

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, September 09, 2025 @ 7:00 p.m.
Page 1

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: Greg Cromer

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) Review quote for electricity rate renewal and 2) Review a quote to upgrade the lighting fixtures in the borough building. Motion by James Gahring and seconded by Gary Thomas 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 Brian Swartz to approve August 12, 2025, monthly meeting minutes as presented. Motion carried unanimously.

Motion made by Gary Thomas and seconded by Brian Swartz to approve the bills paid in August 2025 as presented. Motion carried unanimously.

Motion made by Brian Swartz and seconded by James Gahring to approve the financial statements as of August 31, 2025, as presented. Motion carried unanimously.

PUBLIC COMMENTS:

- Borough Administrator, Elizabeth Paige stated Brady Gunkle's father called the office to reschedule Brady's Eagle Scout Project presentation to a later meeting date.
- Greg Cromer, who produces aerial photographs, introduced himself to Borough Council and presented a photograph of Middleburg Borough. Greg Cromer provided information and pricing on the photographs he produces. After a brief review of the photograph, Borough Council thanked Greg Cromer for presenting his aerial photograph and pricing information.

REPORTS:

Borough Solicitor – Beau Hoffman

- Borough Solicitor, Beau Hoffman requested Borough Council hold an executive session to discuss the legalities of the Municipal Authority separation.

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, September 09, 2025 @ 7:00 p.m.
Page 2

Police Chief – Mark Bailey

- Police Chief, Mark Bailey reviewed the monthly August 2025 police reports with the Borough Council.
- Police Chief, Mark Bailey requested an executive session for discussion of a legal matter involving the police department.

EXECUTIVE SESSION:

- Borough Council President, James Shull called for an executive session at 7:09 p.m. for the discussion of a legal matter involving the police department, a discussion of the legalities of the Municipal Authority separation, discussion of the police contract negotiation and a personnel matter. Council President, James Shull called the meeting back to order at 8:37 p.m. Borough Solicitor, Beau Hoffman stated the following three (3) issues were discussed with no action needed to be taken: 1) Police department incident involving Snyder County, 2) Municipal Authority Separation, and 3) Police Officer Union Contract negotiations. A personnel matter, which concerned the ninety-day probation period of the Borough Supervisor, was discussed with the following action being taken.
 - Personnel Committee Chairman, Gary Thomas stated the committee performed a ninety-day evaluation of Borough Supervisor, Blake Zechman. At this time, the personnel committee is recommending a four percent (4%) increase in the Borough Supervisor's salary effective the day his ninety-day probation period ended (06/11/2025). Motion made by Gary Thomas and seconded by Brian Swartz to approve the recommendation of the personnel committee as stated. Motion carried unanimously.

REPORTS:

Borough Supervisor – Blake Zechman

- Borough Supervisor, Blake Zechman reviewed quotes for the installation of a new HVAC system in the maintenance shed. The apparent low-price quote of \$9,400.00 was received from MGM Mechanical Inc. After a brief discussion, the funding for the HVAC system will be discussed by the Borough Administrator.

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 "Fall Newsletter" for any additions or corrections. With no additions or corrections, Borough Council unanimously approved the printing of the "Fall Newsletter."
- Borough Administrator, Elizabeth Paige presented the 2026 Minimum Municipal Obligation (MMO) for the Police Plan and Non-Uniform Employee Plan. The retirement plan law requires the plan's Chief Administrative Officer to inform the governing board of the municipality of the plan's financial obligation for the coming year.

MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, September 09, 2025 @ 7:00 p.m.
Page 3

- Borough Administrator, Elizabeth Paige requested approval to update the Pennsylvania One Call System, Inc. agreement to separate the Municipal Authority from the Borough's current membership/agreement. After a brief discussion, motion made by Brian Swartz and seconded by Martin Clark to approve the updated agreement as requested by the Borough Administrator. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige presented a quote from IT Data Consultants to upgrade the borough office (Borough Administrator's computer) and police department computers (Police Server PC and two Police Officer Stations) to be compatible with Windows 11 as Windows 10 will not be supported after October 14th. Also, the Police Department backup drive needs upgraded, and new antivirus software installed. The total funds requested for the upgrades are approximately \$6,500.00 pending the amount of labor required.
- Borough Administrator, Elizabeth Paige presented pricing from Navigate Power broker, Ernie Horning to renew the Borough's PPL account electricity rate as of April 2026. After review and discussion of the pricing rates presented, motion made by Brian Swartz and seconded by Gary Thomas to approve the PPL account electricity rate be renewed for a term of forty-eight months at the price rate of \$0.10357 per kwh. Motion carried unanimously.
- Borough Administrator, Elizabeth Paige stated the Borough Supervisor, Blake Zechman obtained a price quote of \$55.80 per light fixture to replace the current thirty-six lighting fixtures in the borough office building with LED lighting fixtures. Plus, Elizabeth Paige reported there is a PPL Incentive Program available for the upgrading of the light fixtures, which will allow the Borough to receive \$0.10 per kwh savings on the kilowatt hours being used currently. At this time, Elizabeth Paige discussed the funds required for the HVAC system at the maintenance shed, the computer upgrades and the purchase of new light fixtures, which would be approximately \$18,000.00. Elizabeth Paige reported that if the Borough and Municipal Authority separate the extra funds of approximately \$20,000.00 maintained in the payroll checking account could be used to fund these projects. After a brief discussion, the following motions were made: 1) Motion made by James Gahring and seconded by Beverly Inch to approve the upgrades to the borough office computers as presented by the Borough Administrator for approximately \$6,500.00. Motion carried unanimously. 2) Motion made by Gary Thomas and seconded by James Gahring to approve the price quote of \$9,400.00 from MGM Mechanical, Inc. to replace the current oil burning system with a three (3) ton heat pump at the maintenance shed. Motion carried unanimously. and 3) Motion made by James Shull and seconded by Martin Clark to approve the price quote of approximately \$2,100.00 to replace the lighting fixtures in the borough office building. Motion carried unanimously.

Municipal Authority Manager – Dustin Zechman

- Municipal Authority Manager, Dustin Zechman stated the sewer rehabilitation project is wrapping up.
- Municipal Authority Manager, Dustin Zechman informed Borough Council the Municipal Authority has applied for a small funding grant for the upgrading of lines in Pine Street, Wagenseller Street and Shambach Street.
- Municipal Authority Manager, Dustin Zechman reported the flushing of hydrants cannot be completed until after a rain event occurs.

**MIDDLEBURG BOROUGH COUNCIL
MEETING MINUTES
Tuesday, September 09, 2025 @ 7:00 p.m.
Page 4**

NEW BUSINESS:

- Mayor Heidi Potter informed Borough Council she had taken a nasty fall on Grand Street due to the condition of a section of sidewalk. Mayor Potter requested the Borough Buildings, Streets & Sidewalk Committee conduct an inspection of the condition of the sidewalks along Grand Street. After a brief discussion, Buildings, Streets & Sidewalk Committee Chairman, James Shull stated the committee will perform a review of the Grand Street sidewalks on Thursday, September 11th at 10 a.m.

COUNCIL MEMBER REPORTS & BOROUGH COMMITTEE UPDATES:

- Personnel Committee Chairman, Gary Thomas reported the Mayor and Council President received a letter from the Police Bargaining Unit notifying the Borough of their intention to proceed to binding arbitration for the contract year beginning January 1, 2026. After a brief discussion, Borough Council directed the Borough Administrator to email the letter and information supplied by the Personnel Committee about the current police contract negotiations to Attorney Langdon Ramsburg at McNees, Wallace & Nurick LLC.
- Community Improvements Committee Member, Heidi Potter reported that Adam Deitz has decided to postpone the event he presented at last month's meeting to next year.
- Zoning Update Committee Chairman, Martin Clark and Budget Committee Chairman, Brian Swarts stated they need to schedule committee meetings in the upcoming months.

CORRESPONDENCE, MINUTES, REPORTS:

- Council President, James Shull called for any comments or questions regarding the August 12, 2025, meeting minutes of the Middleburg Municipal Authority 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 9:30 p.m. Motion carried unanimously.

Respectfully Submitted,
Elizabeth Paige
Borough Administrator/Secretary