

**MIDDLEBURG MUNICIPAL AUTHORITY**  
**“MINUTES”**  
**Wednesday, November 12, 2025, at 6:00 pm**  
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**Members Present:** Dwayne Hackenberg/Chairman, Scott Herbster/Vice Chairman, Scott Brouse, Douglas Hassinger, Brian Pauling, Scott Reigle, and Tim Folk.

**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 Dwayne Hackenberg/Chairman at 6:00 p.m.

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

Motion made by Scott Reigle and seconded by Brian Pauling to approve October 14, 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 October 2025. An invoice will be sent to Middleswarth for the permit violations.
- **LSA Grant Application for Authority Vehicles:** Joseph Pfirman/Engineer presented a Resolution to be signed for the LSA Grant. After review, motion made by Scott Herbster and seconded by Scott Reigle to approved the Resolution to be signed for the LSA Grant Application. Motion carried unanimously. Jodie Sheaffer/Secretary reported Letters of Support were received by the Snyder County Commissioners, Representative David Rowe, and Senator Lynda Schlegel Culver for the LSA Grant Application. The deadline to submit the application is November 30, 2025.

**Solicitor – Robert Slivinski**

Robert Slivinski/Solicitor gave an update on Liens filed for delinquent water and sewer accounts. The lien on the property at 93 Maple Leaf Avenue has been satisfied. The liens on the property at 737 Paxtonville Road have been satisfied as well as the delinquent sewer billing be paid in full. The property owner of 163 W Market Street was to be served with a Write of Scire Facies but the Sherriff was unable to find the property owner. A Rule of Hand has been delivered to both the heirs at the property at 124 N Main Street because the property did not sell at Sheriff Sale on September 10, 2025.

Robert Slivinski/Solicitor discussed the Josh Martin property. He will schedule date with Dustin Zechman/Manager to inspect the property to be sure all junk, debris, automotive parts, equipment, etc. has been removed per the Order.

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**Manager – Dustin Zechman**

Dustin Zechman/Manager discussed the Pennsylvania Game Commission updates to the Hunter Access Program introducing a new three-tiered property system. The new system will not go into effect until July 2026, at which time the Authority will re-visit the discussion.

Dustin Zechman/Manager discussed quotes for surveillance at the water plant and authority office. The quote came in high, therefore Dustin will look into other options.

**Secretary – Jodie Sheaffer**

Jodie Sheaffer/Secretary reported Scott Brouse’s term is ending this year. The Authority requested the Secretary send a Letter of Recommendation to Middleburg Borough Council to reappoint Scott Brouse for another five-year term ending 2030.

Jodie Sheaffer/Secretary presented monthly meeting dates and time for next year. After review motion made by Scott Herbster and seconded by Douglas Hassinger to approve the meeting dates and time for next year. Motion carried unanimously. Jodie Sheaffer/Secretary will publish the meeting dates and time in the Snyder County Times and post them on the website.

Jodie Sheaffer/Secretary presented the Sewer and Water Management Transition Agreement between Middleburg Borough and Middleburg Municipal Authority. After review motion was made by Tim Folk and seconded by Scott Reigle to approve the Sewer and Water Management Transition Agreement between Middleburg Borough and Middleburg Municipal Authority. Motion carried unanimously. Dustin Zechman/Manager will present the executed Sewer and Water Management Transition Agreement to the Borough Council at the November 12, 2025, meeting to be executed by the Borough Council President.

Jodie Sheaffer/Secretary contacted Central Penn Bank & Trust regarding the account checking account PENNVEST tried to pull funds for the Water Improvement Loan from the Sewer Rehabilitation bank account which caused non-sufficient fund fees. Central Penn Bank & Trust does not assign the ACH withdrawals to accounts, therefore the ACH withdrawals where a mistake through PENNVEST.

Jodie Sheaffer/Secretary reported the payroll account for the Authority has been opened at Central Penn Bank & Trust. The tax accounts have been set up under the Municipal Authority. After looking into pricing for payroll, it is more cost efficient to drop Quickbooks payroll and have Amanda Aurand Accounting run the payroll for the Authority. After discussion motion made by Scott Herbster and seconded by Tim Folk to approved Amanda Aurand Accounting to process payroll for the Authority.

Jodie Sheaffer/Secretary reported she opened an Unemployment account through Pennsylvania Municipal Authorities Association at a rate of 2.7%.

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Jodie Sheaffer/Secretary reported no information has been presented from Pennsylvania Municipal Retirement System regarding the retirement program.

Jodie Sheaffer/Secretary reported the Borough is planning to do one last monthly newsletter. Elizabeth Paige/Borough Administrator will include the new location and information for the Municipal Authority and deliver the newsletter to the Authority Office to be sent with the 4<sup>th</sup> quarter water/sewer billing. Scott Herbster also suggested including separate slip reminding the customers to make checks payable to the Middleburg Municipal Authority "MMA". Jodie Sheaffer/Secretary will include a reminder with the 4<sup>th</sup> quarter billing.

**EXECUTIVE SESSION:**

The Municipal Authority entered an executive session at 7:02 p.m. to discuss personnel matters. Chairman, Dwayne Hackenberg called the meeting back to order at 7:22 p.m. No action was taken.

With no further comments or questions, motion made by Brian Pauling and seconded by Douglas Hassinger to adjourn tonight's meeting at 7:22 p.m.

Respectfully Submitted,  
Jodie Sheaffer  
Secretary