

MIDDLEBURG MUNICIPAL AUTHORITY

“MINUTES”

Tuesday, December 9, 2025, at 6:00 pm

Page 1 of 3

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

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

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

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

Motion made by Brian Pauling and seconded by Tim Folk to approve November 12, 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 November 2025. An invoice will be sent to Middleswarth for the permit violations.
- **Middleburg and Kissimmee UV Disinfection Systems:** Joseph Pfirman/Engineer is awaiting quotes from Kappe for the UV Disinfection Systems. The grant expires June 30, 2027.
- **LSA Grant Application for Authority Vehicles:** Joseph Pfirman/Engineer reported the LSA Grant Application was submitted on November 19, 2025.

Solicitor – Robert Slivinski

Robert Slivinski/Solicitor gave an update on Liens filed for delinquent water and sewer accounts. An Order has been signed to proceed with the sale of 124 N Main Street. Robert Slivinski/Solicitor will resubmit a Write of Scire Facies to the property owner of 163 W Market Street.

MIDDLEBURG MUNICIPAL AUTHORITY

“MINUTES”

Tuesday, December 9, 2025, at 6:00 pm

Page 2 of 3

Robert Slivinski/Solicitor discussed the letter from the Middleburg Borough regarding fire hydrants. After discussion, the Authority will re-visit the discussion at the January 13, 2026 meeting.

Scott Brouse discussed mineral rights on the Authority land. After review, Robert Slivinski will research the mineral rights on the Authority land.

Manager – Dustin Zechman

Dustin Zechman/Manager discussed the 2021 Chevy Dump Truck owned by Middleburg Borough. After discussion, motion made by Scott Reigle and seconded by Tim Folk to send a letter to the Middleburg Borough Council with an offer to purchase the 2021 Chevy Dump Truck. Motion carried unanimously.

Dustin Zechman/Manager reported Mid-State Paving, LLC replaced the sewer lateral at 409 Center Street due to tree roots. Dustin Zechman/Manager contacted the Middleburg Borough Administrator to comply with Ordinance 2024-373 for the excavation on Center Street.

Dustin Zechman/Manager reported the Microsoft use at the sewer plant was terminated and there have been problems submitting the Annual DMR to DEP. Dustin Zechman/Manager is working with DEP tech support to submit the Annual DMR to DEP.

Secretary – Jodie Sheaffer

Jodie Sheaffer/Secretary presented the proposal for Life and Disability Insurance with PMAA Trust. After review, motion made by Tim Folk and seconded by Scott Reigle to accept the proposal for Life and Disability Insurance with PMAA Trust. Motion carried unanimously.

Jodie Sheaffer/Secretary presented two quotes for Risk Management, Insurance, Bonding, and Worker’s Compensation. After review of both quotes, motion made by Brian Pauling and seconded by Douglas Hassinger to accept the quote for Risk, Management, Insurance, Bonding, and Worker’s Compensation from The Kilmer Group. Motion carried unanimously.

Jodie Sheaffer/Secretary presented two quotes for employee Health, Dental, and Eye Insurance. After review of both quotes, motion made by Scott Brouse and seconded by Douglas Hassinger to accept the quote for employee Health, Dental, and Eye Insurance from Swift Kennedy. Motion carried unanimously.

MIDDLEBURG MUNICIPAL AUTHORITY
“MINUTES”
Tuesday, December 9, 2025, at 6:00 pm
Page 3 of 3

Discussion was held regarding an MMA Personnel Manual and Employee Contracts. After review, a personnel committee was created to review and discuss the Employee Contracts. Jodie Sheaffer/Secretary will email a proposed copy of the MMA Personnel Manual to be reviewed at the January 13, 2026 meeting.

Jodie Sheaffer/Secretary get an update on the Pennsylvania Municipal Retirement System (PMRS) for the employees. After discussion, motion made by Scott Reigle and seconded by Tim Folk to open a saving account at Central Penn Bank & Trust to hold retirement funds until an account is approved with PMRS for employee retirement. Motion carried unanimously.

Jodie Sheaffer/Secretary reported the signatories have not updated for the PENNVEST checking account. After discussion, motion made by Douglas Hassinger and seconded by Brian Pauling to update the signatories to add Dwayne Hackenberg/Chairman and Scott Herbster/Vice Chairman to the PENNVEST checking account. Motion carried unanimously.

With no further comments or questions, motion made by Douglas Hassinger and seconded by Tim Folk to adjourn tonight’s meeting at 8:25 p.m.

Respectfully Submitted,
Jodie Sheaffer
Secretary