

**MIDDLEBURG BOROUGH COUNCIL**  
**MEETING MINUTES**  
**Tuesday, March 09, 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 and Heidi Potter/Mayor. Via Zoom were Judy Lynn and Daniel Faust.  
Others Present: Beau Hoffman/Solicitor, Chris Sheaffer/Engineer, Dwayne Hackenberg/Fire Chief, Mark Bailey/Officer in Charge, Dustin Zechman/Borough Foreman, Jodie Sheaffer/Municipal Authority Secretary and Elizabeth Paige/Administrator  
Public Present: Via Zoom were Robert Garrett, Rylan Ebright, Greenland Construction, Kevin Raker Construction and Esch McCombie/McNees, Wallace & Nurick LLC

**CALL TO ORDER:** Middleburg Borough Council meeting was called to order by Council President, Brian Swartz at 7:00 p.m. A roll call of Council members present was followed by the Pledge of Allegiance.

**PUBLIC COMMENTS:** Robert Garrett/Greater Susquehanna Valley Chamber of Commerce President informed Borough Council the comment period for the Middleburg Comprehensive Plan closed on March 1, 2021. Robert Garrett stated three (3) minor comments on the Comprehensive Plan were received. Robert Garrett informed Borough Council the next step is for the Borough to hold a public hearing for comments and if no major comments are received then Borough Council may move forward with adoption of the Comprehensive Plan. After a brief discussion, Borough Council agreed to hold the public hearing at the May 11, 2021 Borough Council meeting.

Motion made by George Price and seconded by Brian Swartz to approve the meeting agenda with the Executive Session being held earlier in the meeting schedule. Motion carried unanimously.

Motion made by Elaine Sautner and seconded by George Price to approve the February 09, 2021 meeting minutes as presented. Motion carried unanimously.

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

Motion made by Elaine Sautner and seconded by Judy Lynn to approve the financial statements as of February 28, 2021 as presented. Motion carried unanimously.

**REPORTS:**

**Borough Engineer – Chris Sheaffer**

- Borough Engineer, Chris Sheaffer requested Borough Council waive any Borough permit fees (removal/replacement of property owner decks) involved with the Stumps Run Project. Motion made by George Price and seconded by Michael Kerstetter to waiver any Borough permit fees involved with the Stumps Run Project. Motion carried unanimously.
- Borough Engineer, Chris Sheaffer requested the Borough Council waive the two (2) hour parking limit on E. Market Street for the property owners affected by the Stumps Run Project. Motion made by Elaine Sautner and seconded by George Price to waive the two (2) hour parking limit on E. Market Street for the property owners affected by the Stumps Run Project. Motion carried unanimously.

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**Fire Chief – Dwayne “Butch” Hackenberg**

- Fire Chief, Butch Hackenberg distributed/reviewed the Total Calls Report for 2020 and Total Calls to Date Report for 2021 from Reliance Hose Co. #1.
- Fire Chief, Butch Hackenberg informed Borough Council so far this year all the fire company events have been successful and well attended.

**Borough Solicitor – Beau Hoffman**

- Borough Solicitor, Beau Hoffman reviewed Resolution 2021-03, which amends the Borough Personnel Policy to include forms for the annual employee performance evaluation process. Motion made by Elaine Sautner and seconded by Brian Swartz to approve Resolution 2021-03. Motion carried unanimously.
- Borough Solicitor, Beau Hoffman reported most of the easements for the Stumps Run Project are completed. Beau Hoffman stated Council President and the Borough Secretary will need to sign the easements before they can be recorded.

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

- OIC, Mark Bailey reviewed the February 2021 monthly police department reports and reported on the amount of reimbursable police funds received in February 2021.
- OIC, Mark Bailey reported the speed monitoring sign was installed along with a 25 MPH speed limit sign, which was removed during the construction of Burger King.
- OIC, Mark Bailey reported the new approved police vehicle has been ordered.
- OIC, Mark Bailey informed Borough Council the police department emails were updated from ptd.net emails to ptd.org emails. Plus, two (2) new email accounts were added one for Officer Thomas and one for Officer Shaffer.
- OIC, Mark Bailey informed Borough Council after reviewing the police department budget with Mayor, Heidi Potter and Borough Administrator, Elizabeth Paige, he will be expending budgeted equipment funds to update the police department surveillance system.
- OIC, Mark Bailey presented the PennDOT parade permit for the Firemen’s Carnival Parade for approval by Borough Council. Motion made by Brian Swartz and seconded by George Price submit the Firemen’s Carnival Parade permit to PennDOT for approval. Motion carried unanimously.

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**7:30 P.M. BID OPENING – STUMPS RUN PROJECT**

- Borough Administrator, Elizabeth Paige stated three (3) bid packets were received from the following contractors: Kevin Raker Construction, Landserv Inc. and Greenland Construction. Elizabeth Paige open and read the bid amounts to the Borough Engineer, Chris Sheaffer, who recorded the bid amounts submitted by each contractor. Chris Sheaffer informed Borough Council he will review all the bid packets for document compliance. To allow the project to move forward, motion made by George Price and seconded by Daniel Faust to approve the lowest apparent responsible bidder for the Stumps Run Project. Motion carried unanimously. At this time, a brief discussion of the project funding was held with the Borough Engineer.

**EXECUTIVE SESSION:** Borough Council entered an executive session for the discussion of legal and personnel matters at 7:48 p.m. Council President, Brian Swartz called the meeting back to order at 8:42 p.m. With the following action being taken by Borough Council:

- Motion made by Elaine Sautner and seconded by Daniel Faust to approve the new job description for the Police Chief and to advertise the job position. Motion carried unanimously.

**REPORTS:**

**Borough Foreman – Dustin Zechman**

- Borough Foreman, Dustin Zechman requested Borough Council waive any bonding of Borough roads by the approved Water Improvements Project contractor. Borough Administrator, Elizabeth Paige stated she was unable to locate a Borough Ordinance requiring the bonding of roadways. Borough Council agreed no bonding will be required but the contractor will be required to restore the road to current road conditions. Dustin Zechman stated he will video the road(s) prior to project work.

**Borough Administrator/Zoning Officer – Elizabeth Paige**

- Borough Administrator, Elizabeth Paige reviewed the YTD report for zoning permits issued and code violations.

**OLD BUSINESS:**

- Mayor, Heidi Potter informed Borough Council that Debbie Bilger does not want to become the second alternate member for the UCC & IPMC Board of Appeals. So therefore, Borough Council will need to continue to search for an alternate member.
- Borough Administrator, Elizabeth Paige reviewed the draft letter of support written to the Snyder County Commissioners for the sponsorship of the proposed Community College by the Susquehanna Valley Community Education Project. Council President, Brian Swartz stated he has provided the Borough Administrator with a small revision to the letter. With no other comments, Borough Council unanimously approved to send the letter of support to the Snyder County Commissioners.

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**NEW BUSINESS:**

- Borough Administrator, Elizabeth Paige reviewed the draft of the Spring Newsletter. Corrections and revisions to the newsletter were offered by Mayor/Heidi Potter, Council President/Brian Swartz, and Council Member/Elaine Sautner.

**COUNCIL MEMBER & COMMITTEE REPORTS:**

- Parks & Recreation Committee Chairperson, Judy Lynn inquired if the New Hope Baptist Church volunteers could paint the playground equipment and park benches in Charles Park as a letter of request to perform community service was received from their youth group leaders. Borough Foreman, Dustin Zechman stated the Mid-West School District volunteer program, a local Boy Scout Troop plus a youth needing community service hours have all been in touch with him about performing community service projects for the Borough. Dustin Zechman stated he will call New Hope Baptist Church to further discuss their offer to perform community service.
- Council Member, Judy Lynn informed Borough Council the American League will be donating flags again this year to decorate the Borough office building for Memorial Day. Council President, Brian Swartz asked if Judy Lynn could also inquire about getting a large U.S. Flag for the community room.
- Council Member, Michael Kerstetter stated he received a recommendation for placing a second portable toilet in Charles Park from Richard's Portable Toilets, who provides the portable toilet service. Borough Administrator, Elizabeth Paige informed Borough Council service for only one (1) portable toilet was budgeted for this year. After a brief discussion, Borough Council unanimously agreed to have the Borough Foreman monitor the portable toilet service this year to determine if a second portable toilet is needed and if so, will be considered in next year's budget.
- Mayor, Heidi Potter informed Borough Council she will be attending the April meeting via ZOOM as she will not be in town. Heidi Potter offered a "Thank You" to Elaine Sautner for all her work on putting together the new job description for the Police Chief position.
- Snyder County Tax Collection representative, Heidi Potter asked the Borough Administrator to contact the SCTC Committee Chairman, Jeff Hummel about the date/time for the next committee meeting as her address needs to be updated with the committee.
- Safety Committee Chairman, George Price offered a "Thank You" to the police department for following the public works department through the Borough as the snowflake lights were removed from the light poles. Council President, Brian Swartz stated he would like the Safety Committee to continue the investigation of placing a security camera/lights in Charles Park near the new pavilion.

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- Budget Committee Chairman, Brian Swartz informed Borough Council a donation request letter was received from Shaffers Landscapes Inc. for 2022 Budget consideration.
  
- Borough Land Usage Committee Chairman, Brian Swartz stated a committee meeting has not been held but he will be reaching out to the committee members to set a date for a meeting. Brian Swartz inquired would there be grant funding available if there is Borough land available for installing a boating access to Middlecreek. Grants Committee Chairperson, Elaine Sautner answered yes, there is grant funding available for recreational projects such as installing a boating access.
  
- Borough Council Member, Elaine Sautner inquired if Borough Council must do anything about filling the vacant Borough Council position. Borough Solicitor, Beau Hoffman stated the deadline of thirty (30) days for the Borough Council to appoint a member to fill the vacancy has been exceeded. Beau Hoffman stated at this time, there is no further action required by Borough Council to fill the vacant Borough Council position.

Council President, Brian Swartz inquired if there were any questions about the correspondence, minutes and other reports submitted for review by Borough Council. With no comments or further business to be conducted, motion made by Elaine Sautner and seconded by Brian Swartz to adjourn tonight's meeting at 9:27 p.m.

Respectfully Submitted,  
Elizabeth Paige  
Borough Administrator/Secretary