

REGULAR MEETING MINUTES  
OF THE MIDDLEBURG BOROUGH COUNCIL  
Tuesday, August 8, 2017  
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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, Judy Lynn (Absent), Brian Lauver

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

OTHERS PRESENT : Dustin Zechman-Foreman, Judy Varner-Employee, Jeremiah Runkle-Solicitor, John Glenny-Penn Valley Airport Rep, John Jordan-Resident, Janice and Wesley Schleg-Residents

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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.

Agenda- James Shull requested additions to and/or approval of the August 8, 2017 Agenda. Ginny requested the addition of John Jordan, Herring Roll & Solomon's Audit Proposal for 2017 and removal of Michael Kerstetter from the special committee to hire a Borough Administrator. A motion was made by Michael Kerstetter and seconded by Heidi Potter approving the Agenda with the updates as noted. MOTION UNANIMOUSLY CARRIED.

Minutes from the July 11, 2017 Council Meeting - James Shull requested approval of the July 11, 2017 meeting minutes. A motion was made by Heidi Potter and seconded by Brian Lauver approving the Minutes as presented. MOTION UNANIMOUSLY CARRIED.

Bills and Financial Statements- James Shull requested a motion to approve the bills and financial statements through August 8, 2017. A motion was made by William Hostler and seconded by Michael Kerstetter approving the bills and financial statements as presented. MOTION UNANIMOUSLY CARRIED.

PUBLIC COMMENTS: NONE

OFFICERS AND OFFICIALS: NONE

ENGINEERING:

Larson Design Group - Borough Engineer David Walters provided a letter report noting the schedule for the storm water project, as a result of the Borough's recent award of almost \$1 Million in PENNVEST grant money. James Shull attended the Harrisburg PENNVEST meeting, on behalf of the Borough, for the awarding of the grants. Michael Kerstetter thanked James, on behalf of the Council, for attending the meeting in a show of good faith.

Proposal for Inspection of the Cemetery Rd Bridge - Dustin Zechman explained there was a motion of Council some time ago stating that every time storm water went over top of the Cemetery Rd bridge it should be reinspected for safety purposes. Ginny asked Larson's bridge inspector to submit a proposal so it could be approved at tonight's meeting in an effort to move forward with the inspection. The proposed amount to do the inspection and create a report is \$1,650. A motion was made by William Hostler and seconded by Heidi Potter approving the proposal as presented. MOTION UNANIMOUSLY CARRIED. Michael Kerstetter requested he be informed when Larson's inspector comes to do the inspection, as he would like to be included.

KINT Fire Extinguisher Maintenance - Ginny noted that the Borough is currently using Susquehanna Fire and Equipment for the annual servicing of the fire extinguishers and quarterly service to calibrate the gas monitor at the sewer plant. A representative from a company named KINT, located in Harrisburg, visited the office and informed Ginny that he used to work for Susquehanna and that KINT does the same thing for about half the price. He asked if the Borough would be interested in changing to their company. Jeremiah Runkle said the company he used to work for in Harrisburg used KINT for their fire extinguisher services and as far as he knew there was never a problem.

A motion was made by Heidi Potter and seconded by Michael Kerstetter to change from Susquehanna to KINT for fire extinguisher maintenance and calibrating the gas monitor at the sewer plant. MOTION UNANIMOUSLY CARRIED.

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Police Report - Police Chief Tony Jordan noted that everyone was provided with a copy of the police report for the month of July and asked if there were any questions. Brian Lauver asked Tony if he had come up with any dates for the safety committee to meet. Tony said the Mayor had a list of the dates he (the Mayor) was unable to meet, so the rest of the committee should coordinate with him and let Tony know when they are all available to get together.

Service Electric Cable TV Agreement - Attorney Runkle noted he had not yet completed a new agreement between Service Electric and the Borough.

Street & Sidewalk Committee - Chairman Michael Kerstetter explained there is a significant amount of base repair work that needs to be done throughout the Borough, however, they were hesitant to do any type of resurfacing projects in anticipation of the PENNVEST grant award and the possibility of tearing up the streets as a result of the stormwater projects. Since the Borough can now officially proceed with stormwater upgrades, the committee recommends waiting until next year to move forward with street paving projects.

Charles Park Pavilion - Heidi Potter noted they are still at a standstill regarding the proposed new Pavilion at Charles Park due to lack of funding, which puts the project on hold at this time. She also explained that the revitalization committee is looking into costs to upgrade or replace the benches located around the lake.

Special Committee to Review Applicants for Borough Administrator - Chairman Brian Lauver explained the Borough received approximately 51 resumes through both local advertising and Indeed.com. Chief Tony Jordan is reviewing the applicants in an effort to eliminate those who do not meet the background check requirements. Tony hoped to be finished by the end of the week.

NEW BUSINESS:

John Glenny - Penn Valley Airport Rep - John circulated a report on the operations of the Airport. He explained they are spending over \$2 Million on constructing a new apron to accommodate larger aircraft. The Airport is responsible for \$100,000 of that cost. In the fall there will be another runway crack and patch project. The construction of a new hanger is on hold again. They are trying to get some corporations interested in buying shares into it, like Weis or Ritz Craft, for a minimal amount of 20 years. The Airport is really interested in getting some support from the Borough for these projects. Ginny noted nothing was budgeted during 2017 to donate to the Airport. John asked if Council would reconsider and try to find some extra money to contribute. Heidi Potter stated the general fund budget is extremely tight this year but they will take a look at it and decide if there is any money available for this use.

John Jordan - Stormwater Issues - John explained there is a ditch adjacent to his property that collects stormwater that flows along the south side of East Market Street and onto his property during heavy rain events. He said the ditch used to be kept open, however, over time it has filled up with sediment so the water goes into his yard. The area he feels needs to be dug out is approximately 100 yards in length. There is a utility pole at the driveway that collects debris during severe rains which creates a current that pushes the sediment and water into his driveway. His opinion is that the ditch is in the abandoned area of N Shuman Street which is owned by the Borough. In the old days when Nolan Jordan was the Borough Foreman, the maintenance crew used to keep the ditch cleaned out. John requested the Borough open the ditch again and continue to keep it open. It was uncertain who actually owns this area or if it was ever legally or officially laid out as a Borough street. The Borough cannot even consider conveying the property to the adjacent property owners or commit to maintaining it unless they know they own it.

Following a lengthy discussion on the legalities of the situation, Council decided the area should be checked out by Larson Design Group to see what might be able to be done to collect the stormwater before it reaches John's property. It is possible something could be included in the PENNVEST stormwater grant project. In the meantime, Council had no problem if John decided to clean out the ditch on his own.

Proposed Stoned Areas Adjacent To The Lake - James Shull explained that the area where the fire company can fill up from the dry hydrant is becoming a bit swampy, so he recommended Dustin add some stone and make it into a parking area. Dustin explained this area used to be chained off and a sign was posted stating no one could park there, as it is for fire company use only and was never intended for public parking. It was decided, since the sign is no longer legible, it should be replaced and the chain put back up.

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James then suggested placing additional fill on the south end of the lake for public parking. Dustin explained that the road is lower than the pond on that end so they had to grade it out along the side of the road so stormwater can properly flow into the inlet. He said it is not really a good place to park but it has become a place where potato filled trucks and other visitors to the lake have chosen to park. The street committee will take a look at this area to determine the most appropriate upgrade. Dustin noted the best place to create parking on that end of the pond is on the fire company's land, immediately adjacent to the Borough's land, as the Borough does not have enough available land there.


Kiwanis 5K Run - Michael Kerstetter explained the Kiwanis Club was sponsoring a 5K Run on Saturday, August 12<sup>th</sup>, beginning at 9:00 AM and ending before noon. A motion was made by Michael Kerstetter and seconded by Brian Lauver approving this event as scheduled. MOTION UNANIMOUSLY CARRIED.

2017 Borough Audit - A proposal from Herring Roll and Solomon was presented to perform the 2017 year Audit. The cost is \$5,100.00 which is the same as the 2016 year. A motion was made by Heidi Potter and seconded by William Hostler to accept the proposal as presented. MOTION UNANIMOUSLY CARRIED.

Yard and Garage Sale Signs - Due to ongoing complaints from residents not being allowed to place yard or garage sale signs anywhere other than on their own property, a committee was formed to review the ordinance language and possibly recommend amending it. James Shull appointed Heidi Potter, William Hostler and Brian Lauver as the committee members. They will review the language and get back to Council with their recommendations.

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

The meeting adjourned at 8:27 PM.

  
Virginia A. Zeiber, Administrator