

**MIDDLEBURG BOROUGH COUNCIL**

**MEETING MINUTES**

**Tuesday, July 10, 2018 @ 7:30 PM**

**Page 1**

Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA  
Council & Mayor: Heidi Potter/President, Michael Kerstetter/Vice President, Judy Lynn, George Price III, Brian Swartz, Craig Rodabaugh and Susan Kinney/Mayor.  
Others Present: Jeremiah Runkle/Solicitor, Tony Jordan/Police Chief, Dustin Zechman/Borough Foreman and Elizabeth Paige/Secretary/Administrator  
Public Present: Judy Varner, Kevin and Betty Klinger, Russell and Heather Dicristina, Nicholas Price/Freeburg Borough Mayor, Carolyn Conner, Shannon and Doug Eaton, Patrick Alvarez, Kenneth Walter, Joe Kantz/Snyder County Commissioner, Jim Saylor/SEDA-COG, Geralee Zeigler/SEDA-COG, Glenda Ruch/SEDA-COG and Jennifer Rager-Kay/Candidate for State Representative - District 85

**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 Judy Lynn and seconded by Brian Swartz to approve tonight’s meeting agenda as presented. Motion carried unanimously.

Motion made by Michael Kerstetter and seconded by George Price to approve the 6/19/2018 meeting minutes as distributed. Motion carried unanimously.

Motion made by Judy Lynn and seconded by Craig Rodabaugh to approve the bills paid in June 2018 as presented. Motion carried unanimously.

Motion made by Brian Swartz and seconded by George Price to approve the financial statements as of 6/30/2018 as presented. Motion carried unanimously.

**SEDA-COG Representatives:**

Council President, Heidi Potter stated SEDA-COG Representatives, Glenda Ruch and James Saylor were invited to speak to Borough Council about funding opportunities that may be available for projects in the Borough.

- 1) Community Development Director, Glenda Ruch reviewed the federally funded Community Development Block Grant (CDBG), which is funded under Act 179 through the Department of Community and Economic Development (DCED). Glenda Ruch reviewed the CDBG guidelines for eligible applicants, the match requirement/expectation and the applicant obligations. Glenda Ruch discussed the possibility of future projects within the Borough, which may qualify for CDBG funding. Glenda Ruch stated she would be willing to tour the Borough to look for potential projects if Council is interested. Michael Kerstetter stated he is willing to tour the Borough with Glenda Ruch along with

**MIDDLEBURG BOROUGH COUNCIL**

**MEETING MINUTES**

**Tuesday, July 10, 2018 @ 7:30 PM**

**Page 2**

any other council member interested. Glenda Ruch informed Council the Stumps Run Bridge and wall replacement was discussed at the June 5, 2018 meeting but it would not qualify for CDBG funds. At this time, the removal of the old yarn mill was discussed. Glenda Ruch stated since there are potential environmental issues and the property is located in the floodway, the project would not qualify for CDBG funds as federal monies can't be invested in a floodway project. Glenda Ruch suggested that Council reach out to the state legislators for possible state funding assistance. Glenda Ruch stated she will also investigate possible funding options through Pennsylvania Emergency Management Association (PEMA).

- 2) Transportation Director, James Saylor reviewed the possibility of developing a TA set aside application for the 2019 TA set aside round in order to help the Council address the flooding issues along Stumps Run by stream channel stabilization along Stumps Run within the Borough. Jim Saylor stated alignment of streams and bridge repairs will not qualify for TA funds. Jim Saylor discussed possible other funding sources, which could be investigated for stream alignment and bridge repairs. If Council desires a good start to the possibility of developing a TA set aside application, the first step would be to hold a meeting with Aaron Crist, Local Project Coordinator of Penn DOT District 3-0 to talk through how the program works, what needs to be pulled together for an application and what funding is needed to be able to commit to the project at the time of application. Resident, Betty Klinger understands it takes time to apply for funding but she feels the wall behind the houses along Stumps Run may not hold up for another year. Michael Kerstetter stated the residents must understand the Borough needs time to develop an application for any type of funding. Heidi Potter questioned the residents present if they still wish the Council to investigate possible grant funding for Stumps Run. The residents unanimously agreed they are in favor of Council investigating grant funding. Snyder County Commissioner, Joe Kantz stated he would contact Jason Winey at the Conservation District regarding any possible funding since Stumps Run is a fish way stream. Commissioner Kantz stated he would also discuss this project at his upcoming meeting with Congressman Tom Marino. Engineer Dave Walters stated the Borough may also want to invite the U.S. Army Corp. of Engineers to take a look at the Stumps Run Bridge and wall. At this time, the Council unanimously decided to have James Saylor contact Aaron Crist about holding a meeting to discuss the possibility of a TA set aside application.

**Public Comments**

- Snyder County Commissioner, Joe Kantz informed Council the County is having dead trees removed from the County's portion of the park and if Council would like to approve removal of any dead trees in the Borough's portion of park, those trees could be included in the project. Borough Foreman, Dustin Zechman stated there are some dead trees, which should be removed from the park. Council unanimously gave approval to piggyback on the County's project for the removal of the dead trees on the Borough's portion of the park. Commissioner, Joe Kantz informed Council the County is moving forward with the development of an architectural proposal for the former bank building.

**MIDDLEBURG BOROUGH COUNCIL**  
**MEETING MINUTES**  
**Tuesday, July 10, 2018 @ 7:30 PM**  
**Page 3**

**8:30 P.M. Candidate for State Representative – Dr. Jennifer Rager-Kay**

- Dr. Jennifer Rager-Kay stated she is reaching out to the municipalities in District 85 to find out what is happening in each municipality. Dr. Rager-Kay stated her campaign slogan is “Putting People First!” Dr. Rager-Kay offered some brief background information about herself and her campaign goals. Dr. Rager-Kay thanked Council for allowing her to attend tonight’s meeting.

**Reports from Reliance Hose Company, Engineer, Solicitor, Council Members & Mayor:**

- Borough Council reviewed the Reliance Hose Company Report submitted.
- Borough Engineer, David Walters updated Council on the StormWater Project. The contractor, Mid-State Paving, LLC submitted a request for payment in the amount of \$20,625.75. David Walters stated the payment request was reviewed and is recommending approval by Council. Motion made by Craig Rodabaugh and seconded by Heidi Potter to approve the payment request of Mid-State Paving, LLC in the amount of \$20,625.75. Motion carried unanimously.
- Solicitor Jeremiah Runkle informed Council since the work for obtaining the easements for the stormwater project is not reimbursable under the PENNVEST grant, he will have to revise his invoice so the legal services to date can be submitted for reimbursement.
- Solicitor Jeremiah Runkle reported to Council he has attempted to reach out to the legal counsel he knows regarding the steps for property maintenance enforcement action with the old yarn mill property. At this time, Solicitor Runkle recommended Council place any enforcement action on hold based on the conversation earlier regarding the search for funding for various projects within the Borough. Council unanimously agreed with the Solicitor’s recommendation but requested the Solicitor to obtain the necessary information regarding property maintenance enforcement action if needed.
- Council President, Heidi Potter reported she attended a meeting with Bob Garrett, President of the Greater Susquehanna Valley Chamber of Commerce (GSVCC) to discuss the process of developing a comprehensive plan for Middleburg Borough. If Council would consider moving forward with developing a comprehensive plan, GSVCC offers this service with an estimate cost of \$5,000 to \$10,000. Brian Swartz asked what the benefits to developing a comprehensive plan are. Some of the benefits are: 1) identifying projects, 2) future goals, 3) grant funding and 4) comprehensive plan should be the driving force behind developing a zoning ordinance. After a brief discussion, Council unanimously agreed to move forward on the development of a comprehensive plan. Heidi Potter stated she has registered to attend a meeting with state legislators to be held at Penn State University.

**MIDDLEBURG BOROUGH COUNCIL**

**MEETING MINUTES**

**Tuesday, July 10, 2018 @ 7:30 PM**

**Page 4**

- Council member, George Price inquired if there is any update on obtaining pricing for placing cameras at Charles Park. Chief Tony Jordan stated he met with Harris Micrographics and has contacted Rusty Kauffman of Kauffman's TV in regards to obtaining a price quote.
- Council member, Brian Swartz informed Council that Eagle Scout, Nathan Herrold received his final approval from the Boy Scout Council to move forward with the proposed dog park project.
- Council member, Craig Rodabaugh questioned the Borough Foreman about when crosswalk painting occurs in the Borough. The Borough Foreman stated the crosswalk painting is currently scheduled for July 30, 2018. Craig Rodabaugh questioned why the parking spaces on East Main Street across from the school are not painted. The Borough Foreman stated since East Main Street is a state roadway, Penn DOT does not encourage the painting of parking spaces plus the Borough may have to maintain the parking spaces if they were painted. After a brief discuss regarding park spaces on Borough streets, Council requested the Street & Sidewalk Committee to take a look at the unmarked parking spaces throughout the Borough.

**Committee Reports:**

- Personnel Committee: Michael Kerstetter reported the non-uniform contract negotiations are moving forward with nothing new to report at this time.
- Snyder County Tax Collection Committee: Heidi Potter reported new legislation has been introduced, which may replace the current Local tax collection system and roll up the Local Earned Income Tax to be collected by the Department of Revenue at the State level. The Department of Community and Economic Development (DCED) is conducting a study on the costs to modify the tax collection system and has requested feedback from the local tax collection agencies. Berkheimer, who is the collection agency for Snyder County, will be providing feedback to DCED.
- Sign Ordinance Amendment Committee: Heidi Potter stated the committee will be holding a meeting next Monday to review the proposed yard sale ordinance for possible revisions.

**Borough Foreman, Police Chief & Borough Administrator Reports:**

- Borough Foreman, Dustin Zechman informed Council the dog park was staked out and is slightly larger than what was in the proposal.
- Borough Foreman, Dustin Zechman informed Council the new backhoe was delivered the end of June.
- Borough Foreman, Dustin Zechman stated all the park benches have been installed for the Middleburg Revitalization Committee.

**MIDDLEBURG BOROUGH COUNCIL**

**MEETING MINUTES**

**Tuesday, July 10, 2018 @ 7:30 PM**

**Page 5**

- Police Chief, Tony Jordan reviewed the monthly police department report with Council.

**Old Business:**

- Jeremiah Runkle informed Council he has not had time to review the changes of the 2018 vs 2012 International Property Maintenance Code (IMPC) submitted by Light-Heigel & Associates, Inc. At this time, Jeremiah Runkle introduced Beau Hoffman, who has joined the law firm of AxRunkle, P.C.
- Freeburg Borough Mayor, Nicholas Price stated he was attending tonight's meeting in regards to the request for contracted police services for Freeburg Borough. Heidi Potter stated the request has been on hold due to variety of reasons: 1) the current police schedule does not have any available hours in order to supply more contracted police services. Michael Kerstetter stated Middleburg Borough would need to consider hiring another police officer in order to make the commitment for contracted police services for Freeburg Borough. Craig Rodabaugh stated if there is another offer for contracted police services then Freeburg Borough should not wait for Middleburg Borough Council to make a decision.

**New Business:**

- None

**Executive Session:**

- Borough Council entered into an executive session for legal matters at 9:06 p.m.
- Council President, Heidi Potter called the meeting back to order at 9:29 p.m. with no action required by Council on the legal matters discussed.

Motion by Judy Lynn and seconded by Craig Rodabaugh to adjourn the meeting at 9:30 p.m.

Respectfully Submitted,

Elizabeth Paige

Borough Administrator/Secretary