

**MIDDLEBURG BOROUGH COUNCIL**  
**MEETING MINUTES**  
**Tuesday, December 09, 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, Martin Clark, Brian Swartz, and Mayor Heidi Potter. Absent was Beverly Inch.

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

Public Present: Zachary Hackenberg, and Scott Reigle

**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. Borough Administrator, Elizabeth Paige reported a correction to the Ordinance listed as 2025-374, which should be 2025-377. Motion by Gary Thomas and seconded by Martin Clark to approve the meeting agenda with the correction as stated by the Borough Administrator. Motion carried unanimously.

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

Motion made by James Gahring and seconded by Brian Swartz to approve November 12, 2025, monthly meeting minutes as presented. Motion carried unanimously.

Motion made by Brian Swartz and seconded by Martin Clark to approve the bills paid in November 2025 as presented. Motion carried unanimously.

Motion made by Gary Thomas and seconded by James Gahring to approve the financial statements as of November 30, 2025, as presented. Motion carried unanimously.

**PUBLIC COMMENTS:** None currently

**PUBLIC HEARINGS:**

- Ordinance No. 2025-377: Ordinance amending the Borough Code, Chapter 27, Part 16, Subsection 27-106 and 27-1607 to allow distilling, rectifying, brewing, processing, and packaging of liquors, malt liquors, wines and brandy within the Commercial (C) and Neighborhood Commercial (NC) zoning districts. Borough Solicitor, Beau Hoffman opened the public hearing for the ordinance at 7:03 p.m. With no comments, the public hearing was closed at 7:04 p.m. Motion made by James Gahring and seconded by Martin Clark to adopt Ordinance No. 2025-377. Motion carried unanimously.
- Ordinance No. 2025-376: Ordinance amending the police pension plan administered by Pennsylvania Municipal Retirement System to require a zero percent (0%) contribution rate by the members for year 2026. Borough Administrator, Elizabeth Paige opened the public hearing at 7:05 p.m. With no comments, the public hearing was closed at 7:06 p.m. Motion by Brian Swartz and second by James Gahring to adopt Ordinance No. 2025-376. Motion carried unanimously.

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**2026 PROPOSED BOROUGH BUDGET:**

- Borough Council President, James Shull called for any comments or questions about the proposed budget. Council Member, Gary Thomas stated the revision to the fire company donation discussed at last month's meeting is not included in the proposed budget. With the noted correction to the fire company donation, motion made by Martin Clark and seconded by Gary Thomas to approve and adopt the 2026 Borough Budget. Motion carried unanimously.
- With no tax increases in the 2026 Budget, motion made by Brian Swartz and second by James Gahring to approve advertising the 2026 Tax Rate Ordinance for adoption at the January 5, 2026, Borough Council meeting.

**REPORTS:**

**Borough Solicitor – Beau Hoffman**

- Borough Solicitor, Beau Hoffman requested an executive session be held for the discussion of the Snyder County Intergovernmental Agreement for transportation of prisoners.

**EXECUTIVE SESSION:**

- Council President, James Shull called for an executive session at 7:08 p.m. for discussion of legal and personnel matters. Council President, James Shull called the meeting back to order at 7:56 p.m. Borough Solicitor, Beau Hoffman stated there was discussion of the contract negotiations of the Police Union Contract, and the Snyder County Intergovernmental Agreement for transportation of prisoners with no required action to be taken at this time.

**Police Chief – Mark Bailey**

- Police Chief, Mark Bailey reviewed the monthly November 2025 police reports with the Borough Council.

**Borough Supervisor – Devan Leister**

- Borough Supervisor, Devan Leister reported the removal of the Hometown Hero Banners and installation of the holiday decorations went well. Devan Leister stated with the reduction in Borough employees due to the separation of the Municipal Authority, there may be need for Flagger Forces when it comes time to remove the holiday decorations and hang the Hometown Hero Banners.
- Borough Supervisor, Devan Leister reported he is obtaining a price quote for parts for the Ventrac mower, which requires repairs before usage.
- Borough Supervisor, Devan Leister stated he would like the Borough Council to advertise for a full-time Borough employee as soon as possible. After a brief discussion, motion made by Brian Swartz and seconded by James Gahring to advertise for a full-time Borough employee. Motion carried unanimously.

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

- Borough Administrator, Elizabeth Paige reviewed the updated Zoning Violation Report and Zoning Permits Issued Report.
- Borough Administrator, Elizabeth Paige reviewed the Winter 2025 Newsletter. With no comments or corrections, the Winter 2025 Newsletter will be printed, folded and 600 newsletters delivered to the Municipal Authority office for mailing with the fourth quarter water/sewer bills.
- Borough Administrator, Elizabeth Paige reported actions necessary to transition the checking and PLGIT accounts to the Municipal Authority have been completed. Elizabeth Paige said the Municipal Authority requested Borough Council to authorize her to sign the vehicle titles to be transferred to the Municipal Authority. Elizabeth Paige requested Borough Council to allow her to post a sign at the office and on the website regarding the office being closed the week of December 22<sup>nd</sup> as the Municipal Authority Secretary has transitioned to the new office location. After a brief discussion, Borough Council approved the request by Elizabeth Paige.

**OLD BUSINESS:**

- Zoning Committee Chairman, Martin Clark reported the committee has not meet except to hold a brief discussion about the zoning amendment adopted earlier in tonight's meeting.
- Buildings, Streets & Sidewalks Committee Chairman, James Shull stated the committee will need to hold a meeting to further discuss how to address the sidewalks on Grand Street and to review the proposed 2026 Road Projects. James Shull informed Borough Supervisor, Devan Leister that he will become a member of this committee to replace the former Borough Supervisor, Blake Zechman.

**NEW BUSINESS:**

- Borough Council President, James Shull reviewed the letter received from the Municipal Authority recommending the appointment of Scott Brouse for another 5-year term on the Municipal Authority Board. With no motion forthcoming to approve the recommendation submitted by the Municipal Authority, the appointment will be addressed during the organizational meeting next month.
- Borough Council President, James Shull reviewed the letter of resignation of Borough employee, Jodie Sheaffer effective December 28, 2025. Borough Administrator, Elizabeth Paige stated no resignation letters from Dustin Zechman, Markel Kline or Judy Varner have been received. After a brief discussion with the Borough Solicitor about the resignation letters not received, motion made by James Gahring and seconded by Martin Clark to conditionally accept the resignation letters from the forementioned employees not submitted and to accept Jodie Sheaffer's letter effective December 28, 2025. Motion carried unanimously.

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

- Borough Council Member, Martin Clark stated he received a request to address the usage of truck jake brakes on W. Market Street. Police Chief, Mark Bailey informed Borough Council that W. Market Street is posted and restricted from the usage of jake brakes by trucks.

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**PUBLIC COMMENTS:**

- Reliance Hose Company No. 1 Fire Chief, Scott Reigle reported that fire company representatives did attend last month's Franklin Township meeting to discuss the possibility of enacting a fire tax. Scott Reigle stated the fire company has not received any response from Franklin Township to date. Scott Reigle questioned when the Borough's Budget Committee starts to meet to develop the annual budget. Borough Council President, James Shull answered the Budget Committee will start holding meetings to gather budget information in the month of September for the 2027 Borough Budget.

**REPORTS:**

**Municipal Authority Manager - Dustin Zechman**

- Municipal Authority Manager, Dustin Zechman reported the sewer lateral replacement on Center Street has been completed with the roadway scheduled for full restoration in the Spring of 2026.
- Municipal Authority Manager, Dustin Zechman stated the Municipal Authority would like to make an offer to purchase the 2021 dump truck from the Borough for \$30,000.00. Dustin Zechman stated the Authority will be sending a letter with the offer to the Borough office. Borough Council President, James Shull stated Borough Council will address the purchase offer once the letter is received from the Municipal Authority.
- Borough Solicitor, Beau Hoffman informed Municipal Authority Manager, Dustin Zechman about the motion for conditional acceptance of the resignation letters from Borough employees: Markel Kline, Judy Varner, and himself. Dustin Zechman stated the resignation letters have not been submitted as the Municipal Authority still needs to meet with the employees being offered employment with the Municipal Authority. Dustin Zechman questioned if he continues to offer to plow snow or help the Borough Supervisor would he be covered under the Borough's insurance policies. Borough Solicitor, Beau Hoffman informed Dustin to add a clause to his resignation letter to be retained as a part-time as needed employee for the Borough. Beau Hoffman stated the Borough Administrator, Elizabeth Paige would then inform the Borough's insurance agency of his part-time employment responsibilities.

**CORRESPONDENCE, MINUTES, REPORTS:**

- Council President, James Shull called for any comments or questions regarding the November 11, 2025, meeting minutes of the Middleburg Municipal Authority.

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 8:49 p.m. Motion carried unanimously.

Respectfully Submitted,

Elizabeth Paige  
Borough Administrator/Secretary