

**REORGANIZATION MEETING
OF THE MIDDLEBURG BOROUGH COUNCIL
Monday, January 4, 2016 @ 6:00 PM
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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, 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, Jeremiah Runkle-Solicitor

Meeting Called to Order - The Middleburg Borough Council meeting was called to order by Mayor Ronald Renshaw at 6:00 PM. The meeting began with the Pledge of Allegiance to the Flag of the United States of America.

Oath of Office for New Members - Mayor Renshaw read from the Oath of Office while Judy Lynn, Michael Kerstetter, James Shull and Brian Lauver stood and repeated the words. All were then seated and the Oaths were appropriately signed and submitted.

Agenda - Mayor Renshaw asked for approval of the January 4, 2016 Agenda as presented. A motion was made by Michael Kerstetter and seconded by James Shull approving the Agenda. MOTION UNANIMOUSLY CARRIED.

Certificates of Election - At this time Mayor Renshaw asked all new Council members to be sure to turn in a copy of their Certificates of Election to the Borough office.

Nomination of President - Mayor Renshaw requested nominations for Council President. James Shull nominated Michael Kerstetter who declined the nomination. Michael then nominated James Shull. A motion was made by Michael Kerstetter and seconded by Brian Lauver for James Shull to be the Council President. Heidi Potter voted NO. MOTION CARRIED.

Nomination for Vice President - Mayor Renshaw requested nominations for Vice President of Council. Heidi Potter nominated Michael Kerstetter. A motion was made by William Hostler and seconded by James Shull to close the nominations and make Michael the new Vice President of Council. MOTION UNANIMOUSLY CARRIED.

The gavel was handed to James Shull, Council President, to continue the meeting.

President Pro-Tem - Heidi Potter nominated William Hostler as President Pro-Tem. A motion was made by Brian Lauver to close the nominations making William Hostler President Pro-Tem. The motion was seconded by Judy Lynn. MOTION UNANIMOUSLY CARRIED.

Vacancy on Council - James Shull noted there is a vacancy on the Borough Council and asked if anyone knew of a Borough resident who may be interested in accepting the position. Jeremiah recommended asking the Authority Board if one of their members would be willing to fill the seat. It was felt this would be a good way to bring the Council and the Authority Board closer to a more cooperative situation.

Ginny was asked to contact the members of the Authority Board to see if anyone was interested in the position.

Vacancy Board Chairperson - Ginny explained that Bernadette Schwalm had been serving as the Vacancy Board Chairperson and she was willing to accept the position again beginning with January 2016. A motion was made by William Hostler and seconded by Heidi Potter appointing Bernadette Schwalm as the Vacancy Board Chairperson. MOTION UNANIMOUSLY CARRIED.

The Vacancy Board is considered a separate body that fills vacancies when they occur on the Borough Council. The Vacancy Board Chairperson must be an elector of the Borough and not a Council member. The Vacancy Board consists of the Borough Council, exclusive of the Mayor, and one registered elector of the Borough, which is currently Bernadette. Vacancy Board meetings would need to be advertised the same as a Council meeting. It would be convenient for them to meet immediately prior to the Council meeting on February 9th to appoint a qualified resident of their finding.

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Borough Solicitor - A motion was made by Heidi Potter and seconded by William Hostler appointing Jeremiah Runkle as Solicitor beginning January 4, 2016 at a rate of \$140.00 per hour. MOTION UNANIMOUSLY CARRIED.

Zoning Hearing Board Solicitor - A motion was made by Heidi Potter and seconded by Michael Kerstetter appointing Brian L Kerstetter as the Zoning Board Solicitor beginning January 4, 2016. MOTION UNANIMOUSLY CARRIED.

Borough Engineer - An engineering retainer proposal was included in each agenda packet for all Council members' review. A motion was made by William Hostler and seconded by Judy Lynn to retain Larson Design Group as the Borough engineer. MOTION UNANIMOUSLY CARRIED.

APPOINTMENT OF COMMITTEES: Council President James Shull appointed new committee members as follows:

Personnel Committee - James Shull-Chairman, Brian Lauver, William Hostler

Building & Grounds Committee - William Hostler-Chairman, Brian Lauver, Dustin Zechman

Street & Sidewalk Committee - Michael Kerstetter-Chairman, Judy Lynn, Dustin Zechman

Budget Committee - Heidi Potter-Chairperson, Michael Kerstetter, James Shull

Safety Committee - Police Chief Tony Jordan-Chairman, Brian Lauver, William Hostler, Mayor Ronald Renshaw

Park & Recreation Committee - Heidi Potter-Chairperson, Beverly Inch, Judy Lynn

REGULAR MEETING OF THE BOROUGH COUNCIL

Approval of Minutes from December 9, 2015 - A motion was made by Brian Lauver and seconded by Heidi Potter approving the December 9, 2015 Minutes as presented. MOTION UNANIMOUSLY CARRIED.

Approval of Bills and Financial Statements - A motion was made by William Hostler and seconded by Michael Kerstetter approving the bills and financial statements thru December 31, 2015 as presented. MOTION UNANIMOUSLY CARRIED.

PUBLIC COMMENTS: NONE

REPORTS FROM OFFICERS AND OFFICIALS:

Sign for Charles Park - Heidi Potter noted she has not heard back from SUN Tech regarding a new sign for Charles Park. She will report on this situation as soon as she hears from them.

Mayor Renshaw - The Mayor explained he will miss the next two Council meetings due to the Selinsgrove Area Adult Band rehearsals scheduled on the Borough's meeting nights for February and March.

Parades for 2016 - Police Chief Tony Jordan requested approval for the dates of the following parades, as required by PENNDOT:
Memorial Day Parade - May 30th at 6:30 PM
Firemen's Parade - August 11th at 6:30 PM.

A motion was made by William Hostler and seconded by Judy Lynn approving the parades as scheduled above. MOTION UNANIMOUSLY CARRIED.

Dustin Zechman explained it was his understanding PENNDOT has the resurfacing of Paxtonville Road scheduled during the Firemen's Carnival and felt this could present a problem redirecting traffic for the parade.

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Executive Session - Police Chief Tony Jordan requested an executive session to discuss personnel issues. Council went into executive session at 6:40 PM. The session ended at 6:50 PM.

As a result of the executive session a motion was made by Heidi Potter and seconded by William Hostler accepting Dixie Kreamer's letter of resignation as a 35 hr per week part time employee, and as stated in the letter, effective January 15, 2016. MOTION UNANIMOUSLY CARRIED.

A motion was made by Heidi Potter and seconded by Brian Lauver allowing Dixie Kreamer to continue to work as a temporary part time employee as needed and at the same rate of pay, while training a new part time police secretary. MOTION UNANIMOUSLY CARRIED.

A motion was made by Judy Lynn and seconded by William Hostler to advertise for the part time position of police secretary. Tony Jordan will prepare the language for the newspaper advertisement that is appropriate for a 35 hour a week part time position. The ad will be given to Ginny to be placed in the newspaper. MOTION UNANIMOUSLY CARRIED.

NEW COMMITTEE REPORTS:

Street & Sidewalk Committee - Michael Kerstetter reminded everyone there is a lot of road work left over from the 2015 year which includes a lot of base repairs. Dustin was adamant about the need to continue working on these repairs. Hopefully the committee will be able to get out early in the year to begin scheduling the projects.

Authority Board Member on Council - Heidi Potter noted she would be attending the Authority meeting on January 12th and she plans to request that someone on their Board, who lives within the Borough, consider accepting an appointment to fill the vacant chair on Council. She and Michael also agreed it is valuable for an Authority member to continue to sit in on the budgeting for the new year for the water and sewer funds.

Charles Park Committee - Heidi Potter said all of the grant paperwork was appropriately submitted to DCNR by the required due date. At this time the Borough is waiting to hear back from the DCNR grant representative as to what else is needed.

NEW BUSINESS:

Appointment of Scott Brouse - A motion was made by Michael Kerstetter and seconded by Heidi Potter to appoint Scott Brouse to a 5 year term on the Municipal Authority Board. MOTION UNANIMOUSLY CARRIED.

Appointment of Scott Reigle - A motion was made by William Hostler and seconded by Judy Lynn, based on the recommendation of the Authority Board, to appoint Scott Reigle to the Municipal Authority Board as their representative from Franklin Township. MOTION UNANIMOUSLY CARRIED.

New Sidewalk - Ginny explained that many people use the grassed area between the Post Office building and the Borough building to access the Borough's elevator area from the public parking area located at the rear of the Borough building. RUS had even considered mandating a sidewalk be installed for easier handicap accessibility to the elevator from the public parking area. ADA requirements for a public sidewalk is a width of 5 feet. Dustin noted this would be too large of a project for the Borough's maintenance crew and recommended the project be put out for bids. It was decided Ginny will send out letters to appropriate contractors to see how much it would cost to do the project. If the bids come in at an affordable amount, Council can then make a motion to proceed with the project.

Resolution 2016-01 for the Zoning Hearing Board - A resolution was presented to the Council for adopting of the Zoning Hearing Board. Members listed on the Resolution are as follows: Susan Weaver, Chairman-3 Year Term, Donald Schwalm-2 Year Term, Lori Shull-1 Year Term, and William Flather-3 Year Term as the Alternate. A motion was made by Heidi Potter and seconded by William Hostler to adopt Zoning Hearing Board Resolution #2016-01 as presented. MOTION UNANIMOUSLY CARRIED.

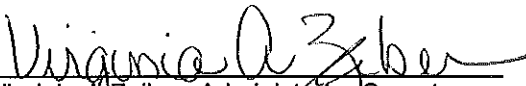
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Old Ricoh Copier - Ginny reminded everyone the 10 year old copier, used by the Borough office for 5 years and then by the Police Department for 5 years is now sitting in the Police office not being used, since a new color copier was recently purchased for them. The manager of Ricoh, the copier company, recommended donating the old copier to a needy nonprofit organization of Council's choice. Judy Lynn noted that the Ladies Auxiliary may appreciate the donation of the copier. She will check with the organization at their next meeting on January 19th and get back to Ginny whether or not they are interested. All Council members were in agreement to donate the copier to this organization if they are willing to accept it.

Disposal of Old Borough Records - A list of old Borough records proposed for disposal was included in each agenda packet for Council's review and approval. A motion was made by Heidi Potter and seconded by Judy Lynn to dispose of the old records as proposed. MOTION UNANIMOUSLY CARRIED.

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

The meeting adjourned at 7:25 PM.


Virginia A. Zeiber, Administrator/Secretary