

**MIDDLEBURG MUNICIPAL AUTHORITY**

**“MINUTES”**

**Tuesday, October 14, 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 Douglas Hassinger and seconded by Scott Brouse to approve tonight’s meeting agenda. Motion carried unanimously.

Motion made by Brian Pauling and seconded by Scott Reigle to approve September 9, 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 September 2025. An invoice will be sent to Middleswarth for the permit violations.
- **Middleburg and Kissimmee UV Disinfection systems:** Joseph Pfirman/Engineer reported Kappe Associates visited the site on October 10, 2025, and will prepare a quote for both plants.
- **Sewage Collection System Rehabilitation Project:** Joseph Pfirman/Engineer presented Change Order No. 2 to approve the concrete driveway restoration of \$3,944.00 at 507 Meadow Lane and a final quantity adjustment cost decrease of \$59,497.00 for a total change order cost decrease of \$55,553.00. After discussion, motion made by Scott Brouse and seconded by Douglas Hassinger to approve Change Order No. 2 to approved the concrete driveway restoration of \$3,944.00 at 507 Meadow Lane and final quantity adjustment cost decrease of \$59,497.00 for a total change order cost decrease of \$55,553.00. Motion carried unanimously. Joseph Pfirman/Engineer presented the final pay Application No. 5 for Contractor’s Application for Payment to Sikora Brothers Paving, Inc. in the amount of \$8,004.63 for the remaining retainage and concrete driveway restoration. After review, motion made by Brian Pauling and seconded by Scott Reigle to approve Application No. 5 for Contractor’s Application for Payment to Sikora Brothers Paving, Inc. in the amount of \$8,004.63 for the remaining retainage and concrete driveway restoration. Motion carried unanimously.
- **Chapter 94 Reports:** Joseph Pfirman/Engineer reported Middleburg Plant Chapter 94 Report was approved after a corrective action plan was submitted to DEP. Pump Station #2 on Paxtonville Road experienced a hydraulic overload and is projected to be such for the next two years. Any areas that are tributary to Pump Station 2 are under a new connection prohibition until the situation is rectified. The recent Sewage Collection System Rehabilitation Project completed should help reduce any overload.

**MIDDLEBURG MUNICIPAL AUTHORITY**

**“MINUTES”**

**Tuesday, October 14, 2025, 6:00 pm**

**Page 2 of 3**

- **LSA Grant Application for Authority Vehicles:** Joseph Pfirman/Engineer reported Larson Design Group, Inc. can complete the application for a LSA Grant with attachments for up to a budget of \$5,000.00 maximum. Larson Design Group, Inc. will require make of the vehicles and costs from the Authority for the application. A Resolution will need to be passed at the November meeting. The deadline for the LSA Grant Application is November 30, 2025. After discussion, motion made by Douglas Hassinger and seconded by Tim Folk to have Larson Design Group, Inc. complete the application for the LSA Grant using the retainer fee. Motion carried unanimously.

**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. A tax sale scheduled on the property at 124 N Main Street did not have a buyer and a petition was filed in Orphans’ Court by Attorney Slivinski.

Robert Slivinski/Solicitor inquired about the real estate appeal for Parcel No. 10-01-227. Jodie Sheaffer/Secretary reported a letter was received and the request for tax exemption on Parcel No. 10-01-227 was approved by the Board of Assessment Revision.

Robert Slivinski/Solicitor reported an Order was filed on October 1, 2025, against Joshua Martin. Mr. Martin has 60 days from the date of the Order, to remove all junk, debris, automotive parts, equipment, etc. The Authority has permission to inspect the property any time after those 60 days.

**EXECUTIVE SESSION:**

The Municipal Authority entered an executive session at 6:36 p.m. to discuss legal and financial matters. Vice Chairman, Scott Herbster called the meeting back to order at 6:55 p.m. No action was taken.

**Manager – Dustin Zechman**

Dustin Zechman/Manager reported LB Water is doing an upgrade on the FLEXREAD system, the cost will increase \$300.00 annually for the maintenance fee.

Dustin Zechman/Manager reported the last test results for the sewer plant were received for the end of the monitoring period, and the Nitrogen and Phosphorus are under the capload limits.

Dustin Zechman/Manager reported Scott Brouse, Douglas Hassinger, Hans Klinger, Dick Kuhns, Jim Grose, and himself met at ACL Tree Farm to discuss the road construction for timbering. After discussion, Dustin Zechman/Manager will contact Mark Holman/Forester to move forward on the road construction for timbering.

Dustin Zechman/Manager reported he received a phone call from the property owner at 589 Paxtonville Road regarding the smell of sewer. After investigating Dustin Zechman/Manager believes it is due to H2S in Pumpstation 3 and the cycle times. Dustin Zechman/Manager will increase pump cycle times and monitor the problem. If the increased pump times do not eliminate the smell they will explore other options.

**MIDDLEBURG MUNICIPAL AUTHORITY**  
**“MINUTES”**  
**Tuesday, October 14, 2025, at 6:00 pm**  
**Page 3 of 3**

**Secretary – Jodie Sheaffer**

Jodie Sheaffer/Secretary reported Ernie Horning/Senior Energy Consultant from Navigate Power contacted the office regarding the PPL accounts. Ernie Horning was unable to keep all the 11 PPL accounts together with the 18-month term contracted rate. After review of new rates and emailing the Authority members, a contract was signed for a 27-month term contracted rate and all 11 PPL accounts will remain together.

Jodie Sheaffer/Secretary reported she is getting quotes from Pennsylvania Municipal Authorities Association for Unemployment, Life/Disability Insurance, and Worker’s Compensation. Jodie Sheaffer/Secretary is also waiting on information from Pennsylvania Municipal Retirement System to join the retirement program, as well as a quote from Swift Kennedy for Health Insurance.

Jodie Sheaffer/Secretary reported PENNVEST tried to pull funds for the Water Improvement Loan from the Sewer Rehabilitation bank account which caused non-sufficient fund fees. After discussion, Jodie Sheaffer/Secretary will contact the bank regarding the loan payment being pulled from the incorrect account and report back at the next meeting regarding the non-sufficient fund fees.

Jodie Sheaffer/Secretary discussed the water meter discrepancies at 50 and 52 N Shuman Street. After review and discussion motion as made by Tim Folk and seconded by Scott Brouse to credit the tenant’s account at 52 N Shuman Street for the water meter discrepancies. Motion carried unanimously.

Jodie Sheaffer/Secretary reported the property at 275 W Market Street was sold during auction. The owner would potentially like to create apartments which would require sewer tap and water tap fees.

Jodie Sheaffer/Secretary discussed the payroll account for the Authority. After discussion motion made by Tim Folk and seconded by Scott Reigle to open a payroll account for the Authority and use the permit violation funds to open the new payroll account. Motion carried unanimously.

With no further comments or questions, motion made by Scott Reigle and seconded by Tim Folk to adjourn tonight’s meeting at 7:40 p.m.

Respectfully Submitted,  
Jodie Sheaffer  
Secretary