

**MIDDLEBURG BOROUGH COUNCIL**  
**“DRAFT” MEETING MINUTES**  
**Tuesday, November 10, 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, Michael Kerstetter, George Price, Judy Lynn, Elaine Sautner, Daniel Faust, and Debbie Bilger/Mayor  
Others Present: Beau Hoffman/Solicitor, Tony Jordan/Police Chief, Dustin Zechman/Borough Foreman, Chris Sheaffer/Borough Engineer, Dwayne Hackenberg/Fire Chief and Elizabeth Paige/Administrator  
Public Present: “None”

**CALL TO ORDER:** Middleburg Borough Council meeting was called to order by Council President Heidi Potter at 7:00 p.m. and was followed by the Pledge of Allegiance.

**PUBLIC COMMENTS:** None as there was no public present at tonight’s meeting.

Motion made by George Price and seconded by Daniel Faust to approve tonight’s meeting agenda. Motion carried unanimously.

Motion made by Judy Lynn and seconded by Brian Swartz to approve the October 13, 2020 meeting minutes as presented. Motion carried unanimously.

Motion made by Michael Kerstetter and seconded by Judy Lynn to approve the bills paid in October 2020 as presented. Motion carried unanimously.

Motion made by Daniel Faust and seconded by Elaine Sautner to approve the financial statements as of October 31, 2020 as presented. Motion carried unanimously.

**PUBLIC HEARING:** Proposed Ordinance No. 351 – An ordinance of the Borough of Middleburg amending Chapter 7, Part 2 of the Borough Code, which restricts and regulates outdoor fires within the Borough, amending the definition of burn container and creating a permitting process for public demonstration.

- Council President, Heidi Potter open the public hearing at 7:03 p.m. Borough Solicitor, Beau Hoffman informed Council of a correction needed to page 3, where Section 4 listed two times and the second Section 4 should be listed as Section 5. With no further comments, motion made by Brian Swartz and seconded by Heidi Potter to adopt Ordinance No. 351 with the correction as stated by the Borough Solicitor. Motion carried unanimously.

**REPORTS:**

**Borough Engineer – Larson Design Group, Inc.**

- Borough Engineer, Chris Sheaffer informed Council the Stumps Run Project has received approval from the Army Corp. of Engineers and all the comments from the Department of Environmental Protection have been addressed. Chris Sheaffer stated a bid package will be prepared so the bid process can take place in the Spring of 2021.
- Borough Engineer, Chris Sheaffer inquired if the Streets & Sidewalk Committee had any further questions about the sidewalk inspection report. Committee Chairman, Michael Kerstetter stated the committee would like to meet again once the Borough’s Comprehensive Plan is adopted, which will assist in the development of a plan to address sidewalk repairs and placement.

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

- Fire Chief, Butch Hackenberg distributed and reviewed the current Reliance Hose Co. #1 call reports for year 2020. Butch Hackenberg updated Council on grants received and applied for by Reliance Hose Co. #1 plus he explained the cost for various fire gear and equipment needed by the fire company. Butch Hackenberg stated the fire company will soon need to replace a truck, which the fire company has budgeted for by setting up an equipment replacement schedule.

**Borough Police Chief – Tony Jordan**

- Police Chief, Tony Jordan reviewed the October 2020 Police Reports and reported on grant funding received in the month of October 2020.

**OLD BUSINESS:**

- Council President, Heidi Potter stated two (2) members are still needed for the UCC & IPMC Board of Appeals. Borough Solicitor, Beau Hoffman stated Steve Ebright has agreed to become an alternate member on the UCC & IPMC Board of Appeals.

**NEW BUSINESS:**

- Council President, Heidi Potter reviewed the request from the Middleburg Revitalization Committee (MRC) for approval of the cost for the Borough to photocopy the application and introductory letter for the Hometown Hero Banner Program and for the Borough office to be the host site where the forms maybe picked up. The completed application forms will be mailed back to MRC. Motion made by Heidi Potter and seconded by Elaine Sautner to approve the request presented by MRC. Motion carried unanimously.
- Council President, Heidi Potter reviewed the letter from Snyder County Libraries requesting the Borough to continue the in-kind donation of supplying the space to operate the Middleburg branch of the Snyder County Libraries. Motion made by Daniel Faust and seconded by Judy Lynn to continue the in-kind donation to the Snyder County Libraries. Motion carried unanimously.
- Council President, Heidi Potter reviewed the letter received from Light-Heigel & Associates, Inc. informing the Borough of their rate increase (\$67 to \$68 per hour) for property maintenance and rental inspection services for year 2021. Motion made by George Price and seconded by Brian Swartz to approve retaining Light-Heigel & Associates, Inc. for property maintenance and rental inspections for the year 2021 at the rate of \$68.00 per hour. Motion carried unanimously.
- Council President, Heidi Potter reviewed the proposed 2021 Borough Budget with Council. Budget Committee Chairperson, Heidi Potter stated she will be holding a tutorial budget workshop with Council members, Daniel Faust, and Elaine Sautner. At 7:45, Heidi Potter tabled the proposed 2021 Borough Budget discussion.

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**7:46 PM – EXECUTIVE SESSION:** Borough Council entered an executive session for discussion of personnel matters and legal matters at 7:46 p.m. Council President, Heidi Potter called the meeting back to order at 8:40 p.m. Executive session discussion resulted in the following motions being made:

- Motion made by Heidi Potter and seconded by Daniel Faust to adopt and implement a COVID-19 Employee Policy stating the following: If an employee travels to a state with high numbers of COVID-19 cases (those states that the Governor and the Department of the Health recommend a quarantine following travel to that state) and experiences any symptoms of COVID-19 upon return and is directed to quarantine by a medical provider, as the employee tests positive for COVID-19, the employee should immediately notify their supervisor and will be required to quarantine for 14 days. Any employee, who is required to quarantine, will be paid by the Borough for their normal work hours during the required quarantine period. Any employee, who does not experience COVID-19 symptoms and has not tested positive for COVID-19, will not be paid for a voluntary quarantine. Motion was carried unanimously.
- Council President, Heidi Potter re-opened the tabled budget discussion. Based on the executive session legal discussion, budget funds will be reallocated to develop a budget line for legal/consulting services for dealing with the yarn factory building. Motion made by Brian Swartz and seconded by Judy Lynn to advertise the proposed 2021 Borough Budget for public review and comments. Motion carried unanimously.

**COUNCIL MEMBERS/MAYOR/COMMITTEE REPORTS:**

- Budget Committee Chairperson, Heidi Potter reported the Budget Committee has received information from Northumberland National Bank about two (2) possible capital improvement loan scenarios. Committee Member, Brian Swartz stated he would like to see the Borough Comprehensive Plan completed and adopted, which would then be used as a tool to work on capital improvements. After a brief discussion, Heidi Potter directed the Borough Administrator, Elizabeth Paige to contact Robert Garrett about the status of the Borough Comprehensive Plan process.
- Council Member, Brian Swartz questioned the Borough Foreman, Dustin Zechman if there was plans to address sight distance/road obstructions as he has notice several on various streets throughout the Borough. Dustin Zechman stated this is the time of year when the public works department will go throughout the Borough checking and addressing sight distance/road obstructions.
- Personnel Committee Chairman, Brian Swartz reported the Borough has received eighteen (18) job applications/resumes for the Part-Time Municipal Authority Secretary position. The Committee will be reviewing the applications/resumes for possible candidates to interview.

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- Council Member, Michael Kerstetter stated he has been questioned if Council has considered reducing the annual cleanup fee since the Borough changed the Cleanup from curbside pickup to drop off. After a brief discussion and review of the monthly financial report, Council unanimously agreed there will be no change to the annual cleanup fee. Michael Kerstetter stated due to the continued nice weather conditions, he has notice there is still heavy usage of the recreation park and portable toilet. Borough Administrator, Elizabeth Paige informed Council the portable toilet service will continue until the Borough notifies the Richard's Portable Toilets to stop service.
- Streets & Sidewalks Committee Chairman, Michael Kerstetter reported PennDOT Municipal Services Representative, Brian Haight met with the Borough Forman and himself to review possible future high priority street upgrade projects, which were discussed during a Budget Committee meeting. At this time, Michael Kerstetter apologized to Committee Members, Judy Lynn, and Elaine Sautner as he forgot to contact them about the scheduled meeting with Brian Haight. Michael Kerstetter stated Brian Haight will be supplying cost estimates on the discussed street upgrade projects to the Borough Foreman, which he should then email the estimates to all the Committee Members for review.

**BOROUGH ADMINISTRATOR/ZONING OFFICER:**

- Borough Administrator, Elizabeth Paige reviewed the updated Borough Code Violation Report with Council.
- Borough Administrator, Elizabeth Paige stated the Pennsylvania State Association of Boroughs (PSAB) is offering a discounted membership training subscription program (Annual Cost of \$450) , which allows free access to all PSAB webinars, 50% discount to all PSAB training sessions and 25% discount on attendance at the PA Municipal Legal Update. Council President, Heidi Potter requested Council to review the PSAB training program and tabled the discussion to next month's meeting.

With no further comments or questions, motion made by Judy Lynn and seconded by Daniel Faust to adjourn tonight's meeting at 9:12 p.m.

Respectfully Submitted,  
Elizabeth Paige  
Borough Administrator/Secretary