

MIDDLEBURG MUNICIPAL AUTHORITY
“MINUTES”
Tuesday, March 10, 2026, at 6:00 pm
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Members Present: Dwayne Hackenberg/Chairman, Scott Herbster/Vice Chairman, Scott Brouse, Brian Pauling, Douglas Hassinger, Scott Reigle, and Tim Folk.

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

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

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

Motion made by Brian Pauling and seconded by Scott Herbster to approve February 10, 2026; meeting minutes as presented. Motion carried unanimously.

REPORTS:

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

- **Middleswarth Wastewater Discharge Permit:** Joseph Pfirman/Engineer reported on the laboratory results for February 2026. An invoice will be sent to Middleswarth for the permit violations.
- **Middleburg and Kissimmee UV Disinfection systems:** Josph Pfirman/Engineer reported they are still awaiting an updated quote from Kappe for the project.
- **Middleburg Wastewater Treatment Plant:** Josph Pfirman/Engineer reported the NPDES permit renewal was submitted January 30, 2025, and is still pending.
- **Cost Estimate for Pine, Shambach, Wagenseller, and Golf Course Stream Crossing:** Joseph Pfirman/Engineer reported the proposal is almost complete as they are waiting on survey costs. Design can occur this summer/fall depending on scheduling. Bidding will occur winter of 2026/2027, with construction in Spring 2027.
- **LSA Grant Application for Authority vehicles:** Joseph Pfirman/Engineer reported he was notified the state the LSA Grant Application is currently under review. The earliest the state anticipates award announcement is at the September 2026 CFA Board meeting.

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Solicitor – Robert Slivinski

Robert Slivinski/Solicitor reviewed commercial properties. There are no changes to services at this time.

Robert Slivinski/Solicitor reported an Order was filed for a hearing on April 2, 2026, for Defendant, Joshua Martin, upon consideration of Defendant’s Answer to the Petition for Contempt filed March 2, 2026.

Robert Slivinski/Solicitor reported an advance fee of \$2500.00 is required by the Snyder County Sheriff Office for sale of property at 124 N Main Street, Middleburg, PA.

Manager – Dustin Zechman

Dustin Zechman/Manager reported there were two water main breaks February 12, 2026, on Church Street and Dinius Avenue.

Dustin Zechman/Manager provided updates on the Water Allocation Compliance Report he is completing. The due date for the report is April 30, 2026.

Dustin Zechman/Manager reported a meeting was held with Mayor Heidi Potter, Borough Council President James Shull, Authority members Tim Folk, Douglas Hassinger, Scott Brouse, and himself regarding the purchase of the dump truck from the Borough and a fire hydrant maintenance agreement. After discussion, motion made by Scott Herbster and seconded by Scott Reigle to purchase the dump truck from the Borough in the amount of \$35,000.00. Motion carried unanimously. Robert Slivinski/Solicitor will draft a fire hydrant maintenance agreement for review at the April meeting.

Administrator – Jodie Sheaffer

Jodie Sheaffer/Administrator presented February financials and bills paid. Motion made by Tim Folk and seconded by Scott Herbster to approve the bills paid in February as presented. Motion carried unanimously.

Jodie Sheaffer/Administrator presented a water service application and sewer service application for 505 S Shuman Street. After review, motion made by Scott Brouse and seconded by Brian Pauling to approve the water service application and sewer service application for 505 S Shuman Street. Motion carried unanimously.

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Jodie Sheaffer/Administrator presented a 2026 Mid-West Musical Sponsor Form that was dropped off at the MMA office. After discussion, Robert Slivinski/Solicitor stated the MMA to should not give donations.

Jodie Sheaffer/Administrator presented a “Update Reminder” to be included with the 1st quarter billing and a Spring Newsletter to be posted on the MMA website.

Jodie Sheaffer/Administrator reported MMA qualified for the PPL Incentive Program for installation of new lights at the new office and garage. A Teams meeting will be scheduled in March to submit the application for reimbursement for installation of the new lights at the new office and garage.

Jodie Sheaffer/Administrator discussed retirement plans from PMRS and PMAA. After discussion, Jodie Sheaffer/Administrator will wait for the cost study from PMRS.

With no further comments or questions, motion made by Douglas Hassinger and seconded by Scott Herbster to adjourn tonight’s meeting at 7:15 p.m.

Respectfully Submitted,
Jodie Sheaffer
Administrator/Secretary