

**MIDDLEBURG BOROUGH COUNCIL
ORGANIZATIONAL MEETING MINUTES**

Monday, January 05, 2026

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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA
Council Members/Mayor: James Shull, Beverly Inch, James Gahring, Martin Clark and Mayor Heidi Potter
Others Present: Police Chief, Mark Bailey; Borough Supervisor, Devan Leister; Municipal Authority Manager, Dustin Zechman; and Borough Administrator/Secretary, Elizabeth Paige

Public Comments: No public present

Organizational Meeting Call to Order: Mayor Heidi Potter called the organization meeting to order at 6:30 p.m. with the Pledge of Allegiance.

Oath of Office for Newly Elected Members: Mayor Heidi Potter administered the oath of office to newly elected Council members: James Gahring and Martin Clark

Nomination for Council President: Mayor Heidi Potter called for nominations of Council President. Martin Clark nominated James Shull, who accepted the nomination. Motion made by Martin Clark and seconded by James Gahring to appoint James Shull as Council President. Motion carried unanimously.

Mayor Heidi Potter turned the meeting over to newly elected Council President, James Shull

Nomination for Council Vice President: Council President, James Shull called for nominations of Council Vice President. James Shull nominated James Gahring, who accepted the nomination. Motion made by James Shull and seconded by Martin Clark to appoint James Gahring as Council Vice President. Motion carried unanimously.

Appointments of Authority and Board Members:

- The Municipal Authority recommended the re-appointment of Scott Brouse for another five (5) year term. Motion made by James Shull and seconded by Martin Clark to adopt Resolution 2026-01 appointing Scott Brouse to the Middleburg Municipal Authority with a five (5) year term expiring December 31, 2030. Motion carried unanimously.
- Zoning Hearing Board Member, Susan Weaver is willing to accept re-appointment to the Middleburg Borough Zoning Hearing Board. Motion made by James Shull and seconded by James Gahring to adopt Resolution 2026-02 appointing Susan Weaver with a three (3) year term expiring December 31, 2028 to the Zoning Hearing Board. Motion carried unanimously.

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- UCC/IPMC Appeal Board Member, Sean Good is willing to accept re-appointment to the Middleburg Borough UCC/IPMC Appeal Board. Motion made by James Shull and seconded by Martin Clark to adopt Resolution 2026-03 appointing Sean Good with a three (3) year term expiring December 31, 2028 to the UCC/IPMC Appeal Board. Motion carried unanimously.
- UCC/IPMC Appeal Board Member, Carla Sauer is willing to accept re-appointment to the Middleburg Borough UCC/IPMC Appeal Board. Motion made by James Shull and seconded by James Gahring to adopt Resolution 2026-04 appointing Carla Sauer with a two (2) year term expiring December 31, 2027 to the UCC/IPMC Appeal Board. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige reported she was unable to locate someone to accept the Vacancy Board Chairperson appointment. Borough Council President, James Shull tabled the adoption of Resolution 2026-05.

Appointment of Solicitor, Engineer and Property Maintenance/Rental Inspection Agency:

- Appointment of Borough Solicitor: Motion made by James Gahring and seconded by Martin Clark to appoint AxRunkle, PC for year 2026 with an hourly rate of \$180.00. Motion carried unanimously.
- Appointment of Borough Engineer: Motion made by Martin Clark and seconded by James Shull to appoint Meck-Tech Inc. for year 2026 per the rate sheet presented. Motion carried unanimously.
- Property Maintenance/Rental Inspection Agency: Motion made by James Gahring and seconded by Martin Clark to appoint Light-Heigel & Associates, Inc. for year 2026 with an hourly rate of \$85.50. Motion carried unanimously.

Appointment of Committee Members by Council President, James Shull as follows:

Personnel Committee: James Shull, Heidi Potter

Buildings, Streets & Sidewalks Committee: James Gahring, Martin Clark and Devan Leister

Community Improvements Committee: Beverly Inch, Heidi Potter and James Gahring

Zoning Ordinance Committee: Martin Clark, Beverly Inch and Elizabeth Paige

Budget Committee: James Shull, Beverly Inch, Heidi Potter and Elizabeth Paige

Snyder County Tax Collection Committee: Mayor Heidi Potter-Borough Representative

Risk Assessment & Management Policy Committee: Mayor Heidi Potter and Elizabeth Paige

Borough Council President, James Shull adjourned the Organization Meeting at 6:55 p.m.