

**MIDDLEBURG BOROUGH COUNCIL
ORGANIZATIONAL/REGULAR MEETING MINUTES**

Tuesday, January 6, 2020 @ 5:30 pm

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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA
Council Members/Mayor: Heidi Potter, Judy Lynn, George Price, Elaine Saunter and Mayor Debbie Bilger
Absent: Brian Swartz, Michael Kerstetter and Daniel Faust
Others Present: Elizabeth Paige-Administrator/Zoning Officer, Tony Jordan-Police Chief,
Dustin Zechman-Borough Foreman, Beau Hoffman-Borough Solicitor
Public Present: None

Meeting Call to Order – Mayor Debbie Bilger called the organization meeting to order at 5:30 pm. The meeting began with the Pledge of Allegiance to the Flag of the United States of America.

Oath of Office for Newly Elected Members – Newly elected council members; Judy Lynn, Elaine Saunter and Michael Kerstetter (absent) took the Oath of Office earlier today at the Snyder County Courthouse ceremony. Newly elected council member, Daniel Faust (absent) will need to take the oath of office by January 16, 2020. Borough Administrator, Elizabeth Paige will contact Daniel Faust about taking the oath of office.

Nomination of President – Mayor Debbie Bilger called for nominations of Council President. Elaine Saunter nominated Heidi Potter, who accepted the nomination. Motion made by Judy Lynn and seconded by Elaine Saunter to appoint Heidi Potter as Council President. Motion carried unanimously.

Nomination of Vice President – Mayor Debbie Bilger called for nominations of Council Vice President. Heidi Potter nominated Brian Swartz, who accepted the nomination when contacted by Heidi Potter prior to tonight’s meeting. Motion made by Heidi Potter and seconded by Judy Lynn to appoint Brian Swartz as Council Vice President. Motion carried unanimously.

Nomination of President Pro-Tem – Mayor Debbie Bilger called for nominations of Council President Pro-Tem. Heidi Potter nominated George Price, who accepted the nomination. Motion made by Heidi Potter and seconded by Elaine Saunter to appoint George Price as Council President Pro-Tem. Motion carried unanimously.

Mayor Debbie Bilger handed the meeting gavel over to newly elected Council President, Heidi Potter.

Appointments to Boards and Authorities:

- Municipal Authority Members, Tim Folk and Doug Hassinger were both recommended for re-appointment for another four (4) year term. Motion made by Heidi Potter and seconded by George Price to re-appoint Tim Folk and Doug Hassinger to the Municipal Authority as recommended. Motion carried unanimously.

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- Zoning Hearing Board Member, Donald Schwalm is willing to accept re-appointment for another three (3) year term. Motion made by George Price and seconded by Judy Lynn to re-appoint Donald Schwalm to the Zoning Hearing Board for another three (3) year term. Motion carried unanimously.
- Penn Valley Airport Authority recommended the appointment of Jack Kircher as the Authority representative for Middleburg Borough with a five (5) year term. Motion made by Heidi Potter and seconded by Elaine Saunter to appoint Jack Kircher to the Penn Valley Airport Authority. Motion carried unanimously.
- Vacancy Board Chairperson appointment for two (2) year term. With no recommendations for Vacancy Board Chairperson, the appointment was tabled to the February 11th meeting.

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

- Appointment of Borough Solicitor: Motion made by Judy Lynn and seconded by George Price to appoint AxRunkle, PC with an hourly rate of \$140.00 for year 2020. Motion carried unanimously.
- Appointment of Borough Engineer: Motion made by Heidi Potter and seconded by George Price to appoint Larson Design Group per the two (2) year agreement offered. Motion carried unanimously.
- Property Maintenance/Rental Inspection Agency: Motion made by George Price and seconded by Judy Lynn to appoint Light-Heigel & Associates, Inc. with an hourly rate of \$67.00 for year 2020. Motion carried unanimously.

Appointment of Committee Members by Council President Heidi Potter as follows:

Personnel Committee: Brian Swartz-Chairman, George Price, Elaine Saunter

Buildings & Grounds Committee: George Price-Chairman, Daniel Faust, Dustin Zechman

Budget Committee: Heidi Potter-Chairperson, Michael Kerstetter, Brian Swartz

Street & Sidewalks Committee: Michael Kerstetter-Chairman, Judy Lynn, Elaine Saunter, Dustin Zechman

Parks & Recreation Committee: Judy Lynn-Chairperson, Beverly Inch, George Price

Safety Committee: Police Chief Tony Jordan-Chairman, Mayor Debbie Bilger, George Price, Daniel Faust

Snyder County Tax Collection Committee: Heidi Potter-Borough Representative/SCTCC Secretary, Michael Kerstetter/Alternate Borough Representative

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REGULAR MONTHLY MEETING OF BOROUGH COUNCIL – Council President Heidi Potter called the regular monthly Council meeting to order at 5:52 pm.

Approval of December 10, 2019 Minutes – Motion made by Judy Lynn and seconded by George Price to approve the December 10, 2019 meeting minutes as presented. Motion unanimously carried.

Approval of Bills Paid Thru December 31, 2019 – Motion made by Heidi Potter and seconded by Elaine Saunter to approve the bills paid through December 31, 2019 as presented. Motion unanimously carried.

Approval of Financial Statements as of December 31, 2019 – Motion made by Judy Lynn and seconded by George Price to approve the Financial Statements as of December 31, 2019 as presented. Motion unanimously carried.

Public Hearing – Ordinance No. 2020-346: Establishing Year 2020 Tax Rates:

President Heidi Potter open the public hearing for Ordinance No. 2020-346 at 5:58 pm. With no public comments, motion made by George Price and seconded by Heidi Potter to adopt Ordinance No. 2020-346: Establishing Year 2020 Tax Rates. Motion carried unanimously.

Solicitor Report:

- Borough Solicitor, Beau Hoffman informed Council he reviewed the Engineer’s Agreement from Larson Design Group Inc. for the Stumps Run Project. Solicitor Beau Hoffman recommended several changes to the agreement. After a brief discussion, Council unanimously agreed to have the Solicitor email the recommended changes to Larson Design Group, Inc. and to table the adoption of the agreement to the February 11th meeting.
- Borough Solicitor, Beau Hoffman presented Resolution 2020-01: Regulating the use of public official social media accounts. Mayor Debbie Bilger reviewed her letter of remarks in rebuttal to the proposed Resolution, which was provided to Council prior to the meeting. Solicitor Beau Hoffman addressed several questions from Council Member, Elaine Saunter and Council President, Heidi Potter. After a discussion, Council unanimously agreed to have Solicitor Beau Hoffman revised Resolution 2020-01 per tonight’s discussion and to table proposed Resolution 2020-01 to the February 11th meeting.

Police Chief Report:

- Police Chief, Tony Jordan informed Council he is still investigating signage for traffic control. So far, TrafficLogix demonstrated a web-enabled speed display sign and provided pricing. Chief Jordan stated he will continue to investigate signage pricing and will present information at next month’s meeting.

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Borough Foreman Report:

- Borough Foreman, Dustin Zechman reported the Borough has received notice from PennDOT of two (2) proposed road projects on S.R. 522 for year 2020 instead of year 2021. The scope of the projects is to mill and resurface from Market Street to Water Tower Road and from Middle Creek to Market Street.

Borough Administrator Report:

- Borough Administrator, Elizabeth Paige reviewed a copy of the Zoning Hearing Board application for a variance received from applicant, Craig and Carol Gemberling. The hearing is scheduled to be held on Tuesday, January 14th at 5:30 pm.
- Borough Administrator, Elizabeth Paige shared the notice of new bidding thresholds for year 2020 received from PennDOT Municipal Services.

Old Business:

- Council President, Heidi Potter inquired if there were any recommendations for the Property Maintenance Code – Appeals Board. Heidi Potter requested Solicitor Beau Hoffman provide a brief overview of the Property Maintenance Code - Appeals Board duties. With no recommendations, Heidi Potter requested Council members to continue searching for qualified Appeals Board members (need at least 3 members).

New Business:

- Council President, Heidi Potter presented Resolution 2020-02: Amending the fee schedule for matters involving the Borough Zoning Ordinance. With no questions or comments, motion made by Elaine Saunter and seconded by Heidi Potter to adopt Resolution 2020-02. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige reviewed proposed Ordinance No. 2020-347: Amending the Police Pension Plan – Waiving Police Member Contributions, which was received from PA Municipal Retirement System legal counsel. Motion made by Heidi Potter and seconded by George Price to advertise proposed Ordinance No. 2020-347 for a public hearing at the February 11th meeting. Motion carried unanimously.

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Council Member & Mayor Reports:

- Council President, Heidi Potter informed Council she would like to see the appointed Borough Committees holding more meetings this year in order to set goals and to provide budgeting information to the Budget Committee for consideration. Also, with the upcoming adoption of the Borough's Comprehensive Plan, Heidi Potter stated she would like Council to start developing long range planning goals and to start working towards accomplishing those goals.

- Mayor Debbie Bilger stated the County Commissioners, Sheriff and EMA Coordinator requested if Borough Council would be willing to meet to address the safety concerns in W. Willow Avenue behind the Snyder County Courthouse. After a brief discussion, Council informed the Mayor to invite the County Commissioners, Sheriff and EMA Coordinator to attend next month's meeting to discuss the safety concerns in W. Willow Avenue.

Executive Session:

- Borough Council entered an executive session for a legal discussion at 6:46 pm. Council President, Heidi Potter called the meeting back to order at 7:03 pm and stated no action required at this time.

With no other business to be conducted, motion made by George Price and seconded by Judy Lynn to adjourn the meeting. Motion unanimously carried.

Meeting adjourned at 7:04 pm.

Respectfully Submitted,
Elizabeth Paige, Administrator/Secretary