

**MIDDLEBURG BOROUGH COUNCIL
ORGANIZATIONAL MEETING MINUTES**

Monday, January 3, 2022

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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA
Council Members/Mayor: Brian Swartz, Michael Kerstetter, George Price, and Mayor Heidi Potter
Council Member, Judy Lynn was absent.
Others Present: Police Chief, Mark Bailey; Borough Foreman, Dustin Zechman; Borough
Solicitor, Jeremiah Runkle; and Borough Administrator/Secretary, Elizabeth
Paige
Public Present: Daniel Faust

Meeting Call to Order: Mayor Heidi Potter called the organization meeting to order at 5:35 p.m. with the Pledge of Allegiance.

Oath of Office for Newly Elected Members: Mayor Heidi Potter administered the oath of office to newly elected Council members: Brian Swartz and George Price.

Resolution 2022-01: Appoint Council Member to a Vacant Council Position: Resident, Daniel Faust expressed his willingness to fill a vacancy on the Borough Council. Motion made by Brian Swartz and seconded by George Price to appoint Daniel Faust to Borough Council to fill a vacancy with a two (2) year term expiring December 31, 2023. Motion carried unanimously. Mayor Heidi Potter administered the oath of office to newly appointed Council member, Daniel Faust.

Nomination for Council President: Mayor Heidi Potter called for nominations of Council President. George Price nominated Brian Swartz, who accepted the nomination. Motion made by George Price and seconded by Daniel Faust to appoint Brian Swartz as Council President. Motion carried unanimously.

Nomination for Council Vice President: Mayor Heidi Potter called for nominations of Council Vice President. Brian Swartz nominated George Price, who accepted the nomination. Motion made by Brian Swartz and seconded by Daniel Faust to appoint George Price as Council Vice President. Motion carried unanimously.

Mayor Heidi Potter turned the meeting over to newly elected Council President, Brian Swartz.

Appointments of Authority and Board Members:

- The Municipal Authority recommended the re-appointment of Scott Herbster for another five (5) year term. Motion made by Daniel Faust and seconded by George Price to adopt Resolution 2022-02 appointing Scott Herbster to the Middleburg Municipal Authority with a five (5) year term expiring December 31, 2026. Motion carried unanimously.

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- Zoning Hearing Board Members, Lori Shull and William Flather are willing to accept re-appointments to the Middleburg Borough Zoning Hearing Board. Motion made by George Price and seconded by Daniel Faust to adopt Resolution 2022-03 re-appointing Lori Shull with a three (3) year term expiring December 31, 2024 and William Flather with a two (2) year term expiring December 31, 23 to the Zoning Hearing Board. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige contacted Beverly Inch, who is willing to accept the appointment as the Middleburg Borough Vacancy Board Chairperson. Motion made by Brian Swartz and seconded by George Price to adopt Resolution 2022-04 appointing Beverly Inch as the Vacancy Board Chairperson with a two (2) term expiring December 31, 2023. Motion carried unanimously.

Appointment of Solicitor, Engineer and Property Maintenance/Rental Inspection Agency:

- Appointment of Borough Solicitor: Motion made by George Price and seconded by Daniel Faust to appoint AxRunkle, PC with an hourly rate of \$140.00 for year 2022. Motion carried unanimously.
- Appointment of Borough Engineer: Motion made by Daniel Faust and seconded by Brian Swartz to appoint Meck-Tech Inc. per the two (2) year rate sheet attached. Motion carried unanimously.
- Property Maintenance/Rental Inspection Agency: Motion made by George Price and seconded by Daniel Faust to appoint Light-Heigel & Associates, Inc. with an hourly rate of \$69.00 for year 2022. Motion carried unanimously.

Appointment of Committee Members by Council President, Brian Swartz as follows:

Personnel Committee: George Price/Chairman, Brian Swartz, Michael Kerstetter

Buildings, Streets & Sidewalks Committee: Daniel Faust/Chairman, George Price, Michael Kerstetter, and Dustin Zechman

Community Improvements Committee: Mayor Heidi Potter/Chairperson, George Price, Daniel Faust, and Police Chief Mark Bailey

Budget Committee: Brian Swartz/Chairman, Michael Kerstetter, Daniel Faust, and Mayor Heidi Potter

Snyder County Tax Collection Committee: Mayor Heidi Potter-Borough Representative

Respectfully Submitted,
Elizabeth Paige
Borough Administrator/Secretary

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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA
Council Members/Mayor: Brian Swartz, Michael Kerstetter, George Price, Daniel Faust and Mayor, Heidi Potter. Council Member, Judy Lynn was absent.
Others Present: Police Chief, Mark Bailey; Borough Foreman, Dustin Zechman; Borough Solicitor, Jeremiah Runkle; and Borough Administrator/Secretary, Elizabeth Paige
Public Present: None

CALL TO ORDER: Council President, Brian Swartz called the monthly Council meeting to order at 6:00 p.m.

PUBLIC COMMENTS: No public present

Motion made by George Price and seconded by Michael Kerstetter to approve the monthly meeting agenda as presented. Motion carried unanimously.

Motion made by Daniel Faust and seconded by George Price to approve the December 14, 2021 meeting minutes as presented. Motion carried unanimously.

PUBLIC HEARING: Council President, Brian Swartz opened the public hearing at 6:05 p.m. for proposed Ordinance No. 2022-356: Amending the Middleburg Police Pension Plan administered by the Pennsylvania Municipal Retirement System Pursuant to Article IV of the Pennsylvania Municipal Retirement Law; Agreeing to be Bound by All Provisions of Pennsylvania Municipal Retirement Law as Amended and as Applicable to Member Municipalities. Upon hearing no comments, Brian Swartz closed the public hearing at 6:06 p.m. Motion made by George Price and seconded by Daniel Faust to adopt Ordinance No. 2022-356. Motion carried unanimously.

EXECUTIVE SESSION: At 6:07 p.m. Council President, Brian Swartz called for an executive session to discuss personnel and legal matters. Brian Swartz called the meeting back to order at 6:15 p.m. with no action by Council necessary.

REPORTS:

Borough Administrator/Zoning Officer, Elizabeth Paige:

- Borough Administrator/Zoning Officer, Elizabeth Paige reviewed a letter from the property owners and requested a decision on how Council to proceed forward with property maintenance violations at 204 S. Shuman Street. Council advised Elizabeth Paige to contact the code enforcement agent at Light-Heigel & Associates, Inc. to post a placard of condemnation on the structure at 204 S. Shuman Street and send a notice to the property owners.

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Police Chief, Mark Bailey:

- Police Chief, Mark Bailey informed Council he will review the monthly police reports for December 2021 and January 2022 at next month's meeting.
- Police Chief, Mark Bailey informed Council the new uniforms purchased for the police department officers have arrived and are currently being worn by the police officers.

Borough Foreman, Dustin Zechman:

- Borough Foreman, Dustin Zechman informed Council the Water Improvements Project is entering the final phases with the project's contractors.

NEW BUSINESS:

- Borough Council held a discussion of the proposed 2022 Borough Budget amendments. After a brief discussion, motion made by Danial Faust and seconded by George Price to approve amending the 2022 Borough Budget to increase the part-time Police Secretary's wages from \$13.26 per hour to \$14.32 per hour. Motion carried unanimously. The approved budget amendment will be a departmental funds transfer with no change to the total adopted budgeted expenses for year 2022.
- Borough Council reviewed a proposed 2022 Water/Sewer Budget amendment. Motion made by Brian Swartz and seconded by George Price to approve amending the Water/Sewer Budget to increase the part-time Municipal Authority Secretary's wages from \$12.00 per hour to \$12.96 per hour. Motion carried unanimously. The approved budget amendment will be an internal expense funds transfer with no change to the total adopted budgeted expenses for year 2022.

COUNCIL MEMBER & MAYOR REPORTS:

- Council Member, Michael Kerstetter questioned if the Buildings, Streets & Sidewalks Committee should be reviewing the sidewalks along E. Market Street before the proposed paving project is advertised for bids. After a brief discussion, Council requested Borough Administrator, Elizabeth Paige supply the Committee with a listing of the E. Market Street sidewalk repairs per the sidewalk inspection report.

With no further business to conduct, motion made by George Price and seconded by Daniel Faust to adjourn the meeting at 7:28 p.m. Motion unanimously carried.

Respectfully Submitted,
Elizabeth Paige, Administrator/Secretary