

**MIDDLEBURG BOROUGH COUNCIL
MEETING AGENDA
TUESDAY, APRIL 14, 2026 @ 6:30 PM
Page 1**

6:30 P.M. Call Meeting to Order Followed with Pledge of Allegiance

- **Approve the Meeting Agenda**
- **Approve 03/10/2026 Monthly Meeting Minutes**
- **Approve Bills Paid – March 2026 \$ (Report Emailed)**
- **Approve Financial Statements Dated 03/31/2026**

ADDRESS PUBLIC COMMENTS:



7 P.M. – Road Bid Opening

REPORTS:

- A. Engineer: Meck-Tech, Inc – Trever Hess**
 - W. Willow Retaining Wall Repair Options

- B. Solicitor: AxRunkle, PC - Beau Hoffman**
 - Rezoning Request Submitted by Stylehome Properties, LLC (Former Family Dollar)

- B. Police Chief, Mark Bailey**
 - Review of Monthly Police Reports for March 2026
 - Discussion of Vehicle Purchase from City of Sunbury

- C. Borough Supervisor: Devan Leister**
 - Report on Removal of Holiday Decorations/Displaying Banners
(Total Cost: Lift \$660.80 + Flagger Force \$2174.74 = \$2835.54, MRC 50% \$1417.77)
 - Discussion of Contracted Street Sweeping (Street Sweeper Repair/Water Pump)

- D. Borough Administrator/Zoning Officer: Elizabeth Paige**
 - Review of Zoning Violations & Permits Issued in March 2026
 - Review Quotes for Spring Cleanup Days: Snyder County Times will publish the dates/times 2 weeks ahead - Community Calendar & Neighborhood News Section
 - Zoning Update Recommendations – Meeting held with Marty Sowers of Light-Heigel & Associates and Committee meeting held April 2nd (Committee Report for Review)
 - MMA Email Billing Option & Borough’s Payment Return Notice

EXECUTIVE SESSION AS NEEDED: Discussion of Legal Issues and/or Personnel Matters

**MIDDLEBURG BOROUGH COUNCIL
MEETING AGENDA
TUESDAY, APRIL 14, 2026 @ 6:30 PM
Page 2**

OLD BUSINESS:

- Recommendation for Allocation of Unexpended 2025 Police Budget Funds to Vehicle Fund
- Discuss the Quarterly Municipal Authority Billing of Hydrant Maintenance Fees

NEW BUSINESS:

- Personnel Committee Recommends Adoption of the Revised Employee Personnel Policy

COUNCIL MEMBERS & MAYOR REPORTS:

- | | |
|-----------------------------------|-----------------------|
| 1) James Shull, Council President | 5) <i>Vacant</i> |
| 2) James Gahring, Vice President | 6) <i>Vacant</i> |
| 3) Beverly Inch | 7) <i>Vacant</i> |
| 4) Martin Clark | 8) Mayor Heidi Potter |

BOROUGH COMMITTEE UPDATES:

Committees – Meetings Held As Needed

- 1) Personnel: James Shull, Heidi Potter, & Elizabeth Paige
- 2) Buildings, Streets & Sidewalks: James Gahring, Martin Clark & Devan Leister – Grand Street sidewalk inspection review to be scheduled (weather pending)
- 3) Community Improvements: Heidi Potter, James Gahring, & Beverly Inch – 2026 Events Update
- 4) Zoning Update Committee: Martin Clark, Beverly Inch, & Elizabeth Paige – Zoning Update Recommendations Report Submitted for Review & Comment

Committees – Meeting Annually As Needed:

- 1) Budget: James Shull, Heidi Potter, Beverly Inch & Elizabeth Paige – New meeting date (initial meeting date cancelled) April 23 @ 9 a.m. with SEDA-COG to discuss grant opportunities and economic development initiatives

CORRESPONDENCE, MINUTES, REPORTS:

- Middleburg Municipal Authority Monthly Update

MEETING ADJOURNMENT

Next Meeting Date: Tuesday, May 12, 2026 @ 6:30 PM
Next Ordinance #379 & Next Resolution #2026-10