

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, February 09, 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/Vice President, Elaine Sautner, Michael Kerstetter, George Price and Heidi Potter/Mayor. Via Zoom were Judy Lynn and Daniel Faust.
Others Present: Beau Hoffman/Solicitor, Chris Sheaffer/Engineer, Dwayne Hackenberg/Fire Chief, Mark Bailey/Officer in Charge, Dustin Zechman/Borough Foreman, and Elizabeth Paige/Administrator
Public Present: Rylan Ebright, Brian Kerstetter and Scott Reigle. Via Zoom were Dr. Lenaire Ahlum and Meghan Beck of the Susquehanna Valley Community Education Project

CALL TO ORDER: Middleburg Borough Council meeting was called to order by Council Vice President, Brian Swartz at 7:00 p.m. and followed by the Pledge of Allegiance.

REORGANIZATION OF BOROUGH COUNCIL: Council Vice President, Brian Swartz stated Borough Council will need to reorganize as former Council President, Heidi Potter resigned as of January 26th and accepted the appointment from Borough Council as Mayor. Brian Swartz called for nominations for the position of Council President. Elaine Sautner nominated Brian Swartz for the position of Council President. With Brian Swartz accepting the nomination, motion made by Elaine Sautner and second by George Price to appoint Brian Swartz as Council President. Motion carried unanimously. Council President, Brian Swartz called for nominations for the position of Council Vice President. Elaine Sautner nominated George Price for the position of Council Vice President. With George Price accepting the nomination, motion made by Elaine Sautner and second by Brian Swartz to appoint George Price as Council Vice President. Motion carried unanimously.

PUBLIC COMMENTS: Attorney Brian Kerstetter informed Borough Council he is campaigning to be elected as Judge of Union & Snyder Counties. Brian Kerstetter reviewed his work history background and his experience in various areas of the law, which are routinely dealt with on a day-to-day basis by judges of the courts of common pleas. At this time, Brian Kerstetter addressed questions/comments from Borough Council members and the public about his campaign. Afterwards, Brian Kerstetter thanked Borough Council for their time and left tonight's meeting.

Motion made by George Price and seconded by Daniel Faust to approve tonight's meeting agenda. Motion carried unanimously.

Motion made by Judy Lynn and seconded by Elaine Sautner to approve the January 12, 2021 meeting minutes and the January 26, 2021 special meeting minutes as presented. Motion carried unanimously.

Motion made by Michael Kerstetter and seconded by George Price to approve the bills paid in January 2021 as presented. Motion carried unanimously.

Motion made by Elaine Sautner and seconded by Brian Swartz to approve the financial statements as of January 31, 2021 as presented. Motion carried unanimously.

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REGIONAL COMMUNITY COLLEGE PROPOSAL: Dr. Lenaire Ahlum, Executive Director and Meghan Beck of the Susquehanna Valley Community Education Project performed a power point presentation of the proposed Susquehanna Valley Community College, which will have an economic impact on a main service region comprised of Northumberland, Union, Montour, and Snyder Counties (NUMS). The power point presentation covered areas of economic impact, which included: short-run capital spending impacts, long-run operations spending impacts, long-run student spending impacts, long-run alumni impact, and return on investment. After the power point presentation, Dr. Ahlum and Meghan Beck addressed questions regarding the proposed community college. Dr. Ahlum informed Borough Council the Susquehanna Valley Community Education Project is formally requesting the Borough Council to send a letter of support for Snyder County sponsorship of the proposed community college to the Snyder County Commissioners, who will need to sign a formal Resolution of Sponsorship. Also, Dr. Ahlum stated Borough Council members may sign the petition of support for the proposed community college at their website: www.newcommunitycollege.org

PUBLIC HEARING – ORDINANCE 2021-353:

- Council President, Brian Swartz opened the public hearing at 7:51 p.m. for Ordinance 2021-353: Amending the Police Pension Plan, administered by the PA Municipal Retirement System to require no member contributions for the year 2021. Solicitor Beau Hoffman stated adoption of this ordinance is an annual requirement for compliance purposes. With no public comments, Brian Swartz closed the public hearing at 7:54 p.m. Motion by George Price and seconded by Daniel Faust to adopt Ordinance 2021-353. Motion carried unanimously.

REPORTS:

Borough Engineer – Chris Sheaffer

- Borough Engineer, Chris Sheaffer informed Borough Council the pre-bid meeting for the Stumps Run Project was held earlier today at 10 a.m. Chris Sheaffer requested Borough Council appoint a member as the point of contact for discussion of project amendments. Council President, Brian Swartz volunteered to be the Borough Council point of contact. Chris Sheaffer stated he will be reaching out to the property owners for information about their properties so contractors bidding the project can be updated. Chris Sheaffer questioned Borough Council about the placement of barriers at Cemetery Road and signage for the access to the cemetery from East Market Street. Mayor Heidi Potter stated after she attended a meeting with the Cemetery Association, Borough Council had agreed to install the signage for the access to the cemetery from East Market Street. At this time, Borough Council agreed a temporary concrete median barrier should be placed at Cemetery Road. Chris Sheaffer also reviewed the option of two (2) types of wall to be included in the bid and the paving options of upgrading Oak Avenue also to be included in the bid pricing. Chris Sheaffer informed Borough Council sealed bids will be received at the Borough Office until 4:30 p.m. on March 9, 2021 and the bids will be opened at 7:30 p.m. at the monthly Borough Council meeting. The tentative bid award is scheduled for March 10, 2021.

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Fire Chief – Dwayne “Butch” Hackenberg

- Fire Chief, Butch Hackenberg distributed/reviewed the Total Calls Report for 2020 and Total Calls to Date for 2021 from Reliance Hose Co. #1.
- Fire Chief, Butch Hackenberg requested Borough Council approval of the fire company’s 2021 Events Schedule. Motion made by Elaine Sautner and seconded by George Price to approve the fire company’s 2021 Events Schedule as presented. Motion carried unanimously.

Borough Solicitor – Beau Hoffman

- Borough Solicitor, Beau Hoffman informed Council there is nothing new to report on the Middleburg Yarn building.
- Borough Solicitor, Beau Hoffman reported he is currently working on the easements for the Stumps Run Project.

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

- OIC, Mark Bailey reviewed his employment background as a police officer with Borough Council. Mark Bailey also thanked Council for all the Borough’s help with the events, which were held to honor former Police Chief, Tony Jordan.
- OIC, Mark Bailey reviewed the January 2021 monthly police department reports. Mark Bailey reviewed a breakdown example of calls received by the police department. After a brief discussion, Borough Council decided only a breakdown by municipality for the total incidents received should be included on the monthly police department report.
- Borough Council questioned Mark Bailey about the placement and usage of the new speed indication sign purchased last year. Mark Bailey stated the sign posts to mount the sign still need to be placed by the Borough Public Works Department. Council President, Brian Swartz questioned if the order for the second sign in the 2021 Budget has been placed. Borough Administrator, Elizabeth Paige answered no, the order for the second speed indication sign has not been placed yet.

Borough Foreman – Dustin Zechman

- Borough Foreman, Dustin Zechman informed Borough Council the new truck chassis was delivered to Bradco Supply Co. for uplifting and the completed truck should be ready for delivery by Mid-March.
- Borough Foreman, Dustin Zechman briefly updated Borough Council about the upcoming Water Improvements Project by the Municipal Authority.

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- Council Member, Elaine Sautner questioned Dustin Zechman if remote access to the water plant system is available with the new installed water plant upgrades. Dustin Zechman answered yes, remote access to the water plant monitoring system is available but there is no remote access to the water plant chemical system.

OLD BUSINESS:

- Mayor Heidi Potter informed Council she contacted Debbie Bilger about serving as an alternate member on the UCC and IPMC Board of Appeals but has received no response back from Debbie.
- Borough Administrator, Elizabeth Paige reviewed a Plan of Action to address the 2019 auditor recommendations. At this time, Borough Council unanimously agreed to have the Budget Committee draft a risk assessment policy for review and adoption by Council.

EXECUTIVE SESSION: Borough Council entered an executive session for discussion of personnel matters at 8:52 p.m. Council President, Brian Swartz called the meeting back to order at 9:26 p.m. With the following actions being taken by Borough Council:

- Council President, Brian Swartz stated the payout of accrued sick leave and vacation time for former Police Chief, Tony Jordan was reviewed. Motion made by Brian Swartz and seconded by Judy Lynn to payout the 120 days of accrued sick leave at \$10.00 per day and to payout the 80 hours of accrued vacation time per Tony Jordan's 2021 hourly pay rate. Motion carried unanimously. These payouts will be done through the payroll system and made payable to the estate executor for Tony Jordan.
- Council President, Brian Swartz stated a letter from Municipal Authority Secretary, Beverly Inch was reviewed. Motion by Elaine Sautner and seconded by George Price to accept the resignation date of March 31, 2021 from Municipal Authority Secretary, Beverly Inch. Motion carried unanimously.

NEW BUSINESS:

- Borough Administrator, Elizabeth Paige informed Borough Council Representative David Rowe offered to initiate legislative action to rename State Route 522 within the Borough limits in honor of former Police Chief Tony Jordan. Borough Council needs to submit a letter of request to Representative Rowe to initiate the legislative action. Motion made by Daniel Faust and seconded by Elaine Sautner to approve a letter of request be sent to Representative Rowe to initiate the legislative action. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige reported the Police Officers would like to honor former Police Chief Tony Jordan by investigating the possibility of placing two (2) fountains in Charles Park Lake. The Borough office has contacted the Middleburg Revitalization Committee (MRC), who had proposed to the Borough Recreation Committee the possibility of placing fountains in Charles Park Lake. MRC is willing to become the project sponsor and be responsible for collection of the memorial fund donations for the fountains in honor of former Police Chief Tony Jordan.

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COUNCIL MEMBER & COMMITTEE REPORTS:

- Personnel Committee Member, Elaine Sautner reviewed the “Draft” of the Middleburg Borough Employee Performance Evaluation Process and forms with Borough Council. Elaine Sautner stated if approved by Borough Council a formal Resolution to amend the Borough Personnel Policy would be completed by the Borough Solicitor for adoption at next month’s meeting. With no comments, motion made by Elaine Sautner and seconded by Brian Swartz to approve the Middleburg Borough Employee Performance Evaluation Process and forms as presented. Motion carried unanimously.
- Parks & Recreation Committee Chairperson, Judy Lynn reported the pavilion project by Middleburg Revitalization Committee will be moving forward once the weather allows for further construction.
- Grants Committee Chairperson, Elaine Sautner informed Borough Council she developed a spreadsheet listing possible grants available. When the spreadsheet listing reaches 15 grants the committee will meet and refer the grants to the appropriate committee or department for grant application processing.
- Streets & Sidewalks Committee Member, Dustin Zechman informed Borough Council due to stormwater improvements needed for the upgrade project of East Market Street in year 2022, Borough Council should consider delaying the widening of Oak Avenue with the Stumps Run Project and include the widening of Oak Avenue with the 2022 proposed East Market Street upgrade project.
- Mayor Heidi Potter stated there is a 2021 Budget allowance for a new police vehicle in the amount of \$47,000. OIC, Mark Bailey reviewed information he obtained via a quote from the COSTARS purchasing contract for a new police department vehicle and requested approval from Borough Council to move forward with the new vehicle purchase. Motion made by George Price and seconded by Daniel Faust to approve and authorize OIC, Mark Bailey to move forward with the new vehicle purchase for the police department via the COSTARS purchasing contract. Motion carried unanimously.
- Mayor Heidi Potter informed Borough Council as part of the transition to the position of Mayor, she has held meetings with OIC, Mark Bailey and the other police officers to review and monitor the work load of the police department moving forward.
- Council President, Brian Swartz requested the following changes be made to the Borough Committees: Elaine Sautner will become the Chairperson for the Personnel Committee and he will become Chairperson for the Budget Committee.

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- Borough Council Members discuss the procedures required to fill the vacancy on Council with the Borough Solicitor.

BOROUGH ADMINISTRATOR/ZONING OFFICER:

- Borough Administrator, Elizabeth Paige reviewed a letter from Lance Shaffer, owner of Shaffer Landscapes, Inc. requesting the Borough Council to consider applying for grant funds to help offset their costs for the “free service” of brush recycling offered to the Middleburg Borough residents by Shaffer Landscapes, Inc. After a brief discussion, Borough Council requested the Borough Administrator to email Lance Shaffer and inform him that the Borough does not have the ability to apply for grant funding to support a private for-profit business. Borough Council stated Lance Shaffer should also be thanked for the years of “free service” provided by Shaffer Landscapes, Inc. to the Middleburg Borough residents.

With no further business, motion made by Elaine Sautner and seconded by George Price to adjourn tonight’s meeting at 10:09 p.m.

Respectfully Submitted,
Elizabeth Paige
Borough Administrator/Secretary