

MIDDLEBURG MUNICIPAL AUTHORITY

December 8, 2020

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MEMBERS PRESENT: Dwayne Hackenberg-Chairman, Scott Herbster-Vice Chairman,
Scott Brouse, Tim Folk, Doug Hassinger

OTHERS PRESENT: Robert Slivinski-Solicitor, Dave Walters-Engineer, Tim Tritch-Engineer,
Dustin Zechman-Borough Foreman

Meeting was called to order at 6:00 P.M.

Motion was made by Doug Hassinger to approve the agenda. Scott Herbster seconded and
MOTION UNANIMOUSLY CARRIED.

Motion was made by Scott Herbster to approve the November minutes. Tim Folk seconded and
MOTION UNANIMOUSLY CARRIED.

LDG REPORT

Water Project-Final stages of design for the electrical and SCADA system have been
completed. Design and bidding documents are to be completed so that the project is ready to go
out for bid as soon as possible after the PENNVEST award. The PENNVEST application has
been confirmed as administratively complete by PENNVEST.

Consent Order and Agreement-The Corrective Action Plan following PA DEP's regulations
and automated shut down requirements has been approved.

Middlewarth Wastewater Discharge Permit-The Authority is waiting comments from
Middleswarth concerning complying with permit requirements.

Kissimmee Treatment Plant-Additional design work is being incorporated into the project
drawings, bid documents and specifications for the Kissimmee Plant rehabilitation project, which
has been delayed until 2021.

CDBG Sewer Project-Design for the CDBG Sewer Project, which will take place in the area of
Snyder County Housing Authority, is to be started by February 2021. The goal is to have it ready
to advertise for bidding by June 2021.

Inflow and Infiltration-Larson is working with Dustin to define inflow and infiltration issues.
A future project to address these issues will be discussed in the future.

Neil Courtney concern about Rules and Regulations-Bev explained that when the payment for
3rd quarter billings was received from Neil Courtney, she determined that he had missed adding

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the one bill into the check. She called him to let him know what happened and he said he would take care of the matter. The date the bill was due passed by and no payment was received in the office. Neil received the late notice and called the office to say that he had mailed the payment. Bev told him that it had not been received and it was a possible postal service issue. Neil mailed a new check with the penalty included. Right after this check was received, the original check came in the mail showing a postmark that indicated the check had been mailed weeks before. Bev sent the original check and a letter to Neil explaining that it was an issue with the postal service not the Authority and the Authority had in the past decided not to set a precedent about postmark dates.

Neil then spoke to the Borough Administrator and requested the Authority put wording in the Rules and Regulations that the postal date on the envelope be accepted for payments. After discussion, the Authority decided to let the regulations as they are and the due date be the date the payments must be in the office. Everyone has the option to mail, bring the payment to the office, pay online via the Borough website or put the payment in the night box so this problem can be prevented.

SOLICITOR'S REPORT

At 6:20 P.M., the Authority entered an executive session to discuss a legal matter. At 6:35, the executive session was adjourned and meeting was called back in session with no motions made.

BOROUGH FOREMAN'S REPORT

Water Restriction-Dustin gave an update on the water restrictions.

New truck-Dustin reported there is now no date known as to when the new truck will arrive.

Motion was made at 6:40 P.M. by Doug Hassinger to adjourn. Scott Herbster seconded and MOTION UNANIMOUSLY CARRIED.

Beverly Inch
Municipal Secretary