

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, January 10, 2023 @ 7:00 p.m.
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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA
Council Members: Present: Brian Swart/President, Donald Zechman/Vice-President, Michael Kerstetter, James Shull, Brian Pauling, Beverly Inch and Mayor Heidi Potter. Joseph Mizak was absent from the meeting.
Others Present: Beau Hoffman/Solicitor, Police Chief/Mark Bailey, Fire Chief/Dwayne Hackenberg, Borough Foreman/Dustin Zechman and Borough Administrator/Elizabeth Paige
Public Present: "None"

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 no additions and/or changes, motion by James Shull and seconded by Brian Pauling to approve the agenda. Motion carried unanimously.

Motion made by James Shull and seconded by Brian Pauling to approve the December 10, 2022, monthly meeting minutes as presented. Motion carried unanimously.

Motion made by Brian Swartz and seconded by James Shull to approve the bills paid in December 2022, as presented. Motion carried unanimously.

Motion made by Beverly Inch and seconded by James Shull to approve the financial statements as of December 31, 2022, as presented. Motion carried unanimously.

REPORTS:

Fire Company Chief – Dwayne "Butch" Hackenberg

- Fire Chief, Butch Hackenberg reviewed the Yearend 2022 Fire Company reports with Borough Council. Butch Hackenberg reported the first event of 2023 will be a seafood dinner on Saturday, January 14th from 5 pm to 7 pm at the firehall.

Borough Solicitor – Beau Hoffman

- Borough Solicitor, Beau Hoffman reported a new Notice of Violation was issued to Middleburg Yarn along with a request of entry to assess the conditions of the entire exterior and interior of the building. At this time, a brief discussion of a possible building break-in was held.

Police Chief – Mark Bailey

- Police Chief, Mark Bailey reviewed the December 2022 monthly police reports with Borough Council.
- Police Chief, Mark Bailey reported the PCCD Grant application selection date for funding was extended due to the number of applications received for review. If a funding offer is extended to the Borough, then new equipment price quotes would need to be obtained as the current price quotes expired.
- Police Chief, Mark Bailey informed Borough Council only two (2) applications were received for the full-time police officer position. Chief Bailey stated one application was from current part-time officer, Michael Mitchell and the other applicant's application/credentials are being reviewed.

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Borough Foreman – Dustin Zechman

- Borough Foreman, Dustin Zechman informed Borough Council he was reviewing the details for the 2023 Spring Cleanup Days with the Borough Administrator, Elizabeth Paige. Dustin Zechman questioned Borough Council since there is no longer a cleanup fee collected from the residents, does the Borough want to consider establishing a fee schedule for bulky items (such as mattresses, box springs, sofas/sectional furniture) received during cleanup days. After a brief discussion, motion made by Brian Swartz and seconded by James Shull requesting the Borough Administrator, Elizabeth Paige to develop a fee schedule for larger items received during cleanup days and the proposed fee schedule being presented for review at next month's meeting. Motion carried unanimously.

Borough Administrator – Elizabeth Paige

- Borough Administrator, Elizabeth Paige reviewed the updated Light-Heigel & Associates, Inc. Code Enforcement Report with Borough Council.

EXECUTIVE SESSION: At 7:22 p.m. Council President, Brian Swartz called for an executive session to discuss personnel matters. Brian Swartz called the meeting back to order at 7:37 p.m. Motion made by Brian Swartz and seconded by James Shull to amend the year 2023 employment agreement for Police Chief, Mark Bailey to allow the carryover of one (1) week of vacation time. Motion carried unanimously.

OLD BUSINESS:

- Council President, Brian Swartz stated he would like to request Borough Council to consider changing the date of the August 2023 monthly meeting from the 2nd Tuesday, August 8th to the 3rd Tuesday, August 15th due to the date conflicting with Firemen's Carnival. Brian Swartz stated he will be volunteering his free time to work at the Boy Scout stand during the week of carnival. After a brief discussion, motion made by Brian Swartz and seconded by Brian Pauling to change the date of the August 2023 monthly meeting from the 2nd Tuesday, August 8th to the 3rd Tuesday, August 15th. Motion carried unanimously.

NEW BUSINESS:

- Borough Administrator, Elizabeth Paige reviewed Resolution 2023-01: Authorizing the Borough Administrator to submit PennDOT Traffic Signal Maintenance Agreement, to submit future modifications to the agreement, and to submit future applications for traffic signal approval. Motion made by Brian Swartz and seconded by Beverly Inch to approve Resolution 2023-01 as presented. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige reviewed Resolution 2023-02: Amending the Fee Schedule per the Borough Code of Ordinances (changing the rental permit fee to \$35.00 and rental inspection fee to \$73.14 per hour). Motion made by Brian Swartz and seconded by James Shull to approve Resolution 2023-02 as presented. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige reviewed Resolution 2023-03: Appointment of Zoning Hearing Board Members, Donald Schwalm and Susan Weaver. Motion made by Brian Swartz and seconded by James Shull to approve Resolution 2023-03 as presented. Motion carried unanimously.

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- Borough Administrator, Elizabeth Paige reported Resolution 2023-04 would need to be tabled as the Municipal Authority has not recommended a member to fill the vacancy for the term expired December 31, 2022. Borough Council unanimously approved to table Resolution 2023-04.
- Borough Administrator, Elizabeth Paige reviewed Resolution 2023-05: Appointment of UCC & IPMC Appeal Board Member, Carla Sauer to a three (3) year term and to extend all current appointees' terms to the end of the calendar year, so each term will expire on December 31st. Motion made by Brian Swartz and seconded by James Shull to approve Resolution 2023-05 as presented. Motion carried unanimously.

COUNCIL MEMBER, MAYOR & COMMITTEE REPORTS:

- Council President, Brian Swartz informed Police Chief, Mark Bailey that he has received several concerns about vehicles, which attempt to avoid the traffic signal by using side streets such as Pine Street to N. Charles Avenue or W. Oak Avenue to N. Charles Avenue or S. Charles Avenue to Edmond Avenue to Church Street. Police Chief, Mark Bailey stated he will further investigate the concern.
- Community Improvements Chairperson, Heidi Potter informed Borough Council she will be attending a meeting to discuss the mural project with Jenelle and Ryan VanHorn. Beverly Inch inquired if she would also be able to attend the meeting. Heidi Potter stated she would inform Jenelle and Ryan VanHorn as the meeting is being held at their home.

CORRESPONDENCE, MINUTES, REPORTS:

- Council President, Brian Swartz called for any comments or questions about the Middleburg Municipal Authority draft minutes of December 10, 2022, shared with Borough Council.

With no comments or further business to conduct, motion made by James Shull and seconded by Beverly Inch to adjourn tonight's meeting at 7:54 p.m. Motion carried unanimously.

Respectfully Submitted,

Elizabeth Paige
Borough Administrator/Secretary