

**MIDDLEBURG BOROUGH COUNCIL  
MEETING AGENDA  
TUESDAY, MAY 12, 2026 @ 6:30 PM  
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**6:30 P.M. Call Meeting to Order Followed with Pledge of Allegiance**

- **Approve the Meeting Agenda**
- **Approval of 04/14/2026 Monthly Meeting Minutes**
- **Approval of Bills Paid in April 2026 - Totaling \$70,406.82**
- **Approval of Borough Financial Statement Dated 04/30/2026**

**ADDRESS PUBLIC COMMENTS:**



**REPORTS:**

**A. Engineer: Meck-Tech, Inc – Trever Hess**

- W. Willow Retaining Wall Repairs – Property Owner Contacted
- E. Market Street Bridge/Bank Wall – Concern by Property Owner John Jordan

**B. Solicitor: AxRunkle, PC - Beau Hoffman**

- Letter Mailed to Middleburg Municipal Authority – Tapping Fees
- Draft of Ordinance to Rezone Portion of Property Parcel to R-2 from Open Space
- Draft of Ordinance to Rezone Property Parcels to Commercial from Industrial
- Draft of Ordinance to Include Multifamily Residential Use in Commercial District

**B. Police Chief, Mark Bailey**

- Review of Monthly Police Reports for April 2026
- Update on the Regional Police Workshop Held on April 28<sup>th</sup> by DCED

**C. Borough Supervisor: Devan Leister**

- Discussion of Contracted Street Sweeping Tabled (Street Sweeper Repair/Water Pump)
- Update on Repairs to Ford F350 Dump Truck (\$3,714.67 – From Equip PLGIT)
- Discuss Keeping Police Vehicle (Crown Vic) as Spare Borough Vehicle

**D. Borough Administrator/Zoning Officer: Elizabeth Paige**

- Review of Zoning Violations & Permits Issued in April 2026
- MMA Notice of Water/Sewer Billing Starting 2<sup>nd</sup> Quarter of 2026
- Meeting with SEDA-COG: Discussion of Grant Opportunities & Economic Development

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

**OLD BUSINESS:**

- Discussion of Fire Hydrant Maintenance Agreement Received from MMA

**NEW BUSINESS:**

- Discussion & Adoption of the Revised Employee Personnel Policy
- Request by Martin Clark to Remove Sidewalk from the Official Borough Sidewalk Map

**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:**

***Committee Meetings Are 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
- 4) Zoning Update Committee: Martin Clark, Beverly Inch, & Elizabeth Paige – Zoning Update Recommendations Report Submitted for Review & Comment of Borough Council

***Committees – Meeting Annually Or As Needed:***

- 1) Budget: James Shull, Heidi Potter, Beverly Inch & Elizabeth Paige

**CORRESPONDENCE, MINUTES, REPORTS:**

- Middleburg Municipal Authority Monthly Update

**MEETING ADJOURNMENT**

Next Meeting Date: Tuesday, June 9, 2026 @ 6:30 PM  
Next Ordinance #379 & Next Resolution #2026-10