

MIDDLEBURG MUNICIPAL AUTHORITY

“MINUTES”

Tuesday, January 13, 2026, at 6:00 pm

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

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

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

Dwayne Hackenberg/Chairman called for re-organization. The following appointments were discussed:

- Dwayne Hackenberg/Chairman
- Scott Herbster/Vice Chairman
- Robert Slivinski/Solicitor
- Larson Design Group, Inc./Engineer

After discussion, motion made by Tim Folk and seconded by Scott Brouse to approve Dwayne Hackenberg as Chairman, Scott Herbster as Vice Chairman, Robert Slivinski as Solicitor, and Larson Design Group, Inc. as Engineer. Motion carried unanimously.

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

Motion made by Tim Folk and seconded by Scott Reigle to approve December 9, 2025; meeting minutes as presented. Motion carried unanimously.

REPORTS:

Engineer - Joseph Pfirmann (Larson Design Group, Inc.)

- **Middleswarth Wastewater Discharge Permit:** Joseph Pfirmann/Engineer reported on the laboratory results for December 2025. An invoice will be sent to Middleswarth for the permit violations.
- **Middleburg and Kissimmee UV Disinfection Systems:** Joseph Pfirmann/Engineer reported the quotes from Kappe did not include installation costs. A contractor will review the sites late January, early February for pricing and the revised quote will be received.

Solicitor – Robert Slivinski

Robert Slivinski/Solicitor discussed inspecting Joshua Martin’s property to provide pictures to the Judge for the Order. After discussion Robert Slivinski will contact Joshua Martin to set up a time for inspection on Friday, January 16, 2026.

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Robert Slivinski/Solicitor will execute the paperwork the Myron Heeter property to continue with sale of the property.

Robert Slivinski/ Solicitor discussed mineral rights and discussion was held regarding the timbering project.

Manager – Dustin Zechman

Dustin Zechman/Manager reported he attended the Middleburg Borough Council meeting on January 5, 2026. Discussion was held regarding fire hydrants in the borough. The borough is responsible for paying the fire hydrant fee per the Borough Code. Borough Council also discussed the Authority’s proposal to buy the 2021 Chevy dump truck. After discussion, Borough Council tabled the discussion until the February meeting. Borough Council also requested a monthly update from the Authority for their monthly meetings.

Dustin Zechman/Manager reported the DEP IT Department resolved the issue for the submission of the annual Chesapeake Bay Annual Monitoring Report with without penalty.

Dustin Zechman/Manger discussed improvements to the garage. After discussion, motion made by Scott Herbster and seconded by Tim Folk to approve an allowance of \$10,000.00 for improvements to the garage from the operations/maintenance budget. Motion carried unanimously.

Administrator – Jodie Sheaffer

Jodie Sheaffer/Administrator presented the year- end financial statements and December checks for bills paid. After review, motion made by Tim Folk and seconded by Biran Pauling to approved December checks for bills paid. Motion carried unanimously.

EXECUTIVE SESSION:

The Municipal Authority entered an executive session at 6:41 p.m. to discuss financial and personnel matters. Chairman, Dwayne Hackenberg called the meeting back to order at 6:58 p.m. Motion made by Tim Folk and seconded by Scott Reigle to approve a one-time sign on bonus for the four MMA employees. Motion carried unanimously.

With no further comments or questions, motion made by Brian Pauling and seconded by Scott Brouse to adjourn tonight’s meeting at 7:08 p.m.

Respectfully Submitted,
Jodie Sheaffer
Administrator/Secretary