

**MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
MONDAY, JANUARY 05, 2026
Page 1**

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 Municipal Authority Manager/Dustin Zechman

Public Present: No public present

CALL TO ORDER & AGENDA APPROVAL:

Middleburg Borough Council meeting called to order by Council President, James Shull at 6:56 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 December 09, 2025, meeting minutes. Motion made by James Gahring and seconded by Martin Clark to approve the December 09, 2025, meeting minutes as presented. Motion carried unanimously.

PUBLIC HEARING:

- Borough Council President, James Shull opened the public hearing at 6:57 p.m. for Ordinance No 2026-378: An ordinance of the Borough of Middleburg to fix the tax rates for year 2026 as follows: General Tax Rate at 27.5 mills, Street Light Tax Rate at 2.5 mills and Road Tax Rate at 3.5 mills. With no public comment, the public hearing was closed at 6:58 p.m. Motion by Martin Clark and second by James Gahring to approve and adopt Ordinance No. 2026-378 as presented. Motion carried unanimously.

2026 Budget Revisions:

- Borough Council reviewed a budget modification of \$9,984.00 for fire hydrant maintenance for the purpose of fire protection. A brief discussion of the implementation of a fire tax, which could be used to offset the fees for fire hydrant maintenance, was held. Per the recommendation of the Borough Solicitor, Borough Council agreed a policy should be established with the Municipal Authority about fire hydrant maintenance. Motion made by James Gahring and seconded by Martin Clark to approve the budget modification of \$9,984.00 for fire hydrant maintenance for the purpose of fire protection. Motion carried unanimously.
- Borough Council President, James Shull reviewed the Contract Settlement Agreement submitted by the Middleburg Borough Police Officers' Association to Borough Council. The agreement renews the current collective bargaining agreement for a term of four (4) years, increases wages per the following: January 1, 2026 – 6%. January 1, 2027 – 6%, January 1, 2028 – 4%, and January 1, 2029 – 4%, and increases officers' contributions toward their medical benefits per pay. The budget will require a modification of \$8,205.00 to increase the full-time officers' wages. Motion made by Martin Clark and seconded by Beverly Inch to approve the budget modification of \$8,205.00 to increase the full-time officers' wages and to approve the Contract Settlement Agreement as presented. Motion carried unanimously.

**MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
MONDAY, JANUARY 05, 2026
Page 2**

New Hire Recommendations & Approval of 2026 Wages/Salaries:

- Borough Council President, James Shull reported the Personnel Committee held interviews for the full-time Borough employee position. Personnel Committee recommends the Borough Council to consider hiring Dylan Hain with a starting wage of \$20.00 with a 90-day probationary period and waiver the start of health insurance coverage to February 1, 2026. After a brief discussion, motion made by Beverly Inch and seconded by Martin Clark to approve the hiring recommendation of Dylan Hain as presented by the Personnel Committee. Motion carried unanimously.
- Borough Council President, James Shull recommended the approval to hire part-time as needed employees: Dustin Zechman and Markel Kline with a wage of \$20.00 per hour with no benefits. Motion made by Martin Clark and seconded by Beverly Inch to approve the hiring of Dustin Zechman and Markel Kline as part-time as needed employees with a wage of \$20.00 per hour with no benefits. Motion carried unanimously.
- Borough Council President, James Shull requested the approval of the following 2026 Wages & Salaries:
 - Borough Supervisor, Devan Leister – 2026 Salary of \$51,500.00. Motion made by James Gahring and seconded by Martin Clark to approve Devan Leister's 2026 Salary of \$51,500.00. Motion carried unanimously.
 - Borough Administrator, Elizabeth Paige – 2026 Salary of \$59,268.00. Motion made by James Gahring and seconded by Martin Clark to approve Elizabeth Paige's 2026 Salary of \$59,268.00. Motion carried unanimously.
 - Borough Police Chief, Mark Bailey – 2026 Salary of \$78,867.35. Motion made by James Gahring and seconded by Martin Clark to approve Mark Bailey's 2026 Salary of \$78,867.35. Motion carried unanimously.
 - Part-Time Police Administrative Assistant, Cam Ferguson – 2026 per hour wage of \$18.00. Motion made by Martin Clark and seconded by James Gahring to approve Cam Ferguson's 2026 wage of \$18.00 per hour. Motion carried unanimously.
 - Part-Time Police Officers (Thomas Garlock, Scott Rood, and David Shaffer) – 2026 per hour wage of \$30.00. Motion made by Martin Clark and seconded by Beverly Inch to approve Part-Time Police Officers' 2026 wage of \$30.00 per hour. Motion carried unanimously.

OLD BUSINESS:

- Borough Council President, James Shull reviewed the letters submitted by the Municipal Authority and Municipal Manager, Dustin Zechman regarding the offer to purchase the 2021 Chevrolet dump truck from the Borough. After a lengthy discussion about the usages of the 2021 dump truck and the possibility of the Borough purchasing a new truck, Borough Council unanimously agreed to table any decision on the sale of the 2021 dump truck until firm pricing for a new truck for the Borough is available. Borough Council unanimously agreed if the Municipal Authority has a need for the usage of the 2021 dump truck that the Borough will allow the usage of the 2021 dump truck by the Municipal Authority.

**MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
MONDAY, JANUARY 05, 2026
Page 3**

NEW BUSINESS:

- Borough Administrator, Elizabeth Paige presented Resolution 2026-06: Amending the current Borough Fee Schedule per the Middleburg Borough Code of Ordinances with the following changes: Annual Rental Permit Fee \$50.00 and Rental Inspection/Code Enforcement Cost \$85.50 per hour. Motion made by James Gahring and seconded by Beverly Inch to approve the adoption of Resolution 2026-06 as presented. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige presented Resolution 2026-07: Annual appointment of sewage enforcement officer(s) for the Borough. Elizabeth Paige stated the Borough is appointing the same sewage enforcement officer(s) previously appointed in year 2025. Motion made by James Gahring and seconded by Martin Clark to approve the adoption of Resolution 2026-07 as presented. Motion carried unanimously.
- Borough Council President, James Shull stated he would like to set up a meeting with Franklin Township Supervisors for the discussion of the possible annexation of certain adjoining properties and to discuss an agility agreement for services. After a brief discussion, Borough Council requested the Borough Administrator contact Franklin Township about meeting dates and times available.

Borough Police Chief, Mark Bailey:

- Police Chief, Mark Bailey reviewed the December 2025 monthly police department report with Borough Council.
- Police Chief, Mark Bailey reviewed a letter from the Borough of McClure, who was notifying Middleburg Borough that McClure Borough will be reducing the contracted police service hours for year 2026 to approximately 20 hours of coverage per month with a budgeted allocation of services of \$21,500.00. Borough Council and the Mayor held a brief discussion about contracted police services being offered at this time and the possibility of investigating the formation of a regionalized police department.
- Police Chief, Mark Bailey reported part-time officer, Scott Rood has submitted a letter of resignation. Police Chief Bailey stated he will be looking at hiring a replacement for the part-time officer position left open by this resignation.

Borough Supervisor, Devan Leister:

- Borough Supervisor, Devan Leister stated as discussed earlier in the meeting, the purchase of a new truck for the Borough is a top priority. Devan Leister stated he has been in touch with a sales representative from Bradco Supply for pricing on a large pickup truck uplifted with equipment for winter road maintenance and the pricing should be available for next month's meeting.

**MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
MONDAY, JANUARY 05, 2026
Page 4**

Borough Administrator, Elizabeth Paige:

- Borough Administrator, Elizabeth Paige informed Borough Council starting next month, she will be emailing the details for checks paid with a copy available at the meeting if there are any questions. The total amount of checks paid for each month will be listed on the monthly meeting agenda and require approval.

Reports from Council Members & Mayor: Nothing reported at this meeting.

Committee Reports:

- Personnel Committee requested the Borough Administrator email a copy of the current Borough Employee Personnel Manual so they can begin reviewing for updates and/or changes.
- Community Improvements Committee scheduled to hold a meeting on Friday, January 16, 2026, at 1 p.m.
- Zoning Ordinance Committee scheduled to hold a meeting on Friday, January 16, 2026, at 2 p.m.

Correspondence and/or Meeting Minutes:

- Borough Council President, James Shull reviewed the USDA invitation to a public meeting on January 21, 2026, regarding the Middlecreek Watershed Plan for Walker Lake Dam.

With no further business to be addressed, motion by James Shull and seconded by James Gahring to adjourn tonight's meeting at 7:59 p.m.

Respectfully Submitted,

Elizabeth Paige
Borough Administrator/Secretary