

**MIDDLEBURG BOROUGH COUNCIL**  
**MEETING MINUTES**  
**Tuesday, August 9, 2022 @ 7:00 p.m.**  
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Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA  
Council Members: Present: Brian Swartz/President, Michael Kerstetter, Brian Pauling, Donald Zechman, Beverly Inch, and Mayor Heidi Potter. Absent was James Shull.  
Others Present: Jeremiah Runkle/Solicitor, Trevor Hess/Borough Engineer, Jodie Sheaffer/Municipal Authority Secretary, and Dustin Zechman/Borough Foreman  
Public Present: Samantha Nace, Betty and Kevin Klinger

**CALL TO ORDER:** Middleburg Borough Council meeting called to order by Council President, Brian Swartz at 7:00 p.m. followed by the pledge of allegiance.

Council President, Brian Swartz inquired if there were any additions and/or changes to tonight's meeting agenda. Motion by Brian Pauling and seconded by Donald Zechman to approve the agenda. Motion carried unanimously.

Motion made by Brian Swartz and seconded by Brian Pauling to approve the July 12, 2022; monthly meeting minutes as presented. Motion carried unanimously.

Motion made by Michael Kerstetter and seconded by Donald Zechman to approve the bills paid in July 2022, as presented. Motion carried unanimously.

Motion made by Brian Pauling and seconded by Brian Swartz to approve the financial statements as of July 31, 2022, as presented. Motion carried unanimously.

**PUBLIC COMMENT:**

- Samantha Nace at 41 S. Main Street attended the meeting to discuss Code Violations. After Samantha Nace addressed Council, Mayor Heidi Potter explained the Code Violations at the property were turned over to Borough Code Enforcement, Light-Heigel & Associates.
- Betty and Kevin Klinger attended the meeting to discuss issues regarding their sidewalk/curb and the safety of children on East Market Street. After discussion Borough Solicitor, Jeremiah Runkle suggested talking to Police Chief Mark Bailey to address the safety issues before sidewalk/curb is installed and roads are paved.

**REPORTS:**

**Borough Engineer – Trevor Hess**

- Borough Engineer, Trevor Hess presented a draft map of recommendations of where sidewalks/curbs should be required in the borough. After discussion, President Brian Swartz recommend the Building, Streets, and Sidewalks Committee should hold a meeting to review the map and come back to Council to discuss any changes.

**Borough Solicitor – Jeremiah Runkle**

- Borough Solicitor, Jeremiah Runkle reported an update on the Middleburg Yarn building. No response has been received from Middleburg Yarn Solicitor, Rob Davidson, therefore Borough Code

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Enforcement Officer, Light-Heigel & Associates has issued a citation to Middleburg Yarn giving them thirty days to reply with their plans to move forward with the building violations.

**Fire Chief – Dwayne “Butch” Hackenberg**

- Fire Chief, Butch Hackenberg was not in attendance due to the Fireman’s Carnival.

**Police Chief – Mark Bailey**

- Police Chief, Mark Bailey was not in attendance. Police Chief, Mark Bailey’s monthly July 2022 Police Department Report was presented to Borough Council.

**Borough Foreman – Dustin Zechman**

- Borough Foreman, Dustin Zechman reported to Borough Council that the Municipal Authority is moving forward with the Infiltration/Inflow with Insight Pipe Contracting, LLC, to preform televising on 23,000 foot of sewer lines starting Monday, August 15, 2022. Discussion was held regarding the effects to the customers during this process. Due to some of the effects, Municipal Authority, Jodie Sheaffer will send a message to residents with the Hyper Reach System.
- Mayor Heidi Potter discussed the installation of the playground equipment at Shade View. After discussion it has been decided that the Borough Crew will not have time to install the playground equipment for Shade View.

**Borough Administrator/Zoning Officer – Elizabeth Paige**

- Borough Administrator, Elizabeth Paige’s updated 2022 Zoning Permit and Violation Reports was presented to Borough Council. Borough Solicitor, Jeremiah Runkle stated the Zoning Permit and Violation Reports were informative. Borough Solicitor, Jeremiah Runkle questioned the ordinance for vegetation at intersections. Borough Council discussed violations with vegetation and requested Jodie Sheaffer to report the locations to Borough Administrator, Elizabeth Paige.

**EXECUTIVE SESSION:** No executive session

**NEW BUSINESS:**

- Council President, Brian Swartz reviewed the resignation letter submitted by Council Vice-President, Daniel Faust. Motion made by Brian Swartz and seconded by Brian Pauling to accept the resignation letter of Daniel Faust with an effective date of August 9, 2022. Motion carried unanimously.
- Mayor Heidi Potter presented a letter from resident, Joe Mizah, stating his interest in being appointed to Borough Council. After discussion Mayor Heidi Potter will reach out to Joe Mizah to attend the next meeting to interview for the vacancy. Borough Solicitor, Jeremiah Runkle, stated there is no reason to have a “special meeting” to appoint a new council member, Joe Mizah could be appointed at the September meeting.

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- Council President, Brian Swartz called for nominations to appoint a new Council Vice-President due to the resignation of Daniel Faust. Motion made by Brian Swartz to nominate Council member, Donald Zechman as Council Vice-President and seconded by Beverly Inch. With the nomination being accepted by Donald Zechman, motion carried unanimously. Motion was made by Brian Swartz and seconded by Brian Pauling to make the necessary changes to the Borough bank account signature cards to remove Daniel Faust and add Donald Zechman as an authorized signer. Motion carried unanimously.

**COUNCIL MEMBER, MAYOR & COMMITTEE REPORTS**

- Personnel Committee Chairman, Brian Swartz reported the first round of negotiations have been conducted with the Union Representative. The Personnel Committee will be meeting August 16, 2022, to review the first round of negotiations followed by a counteroffer meeting on August 23, 2022.
- Council President, Brian Swartz appointed Council Member, Donald Zechman to the Buildings, Streets and Sidewalks Committee. Council President, Brian Swartz appointed Council Member Brian Pauling, as the Chairman for the Building, Streets, and Sidewalks Committee.
- Council President, Brian Swartz appointed Council Member, Beverly Inch to the Community Improvements Committee.
- Community Improvements Committee Chairperson, Heidi Potter supplied an updated report on the proposed mural planned for placement on the side of the thrift store building at the corner of N. Main Street and E. Market Street.
- Budget Committee Chairman, Brian Swartz stated Mayor Heidi Potter has been working the Police Chief, Mark Bailey on the 2023 Budget for the police department. Borough Foreman, Dustin Zechman will provide Borough Administrator, Elizabeth Paige with his budget. Mayor Heidi Potter recommended Borough Member; Brian Pauling be appointed to the Budget Committee. Borough Member, Brian Pauling agreed to become a part of the Budget Committee. Mayor Heidi Potter will set up a meeting to discuss the 2023 budget with the Budget Committee.

**CORRESPONDENCE, MINUTES, REPORTS:**

- No comment

With no comments or further business to conduct, motion made by Brian Pauling and seconded by Brian Swartz to adjourn tonight's meeting at 8:18 p.m.

Respectfully Submitted,

Jodie Sheaffer  
Municipal Authority Secretary