

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, June 09, 2020 @ 7:00 p.m.
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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA
Council Members: Heidi Potter/President, Brian Swartz/Vice President, Judy Lynn, Michael Kerstetter, George Price, Elaine Saunter, Daniel Faust, and Debbie Bilger/Mayor.
Others Present: Beau Hoffman/Solicitor, Chris Sheaffer/Engineer, Tony Jordan/Police Chief, Dustin Zechman/Borough Foreman and Elizabeth Paige/Administrator
Public Present: Robert Garrett

CALL TO ORDER: Middleburg Borough Council meeting was called to order by Council President Heidi Potter at 7:10 p.m.

Motion made by Elaine Saunter and seconded by Daniel Faust to approve tonight's meeting agenda. Motion carried unanimously.

Motion made by Michael Kerstetter and seconded by George Price to approve the May 12, 2020 meeting minutes. Motion carried unanimously.

Motion made by Judy Lynn and seconded by Brian Swartz to approve the bills paid in May 2020 as presented. Motion carried unanimously.

Motion made by Brian Swartz and seconded by Judy Lynn to approve the financial statements as of May 31, 2020 as presented. Motion carried unanimously.

PUBLIC HEARINGS:

- Robert Garrett, President of the Greater Susquehanna Valley Chamber of Commerce updated Council on the development progress of the Borough's Comprehensive Plan, which was delayed due to the COVID-19 Pandemic. The Comprehensive Plan Steering Committee will be holding their next meeting at the Reliance Hose Company on Monday, June 15th at 7:00 p.m. All Council members are welcome to attend as the Steering Committee will be developing objectives and strategies for planning policies plus recommendations on the methods of management and implementation. With no questions or comments, Robert Garrett left the meeting at 7:25 p.m.

REPORTS:

Borough Engineer – Larson Design Group, LLC

- Borough Engineer, Chris Sheaffer informed Council the surveying work for the Stumps Run Project has been completed. Chris Sheaffer distributed and reviewed the following three (3) plan drawings of the project: 1) Existing conditions of the Stumps Run Channel along with the proposed demolition work, 2) Site Plan of the two (2) new retaining walls with a 4' protective fence on top to be placed on each side of the stream channel and 3) Profile and section drawing of the contour of the walls. Chris Sheaffer stated the existing wall behind the properties would be difficult to remove and replace without jeopardizing the foundation of existing decks/porches. So therefore, the new wall on the E Market Street side of the stream channel will be placed behind the existing wall along with a rip-rap guide to define the low-flow channel. Also, the stream bed will be flattened at Cemetery Road to make future stream clean out after high water events possible by the Borough. At this time, Chris Sheaffer addressed several questions from Council about the project design. Council unanimously agreed a meeting to discuss the project design with the property owners located within the project area

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should be scheduled. After a brief discussion, a proposed meeting date of Tuesday, June 23rd at 6:30 p.m. was selected. Council President, Heidi Potter requested the Borough Administrator to contact the property owners about the proposed meeting date and time to verify attendance.

- Borough Engineer, Chris Sheaffer informed Council the sidewalk inspection has been completed. Chris Sheaffer stated he has started compiling a sidewalk inspection report for the Borough, which will consist of an individual inspection form and sidewalk photos for each property. Chris Sheaffer informed Council the ADA ramps currently in place are not in compliance. Chris Sheaffer stated he will contact PennDOT about the current ADA ramps and inquire if replacement is required. Chris Sheaffer stated he will email the completed sidewalk inspection report, which should be maintained as the first record of sidewalk inspections, to the Borough Administrator. Borough Solicitor, Beau Hoffman informed Council once the sidewalk inspection report has been received, it must be considered as the official notice of those properties within the Borough having sidewalks not in compliance with the requirements of the ordinance. Also, Council must move forward with developing a plan of action (5-year or 10-year plan) and mailing of enforcement notices. If Borough Council does not develop a plan or takes no enforcement action, the Borough could be open to liability issues. Council President, Heidi Potter requested the Borough Administrator to email the completed sidewalk inspection report to all Council members for review before next month's meeting. Heidi Potter informed Streets & Sidewalks Committee Chairman, Michael Kerstetter to prepare a meeting schedule for his committee in order to start the development of an action plan and enforcement notices.

Borough Solicitor – AxRunkle, P.C.

- Borough Solicitor, Beau Hoffman reviewed the information he supplied regarding the COVID-19 phased reopening of restaurants.

Borough Police Chief – Tony Jordan

- Police Chief, Tony Jordan reviewed the monthly police reports with Council.
- Police Chief, Tony Jordan stated he contacted PennDOT about the Fireman's Parade permit and was informed no parade permits are being issued. Chief Jordan requested PennDOT supply the Borough with an official denial letter for the Borough's records. Council Member, George Price stated the Fire Company has made no decision to cancel the carnival but they are concerned about the pricing of the food products doubling in cost. A final decision will be made at the Fire Company's July 13th meeting.

Borough Foreman – Dustin Zechman

- Borough Foreman, Dustin Zechman reported fire hydrant flushing will be taking place next week on Monday, Tuesday, and Wednesday.

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- Borough Foreman, Dustin Zechman reported there were five (5) roll-off containers filled during the Borough's Spring Cleanup days.

EXECUTIVE SESSION: Borough Council entered an executive session for a legal discussion at 8:10 p.m. Council President, Heidi Potter called the meeting back to order at 8:28 p.m. and stated no action required.

OLD BUSINESS:

- Council President, Heidi Potter informed Council she has contacted someone about serving as the third member on the Property Maintenance Code Appeals Board.
- Council President, Heidi Potter called for any questions or comments about Resolution 2020-04: Adoption of the Snyder County Hazard Mitigation Plan as the official Hazard Mitigation Plan of Middleburg Borough. With no comments, motion made by Elaine Saunter and seconded by George Price to adopt Resolution 2020-04. Motion carried unanimously.

NEW BUSINESS:

- Borough Administrator, Elizabeth Paige reviewed the Borough's insurance coverage premium summary for policy period 07/01/2020 to 07/01/2021 prepared by The Kilmer Group. The overall insurance premium increase is 7% with 3% being the standard property inflation guard and the remaining 4% being the increase to workers compensation coverage and the law enforcement coverage due to annual wage increases.
- Borough Administrator, Elizabeth Paige reviewed the draft of the "Summer" newsletter with Council. Updates to the newsletter were submitted by Council Member, Elaine Saunter and Council President, Heidi Potter.

COUNCIL MEMBERS/MAYOR/COMMITTEE REPORTS:

- Council President, Heidi Potter reviewed a letter of request received from Grace Covenant Community Church to hold their annual event "Day in the Park" on Sunday, August 16th and their annual "Worship in the Park" on July 19th. With no comments, motion made by Daniel Faust and seconded by Judy Lynn to approve the requests made by Grace Covenant Community Church. Motion carried unanimously.
- Council Member, Elaine Saunter thanked Borough Zoning Officer, Elizabeth Paige as the monthly zoning report reflects property maintenance violations for weeds and grass are being addressed.

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- Council Member, Michael Kerstetter questioned if the 2020 budgeted donations have been paid. Borough Administrator, Elizabeth Paige stated no requests for release of the 2020 budgeted donations have been received. At this time, Michael Kerstetter submitted a letter of request for the release of the Teener League Baseball donation.
- Budget Committee Chairperson, Heidi Potter issued a reminder that Borough Committee budget requests for year 2021 should be submitted to the Borough Administrator before August.
- Council President, Heidi Potter inquired if the Safety Committee has scheduled a meeting to review and discuss possible speed enforcement devices. Police Chief, Tony Jordan stated he will email the Safety Committee members about rescheduling the previous cancelled meeting date. Council Vice-President, Brian Swartz stated the Safety Committee may want to investigate possible security camera installation at Charles Park since there will be a new picnic pavilion constructed this summer.

BOROUGH ADMINISTRATOR/ZONING OFFICER:

- Borough Administrator, Elizabeth Paige reviewed the Zoning Violation and Zoning Permit reports distributed.
- Borough Administrator, Elizabeth Paige informed Council the Zoning Hearing for Craig Gemberling has been rescheduled for Tuesday, June 16th at 5:30 p.m.
- Borough Administrator, Elizabeth Paige stated the employee dental insurance provider has provided a letter stating due to the COVID-19 impact that rates will not be increased.
- Borough Administrator, Elizabeth Paige distributed the “Revised” Part 5 of the Borough Code – Permits & Inspections of Rental Properties for Council to review and discuss at next month’s meeting.

CORRESPONDENCE, MINUTES AND/OR REPORTS:

- Council President, Heidi Potter inquired if there were any questions or comments on any of the information distributed to Council. With no questions or comments, Heidi Potter called for a motion to adjourn the meeting.

Motion by Brian Swartz and seconded by Daniel Faust to adjourn the meeting at 9:05 p.m.

Respectfully Submitted,
Elizabeth Paige
Borough Administrator/Secretary