

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, April 13, 2021 @ 7:00 p.m.
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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA
Council Members: Present were Brian Swartz/President, George Price/Vice President, Elaine Sautner, and Michael Kerstetter. Via Zoom were Judy Lynn and Daniel Faust. Absent was Mayor Heidi Potter.
Others Present: Beau Hoffman/Solicitor, Chris Sheaffer/Engineer, Mark Bailey/Officer in Charge, Dustin Zechman/Borough Foreman, and Elizabeth Paige/ Borough Administrator
Public Present: None

CALL TO ORDER: Middleburg Borough Council meeting was called to order by Council President, Brian Swartz at 7:05 p.m. A roll call of Council members present was followed by the Pledge of Allegiance.

Motion made by Brian Swartz and seconded by Elaine Sautner to approve the meeting agenda as presented. Motion carried unanimously.

Motion made by George Price and seconded by Brian Swartz to approve the March 9, 2021 meeting minutes and the March 23, 2021 special meeting minutes as presented. Motion carried unanimously.

Motion made by Judy Lynn and seconded by Michael Kerstetter to approve the bills paid in March 2021 as presented. Motion carried unanimously.

Motion made by Elaine Sautner and seconded by George Price to approve the financial statements as of March 31, 2021 as presented. Motion carried unanimously.

REPORTS:

Borough Engineer – Chris Sheaffer

- Borough Engineer, Chris Sheaffer reviewed the Stumps Run Project bid amendments with Borough Council. With the bid amendments, the approximate project construction funding needed is \$187,235.00. Borough Solicitor and Borough Administrator discussed the process for borrowing the extra project funding. Council Member, Elaine Sautner questioned if the funds from the coronavirus relief package may be used as funding for this project. Borough Solicitor stated he is not sure and will need to investigate the use of the funds. After a brief discussion of the funding process, Council unanimously requested the Borough Solicitor to investigate the uses for coronavirus relief funding and to start the process to obtain RFPs from financial institutions by next month's meeting. Chris Sheaffer stated the next step is approval by Council to issue the Notice of Intent to Award, which will not lock the Borough into the project as no agreements are signed but would allow the Contractor to know the work is coming and allows for the Borough to continue with funding avenues. Motion made by Michael Kerstetter and seconded by Elaine Saunter to have the Chris Sheaffer issue the Notice of Intent to Award to LandServ. Motion carried unanimously.

Borough Solicitor – Beau Hoffman

- Borough Solicitor, Beau Hoffman reviewed the draft of Resolution 2021-04: Approving the adoption of the Middleburg Borough Comprehensive Plan. Beau Hoffman stated there is one revision needed to the resolution as the Snyder County Planning Commission is the authority for review of planning and development in the Borough.

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Police Department – Mark Bailey, Officer in Charge (OIC)

- OIC, Mark Bailey reviewed the March 2021 monthly police department reports.
- OIC, Mark Bailey reported a second battery was purchased for the speed monitoring sign as a permanent install would be required to use the solar panel.
- OIC, Mark Bailey reported the video surveillance system has been installed and is functioning fine.
- OIC, Mark Bailey reported the PennDOT parade permit for the Firemen's Carnival Parade required additional information to be filed before PennDOT will issue a permit.
- OIC, Mark Bailey reported speed timing lines were painted with the help of the Borough Foreman and refurbished speed timing equipment was purchased.
- OIC, Mark Bailey informed Borough Council the police department has obtained enough funding to install one fountain in the Charles Park Lake in memory of former Police Chief Tony Jordan. Mark Bailey stated the police department is requesting the Borough to install the electrical service to the lake for the fountain. Mark Bailey informed Council he needed to leave the meeting at this time to respond to a police department call. After a brief discussion, Council requested the Borough Foreman to calculate the cost to install the electrical service to the lake and report on the cost at next month's meeting.

Borough Foreman – Dustin Zechman

- Borough Foreman, Dustin Zechman reviewed following Water Systems Improvement bid awards: Contract 1 – General Construction: awarded to Mid-State Paving, LLC for \$1,969,108.25, Contract 2 – Electrical Construction: awarded to TRA Electric for \$387,875.00, Contract 3 – Concrete Tank Construction: awarded to DN Tanks for \$771,058.00 and Contract 4 – Standpipe Tank Construction: awarded to Mid-Atlantic Storage Systems, Inc. for \$448,965.00.
- Borough Foreman, Dustin Zechman stated the Municipal Authority needs a waterline easement from the Borough for the Water Systems Improvement project. After reviewing the waterline easement document, motion made by Elaine Sautner and second by George Price to approve the waterline easement. Motion carried unanimously.
- Borough Foreman, Dustin Zechman reported the 1997 Ford F-700 Dump Truck placed on Municibid received a bid of \$6,012.00 from Troys Auto Sales, Dornsife, PA. Dustin Zechman requested Council approve the bid from Troys Auto Sales. Motion made by Michael Kerstetter and second by Elaine Sautner to approve the bid from Troys Auto Sales for the 1997 Ford F-700 Dump Truck. Motion carried unanimously. Dustin Zechman stated the funds from the sale will be deposited into the Water Funds account as the truck was originally purchased with Water Funds.

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Borough Administrator/Zoning Officer – Elizabeth Paige

- Borough Administrator, Elizabeth Paige reported the final renewal payment of the three-year SWIFT911 Contract will be due June 1, 2021. The three-year contract will expire on May 31, 2022.
- Borough Administrator, Elizabeth Paige presented the 2021 County Liquid Fuels Tax Fund Aid Application for approval by Council. Motion made by Michael Kerstetter and second by Elaine Sautner to approve the 2021 County Liquid Fuels Tax Fund Aid Application. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige reviewed the 2021 Spring Cleanup Price Quotes received. After a brief discussion, motion made by Michael Kerstetter and second by Elaine Sautner to approve Hometown Disposal as the lowest apparent price quoter for the 2021 Spring Cleanup. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige informed Council an insurance claim for the roof/elevator damages was filed. The insurance claim adjuster presented an estimated scope of damages and costs to repair of \$10,567.87. Elizabeth Paige also reported the Kilmer Group insurance agency is working on the renewal of the Borough insurances.
- Borough Administrator, Elizabeth Paige reviewed the year-to-date zoning permits issued report and Borough code violations report with Council.
- Borough Administrator, Elizabeth Paige presented a proclamation “Bells Across Pennsylvania Day” on Sunday, May 2, 2021 for approval. Motion made by Elaine Sautner and second by George Price to approve the proclamation. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige stated Mayor Heidi Potter is requesting to attend a three-part online training series hosted by Pennsylvania State Association of Boroughs. Motion made by Michael Kerstetter and second by George Price to approve the online training series for Mayor Heidi Potter. Motion carried unanimously.

OLD BUSINESS:

- Council President, Brian Swartz inquired if anyone had found a person willing to become the second alternate member for the UCC and IMPC Board of Appeals. There were no alternate member nominees offered for the open position.

NEW BUSINESS:

- Council President, Brian Swartz called for a motion to advertise to hold a public hearing for the Borough Comprehensive Plan at the May 11, 2021 meeting. Motion made by Elaine Sautner and second by Daniel Faust to advertise for a public hearing at the May 11, 2021 meeting for the Borough Comprehensive Plan. Motion carried unanimously.

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COUNCIL MEMBER & COMMITTEE REPORTS:

- Council Member, Elaine Sautner questioned what would need to be done to post brake retarder signs on Paxtonville Road as there seems to be heavy truck traffic using this roadway. Borough Foreman, Dustin Zechman stated there is brake retarder signs on other Borough roads but none on Paxtonville Road. Borough Solicitor, Beau Hoffman stated an ordinance would need to be adopted in order for signs to be placed and enforcement of the signage. After a brief discussion, Borough Council requested the Borough Solicitor to work on drafting an ordinance to place brake retarder signage on Paxtonville Road.
- Personnel Committee Chairperson, Elaine Sautner informed Council the time to receive resumes for the position of Chief of Police closed on Monday, April 12th. Elaine Sautner reported the Committee will be scheduling interviews for next week with any qualified applicants.
- Buildings & Grounds Chairman, George Price made the request to budget funds to have the roof over the elevator replaced.
- Budget Committee Chairman, Brian Swartz inquired when the Streets & Sidewalks Committee plans to start enforcement of the sidewalk ordinance as no enforcement took place last year due to the COVID-19 virus finance issues. Streets & Sidewalks Committee should be working on developing a plan to enforce the sidewalk ordinance and should be submitting a figure to the Budget Committee for funding to repair sidewalks within the Borough (start with the sidewalks owned by the Borough).
- Safety Committee Chairman, George Price reported he received information about a recent vandalism at the fire company carnival grounds near the stage area.
- Grants Committee Chairperson, Elaine Sautner questioned the other committee members about their availability to hold a meeting. Members, Daniel Faust and Elizabeth Paige agreed either Tuesday or Wednesday at 5:30 p.m. would work with their schedules.
- Borough Land Usage Chairman, Brian Swartz stated he will reach out to the members to coordinate a meeting sometime in the month of May.

Council President, Brian Swartz inquired if there were any questions about the correspondence, minutes and other reports submitted for review by Borough Council. With no comments or further business to be conducted, motion made by Elaine Sautner and seconded by George Price to adjourn tonight's meeting at 8:37 p.m.

Respectfully Submitted,
Elizabeth Paige
Borough Administrator/Secretary