

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, December 10, 2024 @ 7:00 p.m.
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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA
Council Members: Present: Donald Zechman/President, James Shull/Vice-President, Beverly Inch, James Gahring, Virgil Schlieff, Gary Thomas and Mayor Heidi Potter
Absent: Brian Swartz
Others Present: Borough Solicitor/Beau Hoffman, Police Chief/Mark Bailey, Borough Foreman/Dustin Zechman, Fire Chief/Scott Reigle and Borough Administrator/Elizabeth Paige
Public Present: Don & Diane Klingler, Brenda Dombrowski, Jonathan Hummel, Martin Clark

CALL TO ORDER & AGENDA APPROVAL:

Middleburg Borough Council meeting called to order by Council President, Donald Zechman at 7:00 p.m. followed by the pledge of allegiance.

Council President, Donald Zechman inquired if there were any additions and/or changes to tonight's meeting agenda. Motion by Gary Thomas and seconded by James Gahring to approve the agenda as presented. Motion carried unanimously.

PUBLIC COMMENTS:

- Middleburg Revitalization Committee (MRC) members questioned the Borough Council if a discussion or decision has been made about what costs will be charged to MRC for year 2025 installation and removal of the Hometown Hero Banners. Borough Administrator, Elizabeth Paige reviewed the 2024 Council decision on the costs charged to MRC for the installation and removal of the banners. At this time, a brief discussion was held about ways to reduce costs for both the MRC and the Borough regarding installation and removal of banners and holiday decorations. Motion made by Gary Thomas and seconded by James Shull to remove the holiday decorations and install the Hometown Hero Banners mid to late March pending weather and Borough crew availability with the total costs being split equally between the Borough and MRC. Motion carried unanimously.
- Jonathan Hummel of Troutman's Meats informed Borough Council their deliveries from GNC Foods via a semi-delivery truck will now be scheduled for unloading elsewhere. Jonathan Hummel stated he hopes by unloading offsite this will eliminate the need for the Borough to adopt the proposed ordinance to prohibit semi-delivery trucks beyond Old School Road on West Oak Avenue. Borough Resident, Martin Clark stated he is okay with Jonathan Hummel's proposal to unload semi-delivery trucks elsewhere, which should prevent further damage to his property at the corner of West Oak Avenue and North Charles Avenue.

MINUTES, PAID BILLS, FINANCIAL REPORTS:

Motion made by James Gahring and seconded by James Shull to approve November 12, 2024, monthly meeting minutes as presented. Motion carried unanimously.

Motion made by James Gahring and seconded by James Shull to approve the bills paid in November 2024 as presented. Motion carried unanimously.

Motion made by Gary Thomas and seconded by James Shull to approve the financial statements as of November 30, 2024, as presented. Motion carried unanimously.

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PUBLIC HEARINGS:

- At 7:18 p.m. Borough Solicitor, Beau Hoffman opened the public hearing for proposed Ordinance No. 2024-370: Amending Chapter Fifteen, Part Two Hundred and Two (§15-202) “Traffic Signals at Certain Locations” amending to restrict entering the intersection of North Main Street from East Oak Avenue. With no public comments, Beau Hoffman closed the public hearing at 7:19 p.m. Motion made by Virgil Schlief and seconded by James Shull to adopt Ordinance No. 2024-370 as presented. Motion carried unanimously.
- At 7:20 p.m. Borough Solicitor, Beau Hoffman opened the public hearing for proposed Ordinance No 2024-371: Amending Middleburg Borough Police Pension Plan administered by PMRS pursuant to Article IV of the PA Municipal Retirement Law and agreeing to be bound by all provisions of the PA Municipal Retirement Law as amended and as applicable to member municipalities. Borough Administrator, Elizabeth Paige stated the current Borough Police Contract – Section K: Retirement and Pension Plan states “If the pension fund is stable that the actuarial value of assets is in excess of the actuarial accrual liability, the officers will not make an employee contribution to the fund. With no public comments, Beau Hoffman closed the public hearing at 7:21 p.m. Motion made by Gary Thomas and seconded by James Shull to adopt Ordinance No. 2024-371 as presented. Motion carried unanimously.
- At 7:21 p.m. Borough Solicitor, Beau Hoffman opened the public hearing for proposed Ordinance No. 2024-372: Establishing the 2025 Tax Rates as follows: General Tax rate at 27.5 mills, Street Light Tax rate at 2.5 mills, and Road Tax rate at 3.5 mills. With no public comments, Beau Hoffman closed the public hearing at 7:22 p.m. Motion made by Beverly Inch and seconded by Gary Thomas to adopt Ordinance No. 2024-372. Motion carried unanimously. At this time, Borough Administrator Elizabeth Paige stated the 2025 Proposed Budget, which was based on the proposed 2025 Tax Rates, was advertised for public comment and none were received. Motion made by James Gahring and seconded by Virgil Schlief to adopt the 2025 Borough Budget. Motion carried unanimously.
- At 7:24 p.m. Borough Solicitor, Beau Hoffman opened the public hearing for Ordinance No. 2024-373: Replacing Middleburg Borough Ordinance No. 1985-208 in its’ entirety, defining and regulating street excavations and openings, to prohibit any street from being excavated or excavation from being left open from December 1st to March 31st of the following year. Beau Hoffman reviewed a couple minor changes recommended by the Borough Foreman and reviewed by the Borough Engineer, which were made to the ordinance prior to advertising the proposed ordinance for adoption. With no public comments, Beau Hoffman closed the public hearing at 7:25 p.m. Motion made by James Shull and seconded by James Gahring to adopt Ordinance No. 2024-373 as presented. Motion carried unanimously.

REPORTS:

Borough Solicitor – Beau Hoffman

- Borough Solicitor, Beau Hoffman informed Borough he has nothing new to report on the Middleburg Yarn matter. Beau Hoffman questioned the Borough Administrator, Elizabeth Paige, if she has heard from Central Keystone COG on the status of the demolition permit issued to Middleburg Yarn. Elizabeth Paige stated no, she has not heard from Central Keystone COG but will reach out for an update on the permit status.
- Borough Solicitor, Beau Hoffman reviewed the draft of the proposed ordinance prohibiting semi-delivery trucks beyond Old School Road on West Oak Avenue. Borough Council unanimously to table the proposed ordinance and to continue monitoring the semi-delivery truck usage of West Oak Avenue.

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Police Chief – Mark Bailey

- Police Chief, Mark Bailey reviewed the November 2024 monthly police reports with the Borough Council.
- Police Chief, Mark Bailey reported that since the 2024 Federal Budget was extended to December 20, 2024, the program funds available for body-worn cameras and dash cam technology is on hold until 2025 Budget year. Chief Bailey requested approval from the Borough Council to move forward with vendor selection to lock current vendor pricing of the equipment. Motion made by James Gahring and seconded by Virgil Schlieff to approve the request for vendor selection as presented by the Police Chief. Motion carried unanimously.

Fire Chief – Scott Reigle

- Fire Chief, Scott Reigle presented the November 2024 fire company reports to the Borough Administrator for distribution to the Borough Council.
- Fire Chief, Scott Reigle stated for fire company banquet rentals or the fire company grounds/pavilion rentals the Borough office should now inform people to call the fire company office or visit the fire company Facebook page.

Borough Administrator/Zoning Officer – Elizabeth Paige

- Borough Administrator, Elizabeth Paige reviewed the year-to-date Zoning Violation Report and Code Enforcement Violation Report with Borough Council.
- Borough Administrator, Elizabeth Paige reviewed the letter from the Penn Valley Regional Authority (Penn Valley Airport) regarding the Borough no longer having a representative on the Board or providing any financial support to the Authority. After a brief discussion, Borough Council unanimously agreed the Borough Administrator add a note to the winter newsletter about the Borough seeking a representative for the Penn Valley Regional Authority. If no one responds, then the Borough Administrator should send a letter of withdraw to the Penn Valley Regional Authority.
- Borough Administrator, Elizabeth Paige reviewed the Winter Newsletter with Borough Council. Mayor Heidi Potter reviewed the message she will be adding to the Winter Newsletter. Elizabeth Paige also suggested adding a reminder to the newsletter about the newly adopted ordinances. Borough Council approved the newsletter with the addition of the Mayor's message, 2024 newly adopted ordinances and the note about the Penn Valley Regional Authority representative.

OLD BUSINESS:

- Council President, Donald Zechman questioned Borough Council if there is still any interest in establishing a recreation park season. After a brief discussion of park maintenance, Borough Council agreed no further discussion of establishing a recreation park season is required.

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NEW BUSINESS: No new business matters to be addressed at this meeting.

COUNCIL MEMBER & MAYOR REPORTS: No reports presented.

BOROUGH COMMITTEE UPDATES:

- Buildings, Streets & Sidewalks Committee Chairman, Donald Zechman stated he will be reaching out to the committee members to schedule a meeting before the next Borough Council meeting.

CORRESPONDENCE, MINUTES, REPORTS:

- Council President, Donald Zechman called for any comments or questions regarding the correspondence, minutes or reports provided to Borough Council for review.

With no comments or further business to conduct, the motion made by James Shull and seconded by Virgil Schlieff to adjourn tonight's meeting at 8:13 p.m. Motion carried unanimously.

Respectfully Submitted,

Elizabeth Paige
Borough Administrator/Secretary