

**MIDDLEBURG BOROUGH COUNCIL**  
**MEETING MINUTES**  
**Tuesday, February 11, 2025 @ 7:00 p.m.**  
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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA

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

Others Present: Borough Solicitor/Beau Hoffman, Police Chief/Mark Bailey, Borough Foreman/Dustin Zechman, Fire Chief/Scott Reigle and Borough Administrator/Elizabeth Paige

Public Present: Len Krautheim, Michael Kerstetter, Jonathan Hummel

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

**PUBLIC COMMENTS:**

- Len Krautheim addressed Borough Council with his concerns about the number of vehicles speeding along N. Main Street. Police Chief Mark Bailey stated last year the speed limit was lowered to 25MPH along N. Main Street and the police department has issued sixty-six (66) speeding citations to date. Chief Bailey contacted PennDOT, who informed him there is a minimum amount of signage required for the posting of a speed limit, but the municipality may add additional signage. Chief Bailey suggested the Borough purchase additional signage, which would include one (1) additional 25MPH sign and four (4) additional Conspicuity diamonds above the speed limit signs. Chief Bailey also discussed the purchase of another digital sign like the current one located on E. Main Street. Borough Foreman, Dustin Zechman reported that PennDOT would have to approve the placement of any additional signage. Dustin Zechman stated the digital sign located on E. Main Street could be moved and placed along N. Main Street. After a brief discussion, Borough Council directed the Borough Foreman to obtain pricing for the additional signage suggested by the Police Chief by next month's meeting.
- Michael Kerstetter presented a letter of request on behalf of the Middleburg Area Teener Baseball league. Council President, Donald Zechman read the presented letter to the Borough Council. Borough Solicitor, Beau Hoffman stated this expenditure of borough funds is not on the agenda so therefore the request should be placed on next month's meeting agenda for consideration. Borough Administrator, Elizabeth Paige reported the request was not received during the development of the 2025 Budget, so therefore no funds were allocated for a donation to the baseball league. Michael Kerstetter also addressed his concern about the removal of the portable toilet from the recreation park in the winter months as he has noticed there is still use of the recreation park. Mr. Kerstetter stated he would like to see the Borough provide at least one (1) portable toilet throughout the entire year.

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- Jonathan Hummel reported Meck-Tech, Inc. completed the first phase of the feasibility study for Troutman's Meats, which involved the deliveries to the facility. Jonathan Hummel stated he is proposing to have some of his workers to be certified as traffic flaggers to assist the delivery truck in backing down W. Oak Avenue, across N. Main Street onto E. Oak Avenue and then existing back onto N. Main Street. After a brief discussion, the Borough Council unanimously agreed to withdrawal the proposed ordinance to restrict the size of vehicles using W. Oak Avenue. Police Chief Mark Bailey stated if an accident occurs when the delivery truck is backing out of W. Oak Avenue and across N. Main Street, the police department will be required to take the necessary appropriate action.

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

Motion made by Gary Thomas and seconded by Virgil Schlieff to approve January 14, 2025, monthly meeting minutes as presented. Motion carried unanimously.

Motion made by James Shull and seconded by Virgil Schlieff to approve the bills paid in January 2025 as presented. Motion carried unanimously.

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

**REPORTS:**

**Borough Engineer/Meck-Tech, Inc.**

- Meck-Tech, Inc. representative, Scott Shambach briefly discussed the 2025 Paving Project for E. Market Street. Due to the traffic signal replacement project, the paving project bid will need to coordinate the timing of the paving at the traffic signal. After a brief discussion, a motion by Gary Thomas and seconded by James Shull to have Meck-Tech, Inc. proceed forward with the paving project bid for E. Market Street. Motion carried unanimously.

**Fire Chief – Scott Reigle**

- Fire Chief, Scott Reigle presented and reviewed the current fire company reports. Scott Reigle reported the fire company's fund-raising events are going well. Scott Reigle reported the fire company is planning to hold a "Gun Bash" event on the fire company carnival grounds for which the fire company is applying for a special Liquor Control Board permit for the event. A brief discussion about the event was held at this time.

**Police Chief – Mark Bailey**

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

**Borough Foreman – Dustin Zechman**

- Borough Foreman, Dustin Zechman informed Borough Council the Middleburg Municipal Authority has applied for grant funding to replace lines in Pine Street, Shambach Street and Wagenseller Street. The Borough should give the Municipal Authority notice regarding their intentions about any proposed paving projects on these streets.

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

- Borough Administrator, Elizabeth Paige reviewed the Zoning & Code Enforcement Report and the January Zoning Violations Report.

**NEW BUSINESS:**

- Borough Council Vice-Chairman, James Shull stated he investigated PA Vehicle Code (Title 75), which allows for municipalities to regulate by ordinance parking restrictions/storage of vehicles on public streets. After a brief discussion regarding the vehicle parked on N. Charles Avenue, the Borough Solicitor made a recommendation to Borough Council to direct the Buildings, Streets & Sidewalks Committee to conduct a review of N. Charles Avenue. At this time, Borough Council directed the Buildings, Streets & Sidewalks Committee to conduct a review of N. Charles Avenue and report back at next month's meeting.
- Borough Council Vice-Chairman, James Shull introduced for discussion the possibility of the Borough selling the parcel of property owned by the Borough next to the Maintenance Shed located along Furnace Road. After a discussion about the property, the Borough Council unanimously agreed to have Borough Engineer/Meck-Tech, Inc. investigate the property marketability as part of the property is located within the FEMA mapped floodway.

**EXECUTIVE SESSION:**

- Borough Council President, Donald Zechman called for an executive session at 8:03 p.m. for discussion of personnel matters. Council President, Donald Zechman called the meeting back to order at 8:37 p.m. The following action was taken:
  - Motion made by Virgil Schlieff and seconded by James Shull to approve moving forward with the hiring of a part-time public works employee for the Borough. Motion carried unanimously.

**COUNCIL MEMBER & MAYOR REPORTS:**

- Borough Council Vice-Chairman, James Shull reported he was in touch with Budget Committee Chairman, Brian Swartz about holding a meeting to start discussing the 2026 yearly budget and the financing of upcoming projects for the Borough.
- Mayor Heidi Potter informed Borough Council she offered to present a letter from Adam Deitz, who has generously purchased replacement bulbs for the Holiday Snowflake Decorations in the past years. Adam Deitz is proposing the Borough purchase enough replacement bulbs to upgrade all the bulbs in each decoration as the newer bulbs are much brighter than the older bulbs. Mayor Heidi Potter asks that Adam Deitz's letter of request be placed on next month's agenda for consideration by Borough Council. Mayor Heidi Potter also informed Borough Council she will be running again in this year's election.

**BOROUGH COMMITTEE UPDATES:**

- Personnel Committee Chairman, Gary Thomas reported the committee held interviews on Thursday, February 6<sup>th</sup> for the Borough Supervisor position. The committee is waiting to see if any more resumes are received as the job advertisement closure date is February 16<sup>th</sup>. The Personnel Committee will then make a recommendation for hire at next month's meeting.

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- Buildings, Streets & Sidewalks Committee Chairman, Donald Zechman stated the committee has developed a priority list of the Borough's streets. Donald Zechman reported the following streets are on the top of the priority list: Grand Street, Wagenseller Street (300-400 blocks), West Edmond Avenue, Furnace Road (Main/Edmond & Edmond/Borough Line), Time Alley and Stumps Run Alley. Borough Foreman, Dustin Zechman stated installation of curbing and stormwater pipe/inlets to control the stormwater on Time Alley should be considered first.
- Snyder County Tax Collection Committee representative, Heidi Potter reported a committee meeting is scheduled to be held on Thursday, February 26<sup>th</sup>. Heidi Potter stated she will supply a report at next month's meeting.

**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 Virgil Schlieff to adjourn tonight's meeting at 8:50 p.m. Motion carried unanimously.

Respectfully Submitted,

Elizabeth Paige  
Borough Administrator/Secretary