

MIDDLEBURG MUNICIPAL AUTHORITY

“MINUTES”

Tuesday, September 9, 2025, at 6:00 pm

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

**Others Present:** Dustin Zechman/Manager, Jodie Sheaffer/Secretary, Robert Slivinski/Solicitor, Attorney Jonathan Cox/Legal, 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 Brian Pauling to approve tonight’s meeting agenda. Motion carried unanimously.

Motion made by Tim Folk and seconded by Scott Herbster to approve August 12, 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 August 2025. An invoice will be sent to Middleswarth for the permit violations.
- **Middleburg and Kissimmee UV Disinfection systems:** Joseph Pfirman/Engineer reported the bid from Jim Connor/Process Solutions still came in high. The Engineer is looking for another manufacturer’s quote to bring the cost of the UV systems down.
- **Middleburg Wastewater Treatment Plant:** Joseph Pfirman/Engineer reported the target date for approval is February 11, 2026.
- **Sewage Collection System Rehabilitation Project:** Joseph Pfirman/Engineer presented Application No. 4 for Contractor’s Application for Payment to Sikora Brothers Paving, Inc. in the amount of \$62,195.22. After review, motion made by Scott Herbster and seconded by Douglas Hassinger to approve Application No. 4 for Contractor’s Application for Payment to Sikora Brothers Paving, Inc. in the amount of \$62,195.22. Motion carried unanimously. Joseph Pfirman/Engineer reported there was one lawn to touch up and a change order will be submitted for a concrete driveway that was restored. There will be one more pay application and there is \$4,000.00 in retainage. Tim Folk questioned the lawns of several properties along Rosemont Avenue. The engineer stated that the Substantial Completion is dated for July 3, 2026, and the lawns would be restored.
- **Chapter 94 Reports:** Joseph Pfirman/Engineer reported DEP approved the Kissimmee Plant Chapter 94 Report. The Middleburg Plant needed a corrective action plan due to the Paxtonville Pump Station showing hydraulic overload. The Engineer will submit a corrective action plan to DEP for the hydraulic overload at which time the Middleburg Plant Chapter 94 Report should be approved.

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**Solicitor – Robert Slivinski**

Robert Slivinski/Solicitor presented the Waiver of Liability for Austin Stroup. Dustin Zechman/Manager will have Austin Stroup sign the Waiver of Liability.

Robert Slivinski/Solicitor gave an update on Liens filed for delinquent water and sewer accounts and other delinquent accounts.

Robert Slivinski/Solicitor reported there is a hearing for the Tax Exemption for the property at 179 W. Willow Avenue on September 18, 2025. Dustin Zechman/Manager and Douglas Hassinger plan to attend the meeting with the Solicitor.

Robert Slivinski/Solicitor reported there has not been notice from the Judge regarding the Joshua Martin property.

**Manager – Dustin Zechman**

Dustin Zechman/Manager reported he was contacted by DCNR about renewing an old timbering agreement MMA had with DCNR. After discussion, MMA will not renew the agreement.

Dustin Zechman/Manager reported the DEP Compliance Inspection at the Kissimmee went well. There was concern regarding the UV lighting, however Dustin Zechman/Manager told DEP the MMA received a grant to update the UV lighting.

Dustin Zechman/Manager reported the garage doors for 115 Furnace Road garage will be installed by Buffalo Valley doors on September 10, 2025.

Dustin Zechman/Manager reported the current loading projection indicates no nitrogen or phosphorous credits will be required.

Dustin Zechman/Manager reported himself, Sikora Brothers Paving, Inc., and PennDOT meet with the property owner at 1781 Paxtonville Road. PennDOT stated everything is in the right way and satisfactory. Skiora Brothers Paving, Inc. removed the straw from the lawn at the owner's request, and Skiora Brothers Paving, Inc. will purchase a new bush for the property owner since her bush was ruined during the project.

**Secretary – Jodie Sheaffer**

Jodie Sheaffer/Secretary reported that Central Keystone COG inspected the new office at 179 W Willow Avenue on August 26, 2025, and an Occupancy Permit was granted.

Jodie Sheaffer/Secretary reported IT Data was at 179 W Willow Avenue on August 26, 2025, to check the network and internet connection for a laptop. IT Data will deliver and hook up the laptop to the network on September 16, 2025.

Jodie Sheaffer/Secretary reported accounts have been opened under the Middleburg Municipal Authority with Pennsylvania One Call System, Inc. and Federal Surplus.

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Jodie Sheaffer/Secretary received quotes for renting/buying a copier for the new office. Topp Business Solutions presented the best quote, and a contract has been signed for renting a copier for the new office. Topp Business Solutions is scheduled to deliver and install the copier on September 16, 2025.

Jodie Sheaffer/Secretary received quotes for Intuit Quickbooks for accounting software. After discussion, motion was made by Scott Brouse and seconded by Scott Herbster to purchase Intuit Quickbooks for accounting software to include payroll options. Motion carried unanimously.

Jodie Sheaffer/Secretary presented pricing for the PPL accounts from Ernie Horning/Senior Energy Consultant from Navigate Power. After discussion, motion made by Scott Herbster and seconded by Brian Pauling to approve the 18-month term contracted rates. Motion carried unanimously.

**EXECUTIVE SESSION:**

The Municipal Authority entered an executive session at 6:39 p.m. to discuss legal and financial matters. Chairman, Dwayne Hackenberg called the meeting back to order at 7:30 p.m.

Motion made by Scott Herbster and seconded by Brian Pauling to have Attorney Cox draft a letter to Middleburg Borough Council regarding a town hall meeting, which the Authority has agreed against. Motion carried unanimously.

Motion made by Douglas Hassinger and seconded by Brian Pauling to have Attorney Cox draft a letter to Middleburg Borough Council with notification to have the monthly invoices presented and approved by the Middleburg Municipal Authority Chairman or Vice-Chairman per the current Water Agreement and Sewer Agreement between the Middleburg Borough and Middleburg Municipal Authority. Motion carried unanimously.

Motion made by Scott Brouse and seconded by Brian Pauling to have the Middleburg Municipal Authority Chairman, Vice-Chairman, and Secretary to be the signatories on the Central Penn Bank & Trust water account and sewer account. Motion carried unanimously.

Motion made by Tim Folk and seconded by Douglas Hassinger to have Attorney Cox draft a letter to the Middleburg Borough Council to terminate the current Water Agreement and Sewer Agreement. Motion carried unanimously.

With no further comments or questions, motion made by Scott Herbster and seconded by Brian Pauling to adjourn tonight's meeting at 7:46 p.m.

Respectfully Submitted,  
Jodie Sheaffer  
Secretary