

MIDDLEBURG MUNICIPAL AUTHORITY

“MINUTES”

Tuesday, December 14, 2021, at 6:00 pm

Page 1 of 3

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

Others Present: Robert Slivinski/Solicitor, Dustin Zechman/Borough Foreman, Elizabeth Paige/Borough Administrator, Joseph Pfirman/Engineer, Bill and Kay Dugan

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 Herbster to approve tonight’s meeting agenda. Motion carried unanimously.

Motion made by Tim Folk and seconded by Scott Brouse to approve the November 9, 2021; meeting minutes as presented. Motion carried unanimously.

PUBLIC: Bill and Kay Dugan were present to discuss the easement on their property for the Shade View Complex Project. After discussion, Larson Design Group, Inc. will set up a date and time to meet with the Dugan’s onsite to further discuss the project and any issues.

REPORTS:

Engineer, Joseph Pfirman – Larson Design Group, Inc.

- **Water Project:** Construction Meeting #7 with contractors was held to discuss continued construction. Mid-State Paving, LLC completed the foundation for the meter building at the concrete tank as well as installing majority of the piping and valves around the meter building. The paving work for this paving season has been completed and all water mains and water services to Middleburg Borough are also complete. Mid-State Paving, LLC Payment Request No. 7 was presented. Motion made by Scott Herbster and seconded by Douglas Hassinger to approve Payment Request No. 7 to Mid-State Paving, LLC. Motion carried unanimously. Mid-State Paving, LLC Change Order No. 5 was presented to decrease the contract price by \$7500.00 for use of joint collars instead of concrete anchors for water main installed to the Standpipe Tank and reduction in price for Thrust Blocks installed for Alternate 3 work. Motion made by Scott Herbster and seconded by Douglas Hassinger to approve Change Order No. 5 to Mid-State Paving, LLC. Motion carried unanimously.

Tra Electric mobilized and purchased and mounted equipment at the water filtration plant and installed the underground lightning protection. Tra Electric Payment Request No. 1 was presented. Motion made by Scott Herbster and seconded by Douglas Hassinger to approve Payment Request No. 1 to Tra Electric. Motion carried unanimously.

MIDDLEBURG MUNICIPAL AUTHORITY
“MINTUES”
Tuesday, December 14, 2021, at 6:00 pm
Page 2 of 3

Tra Electric Change Order No. 1 was presented to increase contract time for Substantial Completion by March 7, 2022, to April 6, 2022, due to delay in delivery of materials. Motion made by Scott Herbster and seconded by Douglas Hassinger to approve Change Order No. 1 to Tra Electric. Motion carried unanimously.

DN Tanks Change Order No. 1 was presented to increase contract time for Substantial Completion by January 1, 2022, due to completion of the meter building which will allow DN Tanks to install the security fence around the concrete wall. Motion made by Scott Herbster and seconded by Douglas Hassinger to approve Change Order No. 1 to DN Tanks. Motion carried unanimously.

Mid-Atlantic Storage Systems, Inc. completed the tank foundation and partial erection of the steel bolted tank. Payment Request No. 3 was presented. Motion made by Scott Herbster and seconded by Douglas Hassinger to approve Payment Request No. 3 to Mid-Atlantic Storage Systems, Inc. Motion carried unanimously. Mid-Atlantic Storage Systems, Inc. Change Order No. 1 was presented to increase contract time for Substantial Completion by January 7, 2022, to February 6, 2022, due to material delays for steel bolted tank. Motion made by Scott Herbster and seconded by Douglas Hassinger to approve Change Order No. 1 to DN Tanks. Motion carried unanimously.

- **Middleswarth Wastewater Discharge Permit:** A letter was email and sent to Middleswarth Associates on November 18, 2021, requesting confirmation of the shipping of the 8,000-gallon settling tank. Also proof of purchase, delivery timeline, and installation timeline of the supporting equipment (pumps, etc.) to complete this project to correct your treatment facility’s processes. Middleswarth Associates replied on November 22, 2021, with all the information requested.

CDBG Sewer Project (Shade View Housing Authority): The Subrecipient Agreement by and between Snyder County and Middleburg Municipal Authority was presented. Motion was made by Scott Reigle and seconded by Tim Folk to approve Chairman Dwayne Hackenberg to sign the Agreement. Motion carried unanimously.

Larson Design Group, Inc. reviewed twenty-one submittals. A pre-construction meeting was held with Engineer Tim Tritch, Borough Foreman Dustin Zechman, DOLI Construction Supervisor, and Shannon Rudy from SEDA-COG. Larson Design Group, Inc. coordinated with DOLI Construction for starting installation of sewer main to Windsor Avenue. Construction has begun.

Municipal Authority Solicitor – Robert Slivinski

- **Betty Zechman Estate:** Attorney Slivinski reported the estate was sold at the Sheriff Sale on November 12, 2022, at 1:00 pm. A check was received to pay off the water/sewer account and satisfy all Liens filed against the property.

MIDDLEBURG MUNICIPAL AUTHORITY
“MINTUES”
Tuesday, December 14, 2021, at 6:00 pm
Page 3 of 3

- **Shade View Complex Project**: After discussion regarding an easement needed for the project. Motion was made by Tim Folk and seconded by Scott Brouse to have Attorney Slivinski to proceed with the Resolution on an easement for the project. Motion carried unanimously.

Borough Foreman – Dustin Zechman

Dustin was contacted by Franklin Township regarding the new fire hydrants that were installed on Township property during the Water System Improvement Project. Franklin Township was questioning two fire hydrants that were placed in the township. After discussion, Franklin Township will be charged for those fire hydrants because they are on Franklin Township property.

Dustin reported due to the Water System Improvements Project and the Stump Run Project he was unable to use all his vacation hours this year. Dustin will lose the unused vacation hours the end of the year. After discussion, motion was made by Scott Herbster and seconded by Scott Brouse to pay-out 160 hours of unused vacation hours to Dustin. Motion carried unanimously.

Municipal Authority Secretary – Jodie Sheaffer

Jodie reported that twenty-four shut off notices had to be posted in the 3rd quarter. Discussion was held regarding adding a fee for posting notices at properties. Jodie will collect information on time and money accumulated for posting notices for the next meeting.

Jodie presented the Low-Income Household Water Assistance Program (LIHWAP) Vendor Agreement with the PA Department of Human Services. The program will assist low-income households in the Borough. There is no cost to the Authority. Motion was made by Scott Herbster and seconded by Scott Reigle to have Chairman Dwayne Hackenberg sign the Agreement to enroll in the program. Motion carried unanimously.

Scott Herbster’s term ends December 2021. Motion was made by Scott Brouse and seconded by Scott Reigle to recommend the Borough Council reappoint Scott Herbster for another five-year term to Middleburg Municipal Authority. Motion carried unanimously.

With no further comments or questions, motion made by Scott Brouse and seconded by Scott Herbster to adjourn tonight’s meeting at 7:25 p.m.

Respectfully Submitted,
Jodie Sheaffer
Municipal Secretary