

**MIDDLEBURG BOROUGH COUNCIL**  
**MEETING MINUTES**  
**Tuesday, September 11, 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, George Price III, Brian Swartz, Craig Rodabaugh, Brian Lauver and Susan Kinney/Mayor.  
Others Present: Beau Hoffman/Solicitor, Dave Walters/Engineer, Dustin Zechman/Borough Foreman and Elizabeth Paige/Secretary/Administrator  
Public Present: Judy Varner, Robert Garrett/GSVCC President, Sandy Stefanovige and Langdon Ramsburg/McNees, Wallace & Nurick LLC

**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 a moment of silence to observe 9/11 and was followed by the Pledge of Allegiance to the Flag of the United States of America.

Motion made by Judy Lynn and seconded by Craig Rodabaugh to approve tonight’s meeting agenda. Motion carried unanimously.

Motion made by George Price and seconded by Brian Lauver to approve the 8/14/2018 meeting minutes as distributed. Motion carried unanimously.

Motion made by Brian Swartz and seconded by Michael Kerstetter to approve the bills paid in August 2018 as presented. Motion carried unanimously.

Motion made by Craig Rodabaugh and seconded by Judy Lynn to approve the financial statements as of 8/31/2018 as presented. Motion carried unanimously.

**7:30 P.M. Public Hearing – Proposed Ordinance No. 2018-336: Amending Chapter 5, Part 4 of the Borough Code to adopt the 2018 Edition of the *International Property Maintenance Code* as the property maintenance code for the Borough in order to: regulate and govern the conditions and maintenance of all property, buildings and structures; provide the standards for supplies utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and the demolition of such existing structures in the Borough; provide for penalties for fines for a violation of the code; provide for the issuance of permits and collection of fees therefor; and to repeal Ordinance No. 327.**

Council President, Heidi Potter opened the public hearing for Proposed Ordinance No. 2018-336 at 7:35 pm. With no public comments being issued, Heidi Potter closed the public hearing 7:37 pm. Motion made by Brian Swartz and seconded by George Price to adopt Ordinance No. 2018-336. Motion carried unanimously.

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**Public Comments:**

- Borough resident, Sandy Stefanovige requested Council to approve the placement of a sign indicating a blind person living area at 203 Center Street. Sandy stated she would like to see a sign placed on Thomas Avenue. Borough Foreman, Dustin Zechman stated there should be a sign placed on both Center Street and Thomas Avenue. Dustin informed Council it would be the responsibility of the property owner to pay for the signs/posts with the Borough doing the installation. Sandy Stefanovige agreed to pay the cost for signs/posts. Council unanimously approved the request for the signs and directed the Borough Foreman to install the requested signs.
- Greater Susquehanna Valley Chamber of Commerce (GSVCC) President, Robert Garrett reviewed the process of developing a comprehensive plan. Robert Garrett stated a comprehensive plan is a visionary document, which allows the municipality to plan for the future years, update the municipal mapping and develop a plan for capital improvements. Robert Garrett shared a proposed comprehensive plan *timeline*, which was developed for Middleburg Borough. Robert Garrett stated the approximate cost for GSVCC to develop the comprehensive plan would be \$7,500. Council President, Heidi Potter stated she also obtained quotes from Mid-Penn Engineering – base cost \$10,000 and Light-Heigel & Associates, Inc. – approximate cost of \$25,000 - \$30,000. After a brief discussion, motion by Craig Rodabaugh and seconded by Judy Lynn to move forward with GSVCC developing a formal proposal to provide comprehensive plan services for Middleburg Borough. Motion carried unanimously.

**Reports from Engineer, Solicitor, Council Members & Mayor:**

- Borough Engineer, David Walters provided Council with an update on the current StormWater Project. David Walters informed Council the second payment request for the StormWater Project has been submitted to PennVEST. Council member, Brian Lauver requested the Engineer to review the project markings on Oak Avenue.
- Borough Engineer, David Walters reviewed a scope of services for Stumps Run developed by Larson Design Group. David Walters informed Council the scope presented is an informal proposal and is not ready for the Council to approve. Mayor, Susan Kinney questioned if the Borough should move forward with contacting the state legislators about Stumps Run and funding opportunities. David Walters stated making contact now with the state legislators and informing them about the existing and potential problems with Stumps Run would be good thing. Vice President, Michael Kerstetter questioned if the concept plan/scope of services provided will take place in phases as the wall and Cemetery Road bridge should be a top priority. David Walters agreed the concept plan/scope of services will be phased in order for the Borough to best utilize the funding sources. David Walters stated Larson Design Group will be assisting in identifying funding sources and seeking out those agencies to obtain financial assistance.

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**Executive Session:**

- Borough Council entered into an executive session for personnel matters at 8:12 p.m.
- Council President, Heidi Potter called the meeting back to order at 9:55 p.m. At this time, motion made by Brian Lauver and seconded by Craig Rodabaugh to approve putting a long term disability policy in place for the police officers for the last quarter of 2018. Motion carried unanimously.

**Reports from Engineer, Solicitor, Council Members & Mayor:**

- Council Vice President, Michael Kerstetter informed Council he is will be contacting Glenda Ruch of SEDA-COG to set a date for the walk through of the Borough in regards to possible funding opportunities available. Michael Kerstetter stated he will provide the walk through date to all the Council members once established and encourage anyone available to join in.
- Council member, Brian Lauver informed Council he has received complaints about the road condition of East Market Street. Council held a brief discussion about East Market Street and the upcoming PennDOT road project. Council member, Brian Swartz commented road conditions/improvements should be considered a priority in the upcoming budget development. President, Heidi Potter stated past budgeting practice was to allocate \$20,000 per year from the General Fund towards upcoming road projects.
- Council member, Craig Rodabaugh inquired about what the results were from the letters sent out in regards to the swimming pool fencing regulations. Zoning Officer, Elizabeth Paige informed Council three (3) letters were sent out and all three (3) property owners have responded, which should bring those properties into compliance.
- Mayor, Susan Kinney informed Council the Chief Police requested off to attend training, which she approved. Susan Kinney stated she held a monthly meeting with the Police Department. Susan Kinney informed Council the Midd-West School District has requested more of a police presence during school hours. Susan Kinney stated she is investigating the possibility of "Safe School Funding" to help offset the police presence cost. Susan Kinney questioned if it would be possible to change the fire siren being used during the late night time hours. At this time, Council requested the Borough Administrator contact the Fire Chief to find out why the fire siren is used during the late night time hours. Council member, Brian Swartz inquired if the police department could provide the police citation report the Mayor shared to the Council on a monthly basis.

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**Committee Reports:**

- Street & Sidewalk Committee: Michael Kerstetter informed council he was made aware of an issue regarding the large flower pots located on the sidewalk at 230 East Main Street. After a brief discussion about the large flower pots in question, Council requested the Mayor to have the Chief Police contact the property owner about removing the large flower pots from the sidewalk. Borough Foreman, Dustin Zechman informed Council about the meeting held with PennDOT representatives in regards to marking parking spaces along East Main Street. Dustin Zechman stated the Borough may mark and maintain parking spaces along any roadway but first the Borough should develop an ordinance designating all no parking areas along with posting the required signage. After a brief discussion about parking spaces and sidewalks, the Council directed the Borough Administrator to call Mifflinburg Borough and New Berlin Borough to inquire if any outside funding sources were used for their sidewalk rehabilitation. Dustin Zechman also informed the Council the PennDOT highway beautification program is being enforced and Beavertown Borough may not be able to keep their street banners or hang their Christmas decorations.
- Budget Committee: Heidi Potter stated she will be reaching out the Budget Committee members to set the date for the first Budget Committee meeting.

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

- The monthly fire department and police department reports were reviewed by Council.
- Borough Administrator, Elizabeth Paige reviewed the 2019 Minimum Municipal Obligation (MMO) reports for the uniform and non-uniform pension plans with the Council.
- Borough Administrator, Elizabeth Paige requested Council to approve establishing Trick or Treat hours of 6 to 8 p.m. on October 31, 2018. Council unanimously approved the request to establish Treat or Treat hours of 6 to 8 p.m. on October 31, 2018
- Borough Administrator, Elizabeth Paige reviewed a "Draft" copy of the Fall Borough Newsletter with the Council. The fall newsletter will be mailed out with the 3<sup>rd</sup> Quarter Water/Sewer bills.

**Old or New Business:**

- None

Motion by Judy Lynn and seconded by Brian Swartz to adjourn the meeting at 11:08 p.m.

Respectfully Submitted,

Elizabeth Paige

Borough Administrator/Secretary