

**REORGANIZATION MEETING
OF THE MIDDLEBURG BOROUGH COUNCIL
Monday, January 6, 2014
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- LOCATION OF MEETING: Middleburg Borough Building, 13 North Main Street, Middleburg PA
- COUNCIL MEMBERS : Roger Snook-President, Donald Zechman Jr-Vice President, Natalie Riley, Michael Kerstetter, Heidi Potter, William Hostler
- OFFICIALS PRESENT : Virginia "Ginny" A Zeiber-Administrator/Secretary/Zoning Officer, Mayor Ronald Renshaw, Tony Jordan-Police Chief (absent)
- OTHERS PRESENT : Dustin Zechman-Borough Foreman, Judy Varner-Employee, Jeremiah Runkle-Solicitor, Jennifer & Micaiah Hostler

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 Roger Snook, Natalie Riley, Heidi Potter and William Hostler stood and repeated the Oath.

Agenda - Mayor Renshaw asked for approval of the January 6, 2014 Agenda as presented. A motion was made by Natalie Riley and seconded by Roger Snook approving the Agenda. MOTION UNANIMOUSLY CARRIED.

Nomination of President - Natalie Riley nominated Roger Snook for President of Council. Michael Kerstetter made a motion to close the nominations and Donald Zechman Jr seconded the motion. MOTION UNANIMOUSLY CARRIED.

The gavel was handed to Roger Snook to continue the meeting.

Nomination for Vice President - Roger Snook nominated Donald Zechman Jr for Vice President of Council. A motion was made by Natalie Riley and seconded by Michael Kerstetter to close the nomination. MOTION UNANIMOUSLY CARRIED.

President Pro-Tem - Michael Kerstetter nominated Natalie Riley for the position of President Pro-Tem. A motion was made by Michael Kerstetter and seconded by Donald Zechman Jr to close the nominations. MOTION UNANIMOUSLY CARRIED.

Vacancy Board Chairperson - A motion was made by Natalie Riley to appoint Bernadette Schwalm as the Vacancy Board Chairperson. The motion was seconded by Michael Kerstetter. MOTION UNANIMOUSLY CARRIED.

Jeremiah Runkle explained the Vacancy Board is considered a separate body that sits and fills vacancies in Borough office when a vacancy on Council occurs. The Vacancy Board Chairperson must be an elector of the Borough and not a Council member.

Roger Snook asked Council members if they had any names to submit for the vacant seat on Council. No names were presented at this time. Ginny will contact Bernadette and inform her she should look for someone who is willing to fill the vacant seat on Council. They should be willing to accept the position on February 11th.

Natalie explained this would be an appointment for 2 years and then if that person wished to complete another 2 years, they would be required to run for that seat at the next regular election.

Borough Solicitor - Donald Zechman Jr made a motion to appoint Jeremiah Runkle as the Borough's Solicitor. The motion was seconded by Natalie Riley. MOTION UNANIMOUSLY CARRIED.

Note was made that a letter from Jeremiah had been submitted at an earlier meeting and also included in tonight's agenda packet informing Council of a slight increase in his rates.

Borough Engineer - A motion was made by Michael Kerstetter and seconded by Donald Zechman Jr appointing Larson Design Group as the Borough's engineer. MOTION UNANIMOUSLY CARRIED.

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New Committees: Roger Snook appointed the following people to committees:

Personnel Committee	- Natalie Riley-Chairperson, Michael Kerstetter, Virginia Zeiber.
Building & Grounds Committee	- Donald Zechman Jr-Chairperson, William Hostler, Dustin Zechman
Street & Sidewalk Committee	- Michael Kerstetter-Chairperson, Donald Zechman Jr, Dustin Zechman
Budget Committee	- Michael Kerstetter-Chairperson, Natalie Riley, Heidi Potter
Safety Committee	- Police Chief Tony Jordan-Chairperson, Michael Kerstetter, Roger Snook, Mayor Ronald Renshaw
Park & Recreation Committee	- Heidi Potter-Chairman, Virginia Zeiber, Beverly Inch

As part of the playground grant, DCNR is requiring a certified inspector from Playworld be on site while the new playground equipment is being assembled and placed in Charles Park. This inspector is scheduled to come on January 13th. DCNR wants the inspector present to make sure things are assembled and installed properly for liability purposes.

Equipment Committee - Roger Snook asked if Council wanted to move forward with the creation of a new equipment committee, as had been discussed in the past. Dustin said he did not feel the need for this committee and felt he could handle maintenance and overview of equipment needs himself. Council decided there was no need for this committee.

Appointment of Representative to the Central Keystone Council of Government - This representative is required to attend the yearly meetings of the COG as the representative from Middleburg Borough. This representative is included with other representatives from each member municipality. They sit together on a Board that votes on certain operations of the COG including their yearly budget. The term of this office is now 3 years. Virginia Zeiber has been the representative since 2011. A motion was made by Natalie Riley and seconded by Donald Zechman Jr to appoint Virginia Zeiber to continue as the COG representative for another 3 years. MOTION UNANIMOUSLY CARRIED.

Minutes - December 10, 2013 Regular Council Meeting Minutes - Roger Snook asked for a motion to approve the Minutes as presented for the December 10, 2013 meeting. A motion was made by Natalie Riley and seconded by Heidi Potter approving the minutes as presented. MOTION UNANIMOUSLY CARRIED.

Bills & Financial Statements through January 6, 2013 - Roger Snook asked if there were any questions on the financial statements or bills and if not, requested a motion to approve them. A motion was made by Michael Kerstetter and seconded by Natalie Riley approving payment of the bills and the financial statements as presented. MOTION UNANIMOUSLY CARRIED.

PUBLIC COMMENTS: NONE

Fire at Donald Zechman's House - Donald Zechman Jr thanked everyone for their help and consideration during the fire at his property this past weekend and apologized for not being well prepared for tonight's meeting.

Climbing the Fence At the Ballfield - Natalie Riley informed Dustin she was told there were kids climbing the fence at the ballfield located behind the dugout and then coming down onto the dugout roof. There was ice on the roof and some of the kids slid off the roof. There are kids at the playground without supervision on a regular basis and Natalie was concerned about liability issues for the Borough. Jeremiah said the Borough really did not have any concerns because there has not been any negligence on their part. Natalie said the person she spoke with, who witnessed the event, said the one girl got hung up on the fence in a way that she could have broken her arm. Ginny suggested if Dustin observes any kids doing things they should not be doing he should ask them their names and then the Borough could contact their parents. Dustin said they do chase the kids away when they are doing things they should not be doing and they would most likely not give him their names.

Mayor Ronald Renshaw - The Mayor explained he had made tentative arrangements with two concert groups to perform during the summer. He asked if anyone wanted to help or knows of anyone who would like to help work on funding for these and future groups. Jeremiah said Mifflinburg received a small grant to assist with entertainment at their park. He gave the Manager's name and phone number to the Mayor so he could find out where they got their grant.

The Mayor also informed everyone he would not be able to attend the next two Council meetings due to two fund raiser concerts he would be involved with on those nights.

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Middleburg Yarn Company - Jeremiah Runkle explained he had intended to write a letter to Attorney Ken Potter regarding the ongoing problems with the water line at the Yarn Factory. The hope is they will be agreeable to having the waterline disconnected by the Borough.

The Yarn Company has been questioning whether or not the Fire Company's bathrooms sit partially on the Yarn Company's property. Dustin said Ted Fulmer (Yarn Company management employee) has made comments that they also feel part of the Borough's ballfield is located on the Yarn Company's property on the other side of Edmond Avenue. This area is the parking area that circles around behind the backstop. At that time Ted said they didn't have a problem with it but if the Borough intended to keep on them about mowing their grass, he might make something of it. Dustin said he has not heard anything regarding the bathroom scenario.

Dustin explained at one time the Yarn Company measured things off and put chains up so no one could park on their property and they did not say anything about the bathrooms at that time.

Jeremiah said there is a survey at the courthouse that does make it seem like the back portion of the bathrooms might be on the Yarn Company's land. He asked if Council wanted him to sort this out any further or just let it go for now. It was decided nothing could be concluded regarding the location of the bathrooms without an actual survey. Natalie said she felt the Council should be more concerned about getting the water turned off to avoid any future water loss. Jeremiah said for now he will send the Yarn Company a letter requesting their approval to disconnect their water line.

Maintenance Shed Addition - Dustin said the addition to the maintenance shed has been completed and he feels the contractor did a good job. They are now able to get all of the Borough's equipment under roof.

Eye Center Opening - Roger said when the Eye Center came to town and representatives from the Borough visited them to welcome them to the Community, he had asked that they inform the Council when they were having their grand opening. They ended up opening and there was a nice write up in the newspaper however they did not contact the Borough and nothing about the Borough Council was mentioned. He said it kind of rubbed him the wrong way as he felt the article should have mentioned that people from the Borough Council had made a concerted effort to welcome them into the community.

Christmas Tree Pickup - Dustin Zechman reminded everyone that Christmas tree pickup will be the third Thursday in January (the 16th) as in past years.

COMMITTEE REPORTS:

Personnel Committee - Natalie Riley explained the committee has completed the AFSCME Union Contract negotiations with the bargaining unit, with the exception of one paragraph. The committee is working to reach an agreement on that language. The committee has not heard back from Von (Union Rep) yet on this issue, so it has not been settled.

Annual Review - Natalie Riley and Michael Kerstetter will get together with Ginny and Dustin some time this month to do their annual reviews. She asked Dustin to bring his comp time hours along to his review. Dustin was asked to try to review the maintenance crew employees before the end of January.

Trucks - Dustin explained two of the trucks plow pumps are currently not working quite right but they will get that straightened out.

Streets and Sidewalk Committee - Michael Kerstetter noted this committee needed to get together to review the need to replace sidewalks throughout the Borough. Spring would be the best time. Natalie said she has been receiving complaints about the knobby yellow part of the curb cuts. They are slippery when they get wet and the ones at the square are broken from tractor trailer trucks running over them.

CORRESPONDENCE:

Zoning Hearing Board Decision - A letter from Attorney Kerstetter was included in each agenda packet for everyone's reference regarding the decision of the Zoning Hearing Board regarding parking for the proposed Grace Transitional Home project. Jeremiah explained that the Borough Council has the opportunity to appeal this decision. He asked if there was any interest in an appeal. Council agreed they did not wish to appeal.

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Plaques Celebrating the Borough's 150 Years - Roger said he would be in favor of going all out to gain some recognition for Middleburg Borough being in existence for 150 years. Natalie said this should take some coordination with the Fire Company and other entities. In Union County they sold mugs and crocks, etc for their event. Natalie suggested the Women's Club might be interested in taking charge of this type of celebration. Mayor Renshaw will contact Helen Zechman to see if the Women's Club group is interested.

Rental Inspection Ordinance - Ginny explained the Resolution that was adopted at the December meeting was rushed through rather quickly in an effort to get it in place, however after further review, the fees in that resolution will never cover the current rates charged by the COG. Ginny and Jeremiah will review this information and hopefully have something appropriate in place to be presented at the February meeting. Ginny noted the COG currently charges around \$60 per hour.

NEW BUSINESS:

Reappointment of Dwayne Hackenberg - A motion was made by Donald Zechman Jr to appoint Dwayne Hackenberg to serve another term on the Middleburg Municipal Authority board. The motion was seconded by Natalie Riley. MOTION UNANIMOUSLY CARRIED.

Outdoor Wood-Burning Furnaces - Ginny explained she included language provided by DEP in each agenda packet as a guideline for consideration to adopt a Borough ordinance for their own enforcement. This is just model language and is not "required" to be done at this time. There are people in favor of the burners and people who complain. There seems to be more of them being installed throughout the Borough and it is only a matter of time until they create issues with neighbors. Jeremiah was directed to check with DEP to see what regulations are in place at this time for these furnaces and how they are enforced. Ginny noted DEP is recommending municipalities adopt their own ordinances so there can be local enforcement on these burners.

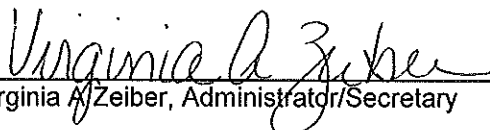
Life Insurance and Short Term Disability (STD) - Ginny explained that currently the Borough covers all of the full time employees with both Life Insurance and STD through Hartford Insurance Company. The two part time employees are only given Life Insurance. Hartford's rates are increasing so the Borough's insurance representative found another company called One America who agreed to roll over the same language as in the Hartford plan for a cost slightly lower than the current rate. The first paperwork that came through from One America required a minimum of 30 hours per week for part time employees. Since Bev only works 24 hours per week, they were willing to reduce the number of hours to 24. Natalie asked about adding David Shaffer as he already exceeds 24 hours per week and is therefore eligible. Natalie Riley made a motion to change to the new policy at a lower rate and to add David Shaffer to the Life Insurance. The motion was seconded by William Hostler. MOTION UNANIMOUSLY CARRIED.

Salary Increases - Roger Snook asked if Council needed to go into an executive session to discuss proposed salary increases for Ginny and Dustin or if that had already been taken care of. Natalie stated it has not been taken care of. The personnel committee has to get together with them and take a look at their benefit sheets and talk to them about several issues she has already run past the Labor Attorney so that they are certain to do everything right.

AFSCME Union Contract Review - Natalie asked Ginny to make copies of the new draft AFSCME Union Contract and distribute them to all Council members for their review before the February meeting.

Adjournment - A motion was made by Heidi Potter and seconded by Donald Zechman Jr to adjourn. MOTION UNANIMOUSLY CARRIED.

The meeting adjourned at 7:25 PM.



Virginia A. Zeiber, Administrator/Secretary