

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, July 08, 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, Beverly Inch, James Gahring, Brian Swartz, and Martin Clark Absent was Mayor Heidi Potter

Others Present: Borough Solicitor/Beau Hoffman, Meck-Tech Inc/Trever Hess, Police Chief/Mark Bailey, Borough Supervisor/Blake Zechman, Borough Administrator/Elizabeth Paige and Municipal Authority Manager/Dustin Zechman

Public Present: Scott Reigle/Fire Chief

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. Motion by Gary Thomas and seconded by James Gahring to approve the agenda as presented. Motion carried unanimously.

MINUTES, PAID BILLS, FINANCIAL REPORTS:

Motion made by James Gahring and seconded by Brian Swartz to approve June 10, 2025, monthly meeting minutes as presented. Motion carried unanimously.

Motion made by Martin Clark and seconded by Beverly Inch to approve the bills paid in June 2025 as presented. Motion carried unanimously.

Motion made by Gary Thomas and seconded by Brian Swartz to approve the financial statements as of June 30, 2025, as presented. At this time, Police Chief, Mark Bailey questioned the change made to the Borough's financial statement budget line: Police Dept. – FT Officers Wages, which reflects a reduction of \$62,515.00. Borough Administrator, Elizabeth Paige explained at the June 10th meeting a miscalculation of this budget line was discussed. The SRO Wages got included on this budget line, but the SRO Wages are budgeted on a separate budget line. Elizabeth Paige stated Borough Council did approve using \$6,100.00 of the misallocated funds to cover the purchase cost of the license plate reader, install and annual software. Elizabeth Paige stated the remaining \$56,415.00 of misallocated funds is reflected as a reduction to the 2025 budget deficit. Police Chief, Mark Bailey stated for the record that he had requested the remaining \$56,415.00 of misallocated funds be moved to the police vehicle funding budget line. With no further discussion of the June 30, 2025 financial statements, motion carried unanimously.

PUBLIC COMMENTS:

- Reliance Hose Co. #1 Fire Chief, Scott Reigle submitted and reviewed year to date fire company reports. Scott Reigle informed Borough Council about upcoming fire company events and improvements made at the firemen's carnival grounds.

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REPORTS:

Borough Engineer/Meck-Tech, Inc. – Trever Hess

- Borough Engineer, Trever Hess reviewed the payment request in the amount of \$57,403.75 from Mid-State Paving, LLC for the 2025 Paving Project of E. Market Street. Trever Hess stated Borough Supervisor, Blake Zechman and himself had completed a final walk through of the paving project. At this time, Trever Hess made the recommendation to approve the 2025 Paving Project payment request of 57,403.75 from Mid-State Paving, LLC. With no further discussion, motion made by James Gahring and seconded by Brian Swartz to approve the payment request in the amount of \$57,403.75 from Mid-State Paving, LLC for the 2025 Paving Project of E. Market Street. Motion carried unanimously.
- Borough Engineer, Trever Hess reported Borough Administrator, Elizabeth Paige requested Meck-Tech, Inc. to review a drainage issue at 42 E. Market Street, John Jordan/property owner. Trever Hess stated Meck-Tech, Inc. informed Mr. Jordan to attend a Borough Council meeting to request Borough assistance or contract a private consultant as the drainage matter will involve obtaining DEP permitting.

Borough Solicitor/AxRunkle, PC – Beau Hoffman

- Borough Solicitor, Beau Hoffman requested an executive session to conduct a legal discussion about the Municipal Authority's request to separate from the Borough.

Police Chief – Mark Bailey

- Police Chief, Mark Bailey reviewed the May 2025 monthly police reports with the Borough Council.
- Police Chief, Mark Bailey informed Borough Council the license plate reader purchased from Sunbury Police Department has been installed and now the department is waiting for the installation of the software.
- Police Chief, Mark Bailey informed Borough Council that the video surveillance cameras installed on the Borough office building were extremely helpful in a recent police incident.

Borough Supervisor – Blake Zechman

- Borough Supervisor, Blake Zechman supplied a brief report on the traffic signal project. Blake Zechman stated TRA Electric reported they will be working on the installation of the traffic signal poles in the upcoming two (2) weeks then they will be waiting on PPL to supply the power to the traffic signal.
- Borough Supervisor, Blake Zechman reported Mid-State Paving, LLC completed the repair to the inlet riser at Creamery Avenue.

Borough Administrator/Zoning Officer – Elizabeth Paige

- Borough Administrator, Elizabeth Paige reviewed the year-to-date permits issued report and the code violations report with Borough Council.

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- Borough Administrator, Elizabeth Paige reviewed the revised insurance renewal quote and reported the first quarterly insurance invoice was received with The Kilmer Group splitting out the police department coverages.
- Borough Administrator, Elizabeth Paige reviewed the 2024 Audited Financial Statements from Herring, Roll & Solomon, P.C. Elizabeth Paige reviewed the confirmation of audit services for Year 2025 from Herring, Roll & Solomon in the amount of \$6,950.00. Motion made by Beverly Inch and seconded by James Gahring to approve the confirmation of audit services for Year 2025 from Herring, Roll & Solomon in the amount of \$6,950.00. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige informed Borough Council the November 11, 2025, meeting date falls on the Veteran's Day holiday. After a brief discussion about changing the meeting date, motion made by Gary Thomas and seconded by Martin Clark to change the November meeting date to Wednesday, November 12, 2025, at 7 p.m. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige informed Borough Council she will be out of the office Thursday, July 17th & Friday, July 18th, plus taking vacation the week of August 4th through August 8th.

Municipal Authority Manager – Dustin Zechman

- Municipal Authority Manager, Dustin Zechman reported the Sewer System Rehabilitation project is moving forward.
- Municipal Authority Manager, Dustin Zechman informed Borough Council the annual flushing of fire hydrants will be happening at the end of July with a Hyper Reach message being sent out to residents, who signed up for the notifications.

EXECUTIVE SESSION:

- Council President, James Shull called for an executive session at 7:30 p.m. for discussion of legal matters. Council President, James Shull called the meeting back to order at 8:05 p.m. the following action were taken:
 - Motion made by James Gahring and seconded by Martin Clark directing the Borough Solicitor to send a letter to the Middleburg Municipal Authority stating the Borough Council believes the separation is not in the best interest of the residents and businesses of the Borough. Borough Council proposes the purpose of the joint meetings be shifted from discussion of separation to discussion of how to improve the mutually beneficial and efficient sharing of resources, equipment and employees, provide for better communication, and discussion of how-to re-draft new management agreements between the Borough and the Authority. Motion was carried unanimously.

OLD BUSINESS:

- Borough Administrator, Elizabeth Paige reported there still has been no response from PennDOT about performing a walk-through of the proposed 2027 W. Market Street project.
- Council President, James Shull inquired if the Borough Solicitor had investigated the legal process of selling the parcel of land owned by the Borough next to the Borough's maintenance shed. Borough Solicitor, Beau Hoffman briefly reviewed the process for the sale of Borough owned property, which requires the approval of the Borough Council by resolution.

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NEW BUSINESS:

- Council President, James Shull presented Resolution No. 2025-04 for the adoption of the Regional Solid Waste Management Plan for Snyder County. Motion made by Gary Thomas and seconded by Martin Clark to adopt Resolution No. 2025-04. Motion carried unanimously.
- Council President, James Shull presented Resolution No. 2025-05 for the adoption of the Snyder County 2025 Hazard Mitigation Plan. Motion made by Beverly Inch and seconded by Gary Thomas to adopt Resolution No. 2025-05. Motion carried unanimously.
- Council President, James Shull discussed updating the Borough's zoning map. A brief discussion of zoning districts allowing a no impact homebased business and/or homebased business was held. Borough Council requested the Borough Administrator/Zoning Officer to develop a listing of the zoning district permitted usages and regulations for review at next month's meeting.
- Community Improvements Committee Chairperson, Beverly Inch reported committee members and Borough Supervisor, Blake Zechman conducted a review of the playground equipment at Charles Park. Beverly Inch stated the committee determined the one playground set should be removed and replaced. At this time, a quote from Playground Boss to replace and install a new playground set was reviewed with Borough Council. Borough Administrator, Elizabeth Paige stated the funding for the playground equipment could be covered by the real estate tax in-lieu of payment received this year from Snyder County Housing Authority for years 2021 through 2024. After a brief discussion of the possibility of formal bidding, motion made by James Gahring and seconded by Martin Clark to approve the quote from Playground Boss conditional on the company being a COSTARS vendor, which would eliminate formal bidding. With a "no" vote from Brian Swartz, who would like to investigate grant funding for the playground equipment, the motion passed with five (5) yeas.

BOROUGH COMMITTEE UPDATES:

- Personnel Committee Chairman, Gary Thomas reported the first meeting to discuss the renewal of the police department contract was held early in the day.

CORRESPONDENCE, MINUTES, REPORTS:

- Council President, James Shull called for any comments or questions regarding the May 13, 2025, meeting minutes of the Middleburg Municipal Authority provided to Borough Council for review.

With no comments or further business to conduct, the motion made by James Shull and seconded by Gary Thomas to adjourn tonight's meeting at 8:49 p.m. Motion carried unanimously.

Respectfully Submitted,
Elizabeth Paige
Borough Administrator/Secretary