

**MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, March 11, 2025 @ 7:00 p.m.
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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA

Council Members: Present: Donald Zechman/President, James Shull/Vice-President, Beverly Inch, Virgil Schlieff, Gary Thomas, Brian Swartz, James Gahring and Mayor Heidi Potter

Others Present: Borough Solicitor/Beau Hoffman, Police Chief/Mark Bailey, Borough Foreman/Dustin Zechman, Fire Chief/Scott Reigle and Borough Administrator/Elizabeth Paige

Public Present: Michael Kerstetter, Blake Zechman

CALL TO ORDER & AGENDA APPROVAL:

Middleburg Borough Council meeting called to order by Council President, Donald Zechman at 7:00 p.m. followed by the pledge of allegiance.

Council President, Donald Zechman inquired if there were any additions and/or changes to tonight's meeting agenda. Motion by James Shull and seconded by Gary Thomas 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 February 11, 2025, monthly meeting minutes as presented. Motion carried unanimously.

Motion made by James Shull and seconded by Virgil Schlieff to approve the bills paid in February 2025 as presented. Motion carried unanimously.

Motion made by Gary Thomas and seconded by Brian Swartz to approve the financial statements as of February 28, 2025, as presented. Motion carried unanimously.

REPORTS:

Borough Engineer/Meck-Tech, Inc.

- Meck-Tech, Inc. representative, Scott Shambach presented and reviewed a map of the Furnace Road property owned by Borough. Scott Shambach identified the following mapped areas: the portion of the property in the floodway, the portion of the property in the floodplain, and the property area between Furnace Road right-of-way and the floodplain, which is approximately 0.34 acre. Scott Shambach stated wetlands exist on the property per the national wetland inventory. After a brief discussion of the property, the Borough Council agreed no further action is necessary at this time regarding the property.
- Meck-Tech, Inc. representative, Scott Shambach reported the bid packet for the E. Market Street paving project has been prepared and ready to be advertised for bidding. The estimated cost for the project is \$79,350.00. The bidding process will be conducted via PennBid with bids due by April 4, 2025, and the bid results will be presented for award at the April 8, 2025, Borough Council meeting.

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Borough Solicitor/AxRunkle, PC – Beau Hoffman

- Borough Solicitor, Beau Hoffman presented Resolution 2025-03: Signifying Middleburg Borough's desire to withdraw from the Penn Valley Airport Authority (PVAA). Beau Hoffman informed the Borough Council there are requirements of advertising the resolution and filing an application with the Secretary of the Commonwealth after the adoption of the resolution. Beau Hoffman stated an email from PVAA Solicitor, Matt Slivinski reports he assumes the Authority will pay to advertise and file the application with the state. Motion made by James Gahring and seconded by James Shull to approve the adoption of Resolution 2025-03. Motion carried unanimously.
- Borough Solicitor, Beau Hoffman requested an executive session be held to discuss personnel and legal matters with Borough Council.

Police Chief – Mark Bailey

- Police Chief, Mark Bailey reviewed February 2025 monthly police reports with the Borough Council.

Borough Administrator/Zoning Officer – Elizabeth Paige

- Borough Administrator, Elizabeth Paige reviewed the draft Spring Newsletter and Cleanup Notice with Borough Council. After a brief discussion about the Borough Tax Collector information and hours, the Borough Council unanimously approved the Spring Newsletter and Cleanup Notice for printing and mailing.
- Borough Administrator, Elizabeth Paige informed the Borough Council the breakdown report of the 2025 Budget revenue and expenses by category was provided for informational purposes.

Borough Foreman/Municipal Authority Manager – Dustin Zechman

- Borough Foreman, Dustin Zechman reported the price quote for the purchase of the 25 MPH sign and four (4) conspicuity diamonds for N. Main Street is \$202.39. Motion made by Gary Thomas and seconded by Virgil Schlieff to approve the purchase price quote of \$202.39 for the signage for N. Main Street. Motion carried unanimously.
- Borough Foreman, Dustin Zechman informed Borough Council the Middleburg Municipal Authority made an application for a water line replacement project, which includes Wagenseller Street, Pine Street and crossing a section of the golf course.

Fire Chief – Scott Reigle

- Fire Chief, Scott Reigle presented and reviewed the current fire company reports.
- Fire Chief, Scott Reigle reported the fire company has obtained the special Liquor Control Board permit for the GUN BASH event.
- Fire Chief, Scott Reigle stated there is a meeting scheduled for Friday, March 14th at 10 a.m. with PennDOT representatives to discuss the 2025 Firemen's Carnival Parade route.

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NEW BUSINESS:

- Buildings, Streets & Sidewalks Committee Chairman, Donald Zechman reported the committee conducted a review of N. Charles Avenue. The committee is recommending the west side of N. Charles Avenue be changed to “No Parking” and the signage along N. Charles Avenue be replaced/upgraded. After a brief discussion of Chapter 15, Part 4 – General Parking Regulations of the Borough Code, motion made by Gary Thomas and seconded by Virgil Schlief to amend the Borough Code by ordinance to include “No Parking” on the west side of N. Charles Avenue. Motion carried unanimously.

EXECUTIVE SESSION:

- Borough Council President, Donald Zechman called for an executive session at 7:37 p.m. for discussion of personnel and legal matters. Council President, Donald Zechman called the meeting back to order at 8:26 p.m. The following actions were taken:
 - Motion made by Gary Thomas and seconded by James Gahring to hire Blake Zechman as the Borough Supervisor with an annual salary of \$50,000.00 (pro-rated) along with a waiver to allow 10 days/2 weeks of vacation and a 90-day probationary period. Motion carried unanimously. Blake Zechman, who was present at the meeting, introduced himself to Borough Council and stated he would be available to start on Monday, March 31st.
 - Motion made by Gary Thomas and seconded by Virgil Schlief to approve the hiring of a part-time Borough employee with a starting wage of \$22.00 per hour with no benefits and approximately 24 to 32 work hours per week. Motion carried unanimously. Borough Council directed the Borough Administrator to advertise the part-time job position.

NEW BUSINESS:

- Council President, Donald Zechman stated a request was submitted for financial support from Michael Kerstetter for Middleburg Area Teener Baseball. Michael Kerstetter stated in the past years the Borough has contributed \$200.00 to the Middleburg Area Teener Baseball. Motion made by Virgil Schlief and seconded by Beverly Inch to contribute \$200.00 to Middleburg Area Teener Baseball. Mayor Heidi Potter reminded Michael Kerstetter that contribution or donation requests should be submitted to the Borough office in September for consideration by the Budget Committee during preparation of the following year’s budget. Also, Michael Kerstetter inquired when the portable toilets will be placed in the recreation park. After a brief discussion, Borough Council directed the Borough Administrator to contact the vendor and request the portable toilets be installed at the recreation park.
- Mayor Heidi Potter reviewed the request letter submitted by Adam Dietz, who in past years purchased and donated replacement LED bulbs for the holiday snowflake decorations. Adam Dietz is requesting the Borough consider purchasing all new LED replacement bulbs for the holiday snowflake decorations as the replacing of bulbs over the past years seems to have impacted the appearance/brightness of the decorations. Adam Deitz estimates the Borough would need to purchase approximately 1,500 to 2,000 bulbs, which can be purchased in case lots of 1,000. After a brief discussion, motion made by James Shull and seconded by Virgil Schlief to approve the purchase of 2,000 new LED bulbs for the snowflake decorations. Motion carried unanimously.

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COUNCIL MEMBER & MAYOR REPORTS:

- Borough Council Vice-Chairman, James Shull inquired if there was any consideration about having property owners remove their drain sprouts located over the sidewalk area. After a brief discussion, Borough Council agreed no action will be taken at this time on this matter.

BOROUGH COMMITTEE UPDATES:

- Middleburg Municipal Authority Management Committee Chairman, Gary Thomas stated the committee will be scheduling to meet with the Borough Solicitor. Borough Solicitor, Beau Hoffman stated he will send possible meeting dates to the Borough Administrator to coordinate a meeting date and time with the committee.
- Budget Committee Chairman, Brian Swartz stated he would like to hold a committee meeting to start a brief review and discussion of the upcoming 2026 Budget. Brian Swartz will email the Borough Administrator possible dates to coordinate a meeting date and time with the other committee members.
- Snyder County Tax Collection Committee representative, Heidi Potter reported on the annual/oversite committee meeting held, which currently there is nothing new to report on.

CORRESPONDENCE, MINUTES, REPORTS:

- Council President, Donald Zechman 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 Brian Swartz to adjourn tonight's meeting at 9:08 p.m. Motion carried unanimously.

Respectfully Submitted,

Elizabeth Paige
Borough Administrator/Secretary