

MIDDLEBURG MUNICIPAL AUTHORITY

“MINUTES”

Tuesday, April 14, 2026, at 6:00 pm

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Members Present: Scott Herbster/Vice Chairman, Scott Brouse, Brian Pauling, Douglas Hassinger, Scott Reigle, and Tim Folk. Absent was Dwayne Hackenberg/Chairman.

Others Present: Dustin Zechman/Manager, Jodie Sheaffer/Administrator, and Robert Slivinski/Solicitor.

Public Present: Joe Varner and Tim Varner.

CALL TO ORDER: Middleburg Municipal Authority meeting called to order by Scott Herbster/Vice Chairman at 6:00 p.m.

Motion made by Douglas Hassinger and seconded by Scott Brouse to approve tonight’s meeting agenda. Motion carried unanimously.

Motion made by Scott Reigle and seconded by Tim Folk to approve March 10, 2026; meeting minutes as presented. Motion carried unanimously.

Joe Varner inquired about the water tap fees and sewer tap fees for his property at 275 W Market Street. Mr. Varner purchased the property and is currently remodeling the building to house a 5-unit apartment complex. The property currently has two EDU’s and Mr. Varner is adding three more units which requires three more EDU’s per the MMA Rules and Regulations. After discussion, MMA referred to Mr. Varner to the Rules and Regulations which require the additional EDU’s/tap fees since he is adding 3 more residential units.

REPORTS:

Engineer - Josph Pfirman (Larson Design Group, Inc.) - ABSENT

- **Middleswarth Wastewater Discharge Permit:** Dustin Zechman/Manager referred to the Engineer report stating the laboratory results for March 2026. An invoice will be sent to Middleswarth for the permit violations.
- **Middleburg and Kissimmee UV Disinfection systems:** Dustin Zechman/Manager reviewed the Engineer report. The total quote from Kappe’s for supply of and installation of both UV systems through a COSTARS proposal is \$340,675.00. LDG is currently working on the Water Quality Management Permit because the UV system will be used for submittal to PA DEP. Kappe’s UV system will allow for horizontal orientation and should alleviate the surcharge condition to the clarifiers occurring during high flow events at the main plant.
- **Middleburg Wastewater Treatment Plant:** Dustin Zechman reported the NPDES Draft Permit was sent out for review and comment, plus a public notice is to be posted near the premises for 30 days. DEP will also publish this in the PA Bulletin. After receiving any public comment, DEP will then decide to issue a final permit.

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- **Cost Estimate for Pine, Shambach, Wagenseller, and Golf Course Stream Crossing:** Joseph Pfirman/Engineer emailed the Scope of Services proposal to Jodie Sheaffer/Administrator on April 9, 2026, which was presented at the meeting. After discussion, Motion made by Tim Folk and seconded by Douglas Hassinger to approve the Scope of Services proposal presented by Larson Design Group for the project. Motion carried unanimously.

- **Standpipe Mixer:** Dustin Zechman/Manager reviewed the Engineer report regarding standpipe mixer options due to the freezing issues during the winter. No action was taken at this time.

Solicitor – Robert Slivinski

Robert Slivinski/Solicitor reported Joshua Martin was given 30 days to clean up this property during the April 2, 2026, hearing.

Robert Slivinski/Solicitor reported a Sheriff Sale is scheduled on August 14, 2026, for the property at 124 N Main Street, Middleburg.

Robert Slivinski/Solicitor discussed water/sewer billing to the Borough since the Authority no longer has an office in the Borough Building nor employees at the Maintenance Shed. After discussion, motion made by Tim Folk and seconded by Scott Reigle to start billing the Borough for water/sewer at the Borough Building and Maintenance Shed starting the 2nd quarter of 2026. Motion carried unanimously.

Manager – Dustin Zechman

Dustin Zechman/Manager reported the Dump Truck title has been paid and transferred to MMA.

Dustin Zechman/Manager reported the trench restorations on Center Street and Church Street would be complete this week as a result of utility line work over winter months.

Dustin Zechman/Manager reviewed a Fire Hydrant Agreement. After discussion, motion made by Brian Pauling and seconded by Tim Folk to approve the Fire Hydrant Agreement as presented. Motion carried unanimously.

Dustin Zechman/Manager discussed a quote he received from LB Water for the 2” water service at the MMA garage. After discussion, no action was taken.

Dustin Zechman/Manager reported he talked to Mark Holman/Forester regarding the timbering project. The excavator is scheduled within the next two weeks to resume road work. Dustin Zechman/Manager also reported a gate is being manufactured per land owner easement agreement.

Dustin Zechman/Manager discussed adding meter pits to the Rules and Regulations. After discussion, Dustin Zechman/Manager will provide more information for the next scheduled meeting.

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Dustin Zechman/Manager reported he got a quote from Martz Technologies in the amount of \$3,153.00 for a level transducer that will be connected to the SCADA System for the Kissimmee Wastewater Treatment Plant. After discussion, motion made by Douglas Hassinger and seconded by Scott Reigle to approve the quote from Martz Technologies in the amount of \$3,153.00 for the level transducer. Motion carried unanimously.

Administrator – Jodie Sheaffer

Jodie Sheaffer/Administrator presented March financials and bills paid. Motion made by Tim Folk and seconded by Douglas Hassinger to approve the bills paid in March as presented. Motion carried unanimously.

Jodie Sheaffer/Administrator reported MMA will offer email billing to customers starting the 2nd quarter 2026.

Jodie Sheaffer/Administrator reported she was contact by Groover and Lobos, LLC, regarding the property at 163 W Market Street. A Sheriff Sale was held on April 10, 2026, and the property went back to the bank who holds the mortgage.

Jodie Sheaffer/Administrator reported MMA will receive approximately \$477.00 for the PPL Incentive Program for installation of new lights at the new office and garage.

EXECUTIVE SESSION:

The Municipal Authority entered an executive session at 7:24 p.m. to discuss water/sewer billing and finances. Vice Chairman, Scott Herbster called the meeting back to order at 7:32 p.m. The following motions occurred after Executive Session:

- Motion made by Douglas Hassinger and seconded by Scott Brouse to approve a credit to the Snyder County Housing Authority for water and sewer. Motion carried unanimously.
- Motion made by Tim Folk and seconded by Brian Pauling to have Jodie Sheaffer/Administrator mail letters to customers that have more than one EDU but were only being billed for consumption on the extra(s) EDU. Motion carried unanimously.

With no further comments or questions, motion made by Douglas Hassinger and seconded by Scott Reigle to adjourn tonight’s meeting at 7:42 p.m.

Respectfully Submitted,
Jodie Sheaffer
Administrator/Secretary