

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, June 11, 2024 @ 7:00 p.m.
Page 1

Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA
Council Members: Present: Donald Zechman/President, James Shull/Vice-President, Beverly Inch, Gary Thomas, James Gahring, Virgil Schlieff and Mayor Heidi Potter.
Absent: Brian Swartz
Others Present: Beau Hoffman/Solicitor, Police Chief/Mark Bailey, Borough Foreman/Dustin Zechman, Deputy Fire Chief/Tyler Maneval and Borough Administrator/Elizabeth Paige
Public Present: Donald Meredith

CALL TO ORDER & AGENDA APPROVAL:

Middleburg Borough Council meeting called to order by Council President, Donald Zechman at 7:00 p.m. followed by the pledge of allegiance.

Council President, Donald Zechman inquired if there were any additions and/or changes to tonight's meeting agenda. Motion by Gary Thomas and seconded by James Gahring to approve the agenda as presented. Motion carried unanimously.

PUBLIC COMMENTS:

- Deputy Fire Chief, Tyler Maneval reviewed the Reliance Hose Co. request for temporary and complete road closure of Borough streets for the parade line-up. The date of the parade and effective hours of the road closure is Thursday, August 8, 2024, from 4:30 p.m. to 8:00 p.m. Borough residents directly affected by the street closures will be sent a letter from the fire company. After a brief discussion, motion made by Virgil Schlieff and seconded by James Shull to approve the Reliance Hose Co. request for closure of Borough streets for the parade line-up. Motion carried unanimously. Since Fire Chief, Scott Reigle will not be attending tonight's meeting, Tyler Maneval updated the Borough Council on the fire company's activities and services.

MINUTES, PAID BILLS, FINANCIAL REPORTS:

Motion made by Beverly Inch and seconded by Gary Thomas to approve the May 14, 2024, monthly meeting minutes as presented. Motion carried unanimously.

Motion made by James Shull and seconded by James Gahring to approve the bills paid in May 2024 as presented. Motion carried unanimously.

Motion made by James Shull and seconded by Gary Thomas to approve the financial statements as of May 31, 2024, as presented. Motion carried unanimously.

PUBLIC HEARING:

- Borough Solicitor, Beau Hoffman opened the public hearing for proposed Ordinance No. 2024-367 at 7:08 p.m. Ordinance No. 2024-367 amends Ordinance 2021-354, which amended the previously adopted 2018 International Property Maintenance Code Section 5-402; Additions, Insertions and Changes by amending Section 302-4: Weeds to insert a height of eight (8) inches. With no public comments, Beau Hoffman closed the public hearing at 7:09 p.m. Motion made by Gary Thomas and seconded by Beverly Inch to adopt proposed Ordinance No. 2024-367 as presented. Motion carried unanimously.

**MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, June 11, 2024 @ 7:00 p.m.
Page 2**

REPORTS:

Borough Solicitor – Beau Hoffman

- Borough Solicitor, Beau Hoffman reported McNees, Wallace & Nurrick, LLC is preparing a praecipe for default judgment since Middleburg Yarn did not respond when compliant was served by the Snyder County Sheriff's Office.
- Borough Solicitor, Beau Hoffman requested an Executive Session for the discussion of legal matters.

Police Chief – Mark Bailey

- Police Chief, Mark Bailey reviewed the May 2024 monthly police reports with Borough Council.
- Police Chief, Mark Bailey reported the Police Department will soon be receiving the next round of the Highway Safety Grant.
- Police Chief, Mark Bailey reported the Civil Service Commission received and reviewed three (3) completed applications. An agility examination of the applicants was completed with two (2) of the applicants passing the examination.
- Borough Council member Beverly Inch reported she has two (2) traffic complaints. First, a neighboring resident questioned if the Borough could do anything about the usage of brake retarders along W. Market Street. Second, she and her husband have noticed there are vehicles traveling at a high rate of speed on W. Oak Alley from Spring Alley to Bachman Alley and they are concerned for the safety of children, who ride their bikes in the alley and for residents exiting onto the alley. Police Chief, Mark Bailey stated the speed limit is 25 MPH along W. Oak Alley and vehicles are using the alley more during peak traffic hours to avoid the traffic congestion at the traffic signal. Chief Bailey stated he will request the police department officers to monitor the traffic along W. Oak Alley.

Borough Foreman – Dustin Zechman

- Borough Foreman, Dustin Zechman reported the student from Mid-West School District (MWSD) has chosen the Borough as the employer for his Work Study Program. MWSD student, Mason Krebs will begin the Work Study Program on August 26, 2024, with the Borough.
- Borough Foreman, Dustin Zechman reported all the speed limit signs along N. Main Street have been replaced.
- Borough Foreman, Dustin Zechman stated there is concerns about the signs in the Borough parking lot behind the office building being faded and unreadable. After a brief discussion about the signs, a motion was made by Gary Thomas and seconded by Virgil Schlieff to replace the signs in the Borough parking lot. Motion carried unanimously.
- Borough Foreman, Dustin Zechman reported the new truck was picked up from Bradco Supply last week.

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, June 11, 2024 @ 7:00 p.m.
Page 3

Borough Administrator/Zoning Officer – Elizabeth Paige

- Borough Administrator, Elizabeth Paige reviewed the Borough/Municipal Authority Risk Management & Insurance renewal proposal effective July 1, 2024, with Borough Council. The premium increase for the renewal is covered under the 2024 Budget.
- Borough Administrator, Elizabeth Paige reviewed the “Summer Newsletter” for any additions, corrections and/or changes. With only the addition of a Borough News Update, the “Summer Newsletter” was approved for printing and mailing.
- Borough Administrator, Elizabeth Paige reviewed the year-to-date Zoning Permit Report, Violation Report and Code Enforcement Violation Report with Borough Council.
- Borough Administrator, Elizabeth Paige reviewed the invoice copy sent to the Middleburg Revitalization Committee for the display services of the Hometown Hero Banners performed by the Borough.
- Borough Administrator, Elizabeth Paige informed Borough Council she has a personnel matter to be discussed in the Executive Session.

EXECUTIVE SESSION:

- Council President, Donald Zechman called for an executive session at 7:45 p.m. for discussion of legal and personnel matters. Council President, Donald Zechman called the meeting back to order at 8:40 p.m. Borough Solicitor, Beau Hoffman stated two (2) legal matters and a personnel matter were discussed with no action required by Borough Council.

NEW BUSINESS:

- Borough Administrator, Elizabeth Paige reported the draft copy of the amended Zoning Ordinance, Part 9. Signs being recommended for adoption by the Zoning/Sign Ordinance Committee has been distributed for review by Borough Council for any additional changes, additions or corrections.
- Council Vice President, James Shull addressed the need for speed limit signs on S. Charles Ave. and Edmond Ave for the safety of the people using the park, ballfield and carnival grounds. Police Chief, Mark Bailey stated the Borough Code of Ordinances, Part 2 – Section 15-201 Maximum Speed Limits Established on Certain Streets indicates Edmond Avenue and S. Charles Avenue speed limit is 15 MPH. Chief Bailey recommended posting the speed limit at 25 MPH, which is the state speed limit in any residential district. After a brief discussion, the motion was made by James Shull and seconded by Gary Thomas to change the speed limit to 25 MPH on S. Charles Avenue and Edmond Avenue and to order the necessary signage. Motion carried unanimously.

**MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, June 11, 2024 @ 7:00 p.m.
Page 4**

COUNCIL MEMBERS, MAYOR & COMMITTEE REPORTS:

- Council Vice President, James Shull noted there is several no parking signs throughout the Borough, which are faded and need to be replaced. James Shull questioned why there is an ADA ramp/curb cut along E. Main Street at the intersection with Center Street as there is no signage indicating a pedestrian crossing. Borough Foreman, Dustin Zechman stated he will check on the faded no parking signs and the ADA ramp onto E. Main Street at the intersection with Center Street was installed by PennDOT during the E. Main Street paving project.
- Buildings, Streets & Sidewalk Committee Chairman, Donald Zechman updated Borough Council that there have not been any further complaints about the parking along Schoch Street. Donald Zechman reported that the parking space created at the intersection of Center Street and Sky Theater Alley by the dentist office creates a problem for vehicles exiting Sky Theater Alley onto Center Street and should be addressed.
- The Community Improvements Committee distributed a copy of the draft Project Proposal form, which will need to be completed for any new proposed project on Borough property. Council members should review the form so comments, additions and/or corrections can be discussed at next month's meeting.

CORRESPONDENCE, MINUTES, REPORTS:

- Council President, Donald Zechman called for any comments or questions regarding the correspondence, minutes or reports provided to Borough Council for review.

With no comments or further business to conduct, motion made by James Shull and seconded by Virgil Schlieff to adjourn tonight's meeting at 8:54 p.m. Motion carried unanimously.

Respectfully Submitted,

Elizabeth Paige
Borough Administrator/Secretary