

**MIDDLEBURG MUNICIPAL AUTHORITY**

**“MINUTES”**

**Tuesday, August 12, 2025, at 6:00 pm**

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

**Others Present:** Dustin Zechman/Manager, Jodie Sheaffer/Secretary, and Joseph Pfirman/Engineer via telephone. Absent was Robert Slivinski/Solicitor

**CALL TO ORDER:** Middleburg Municipal Authority meeting called to order by Dwayne Hackenberg/Chairman at 6:05 p.m.

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

Motion made by Tim Folk and seconded by Douglas Hassinger to approve July 8, 2025; meeting minutes as presented. Motion carried unanimously.

**REPORTS:**

**Engineer - Joseph Pfirman (Larson Design Group, Inc.)**

- **Middleswarth Wastewater Discharge Permit:** Joseph Pfirman/Engineer reported on the laboratory results for July 2025. An invoice will be sent to Middleswarth for the permit violations.
- **Middleburg and Kissimmee UV Disinfection systems:** Joseph Pfirman/Engineer reported Jim Connor from Process Solutions is having Glasco look at another option that will use the existing channel and be more economical. The WQM permit applications work is on hold until LDG receives new information.
- **Sewage Collection System Rehabilitation Project:** Joseph Pfirman/Engineer presented Application No. 3 for Contractor’s Application for Payment to Sikora Brothers Paving, Inc. in the amount of \$409,140.88. After review, motion made by Scott Herbster and seconded by Scott Brouse to approve Application No. 3 for Contractor’s Application for Payment to Sikora Brothers Paving, Inc. in the amount of \$409,140.88. Motion carried unanimously. Joseph Pfirman/Engineer reported the project is complete and he presented the Substantial Completion Form with punch list items attached except for the bolt down manhole lids, which have not been delivered. After review, motion made by Scott Herbster and seconded by Douglas Hassinger to approve the Substantial Completion Form with punch list items attached except for the bolt down manhole lids, which have not been delivered. Motion carried unanimously. Joseph Pfirman/Engineer reported there will be one more pay application for the rest of the erosion and sediment control, mobilization and closeout, and the remaining retainage. Joseph Pfirman/Engineer also reported there is a one-year warranty as of July 7, 2025, on the project and the project will be approximately \$30,000.00 below projected bid price.

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**Manager – Dustin Zechman**

Dustin Zechman/Manager reported on the property at 1781 Paxtonville Road. Sikora Brothers Paving, Inc. will replace a bush that was damaged during construction. Also topsoil and grass seed will be planted to replace the damaged area at the property.

Dustin Zechman/Manager reported Sikora Brothers Paving, Inc. has completed the water service line replacement on East Market Street.

Dustin Zechman/Manager reported there was a water main break on East Main Street. Mid-State Paving, LLC assisted in the repair.

Dustin Zechman/Manager reported tree roots are in a part of the sewer lateral on Center Street. The sewer lateral will need to be replaced.

Dustin Zechman/Manager reported the Main Sewer Plant passed the DEP inspection. There was an exceedance of CBOD, however no fines were issued.

Dustin Zechman/Manager reported Shaffer’s Plumbing and Heating started AC/Heating unit at 179 W Willow Avenue and he also reached out to Middlecreek Signs for a quote on office signs. Dustin presented a quote for \$1,379.58 from Seamless Gutters, LLC for 5” seamless gutters with 2x3 downspouts on three areas of the building. The quote includes removing and disposal of existing gutters and downspouts, labor, and materials to complete the project. After discussion, motion made by Tim Folk and seconded by Douglas Hassinger to approve the quote for \$1,379.58 from Seamless Gutters, LLC for 5” seamless gutters with 2x3 downspouts on three areas of the building. Motion carried unanimously.

Jodie Sheaffer/Secretary reported the purchase of 115 Furnace Road has been settled. The electricity and water/sewer have been transferred to the MMA. Dustin Zechman/Manager reported the property has also been insured. Dustin presented quotes from Buffalo Valley Doors to replace the five garage doors in the amount of \$9,905.00. After discussion, motion made by Tim Folk and seconded by Scott Herbster to approve the quote from Buffalo Valley Doors to replace the five garage doors in the amount of \$9,905.00. Motion carried unanimously. Dustin presented a quote from Buffalo Valley Doors to install four garage door openers in the amount of \$2,260.00. After discussion, motion made by Scott Herbster and seconded by Scott Brouse to approve the quote from Buffalo Valley Doors to install four garage door openers in the amount of \$2,260.00. Motion carried unanimously. Austin Stroup, a former employee of George Long, has equipment under the carport at 115 Furnace Road and he would like to store it there until the end of the year. After discussion, Jodie Sheaffer/Secretary will have Robert Slivinski/Solicitor draw up a Waiver of Liability for Austin Stoup to sign to store the equipment in the carport until the end of the year.

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**Secretary – Jodie Sheaffer**

Jodie Sheaffer/Secretary reported an MMA Website is in the process of being created with Course Vector, LLC.

Jodie Sheaffer/Secretary reported the November meeting will be held Wednesday, November 12, 2025, since Tuesday, November 11, 2025, is Veteran's Day and the office is closed. An advertisement for the new meeting date was published in the Snyder County Times.

Jodie Sheaffer/Secretary reported IT Data is working on a quote to upgrade the Authority computers to Windows 11. After discussion, motion made by Douglas Hassinger and seconded by Scott Herbster to approve the purchase of a new computer not to exceed \$4,000.00. Motion carried unanimously.

Jodie Sheaffer/Secretary reported an update on Liens. A tax sale is scheduled for September 10, 2025, for 124 N Main Street. Another lien will also be filed in September for the properties at 163 W Market Street and 103 N Main Street.

Jodie Sheaffer/ Secretary reported an application for occupancy will be mailed to Central Keystone COG for the new office at 179 W Willow Avenue.

Discussion was held regarding a copier at the new office. Jodie Sheaffer/Secretary will get quotes for renting or buying a copier for the new office and present the quotes at the next meeting.

**EXECUTIVE SESSION:**

The Municipal Authority entered an executive session at 6:55 p.m. to discuss legal matters. Chairman, Dwayne Hackenberg called the meeting back to order at 7:30 p.m. No action was taken.

With no further comments or questions, motion made by Scott Herbster and seconded by Douglas Hassinger to adjourn tonight's meeting at 7:37 p.m.

Respectfully Submitted,  
Jodie Sheaffer  
Secretary