

**MIDDLEBURG MUNICIPAL AUTHORITY**  
**“MINTUES”**  
**Tuesday, November 8, 2022, at 6:00 pm**  
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Members Present: Dwayne Hackenberg/Chairman, Scott Herbster/Vice Chairman, Scott Brouse, Douglas Hassinger, Tim Folk, and Jodie Sheaffer/Secretary. Absent was Scott Reigle.

Others Present: Dustin Zechman/Borough Foreman, Robert Slivinski/Authority Solicitor, Elizabeth Paige/Borough Administrator, and Tim Tritch/Engineer via tele-conference

**CALL TO ORDER:** Middleburg Municipal Authority meeting called to order by Scott Herbster/ Vice Chairman at 6:09 p.m.

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

Motion made by Scott Brouse and seconded by Douglas Hassinger to approve the October 11, 2022; meeting minutes as presented. Motion carried unanimously.

**REPORTS:**

**Engineer, Tim Tritch - (Larson Design Group, Inc.)**

- **Water Project:** All construction work is complete, and the Asset Management Plan is 95% complete. A complete report will be presented at the December meeting.
- **Infiltration/Inflow:** Larson Design Group, Inc. has not had the opportunity to work with Dustin Zechman/Borough Foreman on developing a project for the identified issues within the sewer system from Insight’s CCTV information.
- **Kissimmee Treatment Plant:** The project will need to go out for bid a second time. Per Robert Slivinski/Authority Solicitor, if bids are not received again, the MMA can then reach out to contractors to conduct the work. Larson Design Group, Inc. is currently coordinating with Atlantic Coating Consultants to get more contractors interested in this project. After a discussion, Larson Design Group, Inc. will hold off on placing a second bid until the Sewer Asset Management Plan and Feasibility Study are complete and the MMA can make a more informed decision.
- **Middleswarth Wastewater Discharge Permit:** The MMA sent a letter and invoice via certified mail on November 1, 2022, regarding the discharge permit violations. Jodie Sheaffer reported payment was received from Middleswarth for the invoice, which covers both Engineering cost and Solicitor’s fees for the correspondence for the discharge permit violations. After a discussion, the MMA directed Robert Slivinski/Authority Solicitor to send a letter to Middleswarth regarding the continued violations.

Currently the MMA needs to purchase nutrient credits. Larson Design, Inc. is working with Dustin Zechman/Borough Foreman to find available nutrient credits for sale.

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- **Sewer Asset Management Plan and Feasibility Study:** The study is 45% complete. Larson Design Group, Inc. is coordinating with Dustin Zechman/Borough Foreman on alternative force main alignments.

**Municipal Authority Solicitor – Robert Slivinski**

Nothing to report.

**Borough Foreman – Dustin Zechman**

Dustin reported there has been money budgeted to buy the nutrient credits, which need to be purchased.

Dustin reported he contacted George Long at Apache Tree Service regarding the trees at the new water tank that need to be removed before they fall and do any damage.

**Authority Secretary – Jodie Sheaffer**

Jodie presented a Resolution from PennDOT to set manhole castings to grade when PennDOT paves Route 104. Motion was made by Douglas Hassinger and seconded by Scott Brouse to approve Dwayne Hackenberg/Chairman to sign the Resolution. Motion carried unanimously.

Jodie presented the 2021 Audit Report and 2022 Audit Proposal. Motion was made by Tim Folk and seconded by Douglas Hassinger to accept the 2022 Audit Proposal and have Dwayne Hackenberg/Chairman to sign to proposal. Motion carried unanimously.

Discussion was held regarding the National Capital Exchange (NCX) for the water land timbering project. Jodie will create an account with NCX and report back to the members at the December meeting.

With no further comments or questions, motion made by Douglas Hassinger and seconded by Tim Folk to adjourn tonight’s meeting at 7:07 p.m.

Respectfully Submitted,  
Jodie Sheaffer  
Municipal Secretary