

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, November 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, Michael Kerstetter, Judy Lynn, Daniel Faust, and Mayor Heidi Potter.
Others Present: Beau Hoffman/Solicitor, Mark Bailey/Police Chief, Dustin Zechman/Borough Foreman, and Elizabeth Paige/Borough Administrator
Public Present: None

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

Motion made by George Price and seconded by Judy Lynn to approve the meeting agenda as presented.
Motion carried unanimously.

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

Motion made by Daniel Faust and seconded by Judy Lynn to approve the October 12, 2021, meeting minutes as presented. Motion carried unanimously.

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

Motion made by George Price and seconded by Daniel Faust to approve the financial statements as of October 31, 2021, as presented. Motion carried unanimously.

PUBLIC HEARING: At 7:04 p.m. Brian Swartz opened the public hearing for proposed Ordinance No. 2021-354: Amending Ordinance 2018-3, which adopted the 2018 International Property Maintenance Code Section 5-402 (302.4) relative to weeds and repealing Ordinance No. 208. With no public comments, Solicitor Beau Hoffman provided a brief overview of Ordinance No. 2021-354. Motion made by Brian Swartz and seconded by George Price to adopt Ordinance No. 2021-354 as presented. Motion carried unanimously.

REPORTS:

Fire Chief – Dwayne “Butch” Hackenberg (Not present)

Borough Solicitor – Beau Hoffman

- Borough Solicitor, Beau Hoffman provided a brief update on the status of the Middleburg Yarn building and the proposed building demolition, which has been verified with the attorney for Middleburg Yarn.

Police Chief – Mark Bailey

- Police Chief, Mark Bailey reviewed the monthly Police Department Reports with Borough Council.

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Borough Administrator/Zoning Officer – Elizabeth Paige

- Borough Administrator, Elizabeth Paige reviewed the updated Borough code violations report and permit report with Borough Council. Elizabeth Paige also provided an update on the status of the fire damaged property at 204 S. Shuman Street.
- Borough Administrator, Elizabeth Paige reviewed Resolution 2021-07: Middleburg Borough Disposal of Records per the listing entitled “Middleburg Borough Disposal of Records for 2021”. Motion made by Daniel Faust and seconded by George Price to adopt Resolution 2021-07 as presented. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige reviewed the letter received from the Snyder County Planning Commission addressing the David Edelman Lot Additions Plan submitted for approval.
- Borough Administrator, Elizabeth Paige reviewed the proposed 2022 Middleburg Borough Fee Schedule with Borough Council. After a brief discussion of the new proposed fees, Borough Council directed the Borough Administrator to draft a Resolution for the adoption of the 2022 Middleburg Borough Fee Schedule at the December meeting.

Borough Foreman – Dustin Zechman

- Borough Foreman, Dustin Zechman provided Borough Council with an update on the Water Improvements Project. Also, Dustin Zechman informed the Sewer Project was approved and the bid contract was awarded to Doli Corporation.
- Borough Foreman, Dustin Zechman informed Borough Council a walk through of the Stumps Run Project has been scheduled for Wednesday, November 10th.
- Borough Foreman, Dustin Zechman informed Borough Council the Borough’s Christmas lights are scheduled to be installed on Monday, November 22nd and Tuesday, November 23rd.

EXECUTIVE SESSION: Borough Council entered an executive session for the discussion of personnel matters at 7:37 p.m. Council President, Brian Swartz called the meeting back to order at 7:44 p.m. Brian Swartz reviewed and read the Police Contract Proposal dated October 11, 2021 (Copy Attached). Motion made by Brian Swartz and seconded by Judy Lynn to approve the Police Contract Proposal as presented. Motion carried unanimously.

NEW BUSINESS:

- Borough Administrator, Elizabeth Paige reviewed Proposed 2022 Borough Budgets with Borough Council. Elizabeth Paige informed Borough Council the Proposed 2022 Borough Budgets must be advertised for public inspection and comments at least 10 days prior to adoption, which may not be later than December 31st. Council President, Brian Swartz called for comments or questions about the Proposed 2022 Borough Budgets. Council member, Michael Kerstetter raised the concern about the proposed additional expense for a part-time police officer along with the proposed tax increases included in the budget. With no other comments, Borough Council directed the Borough Administrator to advertise the Proposed 2022 Borough Budgets for public inspection and comments.

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- Borough Administrator, Elizabeth Paige reviewed Proposed Ordinance No. 2021-355: Fixing the Tax Rates for the Fiscal Year 2022. General purpose tax rate would increase from 24.5 mills to 26 mills on each dollar of assessed valuation and the Special Road Fund purpose tax rate would increase from 0.5 mills to 1.5 mills on each dollar of assessed valuation. Solicitor Beau Hoffman noted two (2) typing corrections needed before the ordinance is advertised. Motion made by George Price and seconded by Judy Lynn to advertise Proposed Ordinance No. 2021-355 with the noted typing corrections made prior to advertising. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige reviewed the 2022 Meeting Schedule with Borough Council. Year 2022 is the year to hold the biennial organizational meeting on the first Monday of January. Borough Council unanimously agreed except for the biennial organizational/regular meeting on Monday, January 3rd at 5:30 p.m., all Borough Council meetings will be held on the 2nd Tuesday of each month at 7:00 p.m.
- Borough Administrator, Elizabeth Paige reviewed the two (2) price proposals for Municipal Engineering Services for Years 2022 and 2023, which were received from Meck-Tech Incorporated and Larson Design Group. Elizabeth Paige informed Borough Council the appointment of an engineer, a solicitor, an independent auditor, and depositories for borough funds take place at the biennial organizational meeting.

COUNCIL MEMBER & COMMITTEE REPORTS:

- Council member, Daniel Faust reported he received a concern about a considerable number of mosquitos at the recreation park area. Borough Administrator, Elizabeth Paige stated if there are mosquito concerns, she has the name of a person to contact at the Department of Environmental Protection (DEP), who is the Mosquito-borne Disease Control Program Coordinator for Snyder County.
- Personnel Committee Chairman, Brian Swartz inquired about the annual employee evaluation process and the due date for employees to submit their self-evaluation to their supervisor. Borough Administrator, Elizabeth Paige stated the employee self-evaluation must be submitted to the employee's supervisor by November 15th and the supervisor must schedule an annual performance review with the employee by December 10th.

Correspondence, Minutes or Reports:

- Council President, Brian Swartz called for any questions or comments of the correspondence, minutes or reports included on tonight's meeting agenda.

With no comments or further business to conduct, motion made by Judy Lynn and seconded by Daniel Faust to adjourn tonight's meeting at 8:23 p.m.

Respectfully Submitted,
Elizabeth Paige, Borough Administrator/Secretary