

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Wednesday, November 12, 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, James Gahring, Martin Clark, Beverly Inch and Mayor Heidi Potter via teleconference. Absent was Brian Swartz.

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

Public Present: Diane Klingler, Don Klingler, Scott Reigle, Greg Hood, Zachary Hackenberg, and Devan Leister

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

MINUTES, PAID BILLS, FINANCIAL REPORTS:

Motion made by James Gahring and seconded by Martin Clark to approve October 14, 2025, monthly meeting minutes as presented. Motion carried unanimously.

Motion made by Gary Thomas and seconded by James Gahring to approve the bills paid in October 2025 as presented. Motion carried unanimously.

Motion made by Beverly Inch and seconded by Martin Clark to approve the financial statements as of October 31, 2025, as presented. Motion carried unanimously.

PUBLIC COMMENTS:

- Middleburg Revitalization Committee (MRC) Chairperson, Diane Klingler inquired if the Borough was going to add any additional charges to the cost of the display/removal of the Hometown Hero Banners by the Borough. After a brief discussion, Community Improvements Committee Chairperson, Beverly Inch made the recommendation to charge the same costs of 50% of the lift rental and 50% of the Flagger Forces for traffic control in 2026. Motion by James Gahring and seconded by Gary Thomas to approve recommendation of the Community Improvements Committee for costs of the display/removal of the Hometown Hero Banners. Motion carried unanimously.
- Reliance Hose Co. #1 Fire Chief, Scott Reigle addressed the email from the Borough's Budget Committee, which proposed the reduction to the 2026 Fire Company donation from \$5,000 to \$2,500. At this time, a discussion was held regarding the cost of the workers' compensation insurance provided for the fire company and the maintenance of the fire company carnival grounds at Charles Park by the Borough. Fire Chief, Scott Reigle along with Assistant Chief, Greg Hood and Fire Company President, Zachary Hackenberg presented a tax proposal for

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the 2026 Borough Budget, which requests the Borough to establish a fire tax of 2 mills and an emergency services tax of 0.5 mills as allowed by the Pennsylvania Borough Code. Scott Reigle stated this would increase the average property tax assessment by approximately \$49.35. Borough Council made the decision to refer the tax request to the Budget Committee for further review as the proposed 2026 Borough Budget will be advertised for public comment at the December 9th meeting. Also, Scott Reigle requested a letter support from the Borough for an SLA Grant, which Franklin Township will be named as the applicant for the purchase of emergency services equipment. Borough Council directed Scott Reigle to send information to the Borough Administrator about the grant so a letter of support can be written.

REPORTS:

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

- Borough Engineer Representative, Trever Hess informed Borough Council as requested at last month's meeting, the Burger King Land Development plan was reviewed and there appears to be no obvious changes to their stormwater flows, which would affect the Klee property located to the rear of Burger King at Maple Avenue and N. Creamery Avenue. Trever Hess stated the stormwater inlets on the Burger King property collect the stormwater, which is then piped into the existing stormwater system along N. Creamery Avenue. At this time, Trever Hess stated Meck-Tech, Inc. is recommending the Borough request the property owner to remove railroad ties placed in the Borough's right-of-way along the property, which are blocking the flow of the stormwater onto the open area of the property. Borough Council directed the Borough Administrator to send a letter recommending the property owner remove the railroad ties from the Borough's right-of-way.
- Borough Engineer Representative, Trever Hess briefly reviewed the proposal of the Snyder County Commissioners to PennDOT to widen W. Market Street to allow for longer right-hand turning lane and provide more parking spaces along the street. PennDOT stated the Snyder County Commissioners would need to meet with the Borough about the proposal. Mayor Heidi Potter and Borough Administrator, Elizabeth Paige meet with the Snyder County Commissioners, who reviewed their proposed plan. At this time, Trever Hess briefly reviewed the map of the proposed plan, which the Snyder County Commissioners provided. Meck-Tech, Inc. reached out to PennDOT Representative, Matthew Beck, about the proposed plan and was informed the first step for the Borough would be to complete a feasibility study for the proposed project. Also, Matthew Beck stated that the W. Market Street upgrade project by PennDOT has been rescheduled to year 2030. After a brief discussion, Borough Council unanimously agreed to table further action on this proposed project.

Borough Solicitor – Beau Hoffman

- Borough Solicitor, Beau Hoffman informed Borough Council that the Ordinance Amendment to the Borough Code, Chapter 27, Part 16, Subsections 27-1602 and 27-1607, to allow distilling, rectifying, blending, brewing, processing and packaging of liquors, malt liquors, wines and brandy with the Borough in the Commercial and Neighborhood Commercial zoning districts was submitted for advertising on Friday, November 21st and Friday, November 28th with Borough Council consideration of enactment at the December 9th meeting.

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- Borough Solicitor, Beau Hoffman stated the Sewer & Water Management Transition Agreement was returned and signed by the Municipal Authority with all Borough revisions accepted. After a brief review of the document, Beau Hoffman recommended Borough Council approve and sign the agreement. Motion made by Gary Thomas and seconded by Martin Clark to approve and sign the Sewer & Water Transition Agreement as presented. Motion carried unanimously.

Police Chief – Mark Bailey

- Police Chief, Mark Bailey reviewed the monthly October 2025 police reports with the Borough Council.
- Police Chief, Mark Bailey stated he would like to address 2026 Budget concerns regarding the police department budget lines. Borough Council referred the Police Chief's budget concerns to the Budget Committee, who would be meeting to review the request from the fire company presented earlier in tonight's meeting.

Borough Administrator/Zoning Officer – Elizabeth Paige

- Borough Administrator, Elizabeth Paige reviewed the updated Zoning Violation Report and Zoning Permits Issued Report.
- Borough Administrator, Elizabeth Paige reviewed the final payment request in the amount of \$41,336.58 from Tra Electric, Inc. for the Traffic Light Project. Motion made by James Gahring and seconded by Martin Clark to approve the final payment request in the amount of \$41,336.58 from Tra Electric, Inc. for the Traffic Light Project. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige stated the 2026 Proposed Borough Budget should be approved to be advertised for the public comment period prior to the December 9th meeting. At this time, motion made by Gary Thomas and seconded by Martin Clark to approve the fire company donation should be adjusted back to \$5,000.00. Motion carried unanimously. Borough Council unanimously approved the 2026 Proposed Borough Budget be advertised after the Budget Committee reviews the requests from the fire company and the police department budget lines with the Police Chief. Plus, Borough Council directed the Borough Administrator to send a letter to the Municipal Authority stating with the separation of the two entities that the Authority will need to assume the responsibility for fire hydrant maintenance once the Borough pays the fourth quarter hydrant maintenance billing.
- Borough Administrator, Elizabeth Paige reviewed an Ordinance Amendment to require zero percent (0.00%) member contributions to the police pension plan as the current plan is funded at 105% as of the release of the 2024 Pension GASB report. Motion made by James Gahring and seconded by Gary Thomas to advertise the ordinance amendment for adoption at the December meeting. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige presented Resolution No. 2025-07, which appoints resident, Lori Shull as a Zoning Hearing Board Member with a term expiring December 31, 2027. Motion made by James Gahring and seconded by Martin Clark to approve Resolution No. 2025-07 as presented. With Council President, James Shull abstaining from the vote due to personal conflict, motion carried unanimously.

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- Borough Administrator, Elizabeth Paige reviewed the 2026 Meeting Schedule with Borough Council. After a brief review of dates (2nd Tuesday of each month except for the January meeting being held on Monday, January 5th) and discussion of meeting start time, Borough Council decided to change the meeting start time from 7:00 p.m. to 6:30 p.m. Borough Council directed the Borough Administrator to advertise the 2026 Meeting Schedule.
- Borough Administrator, Elizabeth Paige informed Borough Council that the Municipal Authority is willing to mail out the Borough's Winter Newsletter with their fourth quarter 2025 billing notices. Elizabeth Paige stated the Budget Committee has made the recommendation to discontinue the printing and mailing of the newsletter to help reduce Borough costs. Elizabeth Paige stated she will continue to post a newsletter to the borough's website and print a small number of newsletters to be made available at the borough office window.

Municipal Authority Manager – Dustin Zechman

- Municipal Authority Manager, Dustin Zechman presented a letter of recommendation from the Municipal Authority to reappoint member, Scott Brouse to another five-year term.
- Municipal Authority Manager, Dustin Zechman stated the Municipal Authority is filing a LSA Grant application for the purchase of a pickup truck and a skid steer.

EXECUTIVE SESSION:

- Council President, James Shull called for an executive session at 8:17 p.m. for discussion of legal and personnel matters. Council President, James Shull called the meeting back to order at 8:28 p.m. Borough Solicitor, Beau Hoffman stated there was discussion of personnel matters, the negotiations of the Police Union Contract, and open position of Borough Supervisor with no action needed to be taken at this time.

NEW BUSINESS:

- Personnel Committee Chairman, Gary Thomas reported current Borough employee, Devan Leister was interviewed for the open position of Borough Supervisor. The Personnel Committee is recommending the Borough Council hire Devan Leister to fill the position of Borough Supervisor with a waiver to his employment agreement to approve health insurance coverage for his spouse and approve two weeks of vacation time for 2025. Motion made by James Gahring and seconded by Beverly Inch to approve the hiring of Devan Leister as the Borough Supervisor per the recommendation of the Personnel Committee. Motion carried unanimously.
- Borough Supervisor, Devan Leister informed Borough Council he just recently completed flagger training course. Devan Leister stated PennDOT Publication 213 states flagger forces will not be required for removal of the banners and hanging of the holiday decorations if the lift proceeds downstream in the direction of normal traffic flow at least one hundred' every 15 minutes. Devan Leister also informed Borough Council he would like to perform this project on Sunday, November 16th if there are enough public works employees available to do so. After a brief discussion, Borough Council unanimously agreed to move forward with the project of removing banners and hanging holiday decorations on Sunday, November 16th if there are enough employees to do so.

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- Borough Administrator, Elizabeth Paige reviewed the following election results received from Snyder County election office: Tax Collector – Stacey Hood, Mayor – Heidi Potter, and seventy-one (71) write-in votes for Borough Council members. The top six (6) residents receiving votes were: 1) Martin Clark, 2) James Gahring, 3) Gary Thomas, 4) Brian Swartz, 5) Donald Zechman and 6) Michael Kerstetter. The office of elections will be sending out a letter to these residents to find out if any are willing to accept a position on Borough council.

COUNCIL MEMBER REPORTS & BOROUGH COMMITTEE UPDATES:

- Borough Administrator, Elizabeth Paige stated the Budget Committee will need to meet to update the budget and review the police department section of the budget with the Police Chief. Brian Elizabeth Paige stated she will send out an email to find out an available date and time the committee members can meet.
- Council President, James Shull stated the MMA Management Agreement Committee will no longer be needed as the Sewer & Water Management Transition Agreement was reviewed and signed.

CORRESPONDENCE, MINUTES, REPORTS:

- Council President, James Shull called for any comments or questions regarding the October 14, 2025, meeting minutes of the Middleburg Municipal Authority.

With no comments or further business to conduct, the motion made by James Gahring and seconded by Martin Clark to adjourn tonight's meeting at 8:39 p.m. Motion carried unanimously.

Respectfully Submitted,

Elizabeth Paige
Borough Administrator/Secretary