

REGULAR MEETING MINUTES
OF THE MIDDLEBURG BOROUGH COUNCIL
Tuesday, December 12, 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, Brian Lauver

OFFICIALS PRESENT : Elizabeth Paige-Administrator/Secretary/Zoning Officer,
Mayor Ronald Renshaw, Tony Jordan-Police Chief

OTHERS PRESENT : Dustin Zechman-Foreman, David Walters - Engineer, Jeremiah Runkle-Solicitor,
Virginia Zeiber-Administrator/Secretary, Judy Varner, Jacob Tompkins

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 December 12th Agenda. A motion with the addition of an executive session to the agenda was made by Michael Kerstetter and seconded by Judy Lynn. MOTION UNANIMOUSLY CARRIED.

Minutes from the November 14, 2017 Council Meeting - James Shull requested approval of the November 14, 2017 meeting Minutes. A motion was made by William Hostler and seconded by Brian Lauver approving the Minutes as presented. Heidi Potter abstained from the vote as she was not present at the November 14th meeting. MOTION UNANIMOUSLY CARRIED.

Bills and Financial Statements - James Shull requested a motion to approve the bills and financial statements through November 30, 2017. A motion was made by Heidi Potter and seconded by Judy Lynn approving the bills and financial statements as presented. MOTION UNANIMOUSLY CARRIED.

Public Comments - James Shull announced Eagle Scout, Jacob Tompkins of Troop 415 is present at tonight's meeting to observe local government in action.

Reports from Council Members: NONE

Log Cabin Christmas - Mayor Ronald Renshaw thanked the Revitalization Committee for all their time and hard work put into this year's event. Heidi Potter also issued a thank you to the police and public works departments for all their help with the Log Cabin Christmas event.

Larson Design Group - Borough Engineer David Walters provided an update on the stormwater project. Larson Design Group has completed the property plats, which will be forwarded to the Solicitor for preparation of the drainage easements.

Resolution 2017-05 - Solicitor Jeremiah Runkle presented Resolution 2017-05, a resolution of the Borough Council of Middleburg Borough, Snyder County, Pennsylvania prohibiting the location of a Category 4 licensed facility within the Borough. A motion was made by Judy Lynn and seconded by William Hostler to approve Resolution 2017-05. MOTION UNANIMOUSLY CARRIED.

Resolution 2017.06 - Solicitor Jeremiah Runkle presented Resolution 2017-06, a resolution of the Borough Council of Middleburg Borough, Snyder County, Pennsylvania authorizing President, James Shull, to execute all documents relating to interim financing of the upcoming stormwater project from the Northumberland National Bank and Secretary, Elizabeth Paige, to attest to the signature of the President, James Shull. A motion was made by Heidi Potter and seconded by Brian Lauver to approve Resolution 2017-06. MOTION UNANIMOUSLY CARRIED.

Central Keystone Council of Governments Proposed By-Law Changes - Solicitor Jeremiah Runkle informed the Council he reviewed the Central Keystone Council of Governments (CKCOG) proposed changes to their by-laws. Jeremiah Runkle stated the proposed changes are mostly for cleanup purposes, except for the addition of a provision stating the CKCOG must be the designated agency to provide building code inspections in order for the municipality to be a participating member. A vote to approve the CKCOG by-laws will take place at the next meeting of the membership of municipalities. Council may express their voting preference on approving the by-laws via the Borough's representative appointed to attend CKCOG meetings.

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Old Christmas Decorations - Dustin Zechman stated all the old Christmas decorations but a couple that are in bad shape have been sold. Elizabeth Paige informed Council the funds from the decorations sale were deposited into the General Fund and will be transferred to the Christmas Decoration PLGIT account to fund the purchase of future decorations.

Results of Street Sweeper Bidding - Dustin Zechman informed the Council the street sweeper listed by Selinsgrove Borough on MunicBid was sold for \$46,000.

Municipal Parking Lot - Dustin Zechman informed the Council three (3) parking spaces were lost after the spaces were enlarged to 10' x 20' with exception of the spaces along the Pine Street side of the parking lot.

Speeding Enforcement - Heidi Potter informed Police Chief Tony Jordan she recently was witness to speeding traffic as she exited from N. Shuman Street around 4:30 pm. Police Chief Tony Jordan stated he will schedule to setup a speed zone watch in the area of N. Shuman Street after 4:30 pm. Police Chief Tony Jordan noted the police department has currently been watching for speeding in the area near the school during the morning hours.

Executive Session - Council went into executive session at 7:48 PM to discuss personnel issues. The executive session ended at 8:30 PM. Jim Shull stated the following 2018 wage increases were discussed:

Part-Time Employee	2017 Wage	Increase	2018 Wage
Cam Ferguson	\$10.30	\$0.30	\$10.60
Beverly Inch	\$13.32	\$0.30	\$13.62
Full-Time Salaried Employee	2017 Salary	Increase	2018 Salary
Dustin Zechman	\$50,500.00	\$1,010.00 (2%)	\$51,510.00
	**Plus addition of \$1,000 per license (water & sewer) as long as the licenses are maintained.		
Elizabeth Paige	\$40,000.00	no increase	\$40,000.00

A motion was made by Heidi Potter to approve the 2018 wage increases as stated and seconded by William Hostler. MOTION UNANIMOUSLY CARRIED.

Street & Sidewalk Committee - Chairman Michael Kerstetter reported the dumpster behind Subway off W. Oak Avenue is sitting in the right-of-way again and the property owner should be notified about moving the dumpster. Ginny Zeiber stated previously she notified the dumpster company in regards to moving a dumpster from the right-of-way.

Public Hearing for Ordinance 334 - Solicitor Jeremiah Runkle opened the public hearing for Ordinance 334 at 8:40 PM. Solicitor Jeremiah Runkle stated Ordinance 334 fixing the tax rates for fiscal year 2018 had been properly advertised. With no public comments regarding Ordinance 334, a motion was made by William Hostler and seconded by Judy Lynn to approve the ordinance. MOTION UNANIMOUSLY CARRIED.

Budget Committee - Chairperson Heidi Potter stated the proposed 2018 General Fund, Water Fund and Sewer Fund budgets were advertised for review and public comment. No public comments were received. A motion was made by Michael Kerstetter and seconded by William Hostler to approve the 2018 General Fund, Water Fund and Sewer Fund budgets. MOTION UNANIMOUSLY CARRIED.

2018 Council Meeting Schedule - The following meeting schedule was unanimously approved by Council: Tuesday, January 2, 2018 Organization/Regular meeting @ 5:30 PM and all other regular meetings will be held on the second (2nd) Tuesday of each month at 7:30 PM (Feb. 13th, March 13th, April 10th, May 8th, June 12th, July 10th, Aug. 14th, Sept. 11th, Oct. 9th, Nov. 13th, Dec. 11th).

Disposal of Records Listing - Jim Shull stated a listing of records for disposal has been presented to Council for approval. A motion was made by Heidi Potter and seconded by Brian Lauver to approve the listing of records for disposal as presented. MOTION UNANIMOUSLY CARRIED.

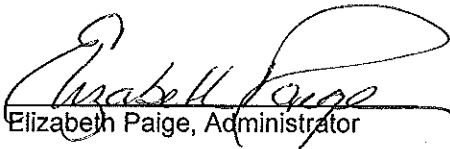
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Vacancies of Office (Mayor & One Council Member) - Jim Shull stated he had contacted Craig Rodabaugh, who showed interest in the council member position. Solicitor Jeremiah Runkle stated a resolution will need to be prepared if Council would like to make appointments for the vacancies in office. Council directed Jim Shull to contact Craig Rodabaugh again and if definitely interested should supply Jeremiah with his information for the resolution.

At this time, Heidi Potter stated on behalf of Council, "Thank you, Ginny Zeiber, for all your years of service to Middleburg Borough."

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

The meeting adjourned at 9:02 PM.


Elizabeth Paige, Administrator