

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, May 11, 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 Mayor Heidi Potter. Via Zoom was Daniel Faust. Absent was Council Member, Judy Lynn.
Others Present: Beau Hoffman/Solicitor, Chris Sheaffer/Engineer, Mark Bailey/Officer in Charge, Fire Chief/Dwayne Hackenberg, Dustin Zechman/Borough Foreman, and Elizabeth Paige/Borough Administrator
Public Present: Robert Garrett and Rylan Ebright

CALL TO ORDER: Middleburg Borough Council meeting was called to order by Council President, Brian Swartz at 7:00 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 Elaine Sautner and seconded by Michael Kerstetter to approve the meeting agenda as presented. Motion carried unanimously.

Motion made by George Price and seconded by Elaine Sautner to approve the April 13, 2021, meeting minutes as presented. Motion carried unanimously.

Motion made by Michael Kerstetter and seconded by Brian Swartz to approve the bills paid in April 2021 as presented. Motion carried unanimously.

Motion made by Elaine Sautner and seconded by George Price to approve the financial statements as of April 30, 2021, as presented. Motion carried unanimously.

PUBLIC HEARING: At 7:04 p.m. Council President, Brian Swartz opened the public hearing for the Middleburg Borough Comprehensive Plan, which was properly advertised. Greater Susquehanna Valley Chamber of Commerce (GSVCC) President, Robert Garrett distributed draft comprehensive plan final editions for public review and comment. Robert Garrett stated he would like to recognize the following Comprehensive Plan Steering Committee members, who help to develop the plan: Adam Deitz, Robert Deitz, Dwayne “Butch” Hackenberg, Craig Rodabough, Dustin Zechman, George Price, Heidi Potter, Jim Grose, Lincoln Kaufman, Rylan Ebright, Debbie Bilger and Brian Swartz. Robert Garrett stated the comprehensive plan developed as an implementable comprehensive plan. The primary goal of the Comprehensive Plan and therefore Middleburg Borough’s future is “To maintain and enhance its historic sense of place while promoting livability for borough residents and visitors.” Robert Garrett stated the following three (3) priorities identified during the plan development: 1) Safety & Transportation, 2) Economic development and Identifying declining/blighted properties and 3) Recreation/Community facilities & Connections to surrounding areas. Open communication is critical for implantation of the comprehensive plan, so therefore a borough planning commission will be appointed. With no public comments, the public hearing was closed by Council President, Brain Swartz at 7:12 p.m. Borough Solicitor, Beau Hoffman reviewed Resolution 2021-04 approving the adoption of the Middleburg Borough Comprehensive Plan. Motion made by Brian Swartz and second by George Price to adopt Resolution 2021-04. Motion carried unanimously.

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REPORTS:

Fire Chief – Dwayne “Butch” Hackenberg

- Fire Chief, Dwayne Hackenberg reviewed the Reliance Hose Co. #1 Calls to Date Report with Borough Council. Dwayne Hackenberg reported all the fire company events are going well. Dwayne Hackenberg reported the fire company will be holding this year’s carnival with or without a parade.

Borough Engineer – Chris Sheaffer

- Borough Engineer, Chris Sheaffer reported the Notice of Intent to Award the Stumps Run Channel Restoration has been sent out to the low apparent bidder, Landserv, Inc. Chris Sheaffer informed Borough Council he has prepared three (3) copies of the project contract for signing tonight. Chris Sheaffer stated Landserv, Inc. has proposed a tentative start date of July 1, 2021. Landserv, Inc. will make an initial payment request for approximately \$125,000 for the purchase of the retaining walls. At this time, Borough Solicitor Beau Hoffman informed Borough Council he investigated the possible usages of the Coronavirus Relief Package funds, and these funds can be allocated as funds for the Stumps Run Stormwater Project. Beau Hoffman also informed Borough Council the Borough may borrow funds up to \$124,999 without going through the RFP process and legal documentation filing. Borough Council held a discussion about the extra funding needed for this project and the project easements. Borough Council unanimously agreed to use the Coronavirus Relief Funds for this project and to borrow \$124,000 of funds from the Northumberland National Bank. Borough Council directed the Borough Administrator to contact Northumberland National Bank to start the process for a loan. Motion made by George Price and second by Elaine Sautner to award the Stumps Run Channel Restoration Project to Landserv, Inc. Motion carried unanimously.

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

- OIC, Mark Bailey reviewed the April 2021 monthly police department reports. Mark Baily commented the police department revenues increased slightly due to more citations being issued by the officers.
- OIC, Mark Bailey informed Borough Council he is investigating the upgrade of the mobile laptop units as the J-Net system access requires the use of Windows 10. Mark Baily stated he will investigate if the Women in Transition Grant currently access by the Police Department will be able to supply any funds for the upgrade of the mobile laptop units.
- OIC, Mark Bailey informed Borough Council there has been no response from PennDOT on the parade for the Fireman’s Carnival.

Borough Foreman – Dustin Zechman

- Borough Foreman, Dustin Zechman stated the Municipal Authority approved the Notices to Proceed to the approved contractors for the Water Improvements Project. Dustin Zechman stated he will try to keep property owners within the project areas informed via the Swift 911 Alert System.

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- Borough Foreman, Dustin Zechman reported he obtained a price quote of \$2,500 from Apache Tree Service for the removal of several ash trees within the recreation park area. After a brief review of recreation budgeted funds, Borough Council requested the Borough Administrator investigate if there are extra funds within another budget account, which could be transferred to cover this cost.
- Borough Foreman, Dustin Zechman reported Brouse Lumber donated the mulch for the recreation park playground area. Borough Council requested the Borough Administrator send a thank you to Brouse Lumber.
- Borough Foreman, Dustin Zechman informed Borough Council the Middleburg Revitalization Committee will begin the construction of picnic pavilion on Saturday, May 15th.
- Borough Foreman, Dustin Zechman reported he obtained a price quote of \$760 (good for 24 hours) for the supplies to install the electrical service for the fountains in Charles Park Lake.

Borough Administrator/Zoning Officer – Elizabeth Paige

- Borough Administrator, Elizabeth Paige reviewed the year-to-date zoning permits issued report and Borough code violations report with Council. A brief discussion on zoning enforcement procedures was held at this time. Since zoning violations should be documented with pictures, Elizabeth Paige stated she will research the purchase of a digital camera for the purpose of taking zoning violation pictures.
- Borough Administrator, Elizabeth Paige informed Borough Council she approached the Middleburg Revitalization Committee (MRC) with the idea of seeking donations to place a second fountain in Charles Park Lake as the Middleburg Police Department has raised funds and will be placing a fountain in the lake in memory of former Police Chief, Tony Jordan. The second fountain will be placed in memory of all the past Borough residents and employees, who have made a positive impact in the community. MRC approved the idea as presented.

EXECUTIVE SESSION: Borough Council entered an executive session for the discussion of personnel matters at 8:26 p.m. Council President, Brian Swartz called the meeting back to order at 9:14 p.m. With the following action being taken by Borough Council:

- Motion made by George Price and second by Elaine Sautner to grant a conditional offer to Mark Bailey to be hired as Chief of Police for Middleburg Borough effective July 6, 2021, at a salary of \$67,870 (prorated). The two (2) conditions of the offer are receipt of requested satisfactory documentation and a written agreement on the terms and conditions of employment. Motion carried unanimously.

OLD BUSINESS:

- Council President, Brian Swartz stated an alternate member is still need for the UCC and IPMC Board of Appeals. After a brief discussion, Borough Council requested the Borough Administrator to contact the people, who agreed to serve on the Board of Appeals, and inquire if they are still willing to serve. Borough Council directed the Borough Solicitor to prepare the necessary resolution for appointment.

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NEW BUSINESS:

- Mayor Heidi Potter reviewed the Proclamation declaring May 16-22, 2021, as Emergency Medical Services Week with Borough Council.
- Borough Administrator, Elizabeth Paige reviewed the employee health insurance renewal spreadsheet with Borough Council. After a brief discussion of the renewal, motion made by Brian Swartz and second by George Price to renew the current health insurance plan for the employees. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige reported after reviewing the 2021 budget allocations, there would be sufficient funds within the budget to cover the costs of the \$2,500 tree service and electrical supplies to install the service for the fountains in Charles Park Lake. Motion made by Brian Swartz and second by Elaine Sautner to approve the tree service and electrical supplies expenditures, which should not exceed \$3,500. Motion carried unanimously.

COUNCIL MEMBER & COMMITTEE REPORTS:

- Council President, Brian Swartz stated since the state is changing the COVID masking requirements, does Council still want to offer the Zoom option for attending Council meetings? Council unanimously agreed to discontinue the Zoom option for meetings unless someone from the Public makes a request prior to the meeting to have the Zoom option available.
- Mayor Heidi Potter reported the ceremony for dedication of renaming Route 104 to “Chief Tony Jordan Memorial Highway” will take place during Fireman’s Carnival on Friday, August 6th starting at 6:15 p.m. Heidi Potter stated the webinars she has attended on police department supervision have been highly informative.
- Grants Committee Chairperson, Elaine Sautner stated she will be reaching out the committee members to setup a meeting date and time.
- Buildings & Grounds Chairman, George Price stated the elevator has been repaired and recommended the replacement of the roof over the elevator shaft be a top priority consideration.
- Budget Committee Chairman, Brian Swartz stated the various committees and borough departments should be starting to develop budget requests for consideration in the upcoming development of the 2022 Budget.

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 9:46 p.m.

Respectfully Submitted,
Elizabeth Paige
Borough Administrator/Secretary