

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, October 13, 2020 @ 7:00 p.m.
Page 1

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 (via teleconference)
Others Present: Beau Hoffman/Solicitor, Tony Jordan/Police Chief, Dustin Zechman/Borough Foreman and Elizabeth Paige/Administrator
Others Present: Sue Groce

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: No public comments.

Motion made by Brian Swartz and seconded by Elaine Sautner to approve tonight's meeting agenda. Motion carried unanimously.

Motion made by Daniel Faust and seconded by George Price to approve the September 8, 2020 meeting minutes with the correction to list the roll call of the votes for the motion to approve archery hunting for the 2020 – 2021 season to the three (3) people, who requested permission in writing and supplied a waiver of liability as requested. Motion carried unanimously.

Motion made by Brian Swartz and seconded by Michael Kerstetter to approve the bills paid in September 2020 as presented. Motion carried unanimously.

Motion made by George Price and seconded by Judy Lynn to approve the financial statements as of September 30, 2020 as presented. Motion carried unanimously.

BY GRACE TRANSITIONAL HOME FOR WOMEN – Sue Groce, Outreach Coordinator

- Outreach Coordinator, Sue Groce introduced herself to the Council and presented background information on the program being provided at "By Grace Transitional Home for Women", which is located within the Borough. Sue Groce provided the Borough Administrator with the names of the house managers and her contact phone numbers. At this time, Sue Groce answered several questions from the Council members about the program. Council thanked Sue Groce for attending tonight's meeting and providing information on the program.

REPORTS:

Borough Engineer – Was not in attendance at tonight's meeting.

Borough Solicitor – AxRunkle, P.C.

- Borough Solicitor, Beau Hoffman reviewed the proposed Burning Ordinance Amendment and the First Amendment Burn Application with Council. Beau Hoffman informed Council the Burning Ordinance Amendment will be advertised for a public hearing to be held at the November 10th Council meeting.

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, October 13, 2020 @ 7:00 p.m.
Page 2

Borough Police Chief – Tony Jordan

- Police Chief, Tony Jordan reviewed the September 2020 Police Reports with Council. Council questioned the Police Chief if there will be any change in the number of contracted service hours for year 2021. Chief Jordan stated there have been no inquiries about changing the number of contracted services hours being provided.
- Police Chief, Tony Jordan presented the signage price quotes from Traffic Logix Corporation for the Evolution radar feedback sign. After a brief discussion, motion made by Judy Lynn and second by Brian Swartz to purchase one (1) sign with custom messaging for \$2,909.00. Motion carried unanimously. Council requested the Borough Administrator to contact the sales representative, John Painter to inquire if a second sign would be purchased in year 2021 would the price quote be the same.

OLD BUSINESS:

- Council President, Heidi Potter stated two (2) members are still needed for the UCC & IPMC Board of Appeals. Council was reminded appointing Board of Appeals members should be considered a priority.

NEW BUSINESS:

- Resolution 2020-06 adopting a policy regulating public comment and public meetings was reviewed. Solicitor Beau Hoffman reviewed with recommended changes to Item #2 on page 2 and Item #4.C on page 3, which allocates a time limit for public comment. After a brief discussion of the recommended changes, motion made by Heidi Potter and second by Elaine Sautner to adopt Resolution 2020-06 with the recommended change to Item #2 on page and Item #4.C on page 3 to be changed to 3 minutes for each public comment and 5 minutes for an advance notice public comment. Motion carried unanimously.
- Council President Heidi Potter reviewed the worksheet of estimated cost for providing contracted police services to Beavertown Borough, McClure Borough and Middlecreek Township. The Budget Committee is in favor of raising the hourly rate for contracted police service based on the increase cost of wages and benefits for the police department for year 2021. Motion made by Brian Swartz and second by Michael Kerstetter to increase the hourly rate for contracted police service from \$55.00 per hour to \$60.00 per hour effective January 1, 2021. Heidi Potter requested the Borough Administrator send a letter regarding the increase to the hourly rate of contracted police service for year 2021 so the municipalities are aware of the increase for budgeting purposes.
- Personnel Committee Chairman, Brian Swartz reviewed the new job description developed for the position of Part-Time Municipal Authority Secretary. Motion made by Elaine Sautner and second by Judy Lynn to approve the new job description with the two (2) minor recommended changes. Motion carried unanimously. After a brief discussion, motion made by Dan Faust and second by George Price to advertise the position of Part-Time Municipal Authority Secretary.

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, October 13, 2020 @ 7:00 p.m.
Page 3

- Council President, Heidi Potter reviewed the letter from the Snyder County Commissioners regarding their consideration of abolishing the per capita tax for the year 2021 for Snyder County. Heidi Potter stated the estimated amount of lost revenue is \$3,500 for the Borough if the tax is abolished. After a brief discussion, Council unanimously decided not to send a letter of response to the Snyder County Commissioners.

- Borough Administrator, Elizabeth Paige reviewed the Joshua & Rebekah Smith Subdivision Plan submitted to the Snyder County Planning Commission along with the Snyder County Planning Department comments relative to the County Subdivision and Land Development Ordinance.

8:28 PM – EXECUTIVE SESSION: Borough Council entered an executive session for discussion of legal matters at 8:28 p.m. Council President, Heidi Potter called the meeting back to order at 8:53 p.m. Motion made by Heidi Potter and second by Judy Lynn to accept the settlement offer for the Gene Stilp lawsuit. Motion carried unanimously.

COUNCIL MEMBERS/MAYOR/COMMITTEE REPORTS:

- Council President, Heidi Potter informed Council the Middleburg Revitalization Committee (MRC) has received an overwhelming response to the new proposed veteran banners and would like to request Council's permission to place additional banners along the Borough's streets. Council held a brief discussion with the Borough Foreman about the additional costs to hang extra banners if approved. Motion made by Elaine Sautner and second by Judy Lynn to approve the MRC's request for the Borough to place additional banners along the Borough's streets. Motion carried unanimously.

- Council Member, George Price questioned the Borough Foreman about the water/sewer line trench beside the dental office on East Main Street, which has settled and needs to be filled. Borough Foreman, Dustin Zechman stated the trench was part of the work performed during improvements project and the contractor was to make final repairs once the trench settled. Council requested either the Borough Foreman or Borough Administrator contact the dental office about the trench repairs.

- Council Member, Elaine Sautner requested approval to form a committee to investigate possible grants available to the Borough and do initial work necessary to complete grant applications. Council President, Heidi Potter approved the formation of a Grant Committee with the following members: Chairperson/Elaine Sautner, Daniel Faust, and Elizabeth Paige.

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, October 13, 2020 @ 7:00 p.m.
Page 4

- Council Member, Elaine Sautner questioned the Borough Foreman if the signage for hunting on the Borough maintenance shed property have been posted. Borough Foreman, Dustin Zechman stated the signage has been posted but due to the high vegetation on the property the signage can not be seen from the roadway. After a brief discussion, Council requested the Borough Foreman to post additional signage, which can be seen from the roadway. Council President, Heidi Potter approved the formation of a committee to investigate the future usage of the land located at the Borough maintenance shed property. The committee will consist of the following members: Chairman/Brian Swartz, Heidi Potter and Daniel Faust.
- Streets & Sidewalks Committee Chairman, Michael Kerstetter reported the Borough Engineer, Chris Sheaffer has supplied a report regarding the sidewalk and curb inspections performed and documented. The Committee will continue to make determinations on how to plan for a systematic replacement of sidewalks and curbs throughout the Borough to ensure the Borough follows the Ordinance consistently. Also, Chris Sheaffer has requested the Technically Infeasible Forms (TIF) for the ADA ramps from PennDOT but at this time no forms have been received.
- Budget Committee Chairperson, Heidi Potter informed Council the committee has held two (2) meetings with the drafts of the 2021 Water & Sewer Budgets being completed. Heidi Potter stated the next Budget Committee meeting is scheduled for Monday, October 19th. Heidi Potter informed Council to move forward with accomplishing some of the major capital improvement projects that the option of a capital improvements loan is being reviewed by the Budget Committee. Borough Foreman, Dustin Zechman informed Council the Municipal Authority reviewed the draft 2021 budgets and approved an increase to the current water rates.

BOROUGH ADMINISTRATOR/ZONING OFFICER:

- Borough Administrator, Elizabeth Paige reviewed the updated Zoning Violation and Zoning Permit reports with Council.
- Borough Administrator, Elizabeth Paige informed Council the Volunteer Firefighter's Relief Funds in the amount of \$6,238.33 were received and distributed to the Reliance Hose Company.
- Borough Administrator, Elizabeth Paige reviewed the schedule of expenses submitted as part of the Borough's application for grant funds from the Snyder County Commissioners' COVID-19 County Relief Black Grant.

With no further comments or questions, motion made by Daniel Faust and seconded by Elaine Sautner to adjourn tonight's meeting at 9:45 p.m.

Respectfully Submitted,
Elizabeth Paige
Borough Administrator/Secretary