

**MIDDLEBURG BOROUGH COUNCIL**  
**MEETING MINUTES**  
**Tuesday, February 13, 2018 @ 7:30 PM**  
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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA  
Council & Mayor: Heidi Potter/President, Michael Kerstetter/Vice President, Judy Lynn, Brian Lauver, George Price III, Brian Swartz, Craig Rodabaugh and Susan Kinney/Mayor  
Others Present: Jeremiah Runkle/Solicitor, David Walters/Engineer, Tony Jordan/Police Chief, Dustin Zechman/Borough Foreman and Elizabeth Paige/Secretary/Administrator  
Public Present: Helen Zechman, John Zechman/County Sheriff, Butch Hackenberg and Judy Varner

Meeting Call to Order – The Middleburg Borough Council meeting was called to order by Council President, Heidi Potter at 7:30 PM. The meeting began with the Pledge of Allegiance to the Flag of the United States of America. Council President Heidi Potter announced and welcomed newly appointed members: Mayor, Sue Kinney and Council member, Craig Rodabaugh.

Motion made by Judy Lynn and seconded by Michael Kerstetter to approve tonight's meeting agenda as presented. Motion carried unanimously.

Motion made by Brian Lauver and seconded by George Price to approve the 1/2/2018 Reorganization/Regular meeting minutes and the 1/30/2018 Special meeting minutes as distributed. Motion carried unanimously.

Motion made by Michael Kerstetter and seconded by Judy Lynn to approve the bills paid 12/30-12/31/2017 and bills paid in January 2018 as presented. Motion carried unanimously.

Motion made by Brian Lauver and seconded by Brian Swartz to approve the financial statements as of 12/31/2017 and financial statements as of 01/31/2018 as presented. Motion carried unanimously.

Public Comments

- Resident Helen Zechman informed the Council she is concerned about public safety at the intersection of W. Oak Avenue and Spring Alley as vehicles are not stopping at the intersection. Helen Zechman stated she believes most of the people not stopping at the intersection are from the nearby neighborhood area. Borough Foreman Dustin Zechman stated the placement of the stop signs at the intersection was due to the turning radius and the buildings. Police Chief Jordan stated a camera was placed at the intersection and captured vehicles making rolling stops. Police Chief Jordan also stated recently a citation was issued to a vehicle owner, who did not stop at the intersection. Solicitor Runkle stated Council could consider the possibility of painting stop bars at the intersection and/or mailing a letter to the residents in the target area. After a brief discussion, Council requested Road Foreman Zechman to paint stop bars at the intersection and Borough Secretary Paige to mail a letter to the residents within the target area. Police Chief Jordan stated he will place a camera again to monitor the intersection.

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- County Sheriff, John Zechman presented a request from the County Safety Committee to make West Willow Avenue a one-way street. Sheriff Zechman reviewed several photos of the roadway from different views with the Council. Sheriff Zechman stated the County is willing to pay for the necessary signage required, if the Council approves the request for a one-way street. Police Chief Jordan stated the County will also need to barricade the County Courthouse parking lot from roadway. Council President Potter stated the same request was discussed last year. After further discussion of the request, Council decided the Street & Sidewalk Committee will review the request along with Borough Foreman Zechman investigating options for barriers in order to barricade the Courthouse parking lot from the roadway.

*Reports from Council Members and Others:*

- Council member, Judy Lynn reported the Parks & Recreation Committee is investigating possible funding options in order to place a pavilion in Charles Park. On March 6, 2018 a meeting was held with DCNR regional agent, Wes Fahringer to discuss funding options.
- Council member, Brian Lauver reported he observed a parked vehicle along Oak Avenue, which is parking into the roadway and creating a safety concern for traffic traveling along Oak Avenue. Borough Foreman Zechman stated he also observed this vehicle parking onto Oak Avenue and reported the concern to the Police Officer Thomas. Police Chief Jordan made note to follow up with Officer Thomas in regards to the vehicle parking onto Oak Avenue.
- Engineer, David Walters informed Council a meeting regarding the easements for the Storm Water Project has been scheduled for March 6, 2018 at 5:30 PM. Engineer Walters stated after the easements are obtained, he will be requesting the approval of Council at the March 13<sup>th</sup> meeting to advertise the project for bid.
- Borough Administrator, Elizabeth Paige reviewed the Preliminary/Final Land Development Plan and Subdivision Plan from GDK Development, Inc. provided by the Snyder County Planning Director for comments by the Borough Council. Engineer Walters stated he will be emailing the Planning Director with a comment on the sewer line connection on behalf of the Municipal Authority. Solicitor Runkle recommended a zoning compliance review be conducted. After a brief discussion, Council agreed the Borough Administrator should contact Light-Heigel representative, Matt Sauers to request a zoning compliance review of the Land Development Plan.
- Borough Administrator, Elizabeth Paige discussed the possibility of mailing a "News/Events/Ordinance Information Sheet" to the Borough residents along with the next quarterly municipal authority billing. After a brief discussion, Council requested a draft copy be presented for review at the next meeting.

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- Borough Administrator, Elizabeth Paige presented a letter from Grace Covenant Community Church requesting permission to hold their annual “Worship in the Park” on July 15, 2018 and “Day in the Park” on August 19, 2018. After reviewing the request letter, motion was made by Judy Lynn and seconded by George Price to approve the requests made by Grace Covenant Community Church. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige informed Council about a program offered by Harris Micrographics to digitalize the meeting minutes. Council requested the Borough Administrator to investigate and obtain pricing on the program.
- Borough Administrator, Elizabeth Paige informed Council the Municipal Authority is recommending Tyler Maneval to fill the vacant position on the authority board. After a brief discussion, motion was made by Heidi Potter and seconded by Craig Rodabaugh to approve the appointment of Tyler Maneval to the Municipal Authority Board. Motion carried unanimously.
- Borough Foreman, Dustin Zechman reported he had a request from a resident on Wagenseller Street for the Council to consider making the street a one-way street due to the amount of school traffic.
- Borough Foreman, Dustin Zechman informed Council TRA Electric had placed an overhead wire at the traffic signal in an attempt to fix the problem of the traffic light going into conflict mode. Borough Foreman Zechman stated this repair did not fix the problem as the traffic light went into conflict mode on Sunday, February 11<sup>th</sup>. Borough Foreman Zechman informed Council he has contacted TRA Electric so they can investigate other possible causes for the conflict mode.
- Borough Foreman, Dustin Zechman informed the Council about the recent snow removal issue in regards to the school district crosswalks located on Route 522. After a brief discussion, Council requested the Borough Administrator investigate if there was Highway Occupancy Permits required for the crosswalks to be installed. Also, Council member Kerstetter will contact PennDOT County Maintenance regarding the crosswalks.
- Police Chief, Tony Jordan reviewed the monthly police department report with Council.
- Police Chief, Tony Jordan requested the Council to approve the following parade dates: Memorial Day Parade on 5/28/2018 at 5:30 PM and Firemen’s Parade on 8/9/2018 at 6:00 PM. Motion made by Judy Lynn and seconded by George Price to approve the parade dates and times as presented by Chief Jordan. Motion carried unanimously.

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- Reliance Hose Company Fire Chief, Butch Hackenberg presented the 2017 annual report and January 2018 report to the Council for review. Also, Fire Chief Hackenberg informed Council about several upcoming fire company events.
  
- Solicitor, Jeremiah Runkle informed Council while researching a possible amendment to the International Property Maintenance Code (IPMC) adopted, he also noticed when the code was adopted no repeal clause for prior adopted ordinance inconsistencies was included. So therefore, all the older ordinances adopted are still enforceable by the Borough. Solicitor Runkle recommended the Council consider readopting the IPMC along with establishing fees and including the repeal clause but also consider adopting the 2018 version instead of the 2012 version of the IMPC. After a brief discussion, Council requested Borough Administrator Paige contact Light-Heigel & Associates to request a digital copy of the 2018 version of the IMPC and find out what the changes were from the 2012 to the 2018 version of the IMPC.

Committee Reports:

- Safety Committee: Committee appointments were tabled at the 1/2/2018 meeting. Council President, Heidi Potter appointed Police Chief Jordan, Brian Lauver, Craig Rodabaugh and Mayor Sue Kinney to the Safety Committee for 2018.
  
- Snyder County Tax Collection Committee: Borough Representative, Heidi Potter stated the next meeting will be held on February 28, 2018.
  
- Sign Ordinance Amendment Committee: Chairperson Heidi Potter requested the members stay after the meeting so they could schedule a meeting date.
  
- Economic Development Committee: Council President, Heidi Potter appointed Craig Rodabaugh as the third committee member.

New Business:

- Council President, Heidi Potter informed Council she has requested Borough Administrator Paige to investigate NIMS Training for Council members.

Motion was made by Brain Lauver and seconded by Craig Rodabaugh to adjourn the meeting at 9:50 PM.

Respectfully Submitted,

Elizabeth Paige  
Borough Administrator/Secretary