

**MIDDLEBURG BOROUGH COUNCIL  
MEETING MINUTES  
Tuesday, June 10, 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, Martin Clark and Mayor Heidi Potter

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

Public Present: Devan Leister, Don & Diane Klingler, and Caleb Sheldon/Kilmer Group

**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. Addition to the agenda under Borough Supervisor was the introduction of Devan Leister, who is being recommended for the full-time borough position. Motion by Brian Swartz and seconded by James Gahring to approve the agenda as presented. Motion carried unanimously.

**SWEARING IN THE NEW COUNCIL MEMBER:**

Mayor Heidi Potter administered the oath of office to the new Borough Council member, Martin Clark.

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

Motion made by Gary Thomas and seconded by Brian Swartz to approve May 13, 2025, monthly meeting minutes as presented. Motion carried unanimously.

Motion made by James Gahring and seconded by Beverly Inch to approve the bills paid in May 2025 as presented. Motion carried unanimously.

Motion made by Gary Thomas and seconded by Martin Clark to approve the financial statements as of May 31, 2025, as presented. Motion carried unanimously.

**RENEWAL OF GENERAL INSURANCE COVERAGES:**

The Kilmer Group representative, Caleb Sheldon supplied a brief overview of the different services provided by the insurance company. Caleb Sheldon reviewed the insurance summary of coverages prepared for Middleburg Borough and Middleburg Municipal Authority, which includes the following coverages: commercial property, commercial general liability, commercial automobile, commercial inland marine, public officials' liability, law enforcement coverage & limits, cyber liability & privacy, commercial crime, and workers compensation. Borough Administrator, Elizabeth Paige reported there was an error in the total police payroll reported for the workers' compensation coverage. So therefore, a revision to the workers comp insurance premium would need to be calculated. At this time, several questions about the insurance coverages were addressed by Caleb Sheldon. Caleb Sheldon stated The Kilmer Group has been made aware of the possible separation of the Middleburg Municipal Authority. At the time of separation, The Kilmer Group would remove the authority's insurance exposures from the Borough's coverages and rewrite an insurance summary of coverages to offer to the Authority. With no further questions, motion by Gary Thomas and seconded by James Gahring to approve the renewal of the insurances as presented with a revision to the workers' compensation due to the error in the police payroll. Motion carried unanimously.

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**ADDRESS PUBLIC COMMENTS:**

- Middleburg Revitalization Committee (MRC) President, Diane Klingler reported on the following items: 1) Picnic pavilion has been power washed and stained again by MRC, 2) Contacted Orchard Pump about the large fountain repairs, 3) MRC would like to suggest the Borough Community Improvements Committee take time to review the condition of the playground equipment in the park, 4) MRC would like to know what the costs for displaying Hometown Hero Banners will be in year 2026 as there is interest in placing an additional order for more banners, and 5) MRC has received inquiries about the total cost for the snowflake replacement bulbs purchased by the Borough. At this time, Community Improvements Committee Chairperson, Beverly Inch stated the committee will review the condition of the playground equipment. Borough Administrator, Elizabeth Paige stated the pricing for hanging the banners in the year 2026 will not be known until Flagger Forces sends out their 2026 rates for service. Currently, there are 110 Hometown Hero banners being displayed with twenty more spaces available for display. At this time, a brief discussion was held about the current number man hours (10–12 hours) and number of workers (3) required to hang the banners. Mayor Heidi Potter requested the Borough Administrator pull the invoice for the snowflake replacement bulbs and email the invoice total to Diane Klingler.

**REPORTS:**

**Borough Solicitor/AxRunkle, PC – Beau Hoffman**

- Borough Solicitor, Beau Hoffman reported the Pennsylvania Department of State has approved the Borough's request to withdraw from the Penn Valley Airport Authority and a certificate of withdrawal has been received.
- 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 reported the Mayor and himself conducted the required evaluation of Officer Connor Erdley after his 9-month probation period. At this time, a recommendation was made to Borough Council to promote Officer Connor Erdley to full officer status as defined by the police contract and approve the 3% wage increase allowed within the police contract for year 2025. Motion made by Brian Swartz and seconded by Beverly Inch to promote Officer Connor Erdley to full officer status as defined by the police contract. Motion carried unanimously. Motion made by Brian Swartz and seconded by James Gahring to approve the 3% wage increase per the police contract. Motion carried unanimously.
- Police Chief, Mark Bailey informed Borough Council the Sunbury Police Department has a license plate reader available, which the Borough can purchase for \$4,000.00. The cost for installation is \$600.00 and the annual subscription for PennDOT vehicle data would cost \$1,424.00. So, the total initial cost for the equipment, installation and annual data subscription would be \$6,024.00. A brief discussion about funding the purchase was held. Borough Administrator, Elizabeth Paige stated a miscalculation in the full-time police officer budgeted wages was discovered. The budget line is overstated by \$62,515.00, which is the amount of

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- the SRO wages budgeted on a separate line. Motion made by Gary Thomas and seconded by Martin Clark to approve the equipment purchase, installation and annual data subscription with funds from the overstated full-time police officers wages. Motion carried unanimously

**Borough Supervisor – Blake Zechman**

- Borough Supervisor, Blake Zechman gave a brief report on the Spring Cleanup to Borough Council.
- Borough Supervisor, Blake Zechman stated the MRC was able to get the large fountain repaired at no cost to the Borough and will be purchasing new power wiring to install the fountain into the lake.
- Borough Supervisor, Blake Zechman reported the Mid-West High School reached out to him about the Work Study Program as there is a student interested in participating in the program if the Borough is interested. Municipal Authority Manager, Dustin Zechman stated the Borough was going to participate in the program previously, but the student chose a different employer for his training/work study program. Motion made by Brian Swartz and seconded by James Gahring to approve the Borough participating as an employer in the Mid-West High School Work Study Program. Motion carried unanimously.
- Borough Supervisor, Blake Zechman introduced Devan Leister, who is the applicant being recommended for the full-time borough position. Devan Leister briefly informed the Borough Council about his work experience and why he is interested in the full-time position.

**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. Elizabeth Paige stated that since the Hendricks property has been maintained there is no reason for further discussion of the property at this time.
- Borough Administrator, Elizabeth Paige reviewed the Summer Middleburg Borough Newsletter with Borough Council. After noting a couple of corrections and an addition to the newsletter, Borough Council unanimously approved the newsletter for printing and distribution.
- Borough Administrator, Elizabeth Paige reported TRA Electric, Inc. is moving equipment and preparing to start the traffic light replacement project. Snyder County Commissioners approved allowing TRA Electric, Inc. to use the County's parking lot at the square during the project. Elizabeth Paige reported Mid-State Paving LLC has informed Meck-Tech, Inc. that they will be starting the E. Market Street paving project on Monday, June 16<sup>th</sup>.

**Municipal Authority Manager – Dustin Zechman**

- Municipal Authority Manager, Dustin Zechman reported there is a water main break on W. Market Street needing repair.
- Municipal Authority Manager, Dustin Zechman informed Borough Council the annual flushing of fire hydrants, which he reported would be taking place in June has been rescheduled to take place in July.
- Municipal Authority Manager, Dustin Zechman reported the Sewer System Rehabilitation project is still an ongoing project in the Borough.

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**EXECUTIVE SESSION:**

- Council President, James Shull called for an executive session at 8:15 p.m. for discussion of legal and personnel matters. Council President, James Shull called the meeting back to order at 9:12 p.m. the following actions were taken:
  - Borough Solicitor, Beau Hoffman stated the Borough Council held a discussion about the proposed separation of the Municipal Authority. No action required.
  - Personnel Committee Chairman, Gary Thomas stated the committee is recommending Borough Council hire Devan Leister for the full-time borough position as advertised with a starting wage of \$19.50 per hour and a 90-day probation period. Motion made by James Gahring and seconded by Martin Clark to approve the hiring of Devan Leister as recommended. Motion 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.

**NEW BUSINESS:**

- Council President, James Shull stated he would like the Borough to further investigate the possibility of selling the parcel of land next to the Borough's maintenance shed. Borough Solicitor, Beau Hoffman stated the property may be made up of three (3) tracks, but he will need to pull the deed and investigate the sale of the property further.
- Council President, James Shull briefly reviewed the list of Borough streets developed to help prioritize upcoming road projects. After a brief discussion of the high priority streets, James Shull stated the Buildings, Streets & Sidewalk Committee will meet to further discuss and make a recommendation for the 2026 budget.
- Council President, James Shull stated he would like to re-evaluate sections of the Borough's Code of Ordinances for updating.
- Council President, James Shull stated a letter was received from the Middleburg Police Association bargaining representative, Chad Thomas, who is requesting meeting dates to start the collective bargaining process for the next contract period beginning January 1, 2026. Borough Administrator, Elizabeth Paige stated she will email the Borough's Personnel Committee members for available meeting dates and then respond to Chad Thomas.

**BOROUGH COMMITTEE UPDATES:**

- Council President, James Shull requested Mayor Heidi Potter join the Budget Committee for preparation of the 2026 Borough Budget.

**CORRESPONDENCE, MINUTES, REPORTS:**

- Council President, James Shull 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 Gary Thomas to adjourn tonight's meeting at 9:16 p.m. Motion carried unanimously.

Respectfully Submitted,  
Elizabeth Paige  
Borough Administrator/Secretary