

**MIDDLEBURG BOROUGH COUNCIL**  
**MEETING MINUTES**  
**Tuesday, October 09, 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, Brian Lauver and Sue Kinney/Mayor.  
Others Present: Jeremiah Runkle & Beau Hoffman/Solicitor, Dave Walters/Engineer, Dustin Zechman/Borough Foreman, Tony Jordan/Police Chief and Elizabeth Paige/Secretary/Administrator  
Public Present: Judy Varner, Amanda Peters

**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 Craig Roadabaugh and seconded by Brian Swartz to approve tonight’s meeting agenda. Motion carried unanimously.

Motion made by Judy Lynn and seconded by George Price to approve the correction/revision to the 8/14/18 meeting minutes as presented (see attached copy) and approve the 9/11/2018 meeting minutes as distributed. Motion carried unanimously.

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

Motion made by Judy Lynn and seconded by Craig Rodabaugh to approve the financial statements as of 9/30/2018 as presented. Motion carried unanimously.

**Reports from Fire Company, Engineer, Police Chief, Borough Foreman & Solicitor:**

- No report was received from the Reliance Hose Company.
- Engineer, Dave Walters presented StormWater Project payment request #3 from Mid-State Paving, LLC for approval. Motion made by Craig Rodabaugh and seconded by Brian Swartz to approve payment request #3 from Mid-State Paving, LLC in the amount of \$17,631.45. Motion carried unanimously. Dave Walters presented StormWater Project payment request #4 from Mid-State Paving, LLC for approval. Motion made by Craig Rodabaugh and seconded by Brian Swartz to approve payment request #3 from Mid-State Paving, LLC in the amount of \$163,498.35. Motion carried unanimously. Dave Walters provided the Borough Council with an update on the StormWater Project, which includes various change orders needed plus a stormwater & utility easement from Stacey and Brenda Shockey located at 101 Furnace Road. Dave Walters informed Council there is contingency funding available to cover the costs of the change orders.

**MIDDLEBURG BOROUGH COUNCIL**  
**MEETING MINUTES**  
**Tuesday, October 09, 2018 @ 7:30 PM**  
**Page 2**

- Engineer, Dave Walters presented the Scope of Services for the feasibility study of Stumps Run to the Council for review. The scope of work includes the section of Stumps Run from the IGA Market to the bridge on East Market Street. Dave Walters briefly reviewed the feasibility study/concept plan services to be provided by Larson Design Group. Larson Design Group is proposing to complete the work under their current retainer contract, which includes hourly rates to be used for billing purposes. Motion by Craig Rodabaugh and seconded by George Price to approve the engineering proposal for the Stumps Run Feasibility Study with an estimated cost of \$10,200.00. Motion carried unanimously. Council members available to attend project meetings for the feasibility study/concept plan were: Michael Kerstetter, Sue Kinney and Heidi Potter. Dave Walters will email the Borough Administrator possible dates for the first meeting.

**Public Comments:**

- Borough resident, Amanda Peters stated she was referred to the Borough Council by the District Attorney's office. Amanda Peters stated she has filed reports with the Middleburg Police Department in regards to her home being broken into and various other incidents. At this time, Police Chief Jordan and Borough Foreman Zechman informed Borough Council about the various incidents reported by Amanda Peters to them in regards to her home. Borough Solicitor, Jeremiah Runkle advised Council there is nothing the Borough Council can do in regards to the reports filed by Amanda Peters. Amanda Peters stated she was informed the State Police could possibly assist her with her cell phone incident if she could obtain the Middleburg Police incident report number. Police Chief Jordan supplied the police incident report number to Amanda Peters at this time. With no further discussion, Amanda Peters left the council meeting.

**Fire Company, Engineer, Police Chief, Borough Foreman & Solicitor Reports:**

- Police Chief, Tony Jordan reviewed the monthly police report with Council.
- Police Chief, Tony Jordan reported the police department has been monitoring the traffic flows at the new Burger King. Tony Jordan reported a smooth flow of traffic has been witnessed by the police department during Burger King's peak operating hours. Council member, Craig Rodabaugh stated he is still very concerned about the crosswalk being located so close to the turning lane exiting Burger King's property. Council President, Heidi Potter questioned if there is a possibility of the crosswalk being moved. Borough Foreman, Dustin Zechman stated the crosswalk was installed at the request of the Middleburg School District to PennDOT. The Council requested the Borough Administrator send a letter to the school district in regards to the crosswalk and if they would consider making a request to PennDOT to move the crosswalk.

**MIDDLEBURG BOROUGH COUNCIL**  
**MEETING MINUTES**  
**Tuesday, October 09, 2018 @ 7:30 PM**  
**Page 3**

- Police Chief, Tony Jordan reported he was informed about the possibility of a former employee still having access to the Borough's email account. Borough Administrator, Elizabeth Paige informed Council that due to a computer printing problem, PenTeleData was contacted and the administrative contacts and account passwords have been updated. Council requested the Borough Administrator contact PenTeleData to request an email access log from the beginning of 2018 to present, which will allow a review for any outside access to the Borough's email accounts to be detected.
- Police Chief, Tony Jordan informed Council the police department has been working with the MidWest School District in regards to safety issues. The police department has been requested to walk through the hallways of the school as well as patrolling outside the school. Council member, Michael Kerstetter questioned if the school district is willing to provide any funding for these services as he has heard Selinsgrove School District is hiring security officers. Chief Jordan stated the Selinsgrove School District has received grant funding for the security officers program. Chief Jordan will talk to the MidWest School District about possible funding for police services.
- Borough Foreman, Dustin Zechman provided a brief update on the storm water project. Pine Street has been completed but a change order has been requested to add an inlet at the corner of Pine and Charles Streets. The work planned for Willow Avenue is finishing up this week. The contractor's plan is to move to Thomas Avenue next.

**Old Business:** None

**New Business:**

- Council President, Heidi Potter reported a proposal to complete a comprehensive plan for the Borough from the Greater Susquehanna Valley Chamber of Commerce (GSVCC) has not been received yet. Borough Administrator, Elizabeth Paige has emailed the GSVCC President, Robert Garrett about the proposal.

**Council Members, Mayor:**

- Council Member, Brian Lauver requested an executive session be held to discuss personnel matters.
- Council Member, Craig Rodabaugh questioned if the Safety Committee could establish a date to meet to discuss safety issues in the Borough. The committee members agreed that a Wednesday night @ 4:00 p.m. would be good date and time. Police Chief Jordan will check his schedule and get back to the members with a date for the meeting.

**MIDDLEBURG BOROUGH COUNCIL**  
**MEETING MINUTES**  
**Tuesday, October 09, 2018 @ 7:30 PM**  
**Page 4**

- Mayor Sue Kinney distributed police department reports for call of service and contracted services to the Council for review.
- Mayor Sue Kinney stated she will not be available to attend the November 13, 2018 Borough meeting.

**Executive Session:**

- Borough Council entered into an executive session for personnel matters at 7:40 p.m. Council President, Heidi Potter called the meeting back to order at 9:24 p.m. with no action required.

**Committee Reports:**

- Building & Grounds Committee: Council President, Heidi Potter informed the committee several items were discussed during at the October 8<sup>th</sup> Budget Committee meeting. These items included: 1) Maintenance shed upkeep costs, 2) Investigating the cost of replacing the oil burner in the Borough office building or the possibility of zoning the heat and 3) Roof repairs to the Borough office building.
- Street & Sidewalk Committee: Committee Chairman, Michael Kerstetter stated the date for the Borough walk through with Glenda Ruch has not been established yet. The Borough Administrator will be emailing Glenda Ruch for available dates. Michael Kerstetter briefly reviewed the information supplied by the Borough Administrator on sidewalk funding from other municipalities.
- Budget Committee: Committee Chairperson, Heidi Potter reported the first committee meeting was held on Monday, October 8<sup>th</sup>. The committee is working on the General Fund Budget and hopes to complete this budget at next meeting on Monday, October 15<sup>th</sup> @ 4:30 p.m. Heidi Potter stated Municipal Authority member, Tim Folk informed her tonight that he is available to assist with the Water and Sewer Fund Budgets on Wednesday evening at 4:30 p.m. Committee members stated they would check their schedules and email Heidi about their availability.

**Administrator/Secretary/Zoning Officer Report:**

- Borough Administrator, Elizabeth Paige reviewed the 2018 Distribution Report of the foreign fire insurance premium tax from the state auditor general in the amount of \$5,474.34. Council unanimously approved the distribution of the funds to the Volunteer Firefighters' Relief Association of the Reliance Hose Company #1.

**MIDDLEBURG BOROUGH COUNCIL**  
**MEETING MINUTES**  
**Tuesday, October 09, 2018 @ 7:30 PM**  
**Page 5**

- Borough Administrator, Elizabeth Paige reviewed the Swineford National Bank, Lot Addition Plan filed for approval with the Snyder County Planning Commission (SCPC). After a brief review, the Borough Council had no questions or comments in regards to the plan for the SCPC.
  
- Borough Administrator, Elizabeth Paige reviewed the 2017 Audit Management, Governance and Internal Control Deficiencies letters with the Council. Elizabeth Paige reported she is working on an accounting procedures manual. The Borough's PLGIT accounts are accessed online with no checks being issued but transfer of funds from one Borough account to another are completed online. Council member, Brian Swartz recommended contacting PLGIT to see if an email alert could be sent to the Council President each time a transfer is completed. Council agreed with the recommendation and requested the Borough Administrator to contact PLGIT in regards to sending an email notification for each transfer to the Council President.

Motion by Brian Swartz and seconded by Craig Rodabaugh to adjourn the meeting at 9:38 p.m.

Respectfully Submitted,

Elizabeth Paige  
Borough Administrator/Secretary

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Revision/Correction of 8/14/18 Council Meeting Minutes by MRC member, Brenda Dombrowski

*Original minutes recorded as:*

- Council member, Judy Lynn updated Council on the proposed pavilion for Charles Park. Judy Lynn reported the following: Timber Haven has offered to donate the pavilion building materials, the pavilion foundation work would be done by the Borough plus other estimated construction costs of approximately \$10,000.

*Corrected/Revised minutes to be recorded as:*

- Council member, Judy Lynn updated Council on the proposed pavilion for Charles Park. Judy Lynn reported the following: Timber Haven has offered to sell the pavilion kit materials at cost to MRC with Timber Haven employees donating their time to assist in the assembly/construction of the pavilion. The Borough will need to do the foundation work for the pavilion at an estimated cost of \$10,000.