

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, February 14, 2023 @ 7:00 p.m.
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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA
Council Members: Present: Brian Swartz/President, Donald Zechman/Vice-President, Michael Kerstetter, James Shull, Beverly Inch, Joseph Mizak, and Mayor Heidi Potter. Absent was Brian Pauling.
Others Present: Beau Hoffman/Solicitor, Police Chief/Mark Bailey, Borough Foreman/Dustin Zechman and Borough Administrator/Elizabeth Paige
Public Present: Noelle Buckley and Caleb Buckley

CALL TO ORDER: Middleburg Borough Council meeting called to order by Council President, Brian Swartz at 7:00 p.m. followed by the pledge of allegiance.

Council President, Brian Swartz inquired if there were any additions and/or changes to tonight's meeting agenda. With the deletion of the Fire Chief's Report as he will not be attending tonight's meeting, motion by James Shull and seconded by Joseph Mizak to approve the agenda. Motion carried unanimously.

Motion made by James Shull and seconded by Brian Swartz to approve the January 10, 2023, monthly meeting minutes as presented. Motion carried unanimously.

Motion made by Beverly Inch and seconded by Michael Kerstetter to approve the bills paid in January 2023, as presented. Motion carried unanimously.

Motion made by Brian Swartz and seconded by James Shull to approve the financial statements as of January 31, 2023, as presented. Motion carried unanimously.

PUBLIC COMMENTS:

- Samantha Nace, who requested to be placed on tonight's agenda, was not in attendance at the meeting.

PUBLIC HEARING: Ordinance No. 362 – Electing to Amend the Police Pension to Require a Contribution of Zero Percent of Compensation for Year 2023

- Council President, Brian Swartz opened the public hearing for Ordinance 2023-362 at 7:02 p.m. With no public comments, Brian Swartz closed the public hearing at 7:03 p.m. After a brief review of Ordinance 2023-362, motion made by Beverly Inch and seconded by James Schull to adopt the ordinance as presented. Motion carried unanimously.

REPORTS:

Borough Solicitor – Beau Hoffman

- Borough Solicitor, Beau Hoffman reported no response has been received from Middleburg Yarn regarding the violation notice. So therefore, the Code Enforcement Officer is moving forward with filing citations.

Police Chief – Mark Bailey

- Police Chief, Mark Bailey reviewed the January 2023 monthly police reports with Borough Council.

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- Police Chief, Mark Bailey stated he was contacted by Reliance Hose Company President, Rylan Ebright about filing the 2023 Parade Permit for Thursday, August 10th to be held during the week of Fireman's Carnival. Chief Bailey informed Borough Council about concerns he has regarding the filing of the parade permit. After a brief discussion, Borough Council agreed the Police Chief, Mayor, Council President, Borough Foreman and Rylan Ebright should hold a meeting to discuss the concerns about the filing of the parade permit. Chief Bailey stated he will contact Rylan about his availability to hold a meeting and then contact everyone else with a date and time.
- Police Chief, Mark Bailey informed Borough Council that the officers are currently wearing body cameras from Axon Enterprise, Inc. for a 90-day testing period with the option to purchase the body cameras if grant funding is received.

Borough Administrator – Elizabeth Paige

- Borough Administrator, Elizabeth Paige reviewed the Borough Zoning Violation report and the Code Enforcement Violation report with Borough Council.
- Borough Administrator, Elizabeth Paige reviewed a list of items, which will not be accepted during Spring Cleanup along with suggesting a fee schedule for bulkier items to be accepted. After a discussion about the fee schedule, motion made by Joseph Mizak and seconded by James Schull to approve the Spring Cleanup schedule with a fee of \$10.00 per item for the listed bulk items to be accepted at cleanup. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige stated the Snyder County Director of Elections called to inform all appointed Borough Council members if they would like to be elected to fill a Council position that there will be three (3) 4-year terms and three (3) 2-year terms on the 2023 election ballot. Election petitions are now available at the Snyder County Courthouse.
- Borough Administrator, Elizabeth Paige informed Borough Council the GIS office contacted the Borough as a request to rename a section of Long Lane to Romeado Run has been reviewed and will require approval from Franklin Township Supervisors. The private road intersects with Stahl Street so therefore the GIS office was required to inform Middleburg Borough of the proposed road name change.

Borough Foreman – Dustin Zechman

- Borough Foreman, Dustin Zechman informed Borough Council the Route 104 and Route 522 PennDOT resurfacing project will be happening this year. Dustin Zechman stated he emailed a copy of the Borough's letter sent to PennDOT in 2021 regarding the request to include the replacement of the cross pipes by PennDOT as part of the project. PennDOT informed Dustin the ADA ramps at the Middleburg Hotel intersection will be included in the project and paid for by PennDOT. Council member, Joseph Mizak inquired about the recent road markings at the Middleburg Hotel. Dustin Zechman stated the road markings were part of the PennDOT project design process for Route 522.
- Council President, Brian Swartz inquired if the Glendale Cemetery new entrance has been completed. Borough Foreman, Dustin Zechman stated yes, the entrance way has been completely installed.

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OLD BUSINESS:

- Council President, Brian Swartz inquired if the Middleburg Municipal Authority has recommended anyone to fill the current vacancy on the Authority Board. Borough Foreman, Dustin Zechman stated the Municipal Authority has requested the opening on the board remain vacant until an appointment recommendation can be made.

NEW BUSINESS:

- Mayor Heidi Potter informed Borough Council about a concern regarding the traffic being experienced on Borough streets during drop-off and pick-up of Midd-West School District students. Heidi Potter stated a Borough resident emailed about traffic concerns experienced on Wagenseller Street to the President of the School Board, Victor Abate. Heidi Potter stated the School District will be sending out a letter to the parents about a new procedure for parent pick-up at dismissal, which will begin on Monday, March 6, 2023. Heidi Potter will email the letter copy to the Borough Administrator, Elizabeth Paige so she can share it with all the Borough Council members. After a brief discussion of the traffic concerns, Borough Council requested Police Chief, Mark Bailey to monitor the traffic once the new pick-up procedure goes into effect and then report back if further action by Borough Council would need to be considered regarding this matter.

COUNCIL MEMBER, MAYOR & COMMITTEE REPORTS:

- Council Member, Donald Zechman inquired if the dental office on E. Main Street had contacted the Borough office regarding the demolition of the house located on their property. Borough Administrator, Elizabeth Paige stated a demolition permit was obtained from the Central Keystone COG and the property owner was informed to the contact the Snyder County Planning Director about any future development plans for the property lot.
- Community Improvements Chairperson, Heidi Potter inquired if any permit is required to close the sidewalk during the mural project construction. Borough Administrator, Elizabeth Paige stated she will search the Borough Codes and email Heidi Potter any requirements for the sidewalk closure.
- Snyder County Tax Collection Committee representative, Heidi Potter stated the annual meeting of the committee will be held on Wednesday, February 22, 2023, at 7:00 p.m.
- Risk Assessment & Management Policy Chairman, Brian Swartz requested Heidi Potter and Elizabeth Paige to stay after tonight's meeting to discuss setting a date and time to hold a meeting.

CORRESPONDENCE, MINUTES, REPORTS:

- Council President, Brian Swartz called for any comments or questions about the Middleburg Municipal Authority draft minutes of January 10, 2023, shared with Borough Council.

With no comments or further business to conduct, motion made by James Shull and seconded by Joseph Mizak to adjourn tonight's meeting at 7:55 p.m. Motion carried unanimously.

Respectfully Submitted,
Elizabeth Paige
Borough Administrator/Secretary