

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, March 12, 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, Brian Lauver, Craig Rodabaugh and Mayor/Sue Kinney.
Others Present: Jeremiah Runkle/Solicitor, Dave Walters/Engineer, Dustin Zechman/Borough Foreman & Elizabeth Paige/Secretary/Administrator
Public Present: Bob Garrett, Karen Bickhart, Chris Bickhart, Taylor Bickhart, Judy Varner, Lori Shull, Dwayne Hackenberg

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

Motion made by Brian Lauver and seconded by George Price to approve the February 26, 2019 meeting minutes. Motion carried unanimously.

Motion made by Michael Kerstetter and seconded by George Price to approve the bills paid in February 2019 as presented. Motion carried unanimously.

Motion made by Judy Lynn and seconded by Craig Rodabaugh to approve the financial statements as of February 28, 2019 as presented. Motion carried unanimously.

Public Comments:

- Karen Bickhart inquired if the Council was considering taking any action towards removing the ducks and geese from the Reliance Hose Company property. Karen Bickhart along with her husband, Chris and daughter, Taylor informed Council they are not in favor of the removal of the ducks and geese. Council President, Heidi Potter stated the Middleburg Revitalization Committee (MRC) has proposed the idea of installing a walking path around the lake area, which initiated a concern about the number of ducks and geese. After a brief discussion about the ducks and geese, Council unanimously agreed to have Heidi Potter discuss the matter at the Thursday, March 14th meeting with MRC.
- Lori Shull informed Council she is concerned about the safety of the crosswalks along East Main Street at the high school and the Middleburg Hotel. Lori Shull provided several pictures of the crosswalks and a copy of crosswalk information obtained from PennDOT Connects website for review by Council. Borough Foreman, Dustin Zechman stated current signage at the crosswalks is approved and installed in accordance to PennDOT specifications. Dustin Zechman informed Council the 2021 PennDOT proposed road project, which includes East Main Street, may include changes to the crosswalks. After a brief discussion, Council agreed crosswalk safety should be addressed by the Borough's Safety Committee at their next meeting.

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- Bob Garrett of The Greater Susquehanna Valley Chamber of Commerce (GSVCC) informed Council the first meeting of the comprehensive plan steering committee was held on Saturday, March 2nd. The meeting was an introductory training session about the development process of the comprehensive plan. At this time, Bob Garrett distributed and reviewed some of the statistical data on the Borough, which will be used in the comprehensive plan development. Future meetings of the comprehensive plan steering committee will be held of the fourth (4th) month of each month. The first draft of the Borough's comprehensive plan should be ready for review by Council in June.

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

- Fire Chief, Dwayne Hackenberg distributed and reviewed the Reliance Hose Company's call reports. Council held a brief discussion with Dwayne Hackenberg regarding the amount of vehicle traffic passing through the fire company parking lot from South Station Street.
- Borough Engineer, David Walters presented stormwater project payment request #07 in the amount of \$25,741.96 for approval by Council. After a brief discussion of the remaining project items to be completed, motion made by Judy Lynn and seconded by Brian Lauver to approve stormwater project payment request #07 in the amount of \$25,741.96. Motion was carried with a vote of 5 yeas and 1 no.
- Borough Engineer, David Walters updated Council on the progress of the funding search for the Stumps Run Project. After discussing possible funding sources, Council unanimously agreed they are not in favor of seeking the PennVest funding for the proposed creek bed improvements.
- Mayor, Sue Kinney distributed and reviewed the monthly police department reports as the Police Chief was attending a training session and not available to attend tonight's meeting.
- Borough Foreman, Dustin Zechman reported he will be meeting later this month with PennDOT Municipal Services Representative, Brian Haight to review possible Borough road projects.
- Borough Foreman, Dustin Zechman reported at the Municipal Authority meeting held earlier tonight, the Authority board approved a twenty percent (20%) increase in water rates effective with the March 2019 billing. The reason for the increase is due to the rising operational costs to operate the water system, system regulations and the aging infrastructure. The Authority is currently working on plans to install a water storage tank, replace water mains, rebuild water filters plus building up funds for future system improvements. A notice of the rate increase will be sent out with the March bills.
- Borough Foreman, Dustin Zechman informed Council that street sweeping will begin as soon as the temperature remains above freezing.

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- Borough Foreman, Dustin Zechman informed Council he was contacted by the Mid-West Middle School Principal regarding possible revitalization projects for students to work on. Dustin Zechman stated he was able to suggest a couple projects for the students.
- Borough Solicitor, Jeremiah Runkle reported the rental inspection ordinance amendments will be ready and advertised for a public hearing at the April 9th Council meeting.
- Borough Solicitor, Jeremiah Runkle reported there has been no further contact from the Mid-West School District Solicitor regarding the contract for police services.

Old Business:

- Council President, Heidi Potter stated the donation request from the Middleburg Community Swimming Pool was tabled at the February 26th meeting. After a brief discussion of the donation request, motion made by Brian Lauver and seconded by Craig Rodabaugh to donate \$2,000.00 to the swimming pool repairs fund of the Middleburg Community Swimming Pool from the Borough's capital improvement fund. Motion carried unanimously.

New Business:

- Council President, Heidi Potter presented Resolution 2019-01 to proclaim April 2019 as "Pennsylvania 811 Safe Digging Month" in Middleburg Borough. Motion made by Brian Lauver and seconded by Craig Rodabaugh to approve the resolution proclaiming April 2019 as "Pennsylvania 811 Safe Digging Month" in Middleburg Borough. Motion carried unanimously.

Executive Session:

- Borough Council entered an executive session for legal/personnel matters at 8:12 p.m. Council President, Heidi Potter called the meeting back to order at 8:20 p.m. No action was required to be taken.

Council Members, Mayor & Committee Reports:

- Mayor, Sue Kinney reviewed the memorandum regarding police department overtime directive with Council. Sue Kinney informed Council she met with the Police Chief to discuss the memorandum and to review the current time sheets. Council Vice President, Michael Kerstetter requested the Mayor approve a copy of the payroll overtime spreadsheet for the police department be included in the Council meeting packet. After a brief discussion of the requested spreadsheet, majority of the Council members agreed the requested spreadsheet is not necessary as the police overtime information will be supplied as part of the monthly financial statement.
- Council Member, Craig Rodabaugh inquired about what makes up the financial statement budget line for police department fines and citations. Sue Kinney replied she will discuss developing a possible report for fines and citations with the Police Chief and report back at next month's meeting.

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- Parks & Recreation Committee: Council Vice President, Michael Kerstetter reported he obtained a quote from Apollo Fencing to install fencing at the ball field in Charles Park. After reviewing the quote, Council unanimously agreed the proposed fencing project be referred to the MRC as a possible future project for Charles Park.
- Safety Committee: Mayor, Sue Kinney reported the committee is still working on scheduling a meeting date.
- Snyder County Tax Collection Committee: Council President, Heidi Potter reported she attended the recent meeting of the Snyder County Tax Collection Committee and provided a brief overview of the meeting to Council. Heidi Potter provided a copy of the meeting information to the Borough Administrator for the Borough's files.

Administrator/Secretary/Zoning Officer Report:

- Borough Administrator, Elizabeth Paige stated Sue Kinney provided her with several additions and corrections to the draft of the Spring Newsletter. The water rate increase and new credit card program will also be included in the newsletter. With no further additions or corrections, the Spring Newsletter will be printed and mailed with the March sewer/water bills plus a separate mailing to rental tenants in the Borough.
- Borough Administrator, Elizabeth Paige reviewed the February 28, 2019 report of Borough code violations with Council.

Motion made by Brian Lauver and seconded by Judy Lynn to adjourn the meeting at 9:00 p.m.

Respectfully Submitted,

Elizabeth Paige
Borough Administrator/Secretary