

**MIDDLEBURG MUNICIPAL AUTHORITY**

**"MINUTES"**

**Tuesday, April 12, 2022, at 6:00 pm**

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Members Present: Dwayne Hackenberg/Chairman, Scott Herbster/Vice Chairman, Scott Brouse, Douglas Hassinger, Scott Reigle, Tim Folk, and Jodie Sheaffer/Secretary

Others Present: Dustin Zechman/Borough Foreman, Tim Tritch/Engineer, Brian Swartz/Borough Council President, Absent was Robert Slivinski/Authority Solicitor

**CALL TO ORDER:** Middleburg Municipal Authority meeting called to order by Chairman Dwayne Hackenberg at 6:00 p.m.

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

Motion made by Tim Folk and seconded by Scott Herbster to approve the March 8, 2022; meeting minutes as presented. Motion carried unanimously.

**PUBLIC:**

Borough Council President Brian Swartz was present to discuss personnel matters.

**EXECUTIVE SESSION:**

Municipal Authority entered an executive session at 6:20 p.m. to discuss personnel matters. Chairman, Dwayne Hackenberg called the meeting back to order at 7:11 p.m. No action was taken.

**REPORTS:**

**Engineer, Tim Tritch – Larson Design Group, Inc.**

- **Water Project:** Construction Meeting #11 with contractors was held to discuss continued construction. Mid-State Paving, LLC completed water main installation and services at Shadeview Complex to the Housing Authority. Filters have been completed as well at the actuated valve installation. Mid-State Paving, LLC Payment Request No. 11 was presented. Motion made by Douglas Hassinger and seconded by Scott Brouse to approve Payment Request No. 11 from Mid-State Paving, LLC. Motion carried unanimously. Mid-State Paving, LLC Change Order No. 7 was presented to decrease contract price for not installing the dismantling joint within the meter building piping and for the addition of using HVAC actuator for building exhaust louver in the amount of \$78.84. Motion made by Scott Herbster and seconded by Tim Folk to approve Mid-State Paving, LLC. Change Order No. 7. Motion carried unanimously.

Tra Electric completed wiring at the water filtration plant and underground conduit piping at the meter building. Tra Electric Payment Request No. 5 was presented. Motion made by Douglas Hassinger and seconded by Scott Brouse to approve Payment Request No. 5 from Tra Electric. Motion carried unanimously.

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Mid-Atlantic Storage System has re-sealed the tank and it is currently curing. Borough Foreman, Dustin Zechman will begin to re-fill the tank April 26, 2022, at which time the tank will be reinspected for leaks.

Tim Tritch presented the Substantial Completion Certificates for all contracts, which need to be executed by Chairman Dwayne Hackenberg. Motion made by Tim Folk and seconded by Douglas Hassinger to have Chairman Dwayne Hackenberg execute the Substantial Completion Certificates for all contracts. Motion carried unanimously.

- **CDBG Sewer Project (Shade View Housing Authority):** Doli Construction completed site restoration of grass area damaged by Mid-State’s work and sewer work, as well as paving restoration for all work done in roadways.
- **Middleswarth Wastewater Discharge Permit:** A reply was received from Rob Middleswarth on March 17, 2022, giving an update on the project to fix the violations. Middleswarth is currently working with two suppliers. After discussion, Tim Tritch will continue to send a letter to Middleswarth monthly for an update of repairs until they are complete.
- **Infiltration/Inflow:** Tim Tritch is waiting for quotes from Insight Pipe Contracting, Utility Services Group, Inc., and Mr. Rehab.

**Municipal Authority Solicitor – Robert Slivinski (absent)/Secretary Jodie Sheaffer presented information**

- **Right-to-Know:** Secretary Jodie Sheaffer received a Right-to-Know Request from Attorney Statler for electronic copies of legal expenses, land appraisals, surveys, and other information relating to the Timber Project for which the Authority is requesting right-of-ways. Attorney Slivinski emailed Attorney Statler stating there was little in electronic format. Attorney Slivinski provided Attorney Statler the electronic copies that were available and sent him an estimate cost of copies for the documents requested. Also, Middleburg Municipal Authority does not have a Right-to-Know Policy, so Attorney Slivinski created a Middleburg Municipal Authority Right-to-Know Policy designating Secretary Jodie Sheaffer as the Authority Open Records Officer. Motion made by Scott Herbster and seconded by Tim Folk to designate Secretary Jodie Sheaffer as the Authority Open Records Officer. Motion carried unanimously.
- **Timber Project:** Attorney Slivinski prepared a letter of request for Chairman Dwayne Hackenberg to sign to go with the Summary, which Attorney Slivinski is completing for the Agriculture Land Condemnation Approval Board (ALCAB) regarding a right-of-way for the Timber Project. Attorney Slivinski is planning to send the letter and Summary early next week to the various offices. The ALCAB then has 60 days to hold a hearing. If no hearing is held, Middleburg Municipal Authority will be automatically granted access. Once this process is completed, the next step will be adopting a condemnation Resolution for all the properties. At which point, Attorney Slivinski will need to know if the Middleburg Municipal Authority would like to deal with the properties as a whole or individually by the condemnation action. Motion made by Scott Reigle and seconded by Douglas Hassinger to have Chairman Dwayne Hackenberg sign the letter of request. Motion carried unanimously.

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**Borough Foreman – Dustin Zechman**

Dustin reported during the sewer project, three trees were taken down on the property at 11 Essex Road and the property owner was not informed the trees would be taken down. The trees provided privacy to the property owner, and she would like them replaced. Dustin got quotes for three six-to-eight-foot trees to be planted in place of the trees that were removed during the sewer project. Motion made by Tim Folk and seconded by Scott Herbster to purchase the trees if the property owner would like to have the trees replaced. Motion carried unanimously.

Dustin reported the generator at sewer plant has been repaired. The water pump, hoses, pulleys, and belts were replaced during the first phase. In the second phase, the radiator was repaired. After a two-hour test, the generator is running to capacity.

Dustin reported due to a water leak at Well 3, which was installed in 2016, there is a need to have the blending motors rebuilt. Also, the Sensus Act Pak will be returned to the manufacturer for repair of the well pump flow meter. The PID loop will also need to be reprogrammed, plus the addition of an automotive blow off to get Well 3 running correctly.

Dustin reported the dehumidifier at the water plant has a hole in the evaporator coil, which is over 20 years old. Tilden Kuhns can fix the dehumidifier but there was no guarantee on how long the fix would last. Dustin got quotes on a new dehumidifier from Air Management Technologies in Lewisburg, who has a six-month lead time. Dustin will contact other contractors to get quotes and report back at the next meeting.

Dustin reported a State Police Officer gave them a warning for driving the skid steer along Paxtonville Road. Stahl's garage trailed the skid steer back to the shed. Dustin is looking for a trailer at a reasonable price to transport the skid steer to projects. The backhoe will also need to be licensed to drive on the road. Jodie is working on completing the paperwork to get the backhoe licensed.

With no further comments or questions, motion made by Scott Herbster and seconded by Scott Brouse to adjourn tonight's meeting at 7:45 p.m.

Respectfully Submitted,  
Jodie Sheaffer  
Municipal Secretary