

**MIDDLEBURG BOROUGH COUNCIL  
MEETING MINUTES  
Tuesday, August 12, 2025 @ 7:00 p.m.  
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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA

Council Members: Present: James Shull/President, Gary Thomas/Vice-President, James Gahring, Brian Swartz, Martin Clark and Mayor Heidi Potter. Absent was Beverly Inch.

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

Public Present: Adam Dietz

**CALL TO ORDER & AGENDA APPROVAL:**

Middleburg Borough Council meeting called to order by Council President, James Shull at 7:00 p.m. followed by the pledge of allegiance.

Council President, James Shull inquired if there were any additions and/or changes to tonight's meeting agenda. Motion by Gary Thomas and seconded by Brian Swartz to approve the agenda as presented. Motion carried unanimously.

**MINUTES, PAID BILLS, FINANCIAL REPORTS:**

Motion made by James Gahring and seconded by Martin Clark to approve July 08, 2025, monthly meeting minutes as presented. Motion carried unanimously.

Motion made by Brian Swartz and seconded by James Gahring to approve the bills paid in July 2025 as presented. Motion carried unanimously.

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

**PUBLIC COMMENTS:**

- Adam Dietz supplied Borough Council with some brief background information about some of the improvements (planters in the square/flower boxes) and past events held within the Borough. Adam Dietz reviewed the project proposal form he submitted to the Borough, which was distributed to the Borough Council members. Adam Dietz stated he is proposing to hold a "Community Holiday Event," which would consist of pop-up tents, food trucks, entertainment and decorations. The proposed date and time of the event would be Saturday, December 6, 2025, from 10 am to 3 pm. The event would be in the Emmanuel Lutheran Church parking lot with parking at borough ballfield and the Trinity United Methodist Church parking area. At this time, Adam Dietz stated the event depends on receiving approval from the Emmanuel Lutheran Church board. If approval is received, Adam Dietz discussed the available event parking, support from the police department for pedestrian traffic crossing S. Main Street, and usage of the Borough's traffic barricades. After a brief discussion of possible event support by the Borough, motion made by Martin Clark and seconded by Brian Swartz that the Borough approves to provide event support with traffic barricades, parking on the ballfield, possible road closure of Church Street and Edmond Avenue if needed and assistance from the police department pending event site approval from Emmanuel Lutheran Church. Motion carried unanimously.

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**EXECUTIVE SESSION:**

- Council President, James Shull called for an executive session at 7:16 p.m. for discussion of legal and personnel matters. Council President, James Shull called the meeting back to order at 8:41 p.m. Borough Solicitor, Beau Hoffman stated a legal discussion was held regarding the separation of the Municipal Authority from the Borough and a police department personnel matter was discussed, which resulted in a reprimand. Borough Council requires no action.

**REPORTS:**

**Police Chief – Mark Bailey**

- Police Chief, Mark Bailey reviewed the monthly June 2025 police reports with the Borough Council.
- Police Chief, Mark Bailey reported the license plate reader is now operational.
- Borough Council President, James Shull inquired about the bikes the police department have stored in the building's basement. After a brief discussion, Police Chief Bailey stated he will investigate options for the bikes.

**Borough Supervisor – Blake Zechman**

- Borough Supervisor, Blake Zechman informed Borough Council the land owned by the Borough behind the maintenance shed will be posted "no hunting" as the borough employees would like to archery hunt the property this year.
- Borough Supervisor, Blake Zechman requested to expend \$10,000.00 to \$12,000.00 from the State Liquid Fuels account to have Mid-State Paving make road repairs to several roadways as needed. After a discussion about the E. Market Street project being paid out under the budgeted amount, motion made by Gary Thomas and seconded by Brian Swartz to approve the expenditure request for road repairs via the extra encumbered budget funds for 2025 road work. Motion carried unanimously.
- Budget Committee Chairman, Brian Swartz requested Blake Zechman to meet with the Budget Committee on Monday, August 18<sup>th</sup> at 4 p.m. to discuss the 2026 budget for the road department.

**Borough Administrator/Zoning Officer – Elizabeth Paige**

- Borough Administrator, Elizabeth Paige reviewed Green Light Go Project/Grant contractor's (TRA Electric, Inc.) payment application #1 for approval by Borough Council. Motion made by Gary Thomas and seconded by Martin Clark to approve the contractor's (TRA Electric, Inc.) payment application #1 in the amount of \$304,818.41. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige reviewed the revised 2025 Budget, which will reduce the budget deficit by \$56,415.00 as the SRO wages were budgeted twice and the police department received approval to purchase a license plate reader in the amount of \$6,100.00 from the duplicated SRO wages. Motion made by Brian Swartz and seconded by James Gahring to approve the revised 2025 Budget as presented. Motion carried unanimously.

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- Borough Administrator, Elizabeth Paige reviewed the Zoning Violation Report and Zoning Permits Issued Report.
- Borough Administrator, Elizabeth Paige informed Borough Council she reviewed the current Zoning map and district regulations. Elizabeth Paige suggested a Zoning Committee be formed to review the map/district regulations and then come back to Borough Council with recommendations for changes. Borough Solicitor, Beau Hoffman stated James Grose has contacted him about a zoning district permitted use regulation, which Borough Council could add the use of distilling, rectifying, blending, brewing, processing and packaging liquors, malt liquors, wines and brandy into the Neighborhood Commercial District as the use is currently allowed only in the Industrial District. After a brief discussion, Borough Council President, James Shull appointed Martin Clark as Chairman, Beverly Inch, James Gahring and Elizabeth Paige to the Zoning Committee to further investigate the zoning map and zoning district permitted use regulations.
- Borough Administrator, Elizabeth Paige informed Borough Council that a letter from Department of Environmental Protection was received today addressing the Municipal Authority's Chapter 94 Report and NPDES Permit No. PA0020583, which requires a Corrective Action Plan to be submitted regarding the current overloading of Pump Station #2.

**Municipal Authority Manager – Dustin Zechman**

- Municipal Authority Manager, Dustin Zechman stated the Municipal Authority Engineer reported the current sewer rehabilitation project will address the DEP letter, which was reported on by the Borough Administrator.
- Municipal Authority Manager, Dustin Zechman informed Borough Council the sewer rehabilitation project is substantially completed and under the initial cost estimate.

**COUNCIL MEMBER REPORTS & BOROUGH COMMITTEE UPDATES:**

- Council Member, Martin Clark addressed a concern about the burning ordinance. Council requested a reminder be added to the Fall Newsletter about burning. Martin Clark also reported trucks are still driving over his property sidewalks at the intersection of W. Oak Avenue and N. Charles Avenue.
- Personnel Committee Chairman, Gary Thomas reported the committee will be holding a meeting to further discuss the police contract negotiations.

**CORRESPONDENCE, MINUTES, REPORTS:**

- Council President, James Shull called for any comments or questions regarding the July 08, 2025, meeting minutes of the Middleburg Municipal Authority provided to Borough Council for review.

With no comments or further business to conduct, the motion made by James Shull and seconded by Gary Thomas to adjourn tonight's meeting at 9:32 p.m. Motion carried unanimously.

Respectfully Submitted,  
Elizabeth Paige  
Borough Administrator/Secretary