

**REGULAR MEETING MINUTES  
OF THE MIDDLEBURG BOROUGH COUNCIL  
Tuesday, March 10, 2015  
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LOCATION OF MEETING: Middleburg Borough Building, 13 North Main Street, Middleburg PA

COUNCIL MEMBERS : Roger Snook-President, Donald Zechman Jr.-Vice President, Michael Kerstetter, Heidi Potter, William Hostler, James Shull, Susan Kinney

OFFICIALS PRESENT : Virginia "Ginny" A Zeiber-Administrator/Secretary/Zoning Officer, Mayor Ronald Renshaw (Absent), Tony Jordan-Police Chief

OTHERS PRESENT : Dustin Zechman-Foreman, Judy Varner-Employee, Jeremiah Runkle-Solicitor, Attorney Connor Tarr, Robert Garrett-Chamber of Commerce

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Meeting Called to Order - The Middleburg Borough Council meeting was called to order by Roger Snook at 7:30 PM and began with the Pledge of Allegiance to the Flag of the United States of America.

Agenda - Roger Snook requested approval of the March 10, 2015 Agenda as presented. A motion was made by Donald Zechman Jr and seconded by Heidi Potter approving the Agenda. MOTION UNANIMOUSLY CARRIED.

Regular Meeting Minutes for February 10, 2015 - Roger Snook asked for a motion to approve the February 10, 2015 Minutes as presented. A motion was made by Michael Kerstetter and seconded by Susan Kinney approving the Minutes. MOTION UNANIMOUSLY CARRIED.

Payment of Bills & Approval of Financial Statements - Roger Snook asked for a motion to approve payment of the bills and financial statements through March 10, 2015 as presented. A motion was made by Heidi Potter and seconded by William Hostler to approve both the bills and the financial statements. MOTION UNANIMOUSLY CARRIED.

PUBLIC COMMENTS: NONE

OFFICERS & OFFICIALS:

Request for Crosswalk - A local resident contacted William Hostler requesting a crosswalk be placed crossing South Shuman Street. She walks her children along Thomas Avenue to the school and says vehicles do not stop for people crossing South Shuman Street. She has actually had to yank her boys back to keep them from getting hit by passing vehicles that did not slow down or stop. She even experienced vehicles slowing down and appearing to be stopping for them to cross, however, they then sped up and kept on going. She would prefer a crosswalk be placed at the end of Thomas Avenue, however there are no sidewalks at that location. Another thing she felt may be helpful would be school crossing guards. Tony noted that trying to find people willing to serve as crossing guards and training them is not an easy process. Additional discussion resulted in the feeling that unless there was a police officer on site daily, nothing else would get driver's attention.

Roger noted that less than 50% of the courthouse employees actually use the crosswalk that was placed across West Willow Avenue behind the courthouse, following the Commissioner's request. Susan Kinney suggested placing yellow "Yield to Pedestrians" cones in the middle of the roadway. William Hostler said he was walking with his boys to school recently and as they reached the halfway point in the roadway, a vehicle approaching them had already stopped and the annoyed driver was beeping his horn at them. Some stop and are polite and others are ridiculous. Michael noted the most obvious location for a crosswalk would be crossing N Shuman St at Wagenseller Street, as it would serve more people.

Following additional discussion, James Shull recommended the street and sidewalk committee take a look at this situation and come back to Council with a recommendation.

Thanks to the Maintenance Crew - William Hostler thanked Dustin and the maintenance crew for their good work repairing the recent water line break in the freezing weather and also for their competent and ongoing snow plowing skills.

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Earned Income Tax Committee - Susan Kinney reported she had attended the EIT Committee meeting on February 25<sup>th</sup>. It lasted approximately 10 minutes and nothing significant happened.

**NEW BUSINESS:**

Robert Garrett-Chamber of Commerce - Roger introduced Bob Garrett as the President and CEO of the Greater Susquehanna Valley Chamber of Commerce. Bob circulated brochures from the Chamber, one including a Strategic Plan which is essentially their road map for the next two years. He noted he met with the Mayor and some of the Middleburg Council members recently to discuss putting together a plan for improvements to the Borough. He stated that a significant recent announcement was the closing of the Middleburg Branch of the M & T Bank.

Bob proposed scheduling a get together on Friday evening, March 27<sup>th</sup>. Heidi Potter agreed to provide a lite meal. The purpose of this meeting would be for elected and appointed officials from the Greater Middleburg Area to meet and discuss a plan that looks at the opportunities available. Things like vacant properties, vacant buildings, underperforming buildings, etc and put them on a list. This process would be coordinated with the Comprehensive Plan and the Zoning Ordinance, already in place, in an effort to put things together to create a working plan. This would involve making sure Realtors and local businesses know there are vacant buildings here in Middleburg available for their use. Most businesses today do not want to be located out in the middle of nowhere and would prefer being in town. The session would be facilitated by himself and Linda Sterling. Linda is currently the Main Street Manager in Lewisburg and formerly held the same position in Mifflinburg. She brings a lot of experience with downtown development. Bob believes the down towns are the growth areas of the communities. At the March 27<sup>th</sup> get together he hopes to be able to accomplish how to proceed with improvements to the downtown area of Middleburg and get something down on paper. The Chamber would then work to put a plan together to bring back for the Council to review and take over. Hopefully, a Main Street organization would or could be formed as a result of the meeting.

Bob noted that he and Ginny could work together to come up with a list of invites, as this meeting should not be just for Middleburg Borough. The people we invite should be the elected and appointed officials and business leaders of the surrounding communities. This could include the Kreamer and Freeburg areas along with Penns Creek. It should be the areas of the prongs of Rts 104 and 522.

Ginny asked why they had chosen a Friday evening rather than a week night as she felt most working people were anxious to get home for the weekend and would not be interested in spending their time at a meeting. Bob said they had this discussion on the Saturday they met and decided most everyone has a conflict Monday through Thursday evenings and that Friday seemed to be the most available night.

This meeting would need to be advertised, as a majority of Council will most likely be present. Heidi would also need a general idea how many will be coming in order to provide an appropriate amount of food.

Mayor Ronald Renshaw - Mayor Renshaw was unavailable to attend tonight's meeting as announced at an earlier meeting..

**SOLICITOR ITEMS:**

Signage Ordinance Amendment - Jeremiah explained that the typographical changes had been made to the amended signage ordinance, following discussion at the last Council meeting, and the updated version has been submitted to the County Planning Commission. They have 45 days to comment and to date no comments have been received. This ordinance will be advertised for adoption at the April Council meeting.

Reliance Hose Company Street Abandonment Request - Jeremiah noted at the last Council meeting he had informed Council of the Hose Company's request for the Borough to abandon South Station Street. The abandonment of this portion of the street will not land lock any properties. The Mowery family owns all of the land to the south of the Hose Company property and all of their properties front on a public street.

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It was also discovered that the Borough's Ordinance #214 already abandoned the former Railroad Street (now South Station Street) when the new Railroad Avenue was created. At this point the Borough would simply need to sign a Quit Claim Deed to the Hose Company for the already abandoned street.

A motion was made by Michael Kerstetter and seconded by Susan Kinney for Jeremiah to prepare a Quit Claim Deed turning the requested portion of South Station Street over to the Hose Company with Roger Snook appointed to sign the Deed. MOTION UNANIMOUSLY CARRIED.

There will be later discussion with the Hose Company regarding access from the Ambulance storage area onto public streets such as Railroad Avenue and Reliance Avenue.

Request to Vacate Borough Roads Adjacent to the Craig Bahn Property - Jeremiah reminded everyone that at the last meeting he presented a request from Craig Bahn for the Borough to vacate a portion of North Wausau Road and unopened alleys surrounding his property and also an unopened alley adjacent to a portion of a property he is purchasing from Swineford Bank. Dustin verified there is a private waterline located within a portion of one of the unopened alleys. Jeremiah noted that the abandonment would include reservation of easements for utilities and storm drainage.

Jim Gross will be surveying for Craig Bahn, areas that relate to the piece of land he is purchasing from Swineford Bank. Hopefully there will then be something accurate to refer to on paper. Ginny requested the Borough receive a copy of this survey for their files and future reference.

Jeremiah recommended the Borough vacate the unopened alley next to the Swineford Bank property and then he can ask the Bank if they would like a Quit Claim Deed for it. That could all be included within the same Ordinance. Council agreed Jeremiah should proceed with his recommendation.

Following discussion on this situation, a motion was made by William Hostler and seconded by Susan Kinney directing Jeremiah to proceed with the abandonment of the areas of N Wausau Rd and the appropriate portions of the unopened alleys requested by Craig Bahn and also vacate the unopened alley next to the Swineford Bank property. This would include creating the appropriate utility easements, preparation of a Quit Claim Deed to Craig Bahn and asking the Bank if they would like a Quit Claim Deed for the appropriate area. MOTION UNANIMOUSLY CARRIED.

Another motion was made by William Hostler and seconded by Susan Kinney amending the above motion to include that Craig Bahn would pay the cost for the Quit Claim Deed and the Borough would pay the cost for the Ordinance. MOTION UNANIMOUSLY CARRIED.

Request to Abandon Unopened Alleys Adjacent to Mrs Lovett's Property - Jeremiah explained that Phyllis Lovett, who lives at 512 Shambach Street, has requested a Quit Claim Deed for a portion of two unopened alleys. East Court Street is a 8.5 foot wide unopened alley located on the east side of her property. The School District's property borders the unopened alley on the east side. There are a number of mature trees located within this unopened alley making it a clearly abandoned alley that has continued to be maintained by the Lovetts as part of their property.

The other area is to the south of her property called South Court Street. This alley is designated as being 13 feet wide and also has mature trees located within it and has been maintained by the Lovetts. She would like the Borough create a Quit Claim Deed giving these alleys to her. Dustin explained there are public utilities located within these alleyways and he believes utility easements are already be in place. It was thought Robert Slivinski already took care of that when the new waterline was installed by the Borough. Jeremiah said they would check on that to be sure the utility easements have been completed and recorded.

Following discussion and an explanation of the law regarding abandoning unopened alleys, a motion was made by Susan Kinney and seconded by William Hostler to vacate the two areas being requested and a Quit Claim Deed be prepared for Mrs Lovett. The Borough would pay for the ordinance preparation and Mrs Lovett would be required to pay for the Quit Claim Deed. MOTION UNANIMOUSLY CARRIED.

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Re-zoning of Properties on Furnace Road - Jeremiah explained Ginny had recommended re-zoning some parcels located along West Willow Avenue and Furnace Road at a prior meeting, however, the FCC requires first reviewing the Borough's Comprehensive Plan. Jeremiah reviewed the Comprehensive Plan (dated 1975) and found nothing that would conflict with the suggested changes that Ginny was suggesting. There are 5 parcels that lie to the east of Furnace Road and South of West Willow Avenue that are colored blue indicating an Industrial District. Ginny again explained that the Industrial use no longer applies to this area and a Neighborhood Commercial District would be more applicable.

She also noted that the additional parcels on the east side of Furnace Road, and south of these parcels, might also want to be considered in the re-zoning, This would open them up for new uses such as a business. She also asked Council to look at the west side of Furnace Road to see if they might want to re-zone those parcels from West Willow Avenue to the Chip Plant and then the parcels along West Willow Avenue west of Furnace Road. Note was made that there are already commercial uses occurring in these areas that are grand-fathered in and this change would make them compliant. This change would create an extension of the Neighborhood/Commercial area already in place. Jeremiah read from the Zoning Book information explaining the different zones and what was allowed in those areas.

A motion was made by Heidi Potter to proceed with the zoning change from Residential 4 to Neighborhood Commercial for parcel numbers 34, 35, 36, 37, 38, 39, 40, 219, 261 located along the south side of West Willow Avenue and re-zoning parcel numbers 41, 42, 227, 233 103, located on the east side of Furnace Road from Industrial to Neighborhood Commercial, and parcels 104, 266, located along Furnace Road from Residential 4 to Neighborhood Commercial. The motion was seconded by Susan Kinney. MOTION UNANIMOUSLY CARRIED.

Jeremiah explained he will prepare the ordinance and notify the property owners and any other neighbors, as required by law. A public hearing will be held during a Council meeting, prior to the adoption of the ordinance, allowing people to comment on this proposed change.

Susan Kinney asked if re-zoning properties would create a real estate tax increase for the property owners, as she would not be in favor of anything that increased resident's property taxes. Ginny was asked to contact the tax assessment office to see if and or how re-zoning would affect real estate taxes.

Fire Company Report - Dwayne Hackenberg was not in attendance at tonight's meeting so no Fire Company report was presented.

Charles Park Playground - Dustin explained he has scheduled Playground Pros to be on site the first week in April to observe, inspect and assist in constructing the new playground equipment, as required by the grant. This is anticipated to be a two day process at \$600 the first day and \$900 the second day, totaling \$1,500.

Water Management Agreement - Ginny reminded Council that the 40 year Water Management Agreement between the Municipal Authority and the Borough will expire the last day of 2015. She has informed the Authority of this situation and Robert Slivinski recommended months ago that they come up with a new agreement that included the responsibilities they wanted. To date no agreement language has been received from the Authority Board. Ginny asked what would happen if they simply did nothing. Jeremiah explained that if there is no management agreement, things like the book work etc would no longer be the responsibility of the Borough. Ginny said that would really become complicated with most things being split between the three funds, including payroll. Ginny suggested Jeremiah talk directly to Robert Slivinski and decide how to move forward with this situation. Jeremiah felt it would be a better idea to write a letter to the Authority Board asking them to create an agreement that reflects what is actually going at this point in time, regarding their responsibilities. He noted that almost all Boroughs and Authorities have some type of management agreement in place.

Jeremiah recommended the letter state the kind of things that both entities share and the ratio at which they are shared. He also recommended creating a committee from each Board who would sit down together and work things out. That should begin now as there are only 9 months left in 2015. Another thought would be for Council to create a new agreement that reflects today's actual practices and desired things for the future and give it to the Authority. They can then come back with what they don't like about it. Jeremiah suggested Ginny prepare a letter to the Authority Board indicating current practices and ask them how they would like to proceed.

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Police Report - Tony Jordan noted that everyone should already have a copy of the Police Report for the month of February 2015.

Middleburg Firemen's Parade - Tony said he had met with the parade committee from the Fire Company and they discussed parade routes and manpower requirements. Two issues are signage and available manpower required to cover all of the intersections. He explained at length the problems with PENNDOT requirements and the unavailable number of people needed to direct traffic.

Another significant problem is the open registration allowed by the Fire Company for entities entering the parade. The parade becomes way too long and the entries often times do not keep up with the ones in front of them which results in slowing the parade down significantly. The parade needs to be shortened and appropriate signs made up and posted. These things are the responsibility of the Fire Company. Tony noted there are a whole lot of things involved with the operation of the parade that people don't realize.

Roger suggested the Fire Company require pre-registration ahead of time and then limit the number of entries each person can have. Jeremiah agreed that the Fire Company needed to set some standards that would shorten the parade and make things move along more efficiently, rather than lose the opportunity to continue with the parade.

PENNDOT was notified last year by drivers who became frustrated with the extremely long wait until the parade ended and they could pass through.

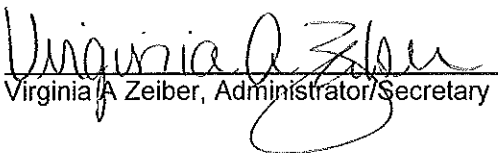
Street & Sidewalk Committee - Michael Kerstetter thanked Dustin and the maintenance crew for the outstanding job they did this year with snow plowing. He noticed there was a pothole patching crew out today and hoped they would all keep up the good work. Dustin has arranged a meeting with Brian Haight, from PENNDOT on Monday morning at 8:00 AM to review the streets for paving projects during 2015.

Budget Committee - Part Time Summer Help - Dustin said he had talked with Austin, the man who worked for George Long, about part time summer help but he was not interested. Michael Kerstetter said the next step would be to contact Career Link to see if they might have someone who would be appropriate for the Borough. Michael said he would check with them.

Diversified Technology Seminar - Ginny explained that she meant to bring this up at the Authority meeting but at the end of their meeting they made a motion to adjourn too quickly and she missed her opportunity. The company who provides and writes the software for the Authority's utility billing is sponsoring a free customer workshop in Bloomsburg on Wednesday, March 18<sup>th</sup> from 8:30 AM to 11:30 AM. The purpose is to teach new features and functions that save time and increase efficiency with the billing program. Since Beverly Inch uses this software for the water and sewer billings, Ginny recommends she attend this seminar and asked for Council's support. Everyone was in favor of Beverly attending this seminar.

Adjournment - A motion was made by Susan Kinney and seconded by Heidi Potter to adjourn. MOTION UNANIMOUSLY CARRIED.

The meeting adjourned at 9:46 PM.

  
Virginia A. Zeiber, Administrator/Secretary

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LOCATION OF MEETING : Middleburg Borough Building, 13 North Main Street, Middleburg PA

COUNCIL MEMBERS : Roger Snook-President, Michael Kerstetter, Heidi Potter, James Shull, Susan Kinney

OFFICIALS PRESENT : Virginia "Ginny" A Zeiber-Administrator/Secretary/Zoning Officer, Tony Jordan, Police Chief, Mayor Ronald Renshaw

OTHERS PRESENT : Robert Garrett, Pam Harper, Bob Hall, Linda Sterling, Mark Harris, Kay Poeth, Jesse Mattern, Deb Troutman, Peggy Chamberlain Roup, Pauline Buchanan, Amie Miller, Jeff Reber

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The Middleburg Borough Council meeting was called to order at 5:25 PM by guest speaker Robert (Bob) Garrett, President and CEO of the Greater Central Susquehanna Valley Chamber of Commerce. He apologized for the late arrival of invitations for this event and promised to do better the next time.

Bob explained that the purpose of this meeting was to create a Middleburg area organization interested in improving the economy, the vitality, and the revitalization of the greater Middleburg area. The Chamber believes that the days of large companies bringing their business into the small rural communities that employ around 4,000 people is in the past and that people are becoming more interested in the smaller down town main streets businesses. Their surveys have resulted in people actually preferring shopping in down town shops rather than the larger stores or malls.

Bob introduced Linda Sterling, who is currently the Director of the Main Street projects in down town Lewisburg. Prior to that, Linda was the Main Street Manager for Mifflinburg Borough.

Linda explained that there are four main points to look at if you want to create vibrancy in the down town areas:

The first one is to create a sustainable organization. This organization normally consists of volunteers from the local community who are interested in upgrading the Main Street areas of the community and bringing additional business into the area. These organizations always have conflicts between the people within the organization but they have to learn to work through their issues and work as a team supporting each other along the way. Once others see that the organization is honest and successful, people will want to work with them. The more interested the volunteers are in upgrading the down town areas of their community, the more successful the organization will be.

The second point is promotional marketing. This means you need to understand what is already here and what is not here.

The third point is to start preservation. This means finding things about your community that you will not find any place else and even though you may think there is nothing like that in your area, there always is.

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The fourth point is economic development. This means how to change the community from where it is now, to where you want it to be.

Linda described an organization in Lewisburg called Small Business Incubator which is attached to Bucknell University. The people in this organization are regular people, just like you and your neighbors, who are interested in starting a business. A young man recently came out of the Small Business Incubator and created his own computer business. In the last two years his company has hired five new people and they continuing to grow and are doing very well.

One of the primary issues in Lewisburg was to fill the empty buildings, which were thirteen at the time, with successful businesses. The committee of volunteers created a board of directors and were successful at getting a grant. Now fifteen years later, they have a great marketing plan, the buildings are full, and the Borough's web site receives approximately 12,000 visits per month.

The biggest pitfall in any town is blight. Every town has to deal with this same thing and it is difficult to get past.

There is a very specific process in Pennsylvania for getting a Main Street grant and it will take a while for this type of group to get organized. Once a group has been formed, they should only need to meet between three and five hours a month to discuss issues. An experienced grant writer will be required to write the grants as the state is looking for specific language they want to see in that document.

At this point there was considerable discussion among everyone regarding their concerns with improving the area or experiences they have had in this area.

Linda explained that if a community is successful at acquiring a Main Street grant, and they are successful completing their goals under that grant, then the next year they will be able to apply and receive one again. If the municipality does not meet their scheduled goals, they will not be successful at being looked at favorably the next year for a second grant. She noted that many municipalities have a funding partner who regularly contributes toward the down town improvements. Lewisburg's funding partner contributes \$25,000 per year and Mifflinburg's partner contributes \$5,000. Since the Borough is a member of the Chamber, they would be available to assist in any way they could.

Note was made that there are two things attempting to be brought to Middleburg Borough and they are high speed internet and natural gas. Both are close by but not here yet. The lack of high speed internet is a deterrent to some businesses.

Bob then introduced Peggy Chamberlain Roup, Snyder County Commissioner. Peggy pointed out that another thing to look for is the assets of each area and Middleburg has lots of assets. She said all of the people at the courthouse eat lunch at one of the local restaurants almost every day. Some of their options are the Hotel Middleburger, Subway, the deli at IGA, Vinnies and any other restaurants in town she may have missed. There is jury selection four times a year and all of those people eat in Middleburg at the local restaurants. Middleburg also has two dog shows every year, one in the spring and the other in the fall and they attract many people to the community. There is a beautiful park with a nice pond, the Historical Society, the Snyder County Courthouse, the War Memorial, the Middleswarth Chip Plant and many other nice things to visit. She noted a young man recently upgraded the area outside of the War Memorial for his Eagle Scout project and it looks very nice.


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The County is hopeful that M & T Bank will give their building to the courthouse when they close their branch office, as they could certainly use it. Outside of the Borough Peggy mentioned numerous larger employers such as Apex Homes, Northway Industries, Coles Hardware, and inside the Borough is PBS providing employment opportunities for the Greater Middleburg Area.

At the end of the meeting Bob asked everyone if they were interested in meeting again in an effort to put together a team of volunteers to accomplish improvements to the Main Street areas of Middleburg and also the Greater Middleburg Area. He promised to do better the next time with the invitations and felt if more people came, they too may be interested in volunteering to work on improving the Greater Middleburg Area.

Everyone agreed they would be interested in meeting again and wanted to move forward with this proposed effort.

The meeting ended at 6:50 PM.

  
Virginia A Zeiber, Administrator



Virginia A Zeiber, Borough of Middleburg  
Robert Garrett - Chamber  
Pam Harper Star Hollow Candle Co.  
Bob Hall 230 E. Main St. Midd, PA  
Linda Sterling Greater Susq. Valley Chamber.  
Mark J Harris Marene Farm  
Kay Poeth Snyder County Times  
Jesse Mattern Complete Window Cleaning  
Deb Troutman 125 W. Market St. Midby  
ROGER L. SNOOK MDC BOROUGH COUNCIL  
Jeff Lumberlain-Koup Snyder County Commissioner  
Pauline Buchanan Resident  
Donald R. Benschaw Mayor  
Jim Sims BOROUGH COUNCIL  
Sue Kinney Borough Council  
Annie Miller Miller Travel Agency  
Jeff Peber Apex Homes  
Tony Jordan MIDDLEBURG Police DEPT  
Michael E. Kerstetter Resident/Council  
HEIDI POTTER BORO COUNCIL