

MIDDLEBURG MUNICIPAL AUTHORITY

“MINTUES”

Tuesday, August 13, 2024, at 6:00 pm

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

Others Present: Dustin Zechman/Borough Foreman, Robert Slivinski/Solicitor, and Josph Pfirman/Engineer via telephone.

CALL TO ORDER: Middleburg Municipal Authority meeting called to order by Scott Herbster/Vice Chairman at 6:05 p.m.

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

Motion made by Brian Pauling and seconded by Tim Folk to approve the July 9, 2024; meeting minutes as presented. Motion carried unanimously.

REPORTS:

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

- **Middleswarth Wastewater Discharge Permit:** Joseph Pfirman/Engineer reported the laboratory results for July 2024. An invoice will be sent to Middleswarth for the permit violations.
- **Sewer Collection System Rehabilitation Project:** Joseph Pfirman/Engineer reported the PennDOT HOP Permit Application has been resubmitted. The PennVest application was submitted on July 31, 2024, with a tentative construction start date of Spring 2025, if a grant or loan is approved.
- **Tapping Fees for Water and Sewer:** Joseph Pfirman/Engineer presented draft forms of Middleburg Sewer and Water tap fees and Kissimmee Sewer tap fee for review with the intention to take action or pass resolution at September’s meeting.

Solicitor – Robert Slivinski

Robert Slivinski/Solicitor called for an executive session at 6:35pm to discuss legal matters. Scott Herbster/Vice Chairman called the meeting back to order at 6:51pm. The following action was taken: Robert Slivinski/Solicitor presented a Resolution for Eminent Domain to be signed. Motion made by Douglas Hassinger and seconded by Brian Pauling to approve Scott Herbster/Vice Chairman to sign the Resolution. Motion carried unanimously.

Robert Slivinski/Solicitor presented an update to the Rules and Regulations, 1.6 Vacating the Premises/Change of Ownership. After discussion motion was made by Tim Folk and seconded by Douglas Hassinger to approve the updated Rules and Regulations, 1.6 Vacating the Premises/Change of Ownership. Motion carried unanimously.

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Borough Foreman – Dustin Zechman

Dustin Zechman/Borough Foreman reported a check valve in Pump Station #2 failed last month. He ordered the parts and received them today with plans to get it replaced this week. The cost to replace the check valve was \$3,300.00.

Dustin Zechman/Borough Foreman reported DEP came for an inspection last Friday at the Kissimmee Plant, and Dustin believes the plant passed the inspection. The only DEP concern was the meter is maxing out on the water volume going out. A new meter may need to be installed that can read higher water volumes.

Dustin Zechman/Borough Foreman reported when checking water meters, they are discovering broken meter seals. The issue of broken meter seals may need to be addressed in the future to add a fee to the property owner when meter seals are found broken.

Secretary – Jodie Sheaffer

Jodie Sheaffer/Secretary presented a Transfer of Water Service/Sewer Service form when Property is Sold/Transferred. This form will be added to the updated Rules and Regulations, Sections 1.6 Vacating the Premises/Change of Ownership. Motion made by Douglas Hassinger and seconded by Brian Pauling to approve the form for Transfer of Water Service/Sewer Service when a Property is Sold/Transferred. Motion carried unanimously.

Jodie Sheaffer/Secretary contacted the property owner at 11 Essex Road regarding the replacement of three (3) trees to schedule a time for Dustin Zechman/Borough Foreman to talk to the property owner. The property owner contacted the office the next day and stated she is no longer interested in the replacement of the three (3) trees; therefore Dustin Zechman/Borough Foreman does not need to stop by to talk to her.

Jodie Sheaffer/Secretary discussed the property at 103 Dock Hill Road, which is being used for an Air BNB. After discussion, Robert Slivinski/Solicitor will send a letter to the property owner regarding the addition of a sewer EDU.

Other Business:

With no further comments or questions, motion made by Douglas Hassinger and seconded by Brian Pauling to adjourn tonight's meeting at 7:10 p.m.

Respectfully Submitted,
Jodie Sheaffer
Municipal Secretary