

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, April 14, 2020 @ 7:00 p.m.

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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA
Council Members: Heidi Potter/President, Brian Swartz/Vice President, Judy Lynn, George Price, Elaine Saunter, Daniel Faust and Debbie Bilger/Mayor.
Others Present: Beau Hoffman/Solicitor, Tony Jordan/Police Chief and Elizabeth Paige/Administrator
Public Present: None – Teleconference meeting was conducted
Declaration of Disaster Emergency due to outbreak of COVID-19 Virus

CALL TO ORDER: Middleburg Borough Council teleconference meeting was called to order by Council President Heidi Potter at 7:00 p.m.

Motion made by Judy Lynn and seconded by Daniel Faust to approve tonight’s meeting agenda. Motion carried unanimously.

Motion made by George Price and seconded by Elaine Saunter to approve the March 10, 2020 meeting minutes. Motion carried unanimously.

Motion made by Brian Swartz and seconded by Daniel Faust to approve the bills paid in March 2020 as presented. Motion carried unanimously.

Motion made by Heidi Potter and seconded by Judy Lynn to approve the financial statements as of March 31, 2020 as presented. Motion carried unanimously.

REPORTS:

Borough Engineer – Larson Design Group, LLC

- Borough Engineer, David Walters was not in attendance of the teleconference meeting as he had nothing to report on at this time.

Borough Solicitor – AxRunkle, P.C.

- Borough Solicitor, Beau Hoffman informed Council at the time Chapter 15 of the Borough Code was amended to prohibit parking along Main Street except in the marked spaces, there was no discussion regarding Section 15-403, which prohibits parking in certain locations along Main Street for a time limit of two (2) hours. After a brief discussion with Police Chief Jordan, Council unanimously agreed unless the time limit on parking becomes a problem for the police department, no action will be taken to amend Section 15-403 at this time. Council requested the Police Chief and Borough Administrator to continue monitoring and tracking any complaints about the two (2) hour parking limit on Main Street.
- Borough Solicitor, Beau Hoffman reviewed the proposed ordinance, which amends Chapter 10 of the Borough Code to identify and define public nuisances and establish the processes for declaring and remediating public nuisances in the Borough. With no additional revisions or comments, Council recommended the Solicitor to move forward with advertising the proposed ordinance for a public hearing at the May 12, 2020 Borough Council meeting.

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- Borough Solicitor, Beau Hoffman reviewed the recommended revisions to the proposed ordinance, which amends Chapter 5 of the Borough Code to establish the position of Code Enforcement Officer for the administration and enforcement of the provisions of the Borough Building and Property Maintenance Code and establish the Code Enforcement Officer's right to entry. After a brief discussion of the recommended revisions, Council recommended the Solicitor to move forward with advertising the proposed ordinance for a public hearing at the May 12, 2020 Borough Council meeting.
- Borough Solicitor, Beau Hoffman reviewed his recommended revisions to Chapter 5, Part 5 of the Borough Code, which regulates rental units by providing for regular inspection and permitting of the units and imposes penalties for violation thereof. Beau Hoffman stated he also reviewed his recommended revisions with a rental property owner of the Borough with the permission of Council President, Heidi Potter. The rental property owner stated he agreed with the recommended revisions of the Borough Solicitor. After a further discussion of other possible revisions to Chapter 5, Part 5 of the Borough Code, Council agreed a Committee should be created to continue working on proposed revisions. Council members, Elaine Saunter and Heidi Potter along with the Borough Administrator, Elizabeth Paige volunteered to make up the Committee. A copy of the recommended revisions of Chapter 5, Part 5 of the Borough Code will be provided to the Council by the Committee for discussion at the May 12th Borough meeting.

Borough Police Chief – Tony Jordan

- Police Chief, Tony Jordan reviewed the monthly police reports with Council.
- Police Chief, Tony Jordan briefly updated Council regarding the Police Department involvement with the enforcement of the COVID-19 life-sustaining business allowances.
- Police Chief, Tony Jordan stated the Safety Committee meeting scheduled in March was cancelled due to the COVID-19 virus mandates. Police Chief Jordan informed the Safety Committee members that he will contact them by email about rescheduling the meeting as soon as the COVID-19 mandates are lifted.

NEW BUSINESS:

- Council President, Heidi Potter reviewed the Declaration of Disaster Emergency signed and filed by Middleburg Borough on March 25, 2020. Heidi Potter stated the declaration is only valid for seven (7) days from the date of signing and at this time Council should consider approving a ninety (90) day extension from the date of signing to keep the declaration valid in order to submit any related costs to the disaster emergency. Motion made by Elaine Saunter and seconded by Judy Lynn to approve a ninety (90) day extension for the Declaration of Disaster Emergency from the date of signing. Motion carried unanimously.

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- Council President, Heidi Potter reviewed the 2020 Spring Cleanup price quote for dumpster services. Disposal Management Services, Inc. was the only vendor of the three (3) vendors contacted, who provided a price quote for Cleanup Days dumpster services. Council held a brief discussion about the possible need to change the scheduled days of the 2020 Spring Cleanup if the COVID-19 mandates continue into the month of May. Council requested the Borough Administrator to discuss the possible need to change the dates of 2020 Spring Cleanup with the Borough Foreman.

COUNCIL MEMBERS/MAYOR/COMMITTEE REPORTS:

- Recreation Committee Chairperson, Judy Lynn informed Council the Recreation Committee is working on a plan for a proposed walking path in the recreation park. Council President, Heidi Potter requested Chairperson, Judy Lynn to pull together all the pertinent information on the proposed walking path so a presentation to Council could be conducted at next month's meeting. Judy Lynn also informed Council about the possibility of plants and/or trees being offered by the Snyder County Conversation District for planting around the lake at the recreation park area.
- Council Vice President, Brian Swartz made the requested an update on the yarn factory be added to next month's meeting agenda. Brian Swartz inquired about the enforcement of the sidewalk ordinance this year since the declaration of the COVID-19 emergency has created a financial hardship for many people. Brian Swartz suggested the Borough move forward with performing the annual sidewalk inspection but delay sending notices to the property owners, who have sidewalks in need of repair.
- Council Member, George Price inquired if any furloughs or reduction in hours worked have taken place with any Borough employees. Borough Administrator, Elizabeth Paige stated no furloughs of any full-time employees has been necessary as the Borough Foreman has been able to maintain the required social distancing with the public works employees. Elizabeth Paige stated since the Borough office is not accessible by the public due to COVID-19 mandates, no quarterly water/sewer payments are being made in person at the office window. Based on the current volume of the water/sewer payments being received by mail or the office drop box, Elizabeth Paige stated she has requested the Municipal Authority Secretary schedule her work hours accordingly, which has reduced her work hours.

BOROUGH ADMINISTRATOR/ZONING OFFICER:

- Borough Administrator, Elizabeth Paige reviewed a listing of updates and information, which was supplied to the Council. Elizabeth Paige reminded the new Council Members and the Mayor about the required NIMS training and the requirement to provide a copy of the certificate of completion.

Motion made by Judy Lynn and seconded by Daniel Faust to adjourn the meeting at 8:32 p.m.

Respectfully Submitted,

Elizabeth Paige - Borough Administrator/Secretary