

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, May 14, 2024 @ 7:00 p.m.
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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, Brian Swartz, Virgil Schlieff and Mayor Heidi Potter.
Others Present: Beau Hoffman/Solicitor, Police Chief/Mark Bailey, Borough Foreman/Dustin Zechman, Fire Chief/Scott Reigle 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.

Mayor Heidi Potter administered the Oath of Office to the new Council Member, Virgil R. Schlieff.

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

PUBLIC COMMENTS:

- Borough Resident, Donald Meredith questioned Borough Council if there has been any further discussion regarding the stormwater matters, he addressed at a previous meeting. Council President, Donald Zechman informed Donald Meredith the individual property stormwater matters had been referred to the Borough Engineer to be handled on a case-by-case basis with the individual property owners. Donald Zechman stated the Buildings, Streets & Sidewalks Committee will be discussing the street stormwater issues when the committee performs a review of the Borough streets.

MINUTES, PAID BILLS, FINANCIAL REPORTS:

Motion made by Gary Thomas and seconded by James Shull to approve the April 09, 2024, monthly meeting minutes as presented. Motion carried unanimously.

Motion made by James Shull and seconded by Brian Swartz to approve the April 09, 2024, Vacancy Board special meeting minutes as presented. Motion carried unanimously.

Motion made by James Shull and seconded by Beverly Inch to approve the bills paid in April 2024 as presented. Motion carried unanimously.

Motion made by Brian Swartz and seconded by James Shull to approve the financial statements as of April 30, 2024, as presented. Motion carried unanimously.

REPORTS:

Fire Chief – Scott Reigle

- Fire Chief, Scott Reigle supplied the Borough Administrator, Elizabeth Paige with fire company incident reports for the months of March and April 2024. Elizabeth Paige will email a copy of the reports to the Borough Council members.
- Fire Chief, Scott Reigle reported the fire company is incredibly happy with the changes and staffing for the emergency medical services being provided by William Cameron Engine Company. The new billing for services is moving forward and should be completed very soon.

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- Fire Chief, Scott Reigle briefly reported on fire company events taking place. Council Member, Brian Swartz questioned if the fire company would be requesting the same street closures for the firemen's parade as done in previous years. Scott Reigle stated yes, the street closures would be the same as requested in previous years. After a brief discussion, Borough Council requested the Fire Chief submit a letter of request for the street closures to be reviewed and approved at next month's meeting.

Borough Solicitor – Beau Hoffman

- Borough Solicitor, Beau Hoffman presented Resolution 2024-11, which adopts the Rules and Regulations for the Middleburg Borough Civil Service Commission. Motion made by James Shull and seconded by Brian Swartz to approve Resolution 2024-11. Motion carried unanimously.
- Borough Solicitor, Beau Hoffman reported he has reviewed the Maintenance Agreement between the Borough of Middleburg and the County of Snyder for the area referred to as the "cut" in the agreement, which may be terminated by either party upon ninety (90) days' notice in writing. After a brief discussion, motion made by Gary Thomas and seconded by Virgil Schlieff to send a letter of notice to terminate the agreement effective 90 days from the date of the notice and to make the offer per the fee schedule provided by the Borough Foreman for the Borough to continue the mowing of the property. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige reviewed the letter from William Burns, who received a letter from the Borough stating his private property located along the "cut" area would no longer be mowed by the Borough. Borough Foreman, Dustin Zechman reported Willam Burns has mowed the property since receiving the letter from the Borough. At this time, Elizabeth Paige recommended the Borough Council consider amending the International Property Maintenance Code (IPMC), Section 302.4 by reducing the length of grass/weeds from 12" to 8". Borough Solicitor, Beau Hoffman informed Borough Council an ordinance is required to amend the IPMC adopted by the Borough. Motion made by Beverly Inch and seconded by Gary Thomas requesting the Borough Solicitor to prepare and advertise an ordinance to amend the IPMC, Section 302.4 reducing the length of grass/weeds from 12" to 8" for next month's meeting. Motion carried unanimously.
- Borough Solicitor, Beau Hoffman reported the attorney from McNees, Wallace & Nurrick, LLC stated the Borough should keep track of any cleanup necessary at the Middleburg Yarn property as the court complaint filed could possibly be amended to include the cleanup costs incurred.

Police Chief – Mark Bailey

- Police Chief, Mark Bailey reviewed the 2024 monthly police reports with Borough Council.
- Police Chief, Mark reported PennDOT completed the study of N. Main Street as requested and the results of the study indicate a reduction to the existing 35 mph to 25 mph is justified on N Main Street from the traffic signal intersection to the Franklin Township municipal boundary line. Borough Foreman, Dustin Zechman stated the new 25 mph signs needed for posting N Main Street have been ordered.
- Police Chief, Mark Bailey reviewed the letter of request from the Reliance Hose Co. No. 1 to sponsor a special event: Firemen's Parade on Thursday, August 8, 2024, from 6:30 p.m. to 8:30 p.m. If Borough Council approves the request, the Police Department will need to submit the required parade permit application to PennDOT. After a brief discussion, a motion was made by Brian Swartz and seconded by James Gahring to approve the special event request and to direct the Police Chief to submit the parade permit application to PennDOT for approval. Motion carried unanimously.

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- Police Chief, Mark requested the Borough Council to submit a written request to the Civil Service Commission to begin the process for certification of eligible applicants for the vacant full-time police officer position per the Civil Service Rules and Regulations. Motion by James Shull and seconded by Gary Thomas to submit a written request to the Civil Service Commission to begin the process for certification of eligible applicants for the vacant full-time police officer position per the Civil Service Rules and Regulations. Motion carried unanimously.

Borough Foreman – Dustin Zechman

- Borough Foreman, Dustin Zechman reviewed the Mid-West High School Work Study Program – Training Agreement with Borough Council. Dustin Zechman stated only Junior or Senior students are eligible to participate in the Work Study Program. Dustin Zechman stated a student has made inquiry about participating in the Work Study Program next year if the Borough is willing to become a participating employer. After a brief discussion, Borough Council directed the Borough Foreman to contact the school district about the opportunity to become a permanent employer for the Work Study Program starting in year 2025. The Budget Committee will add a budget line for the Work Study Program. Motion made by James Gahring and seconded by Virgil Schlieff to approve the Mid-West High School Work Study Program/Training Agreement if the current student, who inquired about the work study program with the Borough is still interested. Motion carried unanimously.

Borough Administrator/Zoning Officer – Elizabeth Paige

- Borough Administrator, Elizabeth Paige reviewed the current Zoning Violation Report and the updated Violation Report from the Code Enforcement Officer with Borough Council.
- Borough Administrator, Elizabeth Paige reviewed the employee health/dental/vision insurance renewals with the Borough Council. Elizabeth Paige reported there is no increase in the dental or vision insurance rates. The renewal of the current Geisinger health insurance plan will only be a 0.4% increase and the budgeted increase was 10% for the health/dental/vision insurance plans. Motion made by Gary Thomas and seconded by James Shull to approve the employee health/dental/vision insurance renewals as presented. Motion carried unanimously.

OLD BUSINESS - None

NEW BUSINESS –

- Council President, Donald Zechman stated new Council Member, Virgil Schlieff will be added to the Buildings, Streets & Sidewalks Committee.

COUNCIL MEMBERS, MAYOR & COMMITTEE REPORTS:

- Community Improvements Committee Chairperson, Beverly Inch reported the committee held a meeting and is developing an application process for groups and/or individuals proposing future projects to the Borough for consideration.
- Personnel Committee Chairman, Gary Thomas reported the committee has worked on the job description for a full-time public works employee and is ready to advertise for applications. Borough Foreman, Dustin Zechman reported public works employee, Judy Varner has changed her mind and is not ready to retire at the end of 2024. Dustin Zechman recommended the Personnel Committee place a hold on hiring another full-time public works employee.

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- Zoning/Sign Ordinance Committee Chairman, Brian Swartz reported the committee held a meeting prior to tonight's meeting and will be developing a draft copy of the changes/additions to be added to the Zoning Ordinance – Signage Section for review.

- Budget Committee Chairman, Brian Swartz requested the Borough Foreman, Police Chief and Borough Administrator to start developing a list of equipment or requests to be considered during the development of the 2025 Budget.

- The Risk Assessment & Management Policy Committee will start conducting a review of the policy as several safety issues/matters within the Borough may need to be addressed.

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 Brian Swartz to adjourn tonight's meeting at 7:50 p.m. Motion carried unanimously.

Respectfully Submitted,

Elizabeth Paige
Borough Administrator/Secretary