

MIDDLEBURG BOROUGH COUNCIL
SPECIAL MEETING MINUTES
Tuesday, January 26, 2021 @ 5:00 p.m.

Meeting Location: Middleburg Borough Building, 13 N. Main Street, Middleburg, PA
Council Members: Present was Heidi Potter/President, Brian Swartz/Vice President and George Price. Present via ZOOM meeting link were Elaine Saunter, Judy Lynn, and Daniel Faust. Absent was Michael Kerstetter.
Others Present: Beau Hoffman/Solicitor and Elizabeth Paige/Administrator
Public Present: None

- Council President, Heidi Potter called the Special Meeting regarding the vacancy and appointment of a Mayor to order at 5:00 p.m. Borough Administrator, Elizabeth Paige performed a roll call of Council members in attendance for the meeting minutes record. With no public in attendance, a call for public comments was not required at this time.
- Council President, Heidi Potter reviewed her letter of resignation as Council President/Member effective immediately with Borough Council. With no comments, motion made by Judy Lynn and seconded by George Price to accept the letter of resignation from Heidi Potter. Motion carried unanimously. Borough Council thanked Heidi Potter for her years of service as a Borough Council Member and Council President.
- At this time, Heidi Potter offered her letter of interest in being appointed to fill the vacant term of Mayor, which will end on December 30, 2021. Heidi Potter stated if she is able to fulfill the role as Mayor to the Council's satisfaction, she will consider running in the next Municipal Primary Election for the elected office of Mayor.
- Council Vice President, Brian Swartz stated with the acceptance of Heidi Potter's resignation, there is now a vacancy on Borough Council. Brian Swartz stated Borough Council will need to reorganize at the next monthly Borough Council meeting and requested the reorganization be added to the meeting agenda.
- Council Vice President, Brian Swartz inquired if any other letters of interest for Mayor had been received by the Borough Administrator. Borough Administrator, Elizabeth Paige stated there was no other letters of interest received. Council Vice President, Brian Swartz called for a motion to adopt by resolution the appointment of Mayor to fill the vacancy in office. Motion made by Elaine Saunter and seconded by Daniel Faust to adopt by resolution the appointment of Heidi Potter as Mayor of Middleburg Borough to fill the vacancy. Motion carried unanimously.
- Council Vice President, Brian Swartz called for a motion to adjourn the meeting. Motion made by George Price and seconded by Judy Lynn to adjourn the Special Meeting at 5:11 p.m. Motion carried unanimously.

Respectfully Submitted,

Elizabeth Paige
Borough Administrator/Secretary