

MIDDLEBURG BOROUGH COUNCIL
“UNAPPROVED” MEETING MINUTES
Tuesday, January 08, 2019 @ 7:00 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, Brian Swartz, Brian Lauver, Craig Rodabaugh and Mayor/Sue Kinney.
Others Present: Jeremiah Runkle/Solicitor, Dave Walters/Engineer, Dustin Zechman/Borough Foreman, Police Chief/Tony Jordan and Elizabeth Paige/Secretary/Administrator
Public Present: Judy Varner, Diane Klinger and Brenda Dombroski

Meeting Call to Order – The Middleburg Borough Council meeting was called to order by Council President, Heidi Potter at 7:00 PM. The meeting began with the Pledge of Allegiance.

Motion made by George Price and seconded by Brian Lauver to approve tonight’s meeting agenda. Motion carried unanimously.

Motion made by Craig Rodabaugh and seconded by Heidi Potter to approve the December 11, 2018 meeting minutes. Motion carried unanimously.

Motion made by Craig Rodabaugh and seconded by George Price to approve the bills paid in December 2018 as presented. Motion carried unanimously.

Motion made by Craig Rodabaugh and seconded by Judy Lynn to approve the financial statements as of 12/31/2018 as presented. Motion carried unanimously.

Public Comments:

- Middleburg Revitalization Committee (MRC) members, Diane Klinger and Brenda Dombroski wish to discuss possible beautification projects for the Borough’s park area, which the MRC would like to promote and sponsor if given approval by Council. The possible projects discussed with Council were as follows: addition of a pavilion, a walking pathway and possibly adding decorative lamp pole lighting in the park. MRC member, Diane Klinger discussed the current large number of geese at the park’s pond area and possible ways to deter the geese away from the park’s pond area. Borough Foreman, Dustin Zechman stated the geese are a federally protected migrating bird and recommended the game commission be contacted before any action is taken to deter the geese. Council requested Dustin Zechman to contact the game commission to see what can be done and communicate the findings back to the MRC. Borough Council requested the Recreation Committee members research their different projects presented and report back regarding the possibility of adding lighting and/or the MRC’s suggestion of the best site for adding a pavilion (Noted: A pavilion site was approved by Council last year).

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7:30 PM Public Hearing for Ordinance 2019-337:

- Council President, Heidi Potter opened the public hearing for Ordinance 2019-337: An ordinance fixing the tax rates for fiscal year 2019 at 7:30 p.m. Heidi Potter stated there is no increase in the tax rates for year 2019. With no public comments, motion made by Judy Lynn and seconded by Brian Swartz to adopt Ordinance 2019-337. Motion carried unanimously.

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

- No report received from the Reliance Hose Company.
- Engineer, Dave Walters reported on the request to change the scope of the Storm Sewer Project, which was submitted to PennVest. The only way the project would qualify for a change of scope would be if there were adverse conditions identified during construction or if additional work was needed to be performed to protect the structural integrity of the project, which was completed. So therefore, a portion of the grant funding will need to be returned.
- Engineer, Dave Walters reported a meeting to discuss possible funding sources (EDA, ARC, UDA, and PEMA) for the Stump Run Project was held earlier today with Senator Gordner, Phil Dunn/Senator’s representative, and PennVest representatives. After the meeting, a site tour of the Stump Run Project site and the completed Storm Water Project was conducted.
- Engineer, Dave Walters reviewed the Annual Retainer Agreement for 2019 Engineering Services. Dave Walters stated there is no increase in the rates for 2019 and the Borough will be invoiced for only services provided. Motion made by Brian Lauver and seconded by Judy Lynn to approve the Annual Retainer Agreement for 2019 Engineering Services. Motion carried unanimously.
- Borough Foreman, Dustin Zechman inquired when the snowflake decorations should be removed so the budgeted lighting cost is not exceed. After a brief discussion, Council agreed the snowflake lights should be taken down at the end of January based on the budgeted funding.
- Council member, Craig Rodabaugh questioned the Borough Foreman about the recent sewer line collapse on Center Street and how the residents on Grand Street were affected. Dustin Zechman stated the sewer line collapse required the sewer line be jetted so the collapse debris would be removed. Dustin Zechman stated all precautionary measures were taken before the line jetting took place, in an attempt to deter any surcharge into the residents’ private lateral lines. Dustin Zechman provided an explanation regarding private lateral venting and clean outs on private laterals. Dustin Zechman stated the collapse debris was shoveled and removed at various manhole sites with the debris being cleaned up as soon as possible. Craig Rodabaugh questioned if there is any way to provide some type of notification to the residents, who may be affected by cleanup of the sewer line collapse.

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- Mayor Sue Kinney reviewed the monthly police reports distributed tonight as the Police Chief was unavailable to attend tonight’s meeting. If anyone has any questions regarding the police reports, Sue Kinney requested the Council member contact either the Police Chief or herself.
- Council member, Brian Swartz questioned if the Police Chief has been contacted by the Mid-West School District about any updates on the request for contracted services. Mayor Sue Kinney stated Police Chief, Tony Jordan has not been able to setup an appointment with Rick Musselman of the Mid-West School District to discuss the request for temporary contracted services. Solicitor, Jeremiah Runkle reported the school district attorney was in touch with Beau Hoffman regarding the contract for the temporary services requested.
- Council member, Brian Swartz inquired if the Council should consider conducting a review of the cost being charged for contracted police services and a possible increase in the contracted service rate. Council President, Heidi Potter stated it may be good time to review the contract services rate based on the 2019 budgeted increases. Council requested the Borough Administrator update the prior year’s contracted services spreadsheet to reflect the budget increases so a review of the contract service cost maybe conducted.
- Solicitor, Jeremiah Runkle inquired if any funding was budgeted for property maintenance enforcement in regards to the silk mill building as the last discussion with Council was to revisit the issue in six (6) months. Council President, Heidi Potter stated there was no funding placed into the 2019 Budget for the silk mill property maintenance since Council had agreed to move forward with the Stumps Run Feasibility Study and the search for possible funding for the Stumps Run project.
- Solicitor, Jeremiah Runkle stated the Collective Bargaining Agreement between the Borough and AFSCME has been signed by the Union Representative and members. So therefore, the agreement is ready for discussion and possible action by the Borough Council. Council agreed an executive session will be held to discuss the agreement.

Old Business:

- Borough Administrator, Elizabeth Paige informed Council the insurance claim for sewer backup by Wesley Knapp will be closing out as Mr. Knapp came to the office to sign a release form provided by the Borough’s insurance claim agent.

New Business:

- Council member, Brian Lauver reviewed the letter of request from the Middleburg Community Swimming Pool for a donation towards the required repairs need to keep the pool functioning so the pool may be able to open for business in year 2019. After a brief discussion of the donation request, Council requested Brian Lauver to contact Middleburg Area Recreation Association Board Member, Del Ritter to invite him to the next council meeting to answer questions about the Middleburg Community Swimming Pool’s donation request.

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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 8:52 p.m. Motion by Brian Lauver and seconded by Craig Rodabaugh to approve the Collective Bargaining Agreement between the Borough and AFSCME as presented. Motion carried unanimously.

Council Members, Mayor & Committee Reports:

- Council President, Heidi Potter reported she attended a meeting with the Greater Susquehanna Valley Chamber of Commerce (GSVCC) regarding the selection of the possible steering committee members for development of the Borough’s comprehensive plan. GSVCC will be sending out emails to those selected steering committee members to inquire if the person is willing to serve on the steering committee. The schedule to complete the plan had to be changed with the new start date for completing the plan being January 2019.
- Council President, Heidi Potter announced due to a security issue the security code on the Borough office door has been changed and only Borough employees, who need to have access, have the code and will not be sharing the new code. If any council member or the mayor requires any information from the Borough office, they should come to the office during normal business hours.
- Building & Grounds Committee: Council President, Heidi Potter reported a quote from Steam Services to zone the heating system in the borough building has been received with a copy of quote being distributed at tonight’s meeting for review. Borough Foreman, Dustin Zechman suggested another possibility could be the installation of mini-split systems throughout the building where needed. After a brief discussion, Council decided to have Dustin Zechman obtain an estimate on installation of mini-split systems. Council member, Brian Lauver inquired if a quote to replace the elevator shaft roof has been obtained. Borough Administrator, Elizabeth Paige reported a quote was requested from GSH Installations, Inc., who performed the roof repairs last year but nothing has received yet. Borough Foreman, Dustin Zechman stated he observed the other day there was several inches of water sitting on the elevator shaft roof. Elizabeth Paige stated she will contact GSH Installations, Inc. again to request a quote for the elevator shaft roof replacement.
- Street & Sidewalks Committee: Chairman Michael Kerstetter reported after talking with the Borough Foreman, the committee would like to contact PennDOT municipal services representative; Brian Haight to setup a date/time to perform a walkthrough of the Borough’s streets and discuss possible future road improvement projects.

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- Parks & Recreation Committee: Council requested the committee continue to work with the Middleburg Revitalization Committee (MRC) in regards to tonight’s discussion of possible beautification projects for the park area. After a brief discussion of the possible pavilion project, Council President, Heidi Potter stated Borough Foreman should decide on the ideal location for the pavilion and present the location on a map so Council can confirm the pavilion location. Borough Solicitor, Jeremiah Runkle suggested a letter be sent from Borough Council to MRC stating “If the MRC would like to donate a pavilion, the Council has selected this location for the pavilion and in order to move forward with the project, please contact the Borough.”
- Safety Committee: Mayor Sue Kinney reported possible meeting dates from the Police Chief have been shared with the committee members.

Administrator/Secretary/Zoning Officer Report:

- Borough Administrator, Elizabeth Paige reviewed the PSAB Membership Information Update Form. Elizabeth Paige stated she will update the form to include the Mayor’s and Council member, Craig Rodabaugh’s email addresses plus the office telephone number for the Police Chief.
- Borough Administrator, Elizabeth Paige reviewed 2018 reports for Zoning Permits and Zoning Violations letters issued. A brief discussion was held regarding unlicensed and inoperative motor vehicles.
- Borough Administrator, Elizabeth Paige stated Light-Heigel & Associates, Inc. representative, Matt Sauers will be attending the February meeting to discuss rental property inspection information to be discussed at the Middleburg Town Hall Meeting scheduled for March 7th. Elizabeth Paige discussed some rental property issues called into the Borough office. Solicitor, Jeremiah Runkle recommended the issues called into the office should be noted and the tenant informed the issue will be addressed during the next inspection. At this time, Council questioned if the current biennial rental inspection could be changed if there are circumstances or issues where a property may require more than a biennial inspection. Borough Solicitor, Jeremiah Runkle informed Council he will review the Borough’s current rental property inspection information and report back to Council at next month’s meeting.

Motion by Brian Swartz and seconded by Brian Lauver to adjourn the meeting at 9:18 p.m.

Respectfully Submitted,

Elizabeth Paige
Borough Administrator/Secretary