

MIDDLEBURG BOROUGH COUNCIL

MEETING MINUTES

Tuesday, May 8, 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: Nathan Herrold 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.

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

Motion made by Craig Rodabaugh and seconded by Brian Lauver to approve the 4/10/2018 meeting minutes as distributed. Motion carried unanimously.

Motion made by Judy Lynn and seconded by George Price to approve the bills paid in April 2018 as presented. Motion carried unanimously.

Motion made by Brian Swartz and seconded by Judy Lynn to approve the financial statements as of 4/30/2018 as presented. Motion carried unanimously.

Public Comments

- Scout Nathan Herrold distributed a hand out regarding his Eagle Scout Dog Park Proposal. Nathan Herrold informed Council the following steps must be taken in the approval process of an Eagle Scout Project: 1) Creation of a project idea, 2) Approval of Troop Committee, 3) Approval of Project Beneficiary (Borough Council) and 4) Approval of the Susquehanna Troop Council. At this time, Nathan Herrold made a presentation of his Eagle Scout Dog Park Proposal describing the various phases of the proposed project including the materials to be used and the costs with half of the costs already being funded. Nathan informed Council his timeline would be to start the project in late May/early June and hopes to finish the project by early August. Finally, Nathan explained upon completion of the project, the Borough would be responsible for all future maintenance of the Dog Park and the posting of a sign of rules and regulations for the usage of the dog park. A brief discussion was held regarding flood zone regulations, the purchase of dog waste collection systems and the future maintenance by the Borough. Borough Foreman, Dustin Zechman stated the Borough Public Works Department should not have any problems with the future maintenance of the dog park. Motion made by Judy Lynn and seconded by Brian Swartz to approve Nathan Herrold’s Eagle Scout Dog Park Proposal. Motion carried unanimously.

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Reports from Engineer, Solicitor, Council Members & Mayor:

- Borough Engineer, David Walters informed Council the Storm Water Project funding documents for the June 6, 2018 closing with PENNVEST are being completed and uploaded to the PENNVEST website by the Borough Solicitor, Borough Administrator and himself. At this time, David Walters provided an updated budget to be submitted at closing of the PENNVEST funding, which now reflects \$89,800 for inspection fees with funding being reallocated from the construction and contingency lines of the original project budget submitted. David Walters provided a copy of the Larson Design Group, Inc. agreement to provide the construction inspection services for approval by Council. Motion by Brian Lauver and seconded by Craig Rodabaugh to approve the agreement to provide construction inspection services of the storm water project by Larson Design Group, Inc. Motion carried unanimously.
- Borough Engineer, David Walters stated the Storm Water Project budget reflects contingency funds, which along with any other unexpended budget line funds, may allow for additional work to be added towards the end of the project in order to maximize the grant funds allocated. Michael Kerstetter questioned if additional easements would be required if additional work is added to the project. David Walters stated it will depend on the additional work added to the project. Borough Solicitor, Jeremiah Runkle stated if an additional easement is needed it should not be hard to obtain once the property owner is contacted regarding the proposed storm water work.
- Borough Solicitor, Jeremiah Runkle presented Resolution No. 2018-06, which authorizes Vice President Michael Kerstetter to execute all documents relating to the PENNVEST grant for the storm water project and Borough Secretary, Elizabeth Paige to attest to the signature of the Vice President. Motion by Heidi Potter and seconded by Judy Lynn to approve Resolution No. 2018-06 as presented. Motion carried unanimously.
- Borough Solicitor, Jeremiah Runkle informed Council an agreement for AxRunkle, P.C. to provide legal representation during the process of the PENNVEST grant is a required document for the closing of the PENNVEST funding. The budget for the PENNVEST project allocates \$30,000 for legal services. Motion by Craig Rodabaugh and seconded by George Price to approve the agreement for AxRunkle, P.C. to provide legal representation during the process of the PENNVEST grant project. Motion carried unanimously.

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- Borough Solicitor, Jeremiah Runkle reviewed the revised draft of the “Middleburg Borough Yard Sale Ordinance”. The revised draft ordinance includes all changes as discussed at the April 10th meeting. After a brief review and discussion of the revised draft ordinance, the following changes were recommended: 1) Page 1 – Section 3. Definitions; A. will be change to read “seen from a public street or sidewalk” and 2) Page 3 – Sticker for sign will be placed on the front instead of the rear of the sign. With no further discussion, motion made by Brian Swartz and seconded by George Price to add the foregoing recommended changes to the ordinance and to advertise the “Middleburg Borough Yard Sale” ordinance for a public hearing at the June 19, 2018 Borough Meeting. Motion carried unanimously.

- Council President, Heidi Potter informed the Council she spoke with the County Commissioners about the County’s plans for the old M & T Bank parking area. The County Commissioners are currently working with an architect on obtaining plans and are willing to work with the Borough and the Middleburg Revitalization Committee as the planning process moves forward.

- Council President, Heidi Potter question the Council about changing the date of the June meeting as it seems there will be several members unable to attend the meeting. Brian Lauver stated he will be unable to attend the June, July and August meetings. After a brief discussion, the Council unanimously decided to have the Borough Administrator post a sign stating the June meeting date and time has been changed from June 12, 2018 at 7:30 PM to June 19, 2018 at 6:00 PM.

- Council Vice President, Michael Kerstetter informed Council he contacted SEDA-COG representative, Glenda Ruch and invited her to attend the July 10, 2018 Borough meeting to discuss various funding options available to the Borough.

- Council Member, Brian Lauver requested an executive session be held at the end of tonight’s business agenda to discuss personnel matters.

- Council Member, Brian Swartz reported to the Borough Foreman there is a light out on the traffic signal closest to the Middleburg Auto Parts store.

- Council Member, Craig Rodabaugh discussed possible safety issues for residents, who would like to walk to the proposed Dog Park approved earlier tonight. After a brief discussion regarding the amount of traffic traveling through Middleburg Borough and the need for safer crosswalks, President Heidi Potter stated the Council could contact PennDOT to initiate research on a possible bypass road around the Borough, which was discussed and proposed several years ago.

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- Mayor, Susan Kinney reported to Council she recently attended a meeting hosted by Senator Casey along with five other mayors. Senator Casey stated if a letter of support for a grant project is needed the Borough should feel free to contact his office. Mayor Kinney informed Council she also attended and spoke at AmeriCorp Day. Also, Mayor Kinney is working on setting up a date to meet with the Department of Community & Economic Development Regional Director, Fadia Halma.

Committee Reports:

- Street & Sidewalk Committee: Chairman Michael Kerstetter reported on the recent walk through of a proposed upcoming PennDOT project. Chairman Kerstetter informed Council that the Snyder County PennDOT maintenance office informed him the Borough may not close down a state road during time of flooding. Chairman Kerstetter stated he will be contacting Representative Fred Keller's office in regards to the possible turnback of Railroad Avenue to the state.
- Parks & Recreation Committee: Chairperson Judy Lynn informed Council about the recent County Commissioners meeting attended by Heidi Potter, Elizabeth Paige and herself. The County Commissioners recommended the possibility of Community Development Block Grant funding for the Borough's proposed pavilion project. Chairperson Lynn stated she will also attend the upcoming meeting with Representative Fred Keller to discuss possible recreation project funding.

Borough Foreman, Police Chief & Borough Administrator Reports:

- Borough Foreman, Dustin Zechman stated he was contacted by Deb Troutman of the Middleburg Revitalization Committee regarding the posting of no parking signs along East Market Street and in front of the County Courthouse for the upcoming Heritage Day Event. Borough Administrator, Elizabeth Paige informed Council that Deb Troutman had already been in touch with the Middleburg Police Department about posting the no parking signs as mentioned. Police Chief, Tony Jordan stated the signs and letters to the residents along East Market Street have been prepared by the Police Department, which Council must approve. Motion by Heidi Potter and seconded by Judy Lynn to allow no parking signs to be posted along East Market Street and in front of the County Courthouse for the upcoming Heritage Day Event on May 12, 2018. Motion carried unanimously.
- Borough Foreman, Dustin Zechman reviewed the price quote for the Swift 911 mass notification system for three (3) years with Council. A one-time setup cost of \$250 and \$0.05 per listed number for Middleburg residential and commercial landline will be added to the first year's annual subscription cost of \$1,495.00. The Municipal Authority Board approved the price quote and to share in the cost (1/3 water, 1/3 sewer & 1/3 borough) contingent on Council's approval. Motion by Brian Lauver and seconded by Craig Rodabaugh to approve the Swift 911 three (3) year price quote and to share the cost (1/3 water, 1/3 sewer & 1/3 borough) with the Municipal Authority. Motion carried unanimously.

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- Police Chief, Tony Jordan distributed and reviewed the monthly police department report with Council.
- Police Chief, Tony Jordan reported he had met with Jason Harris of Harris Micrographics on May 3rd to review and obtain a price quote for the placement of security cameras at the recreation park. Chief Jordan stated he will also be contacting Rusty Kaufman to obtain a price quote.
- Police Chief, Tony Jordan reported the restitution charge in the amount of \$1,024.16 has been filed for the recent damages at the baseball field.
- Borough Administrator, Elizabeth Paige reviewed the price quotes received for the collection services required for the May 17th Cleanup Day. Motion by Craig Rodabaugh and seconded by Judy Lynn to approve Hometown Disposal with apparent low price quote for packer truck tonnage (based on highest volume usage) for the May 17th Cleanup Day. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige reviewed the application for County Aid from the County Liquid Fuels Tax Funds for year 2018. Motion by Judy Lynn and seconded by Craig Rodabaugh to approve the application for County Aid and authorizing Council President, Heidi Potter to sign the application. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige reviewed the final price quote from Harris MicroGraphics, Inc. for the document storage/access system. After a brief discussion, the Council agreed that further investigation of the possibility of scanning and creating an electronic copy of minutes for off-site storage should be pursued.
- Borough Administrator, Elizabeth Paige informed Council she has completed the ninety (90) day job probationary period as of March 9, 2018. Borough Administrator, Elizabeth Paige stated she had shared a memo with the Council members and Mayor regarding her accomplishments since starting the job position along with a request for the possibility of a salary increase.

Executive Session:

- Borough Council entered into an executive session for personnel matters at 9:22 p.m.
- Council President, Heidi Potter called the meeting back to order at 10:09 p.m. Motion by Brian Lauver and seconded by Judy Lynn to increase the salary of the Borough Administrator, Elizabeth Paige to \$45,000.00 effective the next payroll run. Motion carried unanimously.

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Old Business:

- Proposed contracted police services for Freeburg Borough – no action was taken at this time.

New Business:

- None

Request to Amend Previous Motion:

- Borough Solicitor, Jeremiah Runkle requested Council to amend their previous motion regarding the “Middleburg Borough Yard Sale” ordinance to also include the change of “no sticker will be required when the yard sale is advertised on a permitted permanent sign”. Motion by Heidi Potter and seconded by Brain Swartz to include this requested change along with the foregoing changes mentioned and to advertise the “Middleburg Borough Yard Sale” ordinance for a public hearing at the June 19, 2018 meeting. Motion carried unanimously.

Motion by Judy Lynn and seconded by Craig Rodabaugh to adjourn the meeting at 10:12 p.m.

Respectfully Submitted,

Elizabeth Paige
Borough Administrator/Secretary