

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, November 13, 2018 @ 7:30 PM
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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA
Council Members: Heidi Potter/President, Michael Kerstetter/Vice President, Judy Lynn, George Price III, Brian Swartz, Craig Rodabaugh and Brian Lauver.
Others Present: Jeremiah Runkle/Solicitor, Dave Walters/Engineer, Dustin Zechman/Borough Foreman and Elizabeth Paige/Secretary/Administrator
Public Present: 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 Brian Swartz and seconded by Craig Rodabaugh to approve tonight’s meeting agenda. Motion carried unanimously.

Motion made by Brian Lauver and seconded by Michael Kerstetter to approve the October 9, 2018 meeting minutes. Motion carried unanimously.

Motion made by Judy Lynn and seconded by Brian Swartz to approve the bills paid in October 2018 as presented. Motion carried unanimously.

Motion made by Heidi Potter and seconded by Judy Lynn to approve the financial statements as of 10/31/2018 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 reported on the Storm Sewer Project and reviewed change order #1 in the amount of \$12,207.38 submitted by the contractor. Motion made by Brian Lauver and seconded by Craig Rodabaugh to approve change order #1 in the amount of \$12,207.38. Motion carried unanimously. Engineer, Dave Walters also reviewed pay request #5 in the amount of \$163,121.02 submitted by the contractor, which includes change order #1. Motion made by Craig Rodabaugh and seconded by George Price to approve pay request #5 in the amount of \$163,121.02. Motion carried unanimously. Council member, Craig Rodabaugh questioned Dave Walters about a couple of concerns he has noted in regards to the Storm Sewer Project. With the installation of curbing to direct the storm water along Willow Avenue and Thomas Avenue, Borough Council briefly discussed the consideration of making both streets into one way streets. Also a brief discussion was held regarding streets where the remaining contingency funds could be expended.

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- Engineer, Dave Walters reported the draft report of the Stumps Run Feasibility Study will be completed by November 21, 2018. Engineer Chris Sheaffer would like to schedule a review meeting during either the week of November 26th or December 4th. After a brief discussion, the decision was Thursday, December 6th would be the best date to schedule a review meeting.
- Council President, Heidi Potter reviewed the monthly police department reports as the Police Chief and the Mayor were unable to attend tonight's meeting. Council Vice President, Michael Kerstetter raised a question in regards to half hour charges listed under the patrol code, which were charged on the October 2018 Contracted Police Service invoices to McClure Borough, Beavertown Borough and Middlecreek Township. Council President, Heidi Potter stated she will contact Mayor Sue Kinney to ask her to address the question regarding the half hour charges with the Police Chief and report back on this question at the next meeting. Solicitor, Jeremy Runkle commented one spreadsheet report listing all three municipalities invoiced charges may help the council members to review the contracted police service charges each month.
- Solicitor, Jeremiah Runkle reported due to recent updates to the Uniformed Construction Code (UCC), the Borough will need to amend Chapter 27 – Zoning, Part 7 – Floodplain District Regulations. Solicitor, Jeremiah Runkle also reported the Borough needs to establish a board of appeals as provided for under the 2018 edition of the International Property Maintenance Code, which was adopted by Ordinance 2018-336. Solicitor, Jeremiah Runkle recommended the Borough Council to consider establishing a board consisting of five (5) members, who are qualified by experience and training to pass on matters pertaining to property maintenance and who are not employees of the Borough.

Old Business: None

New Business:

- Council President, Heidi Potter reviewed the Greater Susquehanna Valley Chamber of Commerce letter of understanding regarding the completion of the Middleburg Borough Comprehensive Plan and the proposed comprehensive plan timeline with the Borough Council.
- Council President, Heidi Potter reviewed the 2019 Proposed Middleburg Borough Budget with the Borough Council. Council President, Heidi Potter reported the Water & Sewer Fund Budgets were reviewed tonight by the Municipal Authority at their meeting. After a couple questions regarding the proposed budget were addressed, motion made by Judy Lynn and seconded by George Price to approve the advertising of the 2019 Proposed Middleburg Borough Budget for public inspection. Motion was carried unanimously.

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- Council President, Heidi Potter reviewed a letter of request from the Middleburg Revitalization Committee (MRC) to hold a “Town Hall Meeting” in the Borough’s community room either the end of February or the beginning of March 2019. The topic of the meeting will be property maintenance. Motion made by Brian Swartz and seconded by Judy Lynn to allow the MRC the use of the Borough’s community room to hold a “Town Hall Meeting” as requested. Motion was carried unanimously.

Executive Session:

- Borough Council entered into an executive session for legal/personnel matters at 8:22 p.m. Council President, Heidi Potter called the meeting back to order at 8:31 p.m. with no action required.

Council Members Reports:

- Council President, Heidi Potter reported she held a meeting with a representative of the Department of Community & Economic Development (DCED) to discuss grant funding opportunities available to the Borough. Council President, Heidi Potter also reported she has made contact with Representative John Gordner’s office to discuss available funding for the Stumps Run Project.
- Council member, Craig Rodabaugh stated he would like to see some type of action taken in the spring before swimming pool owners open their pools to address any pools in violation of the Borough Code. The Borough Administrator/Zoning Officer did send out several letters of violation in regards to swimming pools this year.

Committee Reports:

- Street & Sidewalk Committee: Chairman, Michael Kerstetter reported a walk thru of the Borough was conducted on November 8th with SEDA-COG representative, Geralee Zeigler. Council President, Heidi Potter stated if the Borough decides to apply for Community Block Grant (CBG) funding for sidewalks, the one challenge will be enforcement of the Borough Code, which will require all property owners with sidewalks to bring their sidewalks into compliance. Council President, Heidi Potter stated she does not want to burden the property owners, who will not qualify for CBG funding and therefore other sources of funding to help these property owners should be investigated. At this time, Borough Council members also briefly discussed areas of the Borough where there currently are no sidewalks.
- Economic Development Committee: Chairman, George Price reported a meeting was held with State Farm Insurance Agency recruiters, who are currently scouting the Middleburg area to find the right person to hire as an insurance agent. George Price stated the recruiter for State Farm Insurance left information at the Borough office if anyone would like to share this opportunity with someone. George Price shared an idea of holding a meeting with local businesses in the area about the possibility of holding a job fair in order to share available employment opportunities.

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Administrator/Secretary/Zoning Officer Report:

- Borough Administrator, Elizabeth Paige reviewed the following two (2) land development plans submitted to the Snyder County Planning Department: 1) Grace Covenant Community Church Land Development Plan for a 28' x 60' building addition to the church's youth along with additional sidewalk areas and 2) Grace Covenant Community Church Land Development Plan for the development of an existing 3.972 acre tract of land with a duplex. After reviewing the two (2) land development plans, Borough Council had no comments on either plan for submission to the Snyder County Planning Department.
- Borough Administrator, Elizabeth Paige presented the proposed 2019 Borough Council meeting schedule for review. After a brief discussion about changing the meeting start time to 7:00 p.m., Borough Council requested the Borough Administrator to contact the Engineer and Solicitor to find out if the earlier meeting start time would work with their schedules. If the Municipal Authority meeting held at 6:00 p.m. would go pass the 7:00 p.m. start time of the Borough Council meeting, the meeting would be held upstairs in the community room instead of the meeting room.
- Borough Administrator, Elizabeth Paige proposed the consolidation the following Borough PLGIT accounts by transfer of the account balances into the Borough Reserve PLGIT account: 1) Codification Account, 2) Local Service Tax Account, 3) Holiday Decorations Account, 4) Next Middleburg Celebration Account and 5) Donations Account. After a brief discussion, Borough Council unanimously approved the consolidation of the accounts with the account balances being transferred into the Borough Reserve PLGIT account.
- Borough Administrator, Elizabeth Paige updated Borough Council on the current audit of the Borough's pension plans. The state auditor has emailed several concerns about the pension plans, which may need to be addressed in the audit observation letter to the Borough.

Motion by Brian Swartz and seconded by Craig Rodabaugh to adjourn the meeting at 9:32 p.m.

Respectfully Submitted,

Elizabeth Paige

Borough Administrator/Secretary