

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, October 08, 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, Brian Swartz, James Gahring, Virgil Schlieff and Mayor Heidi Potter.
Absent: Gary Thomas
Others Present: Borough Solicitor/Beau Hoffman, Police Chief/Mark Bailey, Borough Foreman/Dustin Zechman and Borough Administrator/Elizabeth Paige

Public Present: No public present

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.

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 Brian Swartz to approve the agenda as presented. Motion carried unanimously.

PUBLIC COMMENTS: None

MINUTES, PAID BILLS, FINANCIAL REPORTS:

Motion made by James Shull and seconded by Beverly Inch to approve September 10, 2024, monthly meeting minutes as presented. Motion carried unanimously.

Motion made by Virgil Schlieff and seconded by James Gahring to approve the bills paid in September 2024 as presented. Motion carried unanimously.

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

REPORTS:

Borough Engineer – Trever Hess

- Borough Engineer, Trever Hess reviewed the bid results from the Traffic Light Project with Borough Council. There was only one bidder, TRA Electric, Inc., who submitted a bid in the amount of \$433,990.77. After Gannett Fleming's review of the bid, it was determined the Optical Preemption unit item was bid based on "by approach" not "by intersection." So therefore, TRA Electric, Inc. revised their bid total to \$413,365.77 to reflect the item cost being revised "by intersection". Motion made by Virgil Schlieff and seconded by Brian Swartz to approve the bid submitted by TRA Electric, Inc. along with a change order to revise the Optical Preemption unit item cost, which revises the bid total to \$413,365.77. Motion carried unanimously.
- Borough Engineer, Trever Hess discussed establishing a new date for conducting a sidewalk review with the Borough's Buildings, Streets & Sidewalk Committee. Trever Hess stated he could be available to meet on Friday, October 18th or Monday, October 21st. Borough Administrator, Elizabeth Paige stated she will email these dates to the committee members so a meeting date and time can be established.

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Borough Solicitor – Beau Hoffman

- Borough Solicitor, Beau Hoffman, reported there is no update on the status of Middleburg Yarn case at this time. Beau Hoffman stated the entire building has been demolished along with the tank being removed.
- Borough Solicitor, Beau Hoffman presented two (2) draft ordinances regarding the traffic flow concern at E. Oak Avenue and N. Main Street. One ordinance would establish E. Oak Avenue as a one-way street and the other ordinance would prohibit turning onto N. Main Street from E. Oak Avenue. After discussion of the two (2) draft ordinances, motion made by Brian Swartz and seconded by James Shull to advertise the draft ordinance, which prohibits turning onto N. Main Street from E. Oak Avenue for a public hearing and adoption on November 12, 2024, Borough Council meeting. Motion carried unanimously.

Police Chief – Mark Bailey

- Police Chief, Mark Bailey reviewed the September 2024 monthly police reports with the Borough Council.
- Police Chief, Mark Bailey reported he contacted GNC Foods again about reducing the size of their delivery truck to Troutman's Meats. GNC stated the delivery to Troutman's Meats would only be done with a semi-tractor trailer truck. Chief Bailey stated the Borough Council could request Troutman's Meats to unload elsewhere to avoid the semi-tractor trailer truck using W. Oak Avenue. After a brief discussion, Borough Council requested the Police Chief to continue monitoring the situation.
- Police Chief, Mark Bailey made the recommendation to increase the current police contracted services rate from \$75.00 to \$80.00 per hour effective January 1, 2025. After discussion of the current police contracted services provided, motion made by James Shull and seconded by James Gahring to increase the police contracted service rate from \$75.00 to \$80.00 per hour effective January 1, 2025. Motion carried unanimously. Borough Council directed the Borough Administrator to send a letter to each of the municipalities regarding the increase in the police contracted service rate for the year 2025.

Borough Foreman – Dustin Zechman

- Borough Foreman, Dustin Zechman reported after a further discussion of the stormwater issue at Sherry Gantt property located at 561 Maple Avenue with the Borough Engineer/Meck-Tech, Inc. The first step to be taken is to have the property surveyed to determine the necessary easements needed. Dustin Zechman stated Meck-Tech Inc. may not have the time this year to complete the survey but will schedule the survey to be done as soon as possible.
- Borough Foreman, Dustin Zechman reported PennDOT Municipal Representative, Brain Haight provided the Borough a Project Estimate Spreadsheet with estimated costs for roadway improvements as requested by the Borough's Buildings, Sidewalks & Street Committee. Dustin Zechman recommended the committee review the estimated costs and prioritize the list of roads. Dustin Zechman stated another priority should be repairs to the wall long Stumps Run behind the IGA as continuing high-water events are deteriorating the wall. Dustin Zechman also recommended the Borough provide notice to the Middleburg Municipal Authority when a road improvement project is scheduled to be completed.

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- Borough Foreman, Dustin Zechman informed Borough Council he has received two (2) requests for permission to archery hunt on the property behind the Borough's maintenance shed. Dustin Zechman stated the two (2) requests came from William Reese and Markel Kline. After a brief discussion, motion made by James Shull and seconded by Virgil Schlieff to grant permission to archery hunt on the property behind the Borough's maintenance shed with a "Release and Waiver of Liability Agreement" being signed by both William Reese and Markel Kline. Motion carried unanimously.

Borough Administrator/Zoning Officer – Elizabeth Paige

- Borough Administrator, Elizabeth Paige reviewed the year-to-date Zoning Permit Report, Violation Report and Code Enforcement Violation Report with Borough Council.
- Borough Administrator, Elizabeth Paige reported that the Central Keystone Council of Governments (CKCOG) will be conducting a membership meeting on Wednesday, October 16, 2024 at 7:00 p.m. CKCOG Office Manager is requesting anyone interested in attending RSVP by Friday, October 11, 2024.
- Borough Administrator, Elizabeth Paige stated she received an email from the Middleburg Revitalization Committee (MRC) stating the contact person for questions about the Hometown Hero Banner Program will be Diane Klingler (570) 837-0123. Elizabeth Paige questioned the Borough Council about whether the Borough still wants to continue to offer storing the banners in the basement of the Borough office building. After a brief discussion, Borough Council directed the Borough Administrator to email and inform Diane Klingler that the Borough is willing to store the banners in the basement of the Borough office building as done in previous years. If the MRC has a request for a banner return, then the MRC will need to call or email the Borough Administrator on Monday morning to give time for the banner to be pulled from the basement and to obtain brackets from the maintenance shed. An MRC member will then be able to pick up the banner and brackets on Friday from the Borough office to fulfill the banner return request.

OLD BUSINESS:

- Borough Council President, Donald Zechman questioned the Borough Foreman, Dustin Zechman if he was aware of any response from the Middleburg Municipal Authority (MMA) regarding the Borough's letter of request to continue working together through the year 2025 and the Borough's proposal to hire a new Borough Road Foreman in order for the MMA to be able to hire him as the Municipal Authority Manager. Dustin Zechman stated the MMA informed him prior to entering an executive session that he was free to leave tonight's meeting as MMA had no further business to discuss with him.

COUNCIL MEMBERS, MAYOR & COMMITTEE REPORTS:

- Mayor Heidi Potter stated she was glad to finally see the demolition of the Middleburg Yarn building and tank.
- Personnel Committee member, Brain Swartz stated the Committee needs to hold a meeting to review the job description of Borough Road Foreman and discuss the hiring the process. Brian Swartz stated he will reach out to Personnel Committee Chairman, Gary Thomas.

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- Buildings, Streets & Sidewalks Committee Chairman, Donald Zechman issued a “Thank You” to all the members of the committee for their time and continued efforts to move forward with recommending improvements of Borough streets and reviewing the next steps for sidewalk repairs/replacements.
- Budget Committee Chairman, Brian Swartz stated the committee needs to establish meeting dates for budget review as a copy of the draft budget should be presented to Borough Council at the November Council meeting and advertised for adoption at the December Council meeting. Brian Swartz requested the Borough Administrator email the committee members for available dates to schedule the budget review meetings.

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, the motion made by James Shull and seconded by Virgil Schlieff to adjourn tonight’s meeting at 8:24 p.m. Motion carried unanimously.

Respectfully Submitted,

Elizabeth Paige
Borough Administrator/Secretary