

**MIDDLEBURG MUNICIPAL AUTHORITY**

**"MINUTES"**

**Tuesday, May 11, 2021 at 6:00 pm**

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

Others Present: Robert Slivinski/Solicitor, Dustin Zechman/Borough Foreman, Tim Tritch/Engineer, Elizabeth Paige/Borough Zoning Officer

Public Present: None

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

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

Motion was made by Douglas Hassinger and seconded by Scott Reigle to approve the April 13, 2021 meeting minutes as presented. Motion carried unanimously.

**PUBLIC:** NONE

**REPORTS:**

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

- **Water Project:** PENNVEST Settlement was Thursday, May 6, 2021. Tim Tritch is receiving and reviewing submittals from contractors. Notices to Proceed will be executed this evening and sent to the contractors on May 12, 2021. Tim Tritch will then receive the construction schedule from Mid-State Paving and Schedule of Values from Tra Electric, Inc.; DN Tanks, LLC; and Mid Atlantic Storage Systems, Inc. An online PENNVEST Application will be made for legal and engineering fees paid by the Authority.
- **Middleswarth Wastewater Discharge Permit:** Composite sample results have not been received to date.
- **Kissimmee Treatment Plant:** No update.
- **CDBG Sewer Project (Shade View Housing Authority):** The design is 60 percent complete. Tim Tritch received an email from Shannon Rudy at SEDA-COG, which states she is waiting for the County Commissioners to review and sign the contract with DCED for funding and then the County will approve the agreement with SEDA-COG. The County Commissioners will also need a signed agreement between the County and Middleburg Municipal Authority for the funding.
- **Infiltration/Inflow:** Joe Pfirman will be providing quotes to Dustin Zechman for the sewer televising. Dustin will review the quotes at next month's meeting.

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**Borough Solicitor – Robert Slivinski**

- **Timbering Easements**: Attorney Slivinski will file a Notice of Condemnation for the remaining Easements.
- **Betty Zechman Estate**: Attorney Slivinski reported he filed papers against the estate for Sheriff's Sale. The executor of the estate received the papers and their attorney call Attorney Slivinski. The estate has gone into a foreclosure and the deed will be transferred to the bank.

**EXECUTIVE SESSION**: Municipal Authority entered an executive session for the discussion of Legal Matters at 6:15 pm. Middleburg Municipal Authority Chairman, Dwayne Hackenberg called the meeting back to order at 6:26 pm.

**REPORTS:**

**Borough Foreman – Dustin Zechman**

Dustin reported the properties at 179 West Willow Avenue and 101 Furnace Road have been disconnected from the same water meter. Plus, the new water/sewer taps for 179 West Willow Avenue have been complete. Material cost was approximately \$1300.00, and a minimum of \$1200.00 to repave Furnace Road. During the project, a water leak was found at 101 Furnace Road. The old service line was disconnected and abandon with a new service line being tied into the 10" main line on Furnace Road.

Dustin informed the Authority the quote he presented last month for the variable-frequency drives for the sewer plant also included wire audits of the control cabinet.

**Municipal Authority Secretary – Jodie Sheaffer**

A new water tap application and sewer tap application have been received for 271 Beaver Avenue. Motion was made by Douglas Hassinger and seconded by Tim Folk to approve the tap water application and tap sewer application for 271 Beaver Avenue with the condition that the property owner obtaining easements from Grace Covenant Church. Motion carried unanimously.

Jodie informed the Authority Members there continues to be mailing issues with the water and sewer billings. Reminders will be posted on the webpage and community board to remind customers they should be receiving a bill quarterly and if they do not, they need to contact the office. The Authority Members will revisit the issue at the June 8, 2021, meeting.

Jodie provided a quote in the amount of \$1004.99 from Renkel's Electronic Sales and Services to purchase a new workstation. The current workstation is approximately five years old and is beginning to have issues. Motion was made by Douglas Hassinger and seconded by Tim Folk to purchase a new workstation. Motion carried unanimously.

With no further comments or questions, motion was made by Scott Herbster and seconded by Scott Brouse to adjourn tonight's meeting at 6:47 p.m.

Respectfully Submitted,  
Jodie Sheaffer  
Municipal Secretary