

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, June 8, 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/President, George Price/Vice President, Elaine Sautner, Michael Kerstetter, Judy Lynn, Daniel Faust, and Mayor Heidi Potter.
Others Present: Beau Hoffman/Solicitor, Mark Bailey/Officer in Charge, Dustin Zechman/Borough Foreman, and Elizabeth Paige/ Borough Administrator
Public Present: Caleb Sheldon

CALL TO ORDER: Middleburg Borough Council meeting was called to order by Council President, Brian Swartz at 7:04 p.m. following the pledge of allegiance.

Council President, Brian Swartz called for any public comments. With no public comments, Brian Swartz continued the meeting,

Motion made by George Price and seconded by Brian Swartz to approve the meeting agenda as presented. Motion carried unanimously.

Motion made by Daniel Faust and seconded by Judy Lynn to approve the May 11, 2021, meeting minutes as presented. Motion carried unanimously.

Motion made by Michael Kerstetter and seconded by Elaine Sautner to approve the bills paid in May 2021 as presented. Motion carried unanimously.

Motion made by Brian Swartz and seconded by George Price to approve the financial statements as of May 31, 2021, as presented. Motion carried unanimously.

RISK MANAGEMENT AND INSURANCE PROPOSAL REVIEW:

- Caleb Sheldon of The Kilmer Group distributed to Borough Council the risk management and insurance proposal prepared for Middleburg Borough & Municipal Authority. Caleb Sheldon stated this year The Kilmer Group shopped the insurance market and the different insurance companies, who provided quotes, are listed on the premium summary page of the proposal. Caleb Sheldon briefly reviewed the premium summary/coverage comparison pages of the proposal and addressed several questions from Borough Council members. Motion made by Daniel Faust and seconded by Judy Lynn to approve the insurance coverage quote of \$29,955 from McKee along with the workers' compensation quote of \$26,004 from AmTrust for policy period 07/01/2021 to 07/01/2022. Motion carried unanimously.

REPORTS:

Borough Solicitor – Beau Hoffman

- Borough Solicitor, Beau Hoffman reviewed the Loan Commitment letter received from Northumberland National Bank for the loan amount of \$124,000 with a tax-free fixed interest rate of 2.0% per annum for a term of 60 months. At this time, Beau Hoffman reviewed Resolution 2021-05, which authorizes Council President, Brian Swartz and Council Vice President, George Price to execute all documents relating to financing from the Northumberland National Bank and Borough Administrator, Elizabeth Paige to attest to the signatures of the Council President and Council Vice

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President. Motion made by Judy Lynn and seconded by Elaine Sautner to accept the Loan Commitment received from Northumberland National Bank for the loan amount of \$124,000 with a tax-free fixed interest rate of 2.0% per annum for a term of 60 months. Motion carried unanimously. Motion made by Elaine Sautner and seconded by Daniel Faust to adopt Resolution 2021-05, which authorizes Council President, Brian Swartz and Council Vice President, George Price to execute all documents relating to financing from the Northumberland National Bank and Borough Administrator, Elizabeth Paige to attest to the signatures of the Council President and Council Vice President. Motion carried unanimously.

- Borough Solicitor, Beau Hoffman reviewed Resolution 2021-06, which adopts rules of procedure before the UCC & IPMC Board of Appeals and appoints individuals to serve on the Board of Appeals. Motion made by Brian Swartz and seconded by Elaine Sautner to adopt Resolution 2021-06, which adopts rules of procedure before the UCC & IPMC Board of Appeals and appoints individuals to serve on the Board of Appeals as follows: A.) Carla Sauer – 1 year term, B.) John Merroth – 2 year term, C.) Sean Good – 3 year term and D.) Steve Ebright – 2 year term. Motion carried unanimously.
- Borough Solicitor, Beau Hoffman reviewed the PennDOT letter of approval requesting an implementation of an engine brake retarder prohibition on S.R. 3008 (Paxtonville Road) within the Borough. Beau Hoffman stated the Borough is responsible to enact an ordinance for the approved restriction, as well as to purchase, erect, and maintain the required signing in accordance with PennDOT regulations. After a brief discussion of the required signage costs, Borough Council unanimously decided as there are no funds available in the 2021 budget to table the approved implementation of an engine brake retarder prohibition on S.R. 3008 (Paxtonville Road) within the Borough until the 2022 Budget review.
- Borough Solicitor, Beau Hoffman informed Borough Council the Glendale Cemetery Association still has not signed the temporary construction property easement for the Stump Run Project. Beau Hoffman stated the Glendale Cemetery Association's concern about their contractor's access if the roadway widening is not completed before the removal of the Cemetery Road bridge. The roadway widening should not be addressed in the easement as this work is not occurring on their property. Borough Administrator, Elizabeth Paige stated the current right-of-way on the roadways (E. Oak Avenue & Stetler Lane) is 13' with the current paved roadway being 9'-10' in width. The project contractor is responsible to repair/resurface the paved roadways at the completion of the project construction work and then the Borough's Public Works Department was to place an additional 1' of subbase material to each side of the roadways to widen the roadways within the legal right-of way. Borough Foreman, Dustin Zechman stated after meeting onsite, the cemetery's contractor agreed the roadway widening would allow sufficient access to the cemetery. At this time, Beau Hoffman recommended a letter be written to the Glendale Cemetery Association stating the easement will not be amended along with an explanation of the roadway widening, which will be completed by the Borough's Public Works Department. Borough Council directed the Borough Administrator to write the letter to the Glendale Cemetery Association as recommended by the Borough Solicitor.

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

- OIC, Mark Bailey reviewed the May 2021 monthly police department reports with Borough Council. Council Member, Daniel Faust questioned Mark Bailey about the effectiveness of the speed detection

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sign placed along East Main Street. Mark Bailey stated he would like to see the sign mounted on a sign pole, which would allow for the usage of the solar panel.

- OIC, Mark Bailey informed Borough Council the Fireman's Carnival parade permit was amended and resubmitted. The parade permit has been approved by PennDOT District 3 and was sent to the Harrisburg PennDOT office for approval.
- OIC, Mark Bailey reviewed a price quote received to upgrade the mobile laptop units with Borough Council. The total price quote is \$6,754, which includes an extra 2 year extended warranty plus the tablet includes a barcode scanning. Mark Bailey stated Women in Transitions are investigating if there is funding available and if the funds can be used to reimburse the Borough for the purchase of the tablets. Council Member, Elaine Sautner mentioned the Borough is working on setting up an account to apply for Walmart CyberGrant funds. Borough Solicitor, Beau Hoffman stated not upgrading the mobile laptop units poses a security risk to the police officers and a liability to the Borough. After discussing the priority of several projects in need of funding, Borough Council agreed the upgrade of the police department mobile laptop units needs to be the priority for funding. Motion by Elaine Sautner and second by Daniel Faust to accept the price quote from Crystal Digital Communications, Inc. to upgrade the mobile laptop units, which should not exceed the amount of extra 2021 budgeted funds. Motion carried unanimously.
- OIC, Mark Bailey reported the Police Department has made the purchase of the memorial fountain to be placed in Charles Park Lake in memory of former Police Chief, Tony Jordan.

Borough Foreman – Dustin Zechman

- Borough Foreman, Dustin Zechman reviewed the notice being released by the Municipal Authority due to the water system improvements at the water treatment plant on Wednesday, June 9th. The notice advises residents and businesses of the possibility of low water pressure, or no water being experienced from 8:00 a.m. to 2:00 p.m. plus the issuance of a boil advisory. The Municipal Authority will be required to conduct lab tests of the water before lifting the boiling advisory. Residents and businesses will be notified through the Swift 911 System when the boil advisory is lifted.

Borough Administrator/Zoning Officer – Elizabeth Paige

- Borough Administrator, Elizabeth Paige reviewed first payment request for the Stumps Run Project from the contractor, LandServ Inc. in the amount of \$19,800 after 10% retainage withheld. Motion by Brian Swartz and seconded by George Price to approve the first payment request for the Stumps Run Project from the contractor, LandServ Inc. in the amount of \$19,800. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige reviewed the year-to-date zoning permits issued report and Borough code violations report with Council. After a brief discussion of the enforcement of Section 302.4 Weeds of the International Property Maintenance Code (IPMC), Borough Council requested the Borough Solicitor to review the IPMC about enforcement of the continuance of a violation.

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- Borough Administrator, Elizabeth Paige reviewed the Summer 2021 Newsletter for corrections, additions, or changes. Additions to the newsletter were provided by Mayor Heidi Potter and Council Member, Elaine Sautner.

EXECUTIVE SESSION: Borough Council entered an executive session for the discussion of personnel matters at 8:40 p.m. Council President, Brian Swartz called the meeting back to order at 8:52 p.m. with no action being taken by Borough Council.

OLD BUSINESS: None

NEW BUSINESS: None

COUNCIL MEMBER & COMMITTEE REPORTS:

- Mayor Heidi Potter invited everyone to attend the ceremony to officially swear in Mark Bailey as the new Police Chief of Middleburg Borough on Tuesday, July 6th at the Borough office building. The Borough Administrator will coordinate the ceremony time with the Police Department and then notify every one of the ceremony time.
- Council Member, Daniel Faust inquired if the Middleburg Revitalization Committee (MRC) is considering taking more applications for the Hometown Hero Banners. Borough Administrator, Elizabeth Paige informed Dan Faust she will inform Jodie Sheaffer as she is taking names and phone numbers of people interested in applying for a banner if the MRC decides to place another order for more banners.
- Budget Committee Chairman, Brian Swartz requested the Borough Administrator to update and email the 2022 budget spreadsheet along with 2021 funding requests reviewed to the committee members.
- Grants Committee Chairperson, Elaine Sautner reviewed a spreadsheet listing of grants, which she compiled and reviewed with the committee members. Elaine Sautner stated the last column on the spreadsheet refers the grant to a department or committee for consideration. Elaine Sautner informed Borough Council the Borough Administrator has started working on an ARLE grant application.
- Borough Land Usage Committee Chairman, Brian Swartz discussed choosing a date and time in June for a walk of the Borough land behind the maintenance shed area by the committee members and the Borough Foreman.

With no comments or further business to be conducted, motion made by Elaine Sautner and seconded by George Price to adjourn tonight's meeting at 9:05 p.m.

Respectfully Submitted,
Elizabeth Paige
Borough Administrator/Secretary