

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, October 14, 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, Brian Swartz, Martin Clark, Beverly Inch 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: Karie Gunkle, Edward Gunkle, Brady Gunkle, Brenda Dombrowski, Diane Klingler, and Don Klingler

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. The following additions were requested: 1) Discuss possible contracted services for snow plowing and 2) Review police contracted services rate for year 2026. Motion by James Gahring and seconded by Martin Clark to approve the meeting agenda with the two (2) mentioned additions. Motion carried unanimously.

MINUTES, PAID BILLS, FINANCIAL REPORTS:

Motion made by Gary Thomas and seconded by Beverly Inch to approve September 09, 2025, monthly meeting minutes as presented. Motion carried unanimously.

Motion made by James Gahring and seconded by Martin Clark to approve the bills paid in September 2025 as presented. Motion carried unanimously.

Motion made by Martin Clark and seconded by Gary Thomas to approve the financial statements as of September 30, 2025, as presented. Motion carried unanimously.

PUBLIC COMMENTS:

- Life Scout, Brady Gunkle presented his proposed Eagle Scout Project of building and placing a "Lure Library" in Charles Park. Brady Gunkle distributed a handout he designed regarding his proposed project to Borough Council members. After reviewing the project handout, Brady Gunkle answered questions from Borough Council members about the project. Motion made by Martin Clark and seconded by Beverly Inch to approve the placement of the "Lure Library" in Charles Park and to waive the zoning permit fee required for placement of a structure. Motion carried unanimously. Borough Council advised Brady Gunkle to work with the Borough Administrator/Zoning Officer, Elizabeth Paige on the placement of the "Lure Library" in Charles Park.
- Middleburg Revitalization Committee (MRC) Chairperson, Diane Klingler stated there are currently one hundred and ten (110) Hometown Hero Banners sponsored and displayed in the Borough. Diane Klingler informed Borough Council the MRC has created a book with photographs of all the banners displayed, which she had with her tonight if anyone was

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Interested in looking through the banner photographs. At this time, Diane Klingler read a letter addressing the banner project, which highlighted the following: 1) More requests for additional banners have been received by the MRC, 2) MRC will not be increasing the fee for display/removal of a banner, 3) MRC is requesting the Borough to absorb and pay all future display/removal costs of the banners (Community Service Donation), and 4) If the Borough does not absorb the future display/removal costs of the banners then the MRC will end the program at the end of year 2025 with a letter being sent out informing the banner sponsors about the return of their banner(s). Diane Klingler also took time to read a letter received from one of the banner sponsors. MRC member, Brenda Dombrowski stated she had made calls to other municipalities and PennDOT representatives about how display/removal of banners was handled in other municipalities and none of the municipalities she contacted informed her of the use of Flagger Forces. Council President, James Shull informed MRC Chairperson, Diane Klingler that the matter will be investigated further by the Borough's Community Improvements Committee, who will then response back to MRC with an answer to their request.

REPORTS:

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

- Borough Engineer Representative, Trever Hess informed Borough Council the inspection of the sidewalks on Grand Street has been completed and a report with photos supplied to the Borough Administrator. A brief discussion was held about the process of moving forward with informing the Grand Street property owners about sidewalk repairs. The Buildings, Streets & Sidewalks Committee will hold a meeting to discuss and develop a plan for moving forward with the Grand Street sidewalk repairs identified during the inspection.
- Borough Engineer Representative, Trever Hess reported an onsite meeting with the property owner to review a stormwater issue at the property located at the intersection of Maple Avenue and N Creamery Avenue was conducted. Property owner, Ron Klee is requesting the Borough consider placing a stormwater inlet box alongside his property and tying the inlet box into the existing stormwater drainage pipe located along N. Creamery Avenue. Trever Hess stated the owner indicated the stormwater runoff seems to be coming off the Burger King property. Borough Council requested Meck-Tech, Inc. investigate the Burger King land development plan regarding stormwater approvals and, whether the existing stormwater pipe along N. Creamery Avenue could handle the additional stormwater from the proposed inlet box. Trever Hess also reported the property owner has placed timbers along the N. Creamery Avenue side of his property to deter parking on his property, which also may be deterring the stormwater from entering his property.

Borough Solicitor – Beau Hoffman

- Borough Solicitor, Beau Hoffman informed Borough Council that the Zoning Update Committee held a meeting prior to tonight's meeting to discuss the zoning district use regulation of: Distilling, rectifying, blending, brewing, processing and packaging liquors, malt liquors, wines and brandy, which is currently permitted only within the Industrial zoning district. Beau Hoffman stated the Zoning Update Committee is recommending to Borough Council an ordinance amendment to allow the forementioned use within the Neighborhood Commercial and Commercial zoning districts also. Motion made by Gary Thomas and seconded by James Gahring to approve having the Borough Solicitor move forward with drafting an ordinance amendment as recommended by the Zoning Update Committee. Motion carried unanimously.

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- Borough Solicitor, Beau Hoffman requested Borough Council hold an executive session to discuss the revisions to the Draft Sewer & Water Management Transition Agreement and to review an agreement with Snyder County for the transportation of Snyder County prisoners.

Borough Supervisor – Blake Zechman

- Borough Supervisor, Blake Zechman reviewed the PennDOT Agility Agreement to partner with PennDOT for services. Resolution No. 2025-06 was presented for approval to partner with PennDOT for agility services. Motion made by James Shull and seconded by Martin Clark to approve Resolution No. 2025-06 as presented. Motion carried unanimously.
- Borough Supervisor, Blake Zechman informed Borough Council the GFI for the large fountain in Charles Park needs to be replaced and the estimated cost to replace the GFI is \$110.00. After a brief discussion, motion made by Martin Clark and seconded by Beverly Inch to approve the replacement of the GFI for the large fountain. Motion carried unanimously.

EXECUTIVE SESSION:

- Borough Council President, James Shull called for an executive session at 7:55 p.m. for the discussion of a legal matters involving the revisions to the Sewer & Water Management Transition Agreement and an agreement with Snyder County for the transportation of Snyder County prisoners. Council President, James Shull called the meeting back to order at 8:23 p.m.
 - Borough Solicitor, Beau Hoffman stated the public notice regarding the Municipal Authority's separation from the management agreements with the Borough was approved by the Municipal Authority and can now be run in the Snyder County Times.
 - Borough Solicitor, Beau Hoffman stated Borough Council reviewed recommended revisions to the Draft Sewer & Water Management Transition Agreement presented by the Municipal Authority. Motion made by James Shull and seconded by Martin Clark to approve the revisions to the Draft Sewer & Water Management Transition Agreement as recommended and to have the Borough Solicitor send the revised agreement back to the Authority's attorney. Motion carried unanimously.
 - Borough Solicitor, Beau Hoffman stated a draft intergovernmental agreement for the transportation of Snyder County prisoners was reviewed. Motion made by Gary Thomas and seconded by James Shull to approve the draft intergovernmental agreement presented by the Borough Solicitor with the Mayor and Police Chief reviewing the final agreement before being sent to Snyder County. Motion carried unanimously.

REPORTS:

Police Chief – Mark Bailey

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

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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 presented Payment #2 for the Green Light Go Grant Contractor, TRA Electric in the amount of \$67,210.78 for approval. Motion made by Brian Swartz and seconded by James Shull to approve Payment #2 for the Green Light Go Grant Contractor, TRA Electric in the amount of \$67,210.78. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige requested approval to purchase QuickBooks online package of software for the Borough with estimated annual cost of \$810.00, which will take place of the current desktop version of QuickBooks no being longer supported. The desktop version will be maintained and used until the end of year 2025 and through the 2025 audit. Motion made by James Gahring and seconded by Martin Clark to approve the purchase of QuickBooks online package of software for the Borough. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige reviewed the Volunteer Fire Relief Association funds allocation for year 2025. Elizabeth Paige requested approval to disburse the VFRA funds to Reliance Hose Company #1. Motion made by Martin Clark and seconded by Brian Swartz to disburse the VFRA funds to Reliance Hose Company #1. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige inquired about investigating the possibility of contracting snow plowing if needed this winter. After a brief discussion about hiring part-time help as needed, motion made by Gary Thomas and seconded by James Gahring to approve the Borough Administrator to advertise for part-time help as needed. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige stated the Budget Committee has made the recommendation to increase the rate for contracted police services from \$80.00 per hour to \$90.00 per hour for year 2026. Motion made by Gary Thomas and seconded by James Gahring to approve the recommendation to increase the rate for contracted police services from \$80.00 per hour to \$90.00 per hour for year 2026. Motion carried unanimously.

Municipal Authority Manager – Dustin Zechman

- Municipal Authority Manager, Dustin Zechman stated the sewer rehabilitation project's final payment was approved tonight with the project total expenditure amount being lower than the amount requested for funding through PennVEST.
- Municipal Authority Manager, Dustin Zechman stated the Municipal Authority is under a two (2) year moratorium for any additional sewer connections to Pump Station #2, which is located on Paxtonville Road.

NEW BUSINESS:

- Personnel Committee Chairman, Gary Thomas requested Borough Council approve the resignation letter of Borough Supervisor, Blake Zechman dated September 29, 2025, with his final date of employment being Tuesday, October 28, 2025. Motion made by Gary Thomas and seconded by James Gahring to approve and accept the letter of resignation from Borough Supervisor, Blake Zechman. Motion carried unanimously.

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- Personnel Committee Chairman, Gary Thomas requested Borough Council approve to advertise the position of Borough Supervisor. Motion made by James Shull and seconded by James Gahring to approve advertising the position of Borough Supervisor. Motion carried unanimously.

COUNCIL MEMBER REPORTS & BOROUGH COMMITTEE UPDATES:

- Council Member, James Gahring reported the stop sign at the intersection of Water Tower Road and SR 104 is turned and facing SR 104, which would appear that traffic on SR 104 should be stopping not the traffic on Tower Road. Borough Council requested the Borough Administrator contact Franklin Township about the stop sign as Tower Road is a Township roadway and the stop sign is maintained by the Township.
- Mayor Heidi Potter stated there are open Borough Council positions on this year's ballot. Heidi Potter stated she hopes some of the current appointed Borough Council members will consider requesting family and/or friends to write in their name on the ballot.
- Personnel Committee Chairman, Gary Thomas reported the committee is still working on negotiations for the police contract.
- Buildings, Streets & Sidewalks Committee Chairman, James Shull stated the committee will need to hold a meeting to further discuss the Grand Street sidewalks and the process to move forward with notifying the property owners.
- Community Improvements Committee Chairperson, Beverly Inch held a discussion with Borough Council on the response to Middleburg Revitalization Committee (MRC) about their request for the Borough to absorb the entire cost of display/removal of the Hometown Hero Banners in 2026. After discussion, Borough Council unanimously agreed that the Borough cannot absorb this cost, and the committee should send a letter of response to MRC explaining the previous agreement with MRC was to split the cost of Flagger Force and lift rental 50/50. Plus, MRC should be informed all the labor cost of the Borough workers involved in the process of display/removal of the banners is paid 100% by the Borough.
- Budget Committee Chairman, Brian Swartz stated the committee needs to meet again to finalize the draft budget, which will be reviewed with Borough Council at the November meeting and approved to be advertised for adoption at the December meeting.

CORRESPONDENCE, MINUTES, REPORTS:

- Council President, James Shull called for any comments or questions regarding the September 09, 2025, meeting minutes of the Middleburg Municipal Authority or the Snyder County 2025 Assessed Valuation of Borough property parcels provided to Borough Council for review.

With no comments or further business to conduct, the motion made by James Shull and seconded by Martin Clark to adjourn tonight's meeting at 9:06 p.m. Motion carried unanimously.

Respectfully Submitted,
Elizabeth Paige
Borough Administrator/Secretary