

**MIDDLEBURG BOROUGH COUNCIL  
MEETING MINUTES  
TUESDAY, FEBRUARY 10, 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, Beverly Inch and Mayor Heidi Potter.

Others Present: Police Chief/Mark Bailey, Borough Administrator/Elizabeth Paige, Borough Supervisor/Devan Leister, and Borough Solicitor/Beau Hoffman via phone

Public Present: No public present

**CALL TO ORDER & AGENDA APPROVAL:**

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. Motion by James Gahring and seconded by Martin Clark to approve the meeting agenda as presented. Motion carried unanimously.

Council President, James Shull called for the approval of the January 05, 2026, organizational meeting and regular meeting minutes. Motion made by Beverly Inch and seconded by Martin Clark to approve the January 05, 2026, organizational meeting and regular meeting minutes as presented. Motion carried unanimously.

**PUBLIC COMMENTS** – No public present

**REPORTS:**

**Borough Solicitor, Beau Hoffman:** (via teleconference call)

- Borough Solicitor, Beau Hoffman reported on a Daily Item article, which stated Dan Bozin has been extradited to Pennsylvania and a hearing was held before District Magisterial Judge, Scott Zeigler, about the misdemeanor charges of terroristic threats and harassment filed against him. Borough Police Chief, Mark Bailey, was present at the hearing. Judge Zeigler denied bail based on Dan Bozin being a flight risk. A tentative preliminary hearing is scheduled for February 23, 2026, in the Snyder County Courthouse.

**Borough Police Chief, Mark Bailey:**

- Police Chief, Mark Bailey reviewed the January 2026 monthly police department report with Borough Council.
- Police Chief, Mark Bailey reported he has reached out to the Department of Community and Economic Development (DCED) for information on the alternative formation of a regional police department. The formation of a regional police department usually consists of merging multiple existing police departments together. Although, the Middleburg Borough Police Department currently does offer contracted police services to three (3) municipalities, which could be considered as a type of regional police service. Borough Council President, James Shull and Mayor Heidi Potter will be meeting with the Police Chief later this week to discuss the formation of regional police department and other police department matters.

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**Borough Supervisor, Devan Leister:**

- Borough Supervisor, Devan Leister reported on the pricing quote received for the purchase of a new F-350 Super Duty Truck with the addition of a plowing equipment package via the COSTARS purchasing program. The total purchase price would be \$75,460.50. A brief discussion was held about how to fund the purchase of new truck. At this time, Borough Council decided to table the new truck purchase.
- Borough Supervisor, Devan Leister informed Borough Council he has person retiring from PennDOT, who is interested in applying for a part-time as needed job position with the Borough. After a brief discussion, Borough Council advised Devan Leister to have the interested person complete and submit a job application to the Personnel Committee.
- Borough Supervisor, Devan Leister reported a meeting was held with PennDOT Municipal Representative, Brian Haight to obtain estimated price quotes on the road repairs, widening, and resurfacing of various roads (S. Charles Avenue, Edmund Avenue, Furnace Road, S. Spring Alley and N. Spring Alley) being considered for the 2026 Road Project Bid. Devan Leister reviewed the estimated price quotes supplied by PennDOT Municipal Representative, Brian Haight. At this time, Borough Council held a discussion about the funds budgeted for 2026 Road Project(s) and the estimated price quotes supplied. Motion made by James Gahring and seconded by Martin Clark to approve the 2026 Road Project Bid to include all the forementioned roads with a bid clause of "The Borough has the right to accept and reject all or any of the road bids" if no clause possible then Furnace Road should be eliminated from the bid. Motion carried unanimously. Devan Leister stated he will contact and inform PennDOT Municipal Representative, Brian Haight to proceed forward with the bid process.

**EXECUTIVE SESSION:**

- Borough Council President, James Shull called for an executive session at 7:15 p.m. for discussion of a legal matter involving the offer from the Middleburg Municipal Authority to purchase the 2021 dump truck from the Borough. James Shull called the meeting back to order at 7:33 p.m. with the following motion presented:
  - Motion made by James Shull and seconded by Martin Clark to reject the offer of \$30,000.00 from the Middleburg Municipal Authority for the purchase of the 2021 Borough dump truck. Motion carried unanimously. Borough Council President, James Shull requested the Borough Administrator to email the Municipal Authority Manager, Dustin Zechman to request a meeting with himself and Municipal Authority representatives to further discuss the possible purchase of the 2021 Borough dump truck.

**REPORTS CONTINUED:**

**Borough Administrator, Elizabeth Paige:**

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

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- Borough Administrator, Elizabeth Paige informed Borough Council the approved \$40,000.00 of State Liquid Fuels Funds being used as municipal match on the Green Light Go Grant has not been disbursed as the final approval by PennDOT of the traffic signal plan has not occurred. When the GLG funds are approved for disbursement, the funds will be reimbursement of Borough funds already expended. Borough Council could allocate these funds towards the proposed truck purchase or allocate the funds towards a road project not included in the 2026 budget.
- Borough Administrator, Elizabeth Paige reviewed the conditional letter of approval for the Folk Lot Addition Plan received from Snyder County Planning Commission with Borough Council.
- Borough Administrator, Elizabeth Paige presented Resolution 2026-08: PennDOT Agility Agreement, which was dated incorrectly when previously adopted by Resolution 2025-06. Motion made by Martin Clare and seconded by James Gahring to adopt Resolution 2026-08 as presented. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige presented Resolution 2026-09: Establish Fees for the Usage of Borough Equipment. Motion made by Beverly Inch and seconded by James Gahring to adopt Resolution 2026-09 as presented. Motion carried unanimously.

**OLD BUSINESS:**

- Borough Council President, James Shull stated there was previous discussion about the possible sale of the Borough property (Parcel 10-03-271) located along side and to the rear of the Borough maintenance shed property. After a brief discussion regarding the property, motion made by James Gahring and seconded by Martin Clark to move forward with the sale of the Borough property (Parcel 10-03-371). Motion carried unanimously. Borough Solicitor, Beau Hoffman stated he will investigate the process for the sale of the property and report back to Borough Council at next month's meeting.
- Borough Council President, James Shull reported the Borough will be attending the February 19<sup>th</sup> Franklin Township meeting to discuss the possible annexation of property parcels adjacent to the Borough's boundary lines.
- Borough Administrator, Elizabeth Paige stated since Borough Council representatives are requesting a meeting with Municipal Authority members, would they also want to include the discussion of a fire hydrant agreement to explain what the quarterly hydrant maintenance fee is covering and to make sure any new hydrants within the Borough are approved prior to installation. Borough Council members agreed this discussion should be added to the meeting discussion with the Municipal Authority.

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**NEW BUSINESS:**

- Borough Council President, James Shull stated the Borough will be notifying property owners, whose roadside banks were being mowed in previous years by the Borough that this will no longer be done. Borough Solicitor, Beau Hoffman stated the mowing of private property opens the Borough up to liability issues. After a brief discussion of the properties being mowed in the past years, Borough Council unanimously agreed the property owners should be notified and made aware of the Borough's property maintenance code and enforcement.
- Borough Administrator, Elizabeth Paige reported a notice was in the Snyder County Times about the closure of the Franklin Township recycling center at the end of February.

**Reports from Council Members & Mayor:**

- Mayor Heidi Potter reported that the annual meeting of the Snyder County Tax Collection Committee has been scheduled for later this month. As the designated Borough representative, she will be attending the meeting.

**Committee Reports:**

- Personnel Committee held a meeting to review the Employee Personnel Manual. Currently, the Borough Administrator is working on updates and revisions to the manual.
- Buildings, Streets & Sidewalk Committee will be scheduling a review of the Grand Street sidewalks inspected by the Borough Engineer as soon as the weather permits.
- Community Improvements Committee held a meeting and possible 2026 events/projects are being investigated.
- Zoning Ordinance Update Committee held a meeting to review the current zoning map and discuss zoning district changes to the zoning map.

**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 Shull and seconded by Martin Clark to adjourn tonight's meeting at 8:26 p.m.

Respectfully Submitted,  
Elizabeth Paige  
Borough Administrator/Secretary