

**Mercersburg Water Authority**  
**Borough Hall, Mercersburg, PA**  
**December 10, 2013**  
**MINUTES**

**Attending:** Chairman Ed Twine, Secretary/Treasurer Larry Nair, Ed Meyers, Jason Frey, Borough Manager Tammy Oberholzer, Assistant Borough Manager Dawn Scheller, Engineer Brad Stake, and Solicitor Jason Kelso

**Absent:** Member Gregg Davis

**Press:** None

**Guests:** Marshall Stuff: Mercersburg PA, Jon Kittredge: Mercersburg PA

Meeting was called to order at 7:00 pm. Public Comments were asked for. Marshall Stuff provided information regarding an irrevocable Letter of Credit and asked the Authority if that would be acceptable in lieu of a Performance/Payment Bond. Marshall Stuff explained that since he operates as a Sole Proprietor his insurance company does not issue Bonds as he is the only one who works for his company.

Ed Twine asked for the Authority Members and Solicitor's feedback.

Jason Kelso spoke on the subject and reviewed that what Mr. Stuff proposed would be acceptable and would satisfy their request. Jason asked what bank Mr. Stuff worked with and Marshall answered that he banks with Orrestown Bank. Jason reviewed that his firm has worked with Orrestown in the past for irrevocable letter of credits and that he should have his bank draw up the paperwork and forward it to Tammy who would then send it to Jason's office. Mr. Stuff agreed and all Authority Members were comfortable with this solution.

Chairman Twine asked if there were any other Public Comments. None were made.

Marshall Stuff left the meeting.

Chairman Twine asked for a motion to approve the Treasurer's Report for the month ending November 30, 2013.

**MOTION: to approve the Treasurer's Report for the month ending November 30, 2013 as presented was made by Larry Nair, second by Jason Frey, all ayes, motion carried.**

Chairman Twine asked for a motion to approve the Invoices/ Bills Payable List.

**MOTION: to approve the Bills Payable/Invoice List for the month ending November 2013 was made by Ed Meyers, second by Larry Nair, all ayes, motion carried.**

Chairman Twine asked for a motion to approve the meeting minutes from November 12, 2013.

**MOTION: to approve the November 12, 2013 Meeting Minutes as presented was made by Jason Frey, second by Larry Nair, all ayes, motion carried.**

Chairman Twine asked if there was any information from the Solicitor.

Jason Kelso asked the Authority to call and Executive Session to discuss a potential litigation matter.

Chairman Twine asked for the Engineer's Report.

Brad Stake reviewed the status of the Mudwell Project. He reviewed that the General Contractor for this project is estimated they will be substantially completed by January 15, 2014. He then reviewed other items of the pumps and the water test would occur before that date. It was discussed that Ed Twine would forward the pricing information for the two tanks to Tammy. It was also noted that Marshall Stuff would get the information to Tammy Oberholzer so that Marshall could continue to move ahead with his items which require completion.

Chairman Twine asked for the Manager's Report.

Tammy Oberholzer reviewed that only one person requested a copy of the 2014 Proposed Budget and the advertisement was completed as required. She reviewed that the December was usually the meeting which Year End Employee Bonuses are approved. Tammy Oberholzer reviewed the previous year's motion was and asked the Authority for consideration with this matter. Tammy Oberholzer reviewed the money that has been paid to the Authority thru the H2O Grant which the Authority had received. She also reviewed the billing information and the money owed to the Authority for the Water Bills.

Chairman Twine asked for the Secretary's Report.

Dawn Scheller reviewed that the Public Works Department received the Hammer Drill. She reviewed that she would advertise the first meeting in 2014 and then the remainder meeting on Borough Council has reorganized. Dawn Scheller then reviewed that a new remote meter reader was ordered for the PWD as the oldest meter stopped working properly.

Chairman Twine asked if there was any Old Business, no items were discussed.

Chairman Twine moved on to the New Business.

**MOTION: to approve the 2014 Budget as presented was made by Larry Nair, second by Ed Meyers, all ayes, motion carried.**

Chairman Twine reviewed the correspondence information and noted that the PWD Report was included in everyone's packet for review.

**MOTION: to enter into Executive Session at 7:24 pm for a potential litigation matter with possible action to be taken was made by Ed Meyers, second by Larry Nair, all ayes motion carried.**

Regular Session resumed at 8:00 pm.

Chairman Twine reviewed that Seminary Street may require waterline work and asked the Engineer to prepare a packet to bid this work. The Authority discussed the scope of work for this project and determined that this project would be too large to handle in house and asked the Engineer to bring this back to the Authority so they can review his thoughts and approve the bidding process.

The Authority discussed some other minor improvements which need to occur at the plant. Items such as doors being hung all which can be completed in January.

**MOTION: to approve the Employee End of Year Bonuses for the Manager, Assistant Manager, Billing Clerk, Public Works Employees and the Plant Manager to receive \$250.00 net was made by Ed Meyers, second by Larry Nair, all ayes, motion carried.**

**MOTION: to adjourn at 8:15 pm was made by Larry Nair, second by Ed Meyers, all ayes, motion carried.**

*These meeting minutes were transcribe and have been respectfully submitted by Dawn L. Scheller, Assistant Borough Manager, using her meeting notes.*

Date Approved: \_\_\_\_\_

Motion Made By: \_\_\_\_\_

Second By: \_\_\_\_\_