

**MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
TUESDAY, APRIL 14, 2026
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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA

Council Members: Present: James Shull/President, James Gahring/Vice-President, Martin Clark, and Mayor Heidi Potter. Beverly Inch was absent.

Others Present: Borough Solicitor/Beau Hoffman, Borough Engineer/Trever Hess, Police Chief/Mark Bailey, Borough Supervisor/Devan Leister, and Borough Administrator/Elizabeth Paige.

Public Present: Joseph Varner

CALL TO ORDER & APPROVALS:

Middleburg Borough Council meeting called to order by Council President, James Shull at 6:30 p.m.

Council President, James Shull called for approval of tonight's meeting agenda with the addition of a review of a price quote by the Police Chief. Motion by James Gahring and seconded by Martin Clark to approve the meeting agenda with the addition as mentioned. Motion carried unanimously.

Council President, James Shull called for the approval of the March 10, 2026, monthly meeting minutes. Motion made by James Gahring and seconded by James Shull to approve the March 10, 2026, monthly meeting minutes as presented. Motion carried unanimously.

Council President, James Shull called for approval of the March 2026 bills paid. Motion made by Martin Clark and seconded by James Gahring to approve the March 2026 bills paid in the amount of \$58,348.50. Motion carried unanimously.

Council President, James Shull called for approval of the Borough financial statement dated March 31, 2026. Motion made by James Shull and seconded by Martin Clark to approve the financial statement dated March 31, 2026. Motion carried unanimously.

REPORTS:

Borough Engineer, Meck-Tech, Inc./Trever Hess:

- Borough Engineer, Trever Hess discussed the inspection performed at 101 Furnace Road, where a retaining wall collapsed along the south side of W. Willow Avenue. At this time, Trever Hess discussed the minor undermining of the W. Willow Avenue roadway surface and the options to correct. After a brief discussion, motion made by Martin Clark and seconded by James Gahring to have the Borough Engineer contact the property owner to meet onsite and discuss the removal of the retaining wall at their cost and request a grading easement for the Borough to correct the undermining of W. Willow Avenue. Borough Administrator will provide the Borough Engineer with property owner's contact information.

PUBLIC COMMENTS:

- Joseph Varner, property owner of 275 W. Market Street, stated he attended the Middleburg Municipal Authority (MMA) meeting earlier this evening to address the tapping fees being charged for the three (3) new residential units he is adding to his property. Joseph Varner stated he was informed to pay the tapping fees as the MMA Rules & Regulations "are what they are". Borough Solicitor, Beau Hoffman stated the MMA cannot make money off the tapping fees being charged. After a brief discussion, Borough Council directed the Borough Solicitor to write a letter to the Authority addressing the concern of the tapping fees being assessed and the need to update the Google listing of their address, which currently reflects the Borough office building address.

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7 P.M. – Road Bid Opening

- At 7 p.m. the Borough Engineer and Borough Administrator opened a total of seven (7) bids, which were submitted for the 2026 Borough Paving Project. After a brief discussion of the bid submissions, motion was made by James Shull and seconded by James Gahring to approve the bid be awarded to the apparent lowest bidder upon review of the bid documents by the Borough Engineer and Borough Solicitor. Motion carried unanimously. Borough Administrator requested approval to use the allocation of \$1,265 of County Liquid Fuels Tax Funds as part of the payment for the 2026 Borough Paving Project. Motion made by James Shull and seconded by James Gahring to approve the submission of the County Liquid Fuels Tax Aid Application by the Borough Administrator for the approved 2026 Borough Paving Project. Motion carried unanimously.

REPORTS:

Borough Solicitor, Beau Hoffman:

- Borough Solicitor, Beau Hoffman reviewed the letter received from Shoch Law Office requesting the Borough Council to consider a request from Stylehome Properties, LLC to rezone their property located at 204 Wausau Road (former Family Dollar location) from Industrial to Neighborhood Commercial. Additionally, Stylehome Properties, LLC is asking Borough Council to consider amending its' Zoning Ordinance to add Multi-Family Residential Use as either a permitted use or by special exception/conditional use in the Neighborhood Commercial District. After a lengthy discussion of the proposed rezoning, Borough Council directed Borough Solicitor, Beau Hoffman to draft an Ordinance rezoning the property at 204 Wausau Road from Industrial to Commercial along with amending the Zoning Ordinance to add Multi-Family Residential use by special exception in the Commercial District. Beau Hoffman stated he will reply to Attorney Schoch with the Council's decision regarding the rezoning of the property to Commercial and the amendment to add the Multi-Family Residential use by special exception in the Commercial District.

Borough Police Chief, Mark Bailey:

- Police Chief, Mark Bailey reviewed the March 2026 monthly police department report with Borough Council.
- Police Chief, Mark Bailey discussed the possible purchase of a 2022 Ford Explorer from the City of Sunbury for \$13,000. At this time, Borough Council President, James Shull addressed the recommendation for allocating unexpended 2025 Police Budget Funds in the amount of \$10,000 to the Police Vehicle PLGIT Fund, which would allow for the purchase of the 2022 Ford Explorer for \$13,000. After a brief discussion, motion made by James Shull and seconded by James Gahring to allocate \$10,000 of unexpended 2025 Police Budget Funds to the Police Vehicle PLGIT Fund (Funds being transferred from the Borough Reserve PLGIT Fund). Motion carried unanimously. Motion made by James Shull and seconded by Martin Clark to approve the purchase of the 2022 Ford Explorer from the City of Sunbury for \$13,000. Motion carried unanimously.

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- Police Chief, Mark Bailey stated Middleburg Revitalization Committee member, Don Klinger contacted him about one of the smaller fountain's lights that are no longer working. Chief Bailey stated the original purchase of the fountain white light sets was made from Blue Thumb with the cost being covered by a donation. Chief Bailey contacted Blue Thumb, who informed him the white light sets are no longer available but there are two sets remaining in their current inventory. Chief Bailey presented a quote of \$539 per light set from Blue Thumb if Borough Council is interested in purchasing. Motion made by Martin Clark to purchase the remaining two (2) sets of white lights from Blue Thumb at the cost of \$1,078. Due to lack of a second, the motion died. After a brief discussion about the fountains originally being paid for by donations, Borough Council unanimously agreed the fountain lights will not be replaced at this time.
- Police Chief, Mark Bailey discussed the removal of the parking space in front of Middleburg Auto Parts, which took place during the traffic signal upgrade project. Chief Bailey stated upon review of the Borough Code of Ordinances there appears to be a conflict regarding parking regulations (Chapter 15, Part 4). Chief Bailey recommended painting the curb yellow and the installation of a "No Parking" sign at this location. Borough Council unanimously agreed to the recommendation of the Police Chief and instructed the Borough Supervisor to paint the curb yellow and install the sign at this location.
- Police Chief, Mark Bailey provided a brief update on the installation of the new garage entrance door.

Borough Supervisor, Devan Leister:

- Borough Supervisor, Devan Leister informed Borough Council the removal of the holiday decorations and the display of the Hometown Hero banners was completed on March 23rd and 24th. The total cost of the rental of the lift and Flagger Force for traffic control for the two (2) days was \$2,835.54. Borough Administrator stated the Middleburg Revitalization Committee has been invoiced for 50% of the total cost as agreed upon.
- Borough Supervisor, Devan Leister informed Borough Council about the current issues with the street sweeper, which are due to the lack of maintenance and the street sweeper not being correctly winterized at the end of 2025. Devan Leister stated hydraulic oil lines were replaced but now the water pump needs to be replaced, for which he has requested a quote. Devan Leister informed Borough Council he investigated the option of contracting street sweeping services as the Borough only does street sweeping approximately three (3) times a year. At this time, Devan Leister reviewed the pricing for contracted street sweeping he has received. After holding a brief discussion about repairing the street sweeper or contracting the street sweeping service, Borough Council unanimously decided to table the discussion to next month's meeting as the price quote for a new water pump has not been received.

Borough Administrator, Elizabeth Paige:

- Borough Administrator, Elizabeth Paige reviewed the zoning violations and permits issued report for the month of March 2026.

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- Borough Administrator, Elizabeth Paige reviewed the price quotes received for the Spring Cleanup services. Motion made by James Gahring and seconded by Martin Clark to approve Disposal Management Services, Inc. with the lowest price quote. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige stated a packet of information was provided to Borough Council for review of the recommended zoning map and zoning regulation updates.
- Borough Administrator, Elizabeth Paige reviewed the notice from Middleburg Municipal Authority offering the option for customers to receive water/sewer bills via email. Elizabeth Paige also reviewed the "Payment Return Notice" which will be mailed to the customer of any water/sewer payment received at the Borough office via the drop box or by mail.

OLD BUSINESS:

- Borough Council President, James Shull tabled the discussion of the Middleburg Municipal Authority fire hydrant maintenance fees to the April meeting.

NEW BUSINESS:

- After a brief discussion of the revised personnel manual, the Personnel Committee requested the Borough Administrator email the revised Borough Employee Personnel Manual to all Council members and the Borough Solicitor for review and/or comment. The adoption of the revised Borough Employee Personnel Manual should be placed on the April meeting agenda.

BOROUGH COUNCIL MEMBER AND MAYOR REPORTS:

- Borough Council member, Martin Clark informed Borough Council about a recent incident of a semi-truck attempting to turn off N. Charles Avenue onto W. Oak Avenue to make a delivery to Troutman's Meats. Martin Clark requested Borough Council to consider amending the ordinance to prohibit semi-truck traffic on N. Charles Avenue. Motion made by Martin Clark and James Shull to approve Borough Solicitor to amend the Borough Code of Ordinances to include the restriction of semi-trucks on N. Charles Avenue. Motion carried unanimously.

BOROUGH COMMITTEE UPDATES:

- Community Improvements Committee member, Heidi Potter informed Borough Council there was not enough interest received regarding the request to hold a Winter Event this year.

CORRESPONDENCE and/or MEETING MINUTES:

- Borough Council President, James Shull reviewed Middleburg Municipal Authority monthly update submitted.

With no further business to be addressed, motion by James Gahring and seconded by Martin Clark to adjourn tonight's meeting at 8:48 p.m.

Respectfully Submitted,
Elizabeth Paige
Borough Administrator/Secretary