

**MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, May 13, 2025 @ 7:00 p.m.
Page 1**

Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA

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

Others Present: Borough Solicitor/Beau Hoffman, Borough Supervisor/Blake Zechman, Borough Engineer Representative/Scott Shambach, Borough Administrator/Elizabeth Paige and Municipal Authority Manager/Dustin Zechman

Public Present: Martin Clark

CALL TO ORDER & AGENDA APPROVAL:

Middleburg Borough Council meeting called to order by Council Vice-President, James Shull at 7:00 p.m. followed by the pledge of allegiance.

Council Vice-President, James Shull inquired if there were any additions and/or changes to tonight's meeting agenda. Motion by Gary Thomas and seconded by Brian Swartz to approve the agenda as presented. Motion carried unanimously.

RESIGNATION:

- Council Vice-President, James Shull addressed the resignation letter submitted by Council President, Donald Zechman. After a brief explanation about the procedure to fill a council vacancy, motion made by Brian Swartz and seconded by James Gahring to accept the resignation of Donald Zechman from the Borough Council. Motion carried unanimously.
- Council Vice-President, James Shull opened the floor for nominations of a Council President. Brian Swartz made a motion to nominate James Shull as Council President and Gary Thomas second the motion. With James Shull accepting the nomination, motion carried unanimously. Council President, James Shull opened the floor for nominations of a Council Vice-President. Brian Swartz made a motion to nominate Gary Thomas as Council Vice-President and James Shull second the motion. With Gary Thomas accepting the nomination, motion carried unanimously.

LETTER OF INTEREST:

- Council President, James Shull reviewed the letter of interest submitted by Martin Clark in the vacant Borough Council position via the resignation of Virgil Schlieff approved at last month's meeting. Martin Clark stated he is a current resident and business owner in the borough. Martin Clark expressed his interest in being part of what is happening in Middleburg Borough. At this time, motion by Gary Thomas and seconded by James Gahring to appoint Martin Clark to the vacant Borough Council position via the resignation of Virgil Schlieff. Motion carried unanimously.

ADDRESS PUBLIC COMMENTS:

- William Burns, who requested to address the Borough Council about the newly adopted ordinance prohibiting parking on N. Charles Avenue, was not in attendance.

**MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, May 13, 2025 @ 7:00 p.m.
Page 2**

MINUTES, PAID BILLS, FINANCIAL REPORTS:

Motion made by Gary Thomas and seconded by James Gahring to approve April 08, 2025, monthly meeting minutes as presented. Motion carried unanimously.

Motion made by James Gahring and seconded by Brian Swartz to approve the bills paid in April 2025 as presented. Motion carried unanimously.

Motion made by Gary Thomas and seconded by Brian Swartz to approve the financial statements as of April 30, 2025, as presented. Motion carried unanimously.

REPORTS:

Borough Engineer/Meck-Tech, Inc.

- Meck-Tech, Inc. representative, Scott Shambach reported the contractor (TRA Electric, Inc.) awarded the traffic signal project has indicated an approximate start date of May 27th for project construction. Scott Shambach stated the contractor (Mid-State Paving LLC) awarded the E. Market Street paving project has indicated an approximate start date for the paving project of mid-June. A brief discussion was held regarding the open roadcut for the installation of curbing/sidewalks at 16/18 & 22/24 E Market Street by property owner, Dan Price.
- Meck-Tech, Inc. representative, Scott Shambach reviewed a property mapping of the stormwater drainage piping, which runs from E Main Street to the rear of a property located off Maple Avenue, which was discussed at the September 2024 Borough Council meeting. Scott Shambach reported Meck-Tech, Inc. was requested to survey the properties included within the stormwater drainage pipe area. Scott Shambach reported the pipe appears to be a 24" or 30" corrugated metal pipe and appears to have some flow throughout the pipe except where the pipe daylights. Scott Shambach stated if the Borough could gain access to the area where the pipe daylights and check the pipe for any blockage it would be helpful. Scott Shambach stated the Borough should consider moving forward with obtaining and recording easements so the Borough can access the pipe if replacement work is required.

Borough Solicitor/AxRunkle, PC – Beau Hoffman

- Borough Solicitor, Beau Hoffman informed Borough Council the Penn Valley Airport Authority has moved forward with advertising the notice of withdrawal by Middleburg Borough and will also take care of the state filing.
- Borough Solicitor, Beau Hoffman reported on the meeting held with the Middleburg Municipal Authority (MMA) committee and their attorney. The items discussed at the meeting were terminating and replacing the existing management agreements, renewal of the general insurance policies, renewal of employee health/dental/vision insurances, and the current employees the MMA wants plus the request for hiring another employee. Beau Hoffman reported the MMA attorney stated the MMA does not want the Borough to incur any additional cost through the separation process. Beau Hoffman requested an executive session to discuss legal issues.

**MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, May 13, 2025 @ 7:00 p.m.
Page 3**

Police Department Reports – Mayor Heidi Potter

- Mayor Heidi Potter reviewed April 2025 monthly police reports with the Borough Council.

Borough Supervisor – Blake Zechman

- Borough Supervisor, Blake Zechman reported he obtained a quote of \$1,406.00 from Mid-State Paving LLC to replace the inlet box on E. Main Street near Harvey's Food Mart. Motion made by Gary Thomas and seconded by Beverly Inch to approve the quote of \$1,406.00 from Mid-State Paving LLC to replace the inlet box on E. Main Street near Harvey's Food Mart. Motion carried unanimously.
- Borough Supervisor, Blake Zechman informed Borough Council one of the spring base animals in playground area at the recreation park has been broken. Blake Zechman obtained a quote of \$945.00 for the spring part broken from Playworld Systems. After a brief discussion, motion made by Brian Swartz and seconded by Beverly Inch to completely remove the spring base animal from the playground. Motion carried unanimously.
- Borough Supervisor, Blake Zechman obtained a quote of \$700.00 from Lil Apache Tree to remove the spruce trees brought down by the last storm in the recreational park near the pond. The spruce trees are on the far side of the pond and not causing any problem in the park. Motion made by Gary Thomas and seconded by James Gahring to approve the quote of \$700.00 from Lil Apache Tree to remove the down spruce trees in the park. Motion carried unanimously.

Borough Administrator/Zoning Officer – Elizabeth Paige

- Borough Administrator, Elizabeth Paige reviewed year-to-date permits issued report and code violations report with Borough Council. Elizabeth Paige reviewed a copy of the permit map for the proposed fitness court by Midd-West School District. Elizabeth Paige stated she received a request from Ron & Linda Miller, property owners of a rental property along Spade Alley across from Middlecreek Side Café to replace the current boulders along Spade Alley with approximately three (3) bollards. Elizabeth Paige stated the property owner at the corner of Spade Alley and E. Willow Avenue was allowed to place bollards to protect his property with a notice stating if the bollards are placed within the Borough's right-of-way, then the Borough has the right to remove the bollards if necessary.
- Borough Administrator, Elizabeth Paige reviewed the options from Swift Kennedy & Associates Inc., employee benefits agent for renewal of the health insurance and dental insurance for the full-time employees and police officers. The dental insurance will increase by \$0.63 per employee, which is paid in full for each employee. At this time, the three (3) options for the renewal of health insurance were reviewed and discussed. Motion made by Brian Swartz and seconded by Gary Thomas to keep the full-time police officers on the current health insurance plan and move the full-time borough employees to the proposed Geisinger All-Access PPO 20/40/500 Plan with the Borough reimbursing \$2,000 of the deductible costs for employee coverage or \$4,000 of the deductible costs for employee/family coverage. Motion carried unanimously.

**MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, May 13, 2025 @ 7:00 p.m.
Page 4**

EXECUTIVE SESSION:

- Council President, James Shull called for an executive session at 7:44 p.m. for discussion of legal and personnel matters. Council President, James Shull called the meeting back to order at 8:45 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. At this time, the Borough Council directed Beau Hoffman to prepare and send a letter to the Municipal Authority about the separation concerns of the Borough Council still not being addressed.
 - Personnel Committee Chairman, Gary Thomas stated applicants were interviewed for the advertised part-time borough employee position. The Personnel Committee is recommending the offer of part-time employment to Timothy Romig after his references are checked and Timothy Romig agrees to submit to a current background check per the Borough's Personnel Manual. Motion made by Brian Swartz and seconded by James Gahring to approve the part-time employment offer on the recommendation of the Personnel Committee. Motion carried unanimously.

REPORTS:

Municipal Authority Manager – Dustin Zechman

- Municipal Authority Manager, Dustin Zechman reported that the Authority's sewer habilitation project construction has begun with an estimated completion date sometime in August 2025.
- Municipal Authority Manager, Dustin Zechman informed Borough Council the annual flushing of fire hydrants is scheduled tentatively for the first week of June.
- Borough Council inquired if Dustin Zechman had any further information about the stormwater drainage pipe from E. Main Street to Maple Avenue, which was discussed earlier with Meck-Tech, Inc. representative, Scott Shambach. Dustin Zechman stated he had provided all his information to Meck-Tech, Inc. about the stormwater drainage pipe.
- Municipal Authority Manager, Dustin Zechman questioned if anyone from the Borough has reached out to the owner of the Sinz property at 250 Furnace Road as the Authority now has the compacity to service with water and sewer. Borough Administrator, Elizabeth Paige stated she had reached out to Snyder County Planning Director, Lincoln Kaufman with this information and was informed currently the property owners are not interested in pursuing the development of the property.
- Mayor Heidi Potter inquired if the Municipal Authority has contacted the property owner next to Grace Covenant Church about restoring the church's property due to the repair of the property's sewer lateral. Dustin Zechman stated he would check and follow up on this matter.

COUNCIL MEMBER & MAYOR REPORTS:

- Council President, James Shull stated he would like to discuss the sale of the property next to the Borough's maintenance shed at next month's meeting. Borough Solicitor, Beau Hoffman stated he will investigate the options available for the possible sale of the property.

**MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, May 13, 2025 @ 7:00 p.m.
Page 5**

BOROUGH COMMITTEE UPDATES:

- Council President, James Shull reorganized the following Borough Committees: Buildings, Streets & Sidewalks Committee – James Shull added as Chairman, Community Improvements Committee – James Shull removed as a member and Middleburg Municipal Authority Management Agreements Committee – Martin Clark added as a member.
- Buildings, Streets & Sidewalk Committee Chairman, James Shull stated he will be reaching out to committee members to schedule a meeting.

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 9:06 p.m. Motion carried unanimously.

Respectfully Submitted,

Elizabeth Paige
Borough Administrator/Secretary