

**Mercersburg Water Authority  
Borough Hall, Mercersburg, PA  
April 14, 2015  
MINUTES**

**Attending: Chairman Ed Twine, Vice-Chair Jason Frey, Secretary/Treasurer Larry Nair, Gregg Davis, Borough Manager Dawn Scheller, and Assistant Borough Manager Derek Stoy**

**Absent: Member Ed Meyers, Solicitor, and Engineer**

**Guests/Press: Krista Fisher, 31 Steiger Avenue**

Meeting was called to order at 7:00 pm. Chairman Twine opened the floor for Public Comment.

Krista Fisher expressed concerns with recent issues she had with the water. She voiced concern regarding a load of wash that was ruined due to muddy water. Krista noted that she brought the concern to the Borough Office the following day after it occurred. Derek Stoy reported that when he received the complaint, he investigated the problem, but because it was a day later he didn't find any problem nor was he aware of anyone using fire hydrants in the area. Ms. Fisher spoke of concern with some items being ruined due to the muddy water despite her trying to rewash the items. Chairman Twine thanked her for attending and her comments, and stated that someone from the office would be in contact with her.

Chairman Twine moved on to the other items listed on the Agenda.

Chairman Twine asked to move on to the Treasurer's Report. Larry Nair, Secretary/Treasurer, remarked that there were errors with the report as the last column did not appear to be properly calculated. Due to the error they did not approve the Treasurer's Report for month ending March 31, 2015, but made the decision to unanimously table the item until next month, requesting a corrected report.

Chairman Twine asked to approve the Bills Payable/Invoices to be approved for the month ending March 31, 2015.

**MOTION: to approve the Bills Payable/Invoices to be paid for the month ending March 31, 2015 was made by Larry Nair, second by Gregg Davis, all ayes, motion carried.**

**MOTION: to approve the meeting minutes from March 10, 2015 with one correction, adding /Solicitor to the ART Letter Motion was made by Gregg Davis, second by Larry Nair, all ayes, motion carried.**

Chairman Twine asked if there was anything from the Solicitor. It was noted that the Authority Members received a copy of the letter from the Solicitor written to ART. No other items were discussed.

Chairman Twine asked if there was anything from the Engineer. Dawn provided an email pertaining to the Dam Inspection, where George Foreman from Dennis Black Engineering would be the individual performing the inspection at a cost of \$3500.00. The Authority Members discussed the additional correspondence, paperwork, and documentation that would be involved. The Authority wished it noted that the cost of \$3500 as proposed would include all the above for the inspection.

**MOTION: to authorize George Foreman, Dennis E. Black, Inc. representative, to complete the Dam Inspection for the cost of \$3500 with the understanding that any and all correspondence, reports, and documentation would be completed for the price of \$3500, and to forward the proposal to the Chairman to review/sign, was made by Gregg Davis, second by Larry Nair, all ayes, motion carried.**

Chairman Twine moved on to the information from the Plant Manager.

Dawn Scheller reviewed that Paul had provided the information regarding 2014 Water Plant Production. This report indicated the total gallons produced, where the resource came from, the amount of gallons of water pulled from the resources, and the daily average produced.

The Water Authority Members expressed interest in having Paul Sharrow attend the next Water Authority Meeting scheduled for May 12, 2015. The Authority Members are interested in Paul utilizing the reservoir more and less on the wells. The Authority Members have concerns with the rising utility costs and the wear on the pumps. They asked that Paul Sharrow, develop and implement a plan for this, and bring the information to the next Authority Meeting for discussion.

The Authority Members discussed the request for a dehumidifier for the water plant. All members agreed the importance of having a dehumidifier. Paul Sharrow had provided an estimate to purchase one for \$1526.99. Larry Nair reviewed information on dehumidifiers that he sells, and that there is a replacement guarantee with the model should there be an issue. This would benefit as the Authority would not have to wait on repairs and such. He reviewed the cost for one is \$289.00 and recommended the purchase of two for the size of the plant. Larry stated that he would confirm the replacement language and contact the office with the information.

**MOTION: to authorize the purchase of two dehumidifiers from Fred B. Nair Appliances for the total amount of \$578.00 was made by Jason Frey, second by Gregg Davis, Larry Nair Abstained as the Business Owner, remaining ayes, motion carried.**

The Authority noted the information received from Corrpro.

Chairman Twine asked for the Manager's Report.

Dawn Scheller provided the Authority Members with the financial information to the Authority as the quarterly bills were just sent out. Dawn also reminded the Members to complete and return the annual State Ethics Forms to the office. She provided the members with a calendar of upcoming meetings and notes from the recent Property and Personnel Meetings in an effort to keep everyone informed. Dawn Scheller updated the Authority with office staffing notes as she will be taking vacation in May.

The Authority Members discussed the Personnel Meeting information from 4/13/2015. They opened discussion on thoughts for the audio recording retention, after much discussion the following motion was made.

**MOTION: to authorize a Resolution creating the Policy for audio recordings to be deleted once the written meeting minutes have been approved was made by Gregg Davis, second by Larry Nair, all ayes, motion carried.**

Chairman Twine moved on to the Assistant Manager's Report.

Derek Stoy presented information regarding the curb boxes. He noted that the PWD has four to complete, however they are ahead of Columbia Gas at this point. Derek reviewed that they were going to schedule hydrant flushing, meter installations, and continue to compile the to-do-list for items at both the Water and Sewer Plants. Derek Stoy reviewed that he had documentation on the concrete disturbed with the replacement of the curb boxes. He reviewed that he would obtain quotes from contractors regarding on repair costs for those square foot areas. Derek Stoy reviewed that the repairs would be coordinated with the curb project and he would update the Authority as things progressed. Derek also informed the Authority Members that he is currently obtaining prices on the proposed plans for the delivery ramp at the water plant.

Chairman Twine moved on to the other items on the Agenda.

**MOTION: to approve Resolution 2015-2-W approving the online banking document providing the accountant with viewing access to the First Community Bank of Mercersburg's accounts was made by Jason Frey, second by Larry Nair, all ayes, motion carried.**

**MOTION: to approve the Ward's estimate for generator maintenance for one year with stipulation that they provide a new estimate each year to be approved at that time was made by Larry Nair, second by Jason Frey, all ayes, motion carried.**

The Authority Members noted the PWD Report included in the packet along with the letter correspondence from Shipley dated April 2015.

Chairman Twine asked if there were any additional items to be brought before the Board. Dawn Scheller reviewed the PWD vehicle that is in disrepair and would not pass inspection. She requested the Authority to transfer the budgeted amount of funds to the Joint Equipment Fund now rather than waiting on the end of the year as agreed upon in the MOU. The Authority discussed the different vehicle options that are available pricing from \$31,000-\$43,000. The Authority Members expressed concern with spending the limited resources and asked that all avenues be investigated including used vehicles. Derek Stoy relayed that the Borough would be using the COSTARS program for this purchase, and would bring back the vehicle specs for approval. Dawn Scheller reviewed that the Borough was going to request funds from the General Purpose Authority for remaining amount needed, and would not have an answer from them until after April 29, 2015. Dawn said that she would also keep the Authority updated on the matter, but asked the Authority to consider the budgeted transfer.

**MOTION: to authorize the budgeted transfer of \$6,000 to the Joint Equipment Fund was made by Gregg Davis, second by Jason Frey, all ayes, motion carried.**

**MOTION: to enter into executive session at 8:25 pm for potential litigation matters was made by Larry Nair, second by Gregg Davis, all ayes, motion carried.**

Regular session resumed at 8:45 pm.

**MOTION: to authorize a payment of \$100.00 paid to Krista Fisher, 31 Steiger Ave., Mercersburg, PA, 17236, for items damaged due to muddy water as a one-time exception was made by Gregg Davis, second by Larry Nair, Jason Frey abstained from the vote, remaining ayes, motion carried.**

**MOTION: to adjourn the meeting at 8:46 pm was made by Jason Frey, second by Larry Nair, all ayes, motion carried.**

*These meeting minutes were transcribed with the use of the audio recording and notes and have been respectfully been submitted for approval by Dawn Scheller.*

Date Approved: \_\_\_\_\_ Motion made by: \_\_\_\_\_ Second by: \_\_\_\_\_