

MIDDLEBURG MUNICIPAL AUTHORITY

October 9, 2018

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MEMBERS PRESENT: Dwayne Hackenberg-Chairman, Ray Colestock, Tim Folk, Scott Brouse, Scott Herbster, Tyler Maneval

OTHERS PRESENT: Robert Slivinski-Solicitor, Heidi Potter-Borough Council President, Elizabeth Paige-Borough Administrator, Dustin Zechman-Borough Foreman, Dave Walters-Engineer, Judy Varner, Brian Lauver, Gregory Herman, Chris Hilkert and Associate

Meeting was called to order by Chairman Dwayne Hackenberg at 6:02 P.M.

Motion was made by Ray Colestock to approve the agenda. Scott Brouse seconded and MOTION UNANIMOUSLY CARRIED.

Motion was made by Tim Folk to approve the September minutes. Ray Colestock seconded and MOTION UNANIMOUSLY CARRIED.

Kelly Herman sewer delinquency-Greg Herman informed the Authority that he and Kelly are planning to pay the whole delinquency amount within a week or two. Payment is to be made in the form of cash or certified check.

Future building project for Grace Covenant Church-Chris Hilkert from West Wind Homes attended the Authority meeting on behalf of Grace Covenant Church. The church would like to construct a duplex in the area where there is presently a playground. One side would be for a young adult and the other side could possibly be used for visiting ministers, etc but the use of that side has not been totally decided. A request was made for one tap fee for water and one for sewer in order to help the church cost wise and to move the project along.

A land development plan is being developed for now and the future. The plan will include the possibility of two more duplex living units.

The Authority entered into executive session at 6:10 P.M. for the purpose of legal discussion. It was dismissed at 6:20 P.M. and the meeting was called back into regular session.

Chairman Dwayne Hackenberg informed Chris that the Authority will require two taps per duplex building because it states so in the Authority Rules and Regulations. If the land development plan is approved in a timely fashion, the duplex could be constructed by the end of this year.

Use of credit cards for paying water and sewer bills-Two proposals were presented for credit card payment processing of water and sewer bills. The companies submitting proposals are Merchants' Credit Processing Service and RUPractical Business Solutions. After discussion on guidelines and fees presented by each company, Tim Folk motioned to approve using RUPractical Business Solutions for the Authority. Tyler Maneval seconded and MOTION UNANIMOUSLY CARRIED.

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LDG REPORT

Small Water and Sewer Grants-The Authority did not get the Small Water and Sewer Grant. There was a predominance towards the big cities. The engineer suggested that if the Authority applies again, the local Representatives needs to support the project and make a push for the Municipal Authority to get funding.

Nutrient credits-Dave has been making phone calls to locate nutrient credits for the Authority but has not been able to do so. He also called DEP in Harrisburg to find out what will be done if there are none available. DEP has not formulated a policy yet. After the September testing, there is a chance there could be credits available and Dave will be exploring that possibility. It appears, the Authority will need four to five thousand nitrogen credits and less than one hundred phosphorus credits. November 28th is the deadline for obtaining credits and submitting documentation to DEP. After discussion, Scott Brouse motioned to have Larson Design Group move ahead with obtaining the nutrient credits for up to \$3 each, if they become available. Ray Colestock seconded and MOTION UNANIMOUSLY CARRIED.

Water planning for the future-In 2017, a water plan was developed with cost opinions, etc. If everything on the plan is done, it will mean a large capital out put of approximately seven to ten million dollars. Dave would like to have a workshop session to reevaluate the priorities and possible options for obtaining funding. He will present some dates and times to set up a meeting to discuss plans for the future.

SOLICITOR'S REPORT

Bruce Ulrich delinquency-Bruce Ulrich has signed a payment plan but also requested his situation be presented. He wanted to know what would happen if he would have the waterline capped so that he does not receive a minimum bill each quarter. His building is presently on a line that is shared with the Shopper property and has been for many years, as it used to be all one property. According to the rules and regulation, he or a future owner of the building would need to run a service line from the water main. Bruce stated that he is allowed to use the Shopper driveway to get to his building but has no written easement so he feels his property would be landlocked. Solicitor Slivinski is going investigate if there is a written easement. The need for a water line remains as property owners issue not an Authority issue.

It was also decided to add to the shut off letter for water and sewer the wording that a minimum bill will still be charged after the shut off, which is in the Authority's Rules and Regulations.

Easements for water company land at Paxtonville-Solicitor Slivinski has received some signatures for easements for the road to the water company land. Scott Brouse has not yet spoken to Mr. Zimmerman and wants explore the area for the road so he has a visual of what is being planned.

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BOROUGH FOREMAN'S REPORT

Repair of tee on Paxtonville Road-Dustin reported the tee on Paxtonville Road at the Barry Lauver residence has been repaired. The ditch must have fallen in after everything was originally hooked up. There is an unbelievable amount of water in that ditch line. Dustin is thinking of going to the pump station and installing a drain to alleviate some of the water coming to that area.

Preparing for the 2018 Audit-Herring, Roll & Solomon is requesting a signed proposal for the Authority's 2018 Audit. The cost for 2018 will be \$5900, an increase of \$100. Tim Folk motioned to approve Herring, Roll & Solomon to do the 2018 Audit. Ray Colestock seconded and MOTION UNANIMOUSLY CARRIED.

Motion was made by Scott Brouse to adjourn at 7:12 P.M. Ray Colestock seconded and MOTION UNANIMOUSLY CARRIED.

Beverly Inch
Municipal Secretary