

**MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
TUESDAY, MARCH 10, 2026
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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 Borough Solicitor/Beau Hoffman

Public Present: Taylor Maneval and Scott Reigle

CALL TO ORDER & AGENDA APPROVAL:

Middleburg Borough Council meeting called to order by Council President, James Shull at 6:30 p.m.

Council President, James Shull called for approval of tonight's meeting agenda. Motion by Martin Clark and seconded by James Gahring to approve the meeting agenda as presented. Motion carried unanimously.

Council President, James Shull called for the approval of the February 10, 2026, monthly meeting minutes. Motion made by James Gahring and seconded by Beverly Inch to approve the February 10, 2026, monthly meeting minutes as presented. Motion carried unanimously.

Council President, James Shull called for approval of the February 2026 bills paid. Motion made by Martin Clark and seconded by James Shull to approve the February 2026 bills paid in the amount of \$26,958.82. Motion carried unanimously.

Council President, James Shull called for approval of the financial statement dated February 28, 2026. Motion made by James Gahring and seconded by Martin Clark to approve the financial statement dated February 28, 2026. Motion carried unanimously

PUBLIC COMMENTS:

- Reliance Hose Company No. 1 Deputy Fire Chief, Tyler Maneval presented a letter requesting the Borough to submit the annual fireman's parade permit for Thursday, August 6, 2026, from 6:30 to 8:30 p.m. in accordance with PennDOT's request to shorten the parade route by turning the parade off Main Street at Church Street due to PennDOT's project detour route usage of W. Market Street. Motion made by Martin Clark and seconded by James Gahring to approve the submission of the parade permit as described by Deputy Fire Chief, Tyler Maneval. Motion carried unanimously. Deputy Fire Chief, Tyler Maneval also presented a letter requesting Borough Council's approval for the temporary and complete road closure of Thomas Avenue (300 & 400 Blocks) and Wagenseller Street (300, 400 & 500 Blocks) for the parade line-up from 4:30 p.m. to 8 p.m. Reliance Hose Co. No. 1 will be responsible for notifying all residents directly affected by the road closures. Motion made by Beverly Inch and seconded by James Shull to approve the parade line-up road closures as presented. Motion carried unanimously.
- Reliance Hose Company No. 1 Deputy Fire Chief, Tyler Maneval and Fire Chief, Scott Reigle distributed and reviewed the yearend 2025 fire company report. Also, a copy of the current year-to-date 2026 fire company report was distributed and reviewed. Fire Chief, Scott Reigle reported on various grants received by the fire company. Mayor Heidi Potter stated she was very impressed by the way the fire company representatives conducted themselves while attending the February meeting of the Franklin Township Supervisors, which was also attended by Borough representatives. Borough Council informed Fire Chief Reigle that the Borough would be willing to assist and/or partner with the fire company for grant application purposes.

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REPORTS:

Borough Solicitor, Beau Hoffman:

- Borough Solicitor, Beau Hoffman reported he investigated the process for the possible sale of the borough owned parcel of property located next to the borough maintenance shed off Furnace Road. At this time, Beau Hoffman reviewed the property sale process as stated in the Pennsylvania Borough Code, Chapter 12 – Corporate Powers. Beau Hoffman recommended the Borough Council approve by motion to proceed forward with the sale of the forementioned property. After a brief discussion, motion made by Martin Clark and seconded by James Gahring to approve moving forward with the sale of the borough property identified as Tax Parcel #10-03-271. Motion carried unanimously.

Borough Police Chief, Mark Bailey:

- Police Chief, Mark Bailey reviewed the February 2026 monthly police department report with Borough Council.
- Police Chief, Mark Bailey requested Borough Council to consider allocating the unused portion of the 2025 Police Department budgeted expenses of approximately \$40,000 to the police vehicle fund. After a lengthy discussion of the overall 2025 Borough Budget figures and the Police Chief's request, Borough Council decided to table this request until further investigation and consideration of how unused budgeted funds should be allocated is conducted.
- Police Chief, Mark Bailey reported he investigated the option of installing a garage entry door to the side of the current police garage located at the rear of the borough building. Chief Bailey provided an approximate total cost of \$3,000 to install the garage entry door. Motion made by Martin Clark and seconded by Beverly Inch to approve the installation of the garage entry door with the funds being taken from the Borough's reserve fund as the project was not included in the 2026 Borough budget. Motion carried unanimously.
- Police Chief, Mark Bailey informed Borough Council he would like conditional approval to hire a Part-Time Officer, who is currently finishing the police academy certification program. After a brief discussion, motion made by James Gahring and seconded by Martin Clark to approve hiring the forementioned Part-Time Officer (Taylor Gingrich) conditional on the officer passing and receiving their police academy certification. Motion carried unanimously.

EXECUTIVE SESSION:

- Borough Council President, James Shull called for an executive session at 7:40 p.m. for discussion of a legal matter regarding contractual negotiations. James Shull called the meeting back to order at 7:58 p.m. with no formal action being taken.

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REPORTS CONTINUED:

Borough Supervisor, Devan Leister:

- Borough Supervisor, Devan Leister stated the tentative dates for removing the holiday decorations and hanging the Hometown Hero banners are Monday, March 23rd and Tuesday, March 24th. Devan Leister stated Flagger Forces will be hired to assist with traffic control during this process. Devan Leister informed Borough Council that the Middleburg Revitalization Committee (MRC) has removed a total of 9 banners from the program and has inquired if those banners can be replaced with new banners. Borough Council stated the Hometown Hero Banner Program is a project funded and maintained by the MRC. So therefore, MRC can remove and replace banners already included in the approved project scope, but any additional banners not approved with the original project would require approval by the Borough.
- Borough Supervisor, Devan Leister discussed the possibility of upgrading the maintenance shed lights through a PPL Incentive Program, which would allow for the replacement lights to be purchased at a discounted cost. Devan Leister stated the cost of the replacement lights would be approximately \$1,800. After a brief discussion of the current maintenance shed lighting, motion made by James Gahring and seconded by Martin Clark to approve the upgrade/replacement of the maintenance shed lighting with the funds being taken from the Borough's reserve fund as the project was not included in the 2026 Borough budget. Motion carried unanimously.
- Borough Supervisor, Devan Leister inquired about the purchase of the new F-350 Super Duty Truck, which was tabled at last month's meeting. Council President, James Shull stated Borough Council received an updated offer of \$35,000 from the Municipal Authority to purchase the 2021 Chevrolet Dump Truck from the Borough. Motion made by James Gahring and seconded by Beverly Inch to accept the \$35,000 offer from the Municipal Authority to purchase the 2021 Chevrolet Dump Truck with the Municipal Authority being responsible for all transfer costs. Motion carried unanimously. At this time, motion made by James Gahring and seconded James Shull to approve the purchase of the new F-350 Super Duty Truck with the funds coming from the sale of the 2021 Chevrolet Dump Truck and the Borough's equipment reserve fund account. Motion carried unanimously.
- Borough Council President, James Shull informed Borough Council an application for Part-Time as needed employment was received from Harold Leister, Jr. as requested. At this time, Borough Council unanimously approved the hiring of Harold Leister, Jr. as a Part-Time as needed employee effective immediately.

Borough Administrator, Elizabeth Paige:

- Borough Administrator, Elizabeth Paige reviewed the dates and times for Spring Cleanup (Friday, May 15th 7am to 5 pm & Saturday, May 16th 7 am to 12 pm). After a brief discussion, Borough Council decided a public announcement should be placed in the Snyder County Times to notify Borough residents/property owners of the Spring Cleanup dates and times.

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- Borough Administrator, Elizabeth Paige reviewed the Zoning Violation and Permits Issued Report with Borough Council.
- Borough Administrator, Elizabeth Paige reported on information received from Middleburg Area Recreation Association regarding the closure of the Middleburg Community Pool.

OLD BUSINESS:

- Borough Council President, James Shull reported Borough representatives attended the February 19th Franklin Township meeting to propose the possible annexation of property parcels adjacent to the Borough's boundary lines. The proposal for annexing property parcels was rejected by the Franklin Township Board of Supervisors.
- Borough Administrator, Elizabeth Paige informed Borough Council the 2026 Road Project Bid has been advertised, and the bids will be opened publicly at the April 14th Council meeting. The Borough Engineer will assist with the opening of the bids and reviewing the bid documents for the necessary compliance required.

NEW BUSINESS:

- Mayor Heidi Potter informed Borough Council about a meeting she attended with the Snyder County Commissioners. The topics discussed at the meeting consisted of: Proposed W. Market Street Project, Borough's Property Annexation Proposal to Franklin Township, Proposed updates to the Borough's zoning map, and ongoing discussions for the development of an agreement with Snyder County regarding the transport of individuals who are committed to incarceration.

BOROUGH COMMITTEE UPDATES:

- Community Improvements Committee member, Heidi Potter informed Borough Council the plans for holding "Winter Fest" are moving forward.

CORRESPONDENCE and/or MEETING MINUTES:

- Borough Council President, James Shull reviewed Middleburg Municipal Authority monthly update submitted.

With no further business to be addressed, motion by James Gahring and seconded by Martin Clark to adjourn tonight's meeting at 8:46 p.m.

Respectfully Submitted,
Elizabeth Paige
Borough Administrator/Secretary