

**Mercersburg Water and Sewer Authority Joint Meeting
Borough Hall, Mercersburg, PA
October 13, 2015
MINUTES**

Water Authority Members Attending: Chairman Ed Twine, Vice-Chairman Jason Frey, Secretary-Treasurer Larry Nair

Water Authority Members Absent: Member Gregg Davis and Member Ed Meyers

Sewer Authority Members Attending: Chairman Dan Chayes, Vice-Chair Jim Malone, Jonathan (Jon) Kittredge, Catalin Bonciu

Sewer Authority Members Absent: Member John Rose

Also in attendance: Borough Manager Dawn Scheller, Assistant Manager Derek Stoy, and Solicitor Elliot Sulcove

Guests: Dr. Elizabeth George, Mercersburg; Bob Whitmore and Becky Wolf

Press: NONE

Meeting was called to order at 6:30 pm by Ed Twine who turned the meeting over to Sewer Authority Chairman Dan Chayes. Public Comments were scheduled to occur at 7:00 pm.

SEWER AUTHORITY MOTION: to approve the Treasurer's Report for the month ending August 31, 2015 and September 30, 2015 and the Bills Payable/Invoices for the months of August and September was made by Jon Kittredge, second by Jim Malone, all ayes, motion carried.

SEWER AUTHORITY Members accepted the meeting minutes from August 20, 2015 as presented.

WATER AUTHORITY MOTION: to accept the Treasurer's Report for September 30, 2015 was made by Larry Nair, second by Jason Frey, all ayes, motion carried.

WATER AUTHORITY MOTION: to accept the Bills Payable/Invoice List for the month ending September 30, 2015 was made by Jason Frey, second by Larry Nair, all ayes, motion carried.

Water Authority Chairman Ed Twine presented an invoice from Mr. Metcalfe for work performed due to a broken meter/bad horn. The total of the invoice was \$2650.00.

WATER AUTHORITY MOTION: to approve to pay ½ invoice of \$2650.00 to Metcalfe Construction due to a bad horn on the meter was made by Jason Frey, second by Larry Nair, all ayes, motion carried.

SEWER AUTHORITY MOTION: to approve to pay ½ the invoice of \$2650.00 Metcalfe Construction due to a bad horn on the meter with not to set a precedence was made by Catalin Bonciu, second by Jonathan Kittredge, all ayes, motion carried.

Public Comments began at 7:00 pm. Bob Whitmore presented information about the proposed trail. The Authority Members who attended the meeting were informed of where the proposed trail would cross both the Authority properties. The trail would cross the Sewer Authority Property along the creek and then travel up along the access road and then cross to Borough Property where then it would travel crossing the Water Authority property twice before heading towards the electric company's property. Mr. Whitmore informed the Members present that he has not

received the right-of-way agreements from the Electric Company, however they have received the plans for the trail. The Authority Members present discussed the proposed trail, concerns of cost and labor to maintain the trail were brought forward. Members discussed the proposed plan of raising money for those items. Dr. George explained that money is being raised and budgeted for long-term maintenance of the trail. Other ideas of getting volunteers or students who are willing to do community projects could also assist when needed.

SEWER AUTHORITY MOTION: to provide the authorization for all necessary documents and easement agreements on the Sewer Authority Tannery Property for the proposed trail pending legal review was made by Jonathan Kittredge, second by Catalin Bonciu, all ayes, motion carried.

WATER AUTHORITY MOTION: to provide the authorization for all necessary documents and easement agreements on the Water Authority Solar Panel Property for the trail to cross twice and approve the right-of-ways for the proposed trail pending legal review was made by Jason Frey, second by Larry Nair, Ed Twine opposed, remaining ayes, motion passed two to one.

The public comments ended at 7:15 pm.

WATER AUTHORITY MOTION: to approve the Water Authority meeting minutes from September 15, 2015 was made by Jason Frey, second by Larry Nair, all ayes, motion carried.

WATER AUTHORITY MOTION: to approve the maintenance Corrpro quote in the amount of \$875.00 for the Cathodic Protection Corrosion Control System was made by Jason Frey, second by Larry Nair, all ayes, motion carried.

Both Authorities reviewed the items presented in their packets from the Plant Manager. Sewer Authority Members reviewed some maintenance items needed to complete along with some notations for the 2016 budget. The Water Authority Members received a cost estimate for the 2016 budget.

Dawn Scheller provided a Manager's Report to each Authority. Both Authorities received the updated Billing Information for the October 10th bills. She provided the Authority Members with notes from the Personnel Committee Meeting and the proposed 2016 Budgets. She asked that both Authorities take some time to review the budgeted information as they will have to approve the advertisement of the budget and make a decision on any rate increases for 2016. The Authority Members discussed the shortfall in sales for 2015 and discussed the prediction for 2016. The Authority Members discussed and agreed that the other employees should be cross trained on the operation of the plants. This would allow for coverage in an emergency along with the two current employees to not have to work every other weekend. The Authority Members also reviewed that a change in the current schedule would need to occur for the employees working the weekend as they would need to have off during the week so that they don't accrue overtime. The reduction in overtime costs would be beneficial due to the shortfall in revenue. The Authority Members reviewed the current year to date finances as well as the proposed budget figures.

SEWER AUTHORITY MOTION: to not allow overtime in 2016 for the management and operation of the Sewer Plant effective January 1, 2016 was made by Catalin Bonciu, second by Jonathan Kittredge, all ayes, motion carried.

WATER AUTHORITY MOTION: to not allow overtime in 2016 for the management and operation of the Water Plant effective January 1, 2016 was made by Larry Nair, second by Jason Frey, all ayes, motion carried.

The Authority Members reviewed the Pension Costs and discussed the previously agreed reimbursement to the Borough.

SEWER AUTHORITY MOTION: to approve 1/3 of the non-uniformed Pension Plan Contribution as presented by the Personnel Committee was made by Jonathan Kittredge, second by Jim Malone, all ayes, motion carried.

WATER AUTHORITY MOTION: to approve 1/3 of the non-uniformed Pension Plan Contribution as presented by the Personnel Committee was made by Jason Frey, second by Larry Nair, all ayes, motion carried.

Derek Stoy presented his reports to the Boards. He noted that the Water Authority had five leaks during the last month, recent leak detector challenges, and paving information. He is putting together a plan for 2016 where the PWD may be able to complete some paving on their own. Derek presented the Sewer Authority with cost information for Buchannan Drive.

SEWER AUTHORITY MOTION: to approve the account adjustments as presented for 29 Grandview and 27 Oregon was made by Jim Malone, second by Catalin Bonciu, all ayes, motion carried.

Both Authorities reviewed the other correspondence included in their packets.

WATER AUTHORITY MOTION: to adjourn into executive session for possible litigation matters at 8:09 pm with the Sewer Authority Members to attend the executive session was made by Jason Frey, second by Larry Nair, all ayes, motion carried.

Regular session resumed at 8:54 pm with all Water and Sewer Authority Members still present.

All Authority Members discussed that they would like to formulate a rental agreement with the Borough. They also expressed interest in scheduling and holding a joint meeting twice a year. Some Authority Members expressed that holding a joint meeting would continue to improve communication.

SEWER AUTHORITY MOTION: to approve to pay ½ of Elliot Sulcove’s bill for his meeting attendance was made by Catalin Bonciu, second by Jim Malone, Jonathan Kittredge opposed, remaining ayes, motion carried.

WATER AUTHORITY MOTION: to adjourn at 9:02 pm was made by Larry Nair, second by Jason Frey, all ayes, motion carried.

SEWER AUTHORITY MOTION: to adjourn at 9:02 pm was made by Catalin Bonciu, second by Jim Malone, all ayes, motion carried.

These meeting minutes were transcribe and respectfully submitted by Dawn L. Scheller for approval with the use of her meeting notes.

Water Authority Date Approved: _____

Motion made by: _____ Second By: _____

Sewer Authority Date Approved: _____