

**MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, April 08, 2025 @ 7:00 p.m.
Page 1**

Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA

Council Members: Present: Donald Zechman/President, James Shull/Vice-President, Beverly Inch, Gary Thomas, James Gahring and Mayor Heidi Potter Absent: Brian Swartz and Virgil Schlieff

Others Present: Borough Solicitor/Beau Hoffman, Police Chief/Mark Bailey, Borough Supervisor/Blake Zechman, Municipal Authority Manager/Dustin Zechman, Fire Chief/Scott Reigle, Deputy Fire Chief/Tyler Maneval and Borough Administrator/Elizabeth Paige

Public Present: Michael Kerstetter, Martin Clark

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 Gahring and seconded by Gary Thomas to approve the agenda as presented. Motion carried unanimously.

PUBLIC COMMENTS:

- Borough Resident, Martin Clark stated he wanted to address his concern about the proposed ordinance to prohibit parking along N. Charles Avenue to be addressed tonight. Martin Clark stated his concern is the current "No Parking" signage along N. Charles Avenue from W. Market Street to W. Oak Avenue needs to be replaced. Also, Martin Clark stated he would like to express his interest in filling the possible open Borough Council position he heard about.

RESIGNATION:

- Council President, Donald Zechman read Council Member, Virgil Schlieff's letter of resignation dated April 4, 2025, stating his resignation from Borough Council was effective immediately. After a brief explanation about the procedure to fill a council vacancy, motion made by James Shull and seconded by Gary Thomas to accept the resignation of Virgil Schlieff from the Borough Council. Motion carried unanimously.

MINUTES, PAID BILLS, FINANCIAL REPORTS:

Motion made by Gary Thomas and seconded by James Shull to approve March 11, 2025, monthly meeting minutes as presented. Motion carried unanimously.

Motion made by James Shull and seconded by Beverly Inch to approve the bills paid in March 2025 as presented. Motion carried unanimously.

Motion made by James Shull and seconded by James Gahring to approve the financial statements as of March 31, 2025, as presented. Motion carried unanimously.

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, April 08, 2025 @ 7:00 p.m.
Page 2

PUBLIC HEARING: Ordinance No. 2025-375 – Amending Chapter 15: Motor Vehicles, Part 4: General Parking Regulations, §15-402: Parking Prohibited at All Times in Certain Locations

- Borough Solicitor, Beau Hoffman opened the public hearing for Ordinance No. 2025-375 at 7:10 p.m. Beau Hoffman explained the proposed ordinance will now prohibit parking on either the East or the West side of N. Charles Avenue from W. Oak Avenue to Pine Street. Beau Hoffman also made note of the public comment by Martin Clark made earlier about the signage along N. Charles Avenue. With no further public comments, Beau Hoffman closed the public hearing for Ordinance No. 2025-375 at 7:11 p.m. Motion made by Beverly Inch and seconded by James Gahring to adopt Ordinance No. 2025-375 as presented. Motion carried unanimously.

REPORTS:

Borough Engineer/Meck-Tech, Inc.

- Meck-Tech, Inc. representative, Trever Hess reviewed the bid results for the 2025 Paving Project of W. Market Street. The apparent low bidder for the project is Mid-State Paving LLC with a total bid of \$58,625.00. Trever Hess requested the Borough Council to approve Mid-State Paving LLC as the low bidder. Motion made by Gary Thomas and seconded by James Gahring to approve Mid-State Paving LLC as the low bidder with a total bid of \$58,625.00. Motion carried unanimously.
- Mech-Tech, Inc representative, Trever Hess reviewed the letter received from PennDOT informing the Borough of the proposed project on SR522 (W. Market Street) currently planned to begin construction activities in 2027. PennDOT is soliciting municipal input about the proposed project as PennDOT develops the proposed project. Trever Hess recommended the Borough Administrator complete the enclosed document to request a meeting with PennDOT to discuss any Borough concerns regarding the proposed project area. Trever Hess recommended the Borough's Streets & Sidewalks Committee perform a walk-through of the proposed project area so the Borough can address their concerns to PennDOT at the meeting. At this time, Mayor Heidi Potter stated Snyder County Commissioner, Joe Kantz had contacted her to inform her about changes Snyder County would be proposing to PennDOT regarding the traffic flow on W. Market Street by the Snyder County Courthouse.

Deputy Fire Chief – Tyler Maneval

- Deputy Fire Chief, Tyler Maneval requested Borough Council approve the submission of the 2025 parade permit to PennDOT. Tyler Maneval informed Borough Council there will be no need to change the parade route for 2025 as the proposed PennDOT project detour will not be occurring this year. Motion made by Beverly Inch and seconded by James Gahring to approve the submission of the 2025 parade permit to PennDOT. Motion carried unanimously.
- Deputy Fire Chief, Tyler Maneval stated the fire company is requesting Borough Council grant a temporary and/or complete road closure of Thomas Avenue (300 & 400 blocks) and Wagenseller Street (300, 400 & 500 blocks) for the parade line-up on Thursday, August 7, 2025 from the hours of 4:30 p.m. until 8:00 p.m. Tyler Maneval informed Borough Council the fire company will be responsible for notifying all residents, who will be affected by the road closures. Motion made by Gary Thomas and seconded by James Shull to grant approval of the road closures as requested by the fire company for the parade line-up. Motion carried unanimously.

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, April 08, 2025 @ 7:00 p.m.
Page 3

- Deputy Fire Chief, Tyler Maneval offered a “Thank You” to Borough Council for the article placed in the Borough’s Spring Newsletter.
- Deputy Fire Chief, Tyler Maneval reviewed the monthly fire company reports and reported on various grants submitted by the fire company.

Borough Solicitor/AxRunkle, PC – Beau Hoffman

- Borough Solicitor, Beau Hoffman informed Borough Council that he attended the Middleburg Municipal Authority (MMA) meeting earlier tonight to present a letter of request to the MMA on behalf of the Borough’s Municipal Authority Management Agreement Committee (Committee), which highlighted the following items: 1) A draft of a revised Agreement, 2) A detailed list of equipment, tools and vehicles, 3) An estimated timeline, and 4) Monthly joint meetings. The Committee wanted the MMA to understand the Borough’s concerns about the proposed separation and the proposed revised agreement. Beau Hoffman requested the Borough Administrator to email all the Borough Council members and Mayor a copy of the letter presented to MMA by the Committee.
- Borough Solicitor, Beau Hoffman requested an executive session to be held for the discussion of legal matters.

Police Chief – Mark Bailey

- Police Chief, Mark Bailey informed Borough Council the 2025 Firemen’s Parade Route will require the same road detours and signage as done in previous years. In year 2026, the parade route will need to be shorten due to PennDOT’s bridge project and required road detours being put in place for the project.
- Police Chief, Mark Bailey reviewed March 2025 monthly police reports with the Borough Council.
- Police Chief, Mark Bailey reported the additional signage requested (25 MPH sign & conspicuity diamonds) has been installed on N. Main Street.
- Police Chief, Mark Bailey briefly reported on the G&C Foods truck, which performed a turn-around in the Every Occasion Venue parking lot along N. Main Street. Police Chief Bailey reported the G&C Foods truck driver was cited for the turn-around as the parking lot is posted “No Semi Turn-Around.” Police Chief Bailey stated a G&C Foods representative indicated they have proposed off-site delivery to Troutman Meat’s.
- Police Chief, Mark Bailey reported an intern from Bloomsburg University doing an internship with Snyder County Probation has requested approval to be allowed to do ride a longs with Middleburg Police Department. Police Chief Bailey reported he has contacted the Borough’s Insurance representative about the necessary waiver of liability to allow the ride a longs by the intern. Motion made by James Shull and seconded by Gary Thomas to approve the ride a longs of the intern conditional on the waiver of liability being provided. Motion carried unanimously.
- Police Chief, Mark Bailey briefly reported on an application for federal grant funding being made for the purchase of Body-Worn Cameras and Vehicle Dash-Mount Cameras.

**MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, April 08, 2025 @ 7:00 p.m.
Page 4**

Borough Supervisor – Blake Zechman

- Borough Supervisor, Blake Zechman reported the Hometown Hero Banners have all been installed.
- Borough Supervisor, Blake Zechman informed Borough Council he will be attending PennDOT's County Maintenance & Municipal Outreach Program on April 29th and has signed up to attend a Flagger Training certification course.

Municipal Authority Manager – Dustin Zechman

- Municipal Authority Manager, Dustin Zechman informed Borough Council he will help Blake Zechman with the order of the new signage necessary for posting N. Charles Avenue as "No Parking."
- Municipal Authority Manager, Dustin Zechman reported the Municipal Authority has closed on the PennVEST loan for the upcoming sewer line rehabilitation project.

Borough Administrator/Zoning Officer – Elizabeth Paige

- Borough Administrator, Elizabeth Paige reviewed the price quotes for the 2025 Spring Cleanup. After a brief review of the price quotes, motion made by James Shull and seconded by James Gahring to approve Disposal Management Services, Inc. with the lowest price quote for the 2025 Spring Cleanup. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige reviewed an email from Swift Kennedy representative, Lisa Crawford regarding the renewal of the Borough employee health/dental/vision benefits. The renewal of the benefits is effective June 1, 2025, and the separation of the Middleburg Municipal Authority may or may not effective the renewal rates quoted.

EXECUTIVE SESSION:

- Borough Council President, Donald Zechman called for an executive session at 7:54 p.m. for discussion of legal matters. Council President, Donald Zechman called the meeting back to order at 8:32 p.m. with no action necessary.

COUNCIL MEMBER & MAYOR REPORTS:

- Borough Council Member, Gary Thomas inquired if Middleburg Yarn has made any further indication of what may be happening with their property located off Edmond Avenue. Borough Solicitor, Beau Hoffman stated he has received no further inquiries from Middleburg Yarn about the property. Borough Administrator/Zoning Officer, Elizabeth Paige stated she has only received one (1) inquiry about the zoning regulations of the property.

BOROUGH COMMITTEE UPDATES:

- Personnel Committee Chairman, Gary Thomas informed Borough Council the committee has selected two (2) applicants to interview for the part-time position. The committee will conduct interviews with Borough Supervisor, Blake Zechman and plans to make a hiring recommendation to Borough Council at the May meeting.

**MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, April 08, 2025 @ 7:00 p.m.
Page 5**

- Borough Municipal Authority Management Agreement Committee Chairman, Gary Thomas reported the Municipal Authority agreed to the scheduling of a joint meeting on Tuesday, April 29th at 6 p.m. The meeting will consist of the Borough's committee, Borough Solicitor/Beau Hoffman, the Authority's committee, Authority Solicitor/Robert Slivinski and Municipal Authority Manager/Dustin Zechman.

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 James Gahring to adjourn tonight's meeting at 8:40 p.m. Motion carried unanimously.

Respectfully Submitted,

Elizabeth Paige
Borough Administrator/Secretary