she is planning on submitting a grant application in an effort to find some funding to cover their costs.

Portable Toilet at Charles Park - Michael noted the Porta Potty was approved by Council for use during 2016 thru November, however, it is still sitting there. Dustin said it is used often during the warmer months and the citizens of the community would be disappointed if it was no longer available. It was concluded the toilet should be removed or closed up from now until March. Michael Kerstetter made a motion approving placement of the portable toilet in Charles Park from March of 2017 through November of 2017. The motion was seconded by Brian Lauver. MOTION UNANIMOUSLY CARRIED.

Mayor Ronald Renshaw - Mayor Renshaw noted he would not be available to attend the next two Council meetings, (February and March) as the Sunbury band starts back up the end of this month and he will be tied up with them.

Reliance Hose Company Report - Dwayne Hackenberg noted the Fire Company had 170 calls during December of 2016 and so far in January they have been on 6 calls. He did not have a paper report to present this month. Coming up this Saturday, January 14<sup>th</sup>, is their first seafood dinner during 2017.

REGULAR MEETING MINUTES  
OF THE MIDDLEBURG BOROUGH COUNCIL

Tuesday, January 10, 2017

Page 2 of 4

UNFINISHED BUSINESS:

Stormwater Study - Larson Design Group - David Walters presented a drawing showing all of the areas of the Borough they had divided into various storm drainage areas. Larson's engineers looked into what type of problems existed there and what improvements could be made for each one of these areas. He handed out cost estimates for everyone to review. He explained the blacktop on East Market Street is being badly eroded by the stormwater running off of the mountain. The total estimated cost to make improvements to all of the designated areas, with contingencies and engineering design included, came to a total a little shy of \$900,000. The available grant is between \$500,000 and \$1 Million. The next step would be to finalize their report and schedule a planning consultation meeting with representatives from PENNVEST, the funding agency, and DEP as they will most likely also be involved in the planning. David believes from that meeting they will get a good sense whether or not this is a fundable project. Following this meeting, the design and all of the permitting needs to be done before application can be made for the grant funding. Once the permits are in hand, they can make application to the funding agency. PENNVEST typically meets 3 to 4 times per year and the applications are normally due approximately two months prior to the actual Board meeting. The projects are then selected during the Board meetings. If the project is not funded in the first round, the applications are typically rolled over into the next meeting for up to two additional meetings. If it is not funded within that time frame, the Borough will have to reapply. David recommended someone from the Council or the Borough, such as Ginny or Dustin also attend the planning meeting. Ginny suggested the Chairman of the street and sidewalk committee (Michael Kerstetter) may be a more appropriate person to attend.

A motion was made by Heidi Potter and seconded by Judy Lynn for Larson Design Group to proceed with completion of the report and then to get in contact with PENNVEST and DEP to move forward with the planning consultation. MOTION UNANIMOUSLY CARRIED.

Snowflake Decorations - Dustin Zechman asked how long Council wanted to leave the snowflake decorations up as the Revitalization Committee requested leaving them up until the middle of February. Ginny noted, as an FYI, the Borough is being billed monthly by PPL for the Christmas lights. Dustin noted the Rental Center has to have a lift available for them to be able to take the decorations down and the tree at the bank. In the meantime, the lights have been removed from the tree. Council directed Dustin to leave them up until no later than mid February.

Snow Plowing/Seal Coat - Dustin Zechman explained that he continues to receive complaints from residents about the stones from the seal coat application being pushed into their yards as a result of snow plowing. They are hoping the Borough will not do seal coating again. Dustin felt one of the problems was the Borough was unable to run the street sweeper to pick up the extra stones due to the drought restrictions and the breaking down of the sweeper.

Citing Vehicles Following Snow Events - Jeremiah noted he had responded by email to Tony Jordan's numerous questions regarding issuing citations for people parking in violation of the snow removal ordinance. It was decided that Jeremiah, Tony, Dustin and Ginny should meet to discuss the situation.

Service Electric Agreement - Jeremiah noted he had not had time to review the proposed updated Service Electric Agreement and in the meantime wondered if anyone on Council was interested in implementing the previously discussed Franchise Fee of up to 5% on the Service Electric bills. Service Electric sent an email indicating it would generate approximately \$12,500 yearly for the Borough and this would come only from residents who used Service Electric. Jeremiah recommended if the Borough needs additional revenue to increase real estate tax millage so that the revenue would be generated by all property owners in the Borough. Ginny noted there are also additional millages available should Council ever decide to include them, such as for road improvements and fire company support, rather than increasing property taxes.

Marty Sowers w/Light-Heigel & Associates - Marty introduced himself and Matt Sauers and stated they provide property maintenance code enforcement, rental property inspections and issue building permits, as well other services. Marty discussed their fee schedules and how they are formatted and explained that some items had been accidentally eliminated over the years but now they have been added back in.

**REGULAR MEETING MINUTES  
OF THE MIDDLEBURG BOROUGH COUNCIL  
Tuesday, January 10, 2017  
Page 3 of 4**

Central Keystone COG Representatives - Chad Smith introduced himself as the current Director of the Keystone COG, Terry Matrey-Office Manager and Rodney Neitz as a Code Official. Chad explained that when a municipality joins the COG, the intent of their agreement was that each municipality would select the services they want and then as the COG grew, additional services were added. Most of the services have their own agreement, specifically for those services, that require a 60 day notice to terminate. The actual membership agreement with the COG requires a one year notice to terminate.

Ginny reminded everyone that the question at hand, carried from the December meeting, was whether or not Council wanted to stay with the COG or switch to Light-Heigel for the issuance of building permits only, since Council already motioned to move to Light-Heigel for rental property inspections and property maintenance code enforcement.

Following discussions on comparisons of cost for building permits, between the COG and Light-Heigel, a motion was made by Heidi Potter and seconded by Brian Lauver to stay with the Central Keystone COG for building permits for now. MOTION UNANIMOUSLY CARRIED.

Old Christmas Decorations - Dustin noted Adams Township and Troxelville were waiting to hear how much money the Borough wants for their old Christmas ornaments. There are approximately 60 ornaments sitting in the basement taking up space. Ginny asked Council if they wanted to set a minimum amount so there was a negotiating basis for Dustin.

Following discussion on the issue, a motion was made by Heidi Potter and seconded by William Hostler for Dustin to check with interested municipalities and use his own discretion regarding how much to charge them. MOTION UNANIMOUSLY CARRIED.

Barricades - Included within the agenda packet were emails from PENNDOT representatives regarding the Borough's request for PENNDOT approved barricades. In conclusion, PENNDOT stated they are required to maintain responsibility for emergency closings of state highways. Council directed Dustin to either build or purchase however many barricades he thinks the Borough needs for their own roads and let PENNDOT handle the state roads as noted.

Crosswalks at Trinity U M Church - Following a request for a crosswalk from the Trinity UM Church across Main Street and an accident that occurred in that area, a PENNDOT representative visited the site along with representatives from the street and sidewalk committee to assess the situation. It would cost the Borough somewhere between \$20,000 and \$25,000 to proceed with this project and a traffic study would be required. It was concluded that is way too much money and it also may not be the safest spot for a crosswalk.

Backup System for Computers - Ginny explained she and Tony Jordan met with Jason Harris of Harris MicroGraphics Inc regarding backing up the Borough office and the police department computers. The cost would be \$275.00 per year plus a one time fee of \$99 for the equipment "per office". The computers in the Borough office will be networked together so only one piece of equipment is required at \$99. If Dustin feels the sewer plant and the water plant should have one of these backup systems, the cost would be the same "per entity". Tony Jordan explained for an additional minimal fee of \$60 per hour they can also backup the software so the original CD would not be required to reload all of the information back into the computer.

Following discussion on this matter, a motion was made by Heidi Potter and seconded by Judy Lynn to proceed with hiring Harris MicroGraphics Inc, as proposed, to perform regular backups of the information on the Borough's computers. MOTION UNANIMOUSLY CARRIED.

**REGULAR MEETING MINUTES  
OF THE MIDDLEBURG BOROUGH COUNCIL  
Tuesday, January 10, 2017  
Page 4 of 4**

Executive Session - At 9:05 PM Council went into executive session. Council ended the executive session at 10:05 PM.

As a result of the executive session, James Shull requested motions to set the 2017 salaries for Dustin Zechman and Virginia for 2017 and to change the rules for taking vacation, personal and sick time.

Dustin Zechman's 2017 Salary - A motion was made by William Hostler and seconded by Brian Lauver to increase Dustin Zechman's salary to \$50,500 for the 2017 year with the addition of \$1,000 per license (water & sewer) for a total salary increase of \$52,500, as long as both licenses are maintained. MOTION UNANIMOUSLY CARRIED.

Virginia Zeiber's 2017 Salary - A motion was made by Heidi Potter and seconded by Judy Lynn to increase Virginia Zeiber's salary for the 2017 year to \$52,500. MOTION UNANIMOUSLY CARRIED.

Vacation & Sick Time - A motion was made by Heidi Potter and seconded by William Hostler for salary exempt employees, Virginia Zeiber and Dustin Zechman, to work the required amount of hours per week, whether it be 40 or more and they will not be allowed to accrue comp time. Vacation hours will only be permitted to be taken in 4 or 8 hour increments and sick time may be taken in 1 hour increments. MOTION UNANIMOUSLY CARRIED.

Personal Time - A motion was made by Heidi Potter and seconded by Judy Lynn for salary exempt employees Virginia Zeiber and Dustin Zechman to only be permitted to take personal time in 4 or 8 hour increments, the same as their vacation time. MOTION UNANIMOUSLY CARRIED.

Jeremiah Runkle noted that these above new rules apply only to the salary exempt employees.

**NEW BUSINESS:**

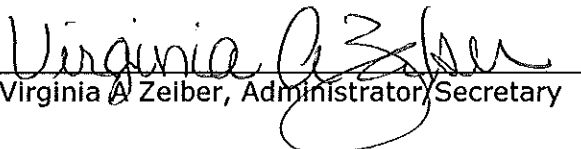
Teacup Pigs - Ginny explained the Borough and police department had received requests from Borough residents to be able to purchase teacup pigs. Copies of the Borough's Livestock Ordinance was provided for each council person which led to a discussion on whether not these pigs can be commonly accepted as house pets. Jeremiah noted that there is technically no such thing as a teacup pig and that people simply breed them smaller and smaller until they have a very small pig. In reality, there is no guarantee these pigs will stay small. Judy Lynn noted she knows people who had pigs living in their house and they were clean and housebroken and lived like domesticated pets. Following discussion on this matter a motion was made by Heidi Potter and seconded by William Hostler to consider these pigs farm animals and not household pets and not allow them in the Borough. MOTION CARRIED. Judy Lynn opposed the motion.

Disposal of Borough Records - Ginny presented a list of Borough files, created by Beverly Inch, that were old enough to be disposed of following state regulations. A motion was made by Heidi Potter and seconded by William Hostler to dispose of the records as presented. MOTION UNANIMOUSLY CARRIED.

New Municipal Authority Board Member - The Authority Board made a recommendation to Council to appoint Scott Herbster, 412 Shambach Street, Middleburg to fill the vacant chair on their Board. Scott is a long time resident of the Borough. A motion was made by Heidi Potter and seconded by Michael Kerstetter to appoint Scott Herbster, as recommended, to the Municipal Authority Board. MOTION UNANIMOUSLY CARRIED.

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

The meeting adjourned at 11:00 PM.

  
Virginia A. Zeiber, Administrator/Secretary