

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, September 8, 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 and Elizabeth Paige/Administrator
Others Present: John Painter and Deb Troutman

CALL TO ORDER: Middleburg Borough Council meeting was called to order by Council President Heidi Potter at 7:02 p.m. and was followed by the Pledge of Allegiance.

PUBLIC COMMENTS: No public comments.

Motion made by Judy Lynn and seconded by George Price to approve tonight's meeting agenda. Motion carried unanimously.

Motion made by George Price and seconded by Daniel Faust to approve the August 11, 2020 meeting minutes. Motion carried unanimously.

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

Motion made by Brian Swartz and seconded by Daniel Faust to approve the financial statements as of August 31, 2020 as presented. Motion carried unanimously.

REPORTS:

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

Borough Solicitor – AxRunkle, P.C.

- Borough Solicitor, Beau Hoffman reviewed a draft resolution to adopt a policy regulating public comment and public meetings. Council unanimously decided to review the draft resolution and to have the resolution placed on next month's agenda for possible adoption.
- Borough Solicitor, Beau Hoffman informed Council about House Bill 1069, which passed the House unanimously and is currently before the full Senate. HB 1069 would require all municipalities to post a meeting agenda with all items that the governing body will consider on the municipality's website and at the office location at least 24 hours in advance of the meeting, and to have copies available at the location of the meeting. At the meeting, the governing body will only be allowed to take official action on items included on the agenda that was posted, unless they vote to add items to the agenda at the start of the meeting (and they need a majority vote to add items), otherwise they will be limited only to the items on the advertised agenda.

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Borough Foreman – Dustin Zechman

- Borough Foreman, Dustin Zechman presented letters with waivers of liability from three (3) people, who are requesting permission to archery hunt on the Borough's land behind the maintenance shed. After a brief discussion of concerns and the posting of signage, motion made by Heidi Potter and second by Brian Swartz 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 discussed at last month's meeting. Motion passed with a vote of 4 yeas (Potter/Swartz/Lynn/Price) and 3 nays (Kerstetter/Sautner/Faust). Council Member, Brian Swartz suggested a committee be formed to review and investigate future options about granting permission to archery hunt on Borough property. At this time, Brian Swartz and Daniel Faust volunteered to serve on the committee.
- Borough Foreman, Dustin Zechman informed Council the water restrictions are still in effect for the Middleburg Municipal Authority water customers. The water restriction information will be included in the Fall newsletter.

OLD BUSINESS:

- Council President, Heidi Potter stated an alternate member is still needed for the UCC & IMPC Board of Appeals. Council was reminded appointing Board of Appeals members should be considered a priority.

7:30 PM – EXECUTIVE SESSION: Borough Council entered an executive session for a discussion of legal matters at 7:30 p.m. Council President, Heidi Potter called the meeting back to order at 8:09 p.m. with no action by Council required.

8:00 PM DEMONSTRATION OF TRAFFIC CONTROL SIGNAGE:

- Traffic Logix representative, John Painter demonstrated a traffic control signage device to Council. After answering several questions and providing some approximate signage costs, John Painter stated he will email and provide Police Chief, Tony Jordan with final pricing on the traffic control units based on the signage preferences discussed tonight.

8:40 PM – Borough Solicitor, Beau Hoffman left the meeting.

MIDDLEBURG REVITALIZATION COMMITTEE:

- Deb Troutman informed Council the Middleburg Revitalization Committee (MRC) is proposing the following three (3) projects for approval by the Borough: 1) Purchasing new Banners to replace the current burgundy banners (New banners – Honoring Veterans), 2) Placement of two (2) fountains with possible lighting in the Charles Park lake, and 3) Placement of a 70' flag pole with lighting near the lake in Charles Park. Deb Troutman requested Borough Council to consider budgeting funds towards the proposed MRC projects.

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REPORTS CONTINUED:

Borough Police Chief – Tony Jordan

- Police Chief, Tony Jordan reviewed the monthly police report with Council and reported funds were received for police services provided to the Auditor General’s office.
- Borough Council Members, Brian Swartz and Daniel Faust reported on some recent pedestrian crossing issues to the Police Chief.

NEW BUSINESS:

- Borough Administrator, Elizabeth Paige reviewed the 2021 Minimum Municipal Obligation Worksheets for the Non-Uniform Pension and Uniform Pension, which provides the financial obligation for the 2021 Budget.
- Borough Administrator, Elizabeth Paige reviewed the letter received from the Department of the Auditor General informing the Borough the biennial distress determinations for the Municipal Pension Plan is a distress score of zero as the Borough’s funding ratio is 109 percent.
- Borough Administrator, Elizabeth Paige presented to Council a “draft” of the Fall Borough Newsletter. Council Member, George Price questioned the hours for Halloween Trick or Treat listed in the newsletter. After a brief discussion, Council unanimously agreed to approve the Halloween Trick or Trick hours of 6 p.m. to 8 p.m. on Saturday, October 31st in the Borough. Council President, Heidi Potter stated she was unable to provide her update for the newsletter prior tonight’s draft being presented. Heidi will provide the update to Elizabeth Paige and requested her to email the completed newsletter to the Council.

COUNCIL MEMBERS/MAYOR/COMMITTEE REPORTS:

- Personnel Committee Chairman, Brian Swartz reported the new job description for the Municipal Authority Secretary’s position should be ready to distribute for review at next month’s meeting.
- Buildings & Grounds Committee Chairman, George Price reported the on the following budget expenditures for consideration: 1) New carpet in the Police Department Offices, 2) New salt shed, 3) Mini-split heat/cooling units for the Borough building offices and 4) Security cameras for the recreation park.

9:15 PM – Council Member, George Price left tonight’s meeting.

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- Streets & Sidewalks Committee Chairman, Michael Kerstetter stated the committee reviewed a complaint received by the Police Chief about the site distance at the intersection of North Charles Street and West Oak Avenue. Michael Kerstetter reported the committee members agreed at this time no action will be taken at the mentioned intersection.
- Budget Committee Chairperson, Heidi Potter requested the committee members meet with her at the end of tonight's meeting to discuss possible meeting dates in the month of September and/or October.

BOROUGH ADMINISTRATOR/ZONING OFFICER:

- Borough Administrator, Elizabeth Paige reviewed the Zoning Violation and Zoning Permit reports distributed.
- Borough Administrator, Elizabeth Paige informed Council she received a request from Snyder County Commissioner, Joe Kantz to place a dumpster on West Market Street in the parking spaces in front of the old bank building for approximately 2 – 3 weeks once PennDOT's road construction project is completed. After a brief discussion, Council agreed to allow the placement of the dumpster as requested.

With no further comments or questions about the correspondence, minutes or reports provided with tonight's meeting information. Motion made by Brian Swartz and seconded by Judy Lynn to adjourn tonight's meeting at 9:40 p.m.

Respectfully Submitted,
Elizabeth Paige
Borough Administrator/Secretary