

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, November 08, 2022 @ 7:00 p.m.

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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA
Council Members: Present: Brian Swartz/President, Michael Kerstetter, James Shull, Donald Zechman, Joseph Mizak, Brian Pauling, Beverly Inch and Mayor Heidi Potter.
Others Present: Beau Hoffman/Solicitor, Police Chief/Mark Bailey, Dustin Zechman/Borough Foreman, and Borough Administrator/Elizabeth Paige
Public Present: None

CALL TO ORDER: Middleburg Borough Council meeting called to order by Council President, Brian Swartz at 7:00 p.m. followed by the pledge of allegiance.

Council President, Brian Swartz inquired if there were any additions and/or changes to tonight's meeting agenda. With no additions and/or changes to the meeting agenda, motion by James Shull and seconded by Donald Zechman to approve the agenda. Motion carried unanimously.

Motion made by James Shull and seconded by Brian Pauling to approve the October 11, 2022, monthly meeting minutes as presented. Motion carried unanimously.

Motion made by Michael Kerstetter and seconded by James Shull to approve the bills paid in October 2022, as presented. Motion carried unanimously.

Motion made by Brian Swartz and seconded by James Shull to approve the financial statements as of October 31, 2022, as presented. Motion carried unanimously.

PUBLIC: No public was present at tonight's meeting.

REPORTS:

Borough Solicitor – Beau Hoffman

- Borough Solicitor, Beau Hoffman informed Borough Council the District Magistrate hearing for the citations filed against Middleburg Yarn has been rescheduled to November 10, 2022 at 10:30 a.m. Beau Hoffman reported Marty Sowers of Light-Heigel & Associates and himself conducted a prep session for the upcoming hearing. Beau Hoffman stated he is very impressed with the way Marty Sowers has prepared for the hearing.
- Borough Solicitor, Beau Hoffman reviewed Resolution 2022-08: Implement Act 57 of 2022 related to property tax penalty waiver provisions. Resolution 2022-08 will become effective January 1, 2023, for tax years beginning on or after this date. With no comments or questions, motion made by Donald Zechman and seconded by James Shull to adopt Resolution 2022-08 as presented. Motion carried unanimously.

Police Chief – Mark Bailey

- Police Chief, Mark Bailey reviewed the October 2022 Monthly Police Reports with Borough Council.
- Police Chief, Mark Bailey informed Borough Council he received a letter of resignation from full-time officer, David Shaffer, which stated his last full-time day would be November 8, 2022. Officer Shaffer stated he would be willing to continue working as a part-time officer when available.

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- Police Chief, Mark Bailey informed Borough Council part-time officer, Scott Rood will be leaving the police department at the end of November as he has accepted a position with Geisinger Hospital Security Department. Chief Bailey made the request for approval from Borough Council to hire the other previous applicant for the part-time officer position, Michael Mitchell effective immediately. After a brief discussion, motion made by Brian Swartz and seconded by Beverly Inch to approve the hiring of Michael Mitchell as a part-time officer effective immediately. Motion carried unanimously.
- Police Chief, Mark Bailey reviewed the 2023 Budget figures for contracted police services with Borough Council. Chief Bailey discussed how the Police Department will continue to provide the contracted police services with the reduction in the number of full-time police officers. Also, Chief Bailey discussed a grant funding program, which will reimburse up to 75% of the tuition to train an officer with the Borough funding the remaining 25% of the tuition cost. After a brief discussion of the 2023 Budget figures for contracted police services and the possible options available to fill the full-time police officer position, Borough Council agreed to review the information provided and discuss further before the adoption of the 2023 Budget at next month's meeting.

Borough Foreman – Dustin Zechman

- Borough Foreman, Dustin Zechman briefly reviewed the letter from PennDOT regarding a proposed project on S.R. 522 to micro-surface the pavement from Gregor Hill Lane to Spring Alley. The proposed project is tentatively scheduled for a Spring of 2025 letting. Dustin Zechman stated he has meet with a PennDOT representative and reviewed the proposed project.
- Borough Foreman, Dustin Zechman informed Borough Council the removal of the "Hometown Heroes Banners" and placement of the snowflake lights will take place November 21st through November 23rd.

Borough Administrator – Elizabeth Paige

- Borough Administrator, Elizabeth Paige reviewed the year-to-date Zoning Permits Issued and Zoning Violations Report with Borough Council.
- Borough Administrator, Elizabeth Paige reviewed the updated Code Enforcement Report from Light-Heigel & Associates, Inc. with Borough Council.
- Borough Administrator, Elizabeth Paige provided Borough Council members with a copy of the completed 2021 Audit by Herring, Roll & Solomon, P.C. Elizabeth Paige stated the only audit recommendation was regarding the collection of the Local Service Tax. Elizabeth Paige reviewed a copy of the recent 3rd quarter outstanding Local Service Tax payments as of October 31, 2022, and informed Borough Council all the outstanding payments were received by November 3, 2022.
- Borough Administrator, Elizabeth Paige reviewed the 2022 audit services proposal from Herring, Roll & Solomon, P.C. with a total cost of \$6,200.00. With no discussion or questions, motion made by James Shull and seconded by Beverly Inch to approve the 2022 audit services proposal from Herring, Roll & Solomon, P.C. with a total cost of \$6,200.00. Motion carried unanimously.

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EXECUTIVE SESSION: At 7:50 p.m. Council President, Brian Swartz called for an executive session to discuss personnel matters. Brian Swartz called the meeting back to order at 8:09 p.m. Motion made by Brian Swartz and seconded by Joseph Mizak to approve a wage of \$16.00 for the Police Secretary, Cam Ferguson for year 2023. Motion carried unanimously.

NEW BUSINESS:

- Council President, Brian Swartz called for any further discussion of the 2023 Proposed Budget, which needs to be advertised for public comments before adoption of the budget at the December 13, 2022, meeting. Mayor Heidi Potter reviewed tax millage increase calculations of both the Real Estate Tax and Road Improvement Tax provided by the Borough Administrator, Elizabeth Paige with Borough Council members. Mayor Heidi Potter stated she feels the adoption of small increases in the tax millage yearly would be much better than having to adopt one large tax millage increase. After a brief discussion of the budgeted funds for the possible curb ramp upgrades, motion made by Brian Swartz and seconded by James Shull to include a 1 mill increase of both the Real Estate Tax and Road Improvement Tax and approve advertising the 2023 Proposed Budget for public comments with budget adoption at the December 13, 2022, meeting. Motion carried unanimously.

COUNCIL MEMBER, MAYOR & COMMITTEE REPORTS: No comments or reports.

CORRESPONDENCE, MINUTES, REPORTS:

- Council President, Brian Swartz called for any comments or questions about the Middleburg Municipal Authority draft minutes of October 11, 2022, shared with Borough Council.

With no comments or further business to conduct, motion made by James Shull and seconded by Brian Pauling to adjourn tonight's meeting at 8:42 p.m. Motion carried unanimously.

Respectfully Submitted,

Elizabeth Paige
Borough Administrator/Secretary