

REGULAR MEETING MINUTES  
OF THE MIDDLEBURG BOROUGH COUNCIL  
Tuesday, October 10, 2017  
Page 1 of 3

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-Foreman, Judy Varner-Employee, Jeremiah Runkle-Solicitor, David Walters-Engineer

\*\*\*\*\*  
Meeting Called to Order - The meeting was called to order by Council President James Shull at 7:30 PM and began with the Pledge of Allegiance to the Flag.

Agenda - James Shull requested additions to and/or approval of the October 10<sup>th</sup> Agenda. A motion was made by Heidi Potter and seconded by William Hostler approving the Agenda. MOTION UNANIMOUSLY CARRIED.

Minutes from the September 12, 2017 Council Meeting - James Shull requested approval of the September 12<sup>th</sup> meeting Minutes. A motion was made by Brian Lauver and seconded by Judy Lynn 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 October 10, 2017. A motion was made by Heidi Potter and seconded by William Hostler approving the bills and financial statements as presented. MOTION UNANIMOUSLY CARRIED.

PUBLIC COMMENTS: NONE

OFFICERS AND OFFICIALS:

Junk Vehicle - Jams Shull asked Police Chief Tony Jordan to check on a vehicle parked behind 9 South Main Street noting the registration appears to have been expired for approximately 4 years.

Attendance at the November Meeting - Heidi Potter noted she would not be available to attend the November meeting.

Log Cabin Christmas - Heidi Potter explained that the revitalization committee will be having their Log Cabin Christmas again this year and it has been scheduled for December 1<sup>st</sup>. She requested approval to close East Market Street from the intersection to the District Justice's office beginning at 3:00 PM until the event ends. The entrance/exit for IGA at East Market Street will be left open. A motion was made by Judy Lynn and seconded by Michael Kerstetter approving the street closing as requested. MOTION UNANIMOUSLY CARRIED.

Fire Company Report - Dwayne Hackenberg was not available to present the Fire Company report.

ENGINEERING:

Larson Design Group - Borough Engineer David Walters said the stormwater project is moving along well. They planned to offer the project for bids in October, however, approximately 7 drainage easements will be required first. Photographs of the properties requiring the easements were presented for review by Council. The cost for Larson's portion for preparation of these easements, which includes preparation of the plats, is estimated to be approximately \$5,500 and will be based on a time and materials basis. Jeremiah noted his office could do the deed research for the easements as they always so them anyway, and that will save Larson some time and expense. David estimated being ready to advertise for bids in approximately four months, unless they run into unforeseen problems acquiring all of the easements. A motion was made by Heidi Potter and seconded by William Hostler for Larson Design Group to move forward with preparation and acquisition of the easements for the stormwater project. MOTION UNANIMOUSLY CARRIED.

**REGULAR MEETING MINUTES  
OF THE MIDDLEBURG BOROUGH COUNCIL  
Tuesday, October 10, 2017  
Page 2 of 3**

Computer Backup System - Ginny explained that a technician from the company (Harris Micrographics Inc) hired by the Borough to generate back ups of the Borough office computer files, as well as the police department files, has been stopping into the office rather spontaneously approximately once a month saying there is something wrong with the backup system and he needs to check it out. He works on the computer for a short time and most often is unable to explain what actually happened to cause the problem but states that he made some changes and now the computers are backing up properly. Including the initial cost to set up this service, the Borough has now spent over \$1,300 for their services. Following discussion on the matter, Jeremiah recommended requesting Harris Micrographics contact the Borough office before they show up each time and also have them explain the problem. Often times the problem could be as simple as rebooting the computer or possibly they can work on them remotely from their office.

Trinity United Methodist Church's (TUMC) Request - Dustin Zechman requested permission for the TUMC to close Spade Alley on Tuesday, October 31<sup>st</sup> (Halloween night) from 6:00 PM to 8:00 PM for a Halloween event. This will be the same type of event they have been doing over the past few years. The barricade would start at the corner of the alley behind the Middle Creek Café to Church Street, but Church Street would remain open. A motion was made by Brian Lauver and seconded by Heidi Potter granting the request. MOTION UNANIMOUSLY CARRIED.

Safety Committee Meeting - Police Chief Tony Jordan noted he had scheduled a safety committee meeting for Tuesday, October 24<sup>th</sup> at 6:00 PM. The location is uncertain at this time.

Garbage Cans - Heidi Potter asked who emptied the Borough's garbage can located by the courthouse. Dustin noted the Borough empties it. Heidi said she has been receiving complaints that the can is always full and ask if they could check it and empty it more often. Dustin explained that the reason it is full so often is because residents are using it to dispose of their household garbage. He considered removing the can entirely in an effort to resolve the problem. The Borough crew was forced to remove several other garbage cans, formerly located throughout the town, because residents were using them on a regular basis to dispose of their personal garbage. Council directed Dustin to remove the can at the courthouse too. The people suspected of placing their personal garbage in the cans are residents in the Ken Hassinger rentals as well as other rentals nearby. The landlords supply dumpsters for the tenants, however, they are almost always full and often overflowing!

Dumpsters Creating Possible Safety Issues - A discussion was held regarding numerous dumpsters located throughout the Borough that are regularly projecting onto the right of way causing possible safety issues. Dustin will make a list of the ones he finds and Michael Kerstetter will also provide a list. It was concluded that the property owner should be contacted by the Borough requesting they contact the garbage companies they are using requesting the containers be moved back, and kept back, so they no longer create safety issues. Ginny suggested the property owner paint a line on their properties and request the dumpsters always be situated behind that line. This would make it easier for possible rotating garbage truck drivers to know exactly where the dumpsters should be placed. Jeremiah felt this was the responsibility of the property owner to make sure the dumpsters were not projecting onto Borough streets and not the Borough's responsibility.

Street & Sidewalk Committee - Chairman Michael Kerstetter said it was brought to his attention that a lady who lives on Schoch Street recently fell out of her wheelchair onto Main Street in front of either the Trinity Church or Emanuel Lutheran Church. He then checked both sites in an effort to assess the situation. The deterioration of the curbing at Emanuel Lutheran Church is a concern in itself, however, he is uncertain where the lady actually had her accident. This is something he felt he should bring to the attention of Council, but is uncertain what can be done about it. Tony Jordan said he has seen a woman on her Jazzy go through town on the sidewalks toward Harvey's and one day almost lost it five times. Michael said the lady on Schoch Street also rides a Jazzy but he is not sure that is the same lady who fell out of the wheelchair onto the street.

Roadway Shoulder by the Lake - Michael discussed James Shull's recommendation to upgrade the shoulder of the road along Edmond Avenue between the edge of the blacktop and the lake. A quick estimate of the size of this area was noted to be approximately 250 feet in length and 8 or 10 feet wide. The cost has not been calculated, though, should Council decide they want to place paving material in the area. Dustin was asked to contact Brian Haight with PENNDOT to see when he would be available to visit the site, along with the committee members, to assess the situation. They can then decide on the best approach and calculate a cost estimate.

REGULAR MEETING MINUTES  
OF THE MIDDLEBURG BOROUGH COUNCIL  
Tuesday, October 10, 2017  
Page 3 of 3

Possible Homeless People - Michael Kerstetter informed Tony Jordan there is a U-Haul type vehicle loaded with furniture parked along the lake and it appears the people may be living there. Tony said a homeless family had been in the area and he will check it out.

DEP Meeting Ref Stormwater Issues - Michael informed everyone that DEP has scheduled a meeting with Craig Bingman from Soil Conservation and the Borough's street committee for Thursday, October 12<sup>th</sup> at 1:00 at the Cemetery Road Bridge. This meeting is to assess stormwater issues along Stumps Run at that location.

Budget Committee - Chairperson Heidi Potter scheduled the first budget meeting for Tuesday, October 17<sup>th</sup> at 3:00 PM. All committee members are available to meet at that time and Tim Folk will be notified so he can sit in on the water/sewer budgets. Ginny informed Council that the Authority Board approved \$800 from the water fund and \$800 from the sewer fund to be contributed toward heating oil costs for 2018.

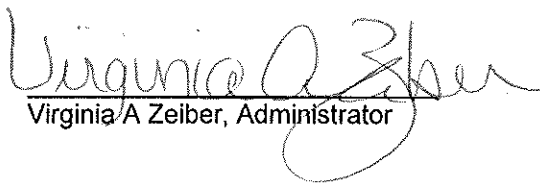
Parking Issues - Ginny explained the parking spaces marked in the Borough's parking area located at the rear of the Borough building are so close together it is sometimes almost impossible to get in or out of the vehicles. The Library lady told me that people tell her they don't like coming to the Middleburg Library because there is never any place to park. Note was made that the official size of parking spaces in PA is 10' x 20' and the spaces out back are only 7'.5" wide. Ginny recommended blackening out the existing lines and increasing the width to 10', even though some spaces will be lost. She also recommended replacing any of the signs that are worn off and difficult to read. Discussion on parking on the north side of Pine Street resulted in a decision to leave it as it is. Dustin was asked to place "No Parking" signs on the south side of Pine Street along the side of the Borough building. Council agreed the spaces at the rear of the lot should be widened to the appropriate 10' width and asked Dustin to make the change.

Executive Session - Council went into executive session at 8:30 PM to discuss personnel issues. The executive session ended at 9:05 PM.

New Borough Administrator/Zoning Officer - As a result of the executive session, a motion was made by Brian Lauver to offer Dawn Dunkelberger the position of Borough Administrator/Zoning Officer at a starting salary of \$37,500 per year. A letter will be sent to Dawn offering her the position and informing her she can start as soon as she is available. The motion was seconded by Judy Lynn. MOTION UNANIMOUSLY CARRIED.

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

The meeting adjourned at 9:10 PM.

  
Virginia A Zeiber, Administrator