

# **Mercersburg Water Authority**

**Borough Hall, Mercersburg, PA**

**November 14, 2012**

## **MINUTES**

**Attending: Chairman Ed Twine, Secretary/Treasurer Larry Nair, Edward Meyers, Borough Manager Tammy Oberholzer, Assistant Borough Manager Dawn Scheller**

**Absent: Gregg Davis, Solicitor Sam Wiser, Engineers Lance Hoover and Brad Stake**

**Press: None**

**Guest(s): Mary-Anne Gordon, Mercersburg PA**

Meeting was called to order at 7:00 p.m. by Chairman Twine.

Chairman Twine welcomed Mary-Anne Gordon and thanked her for her interest in serving on the Water Authority.

**MOTION: to appoint Mary-Anne Gordon to the Water Authority to fill a vacancy with the term to expire on December 31, 2015 was made by Larry Nair, second by Edward Meyers, all ayes, motion carried.**

Mary-Anne Gordon was invited to participate in the meeting.

Chairman Twine asked for a motion to approve the Treasurer's Report for the month ending October 31, 2012.

**MOTION: to approve the Treasurer's Report for the month ending October 31, 2012 was made by Edward Meyers, second by Larry Nair, all ayes, motion carried.**

Chairman Twine asked for approval for the Bills Payable-Invoice List for the month of October 2012.

**MOTION: to approve the Bills Payable-Invoice List for the month of October 2012 was made by Larry Nair, second by Mary-Anne Gordon, all ayes, motion carried.**

Ed Twine asked for a motion to approve the check to the Forest Land Services, Inc. in the amount \$640.00 for the additional Timber Sales Supervision that occurred.

**MOTION: to approve the payment of \$640.00 to the Forest Land Services, Inc. for the supervision of the additional Timber Sales was made by Edward Meyers, second by Mary-Anne Gordon, all ayes, motion carried.**

Chairman Twine asked for a motion to approve the Meeting Minutes from October 9, 2012.

**MOTION: to approve the meeting minutes from the October 9, 2012 Water Authority Meeting was made by Larry Nair, second by Edward Meyers, all ayes, motion carried.**

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

Tammy Oberholzer reviewed that she met with Sam Wiser and he highly suggests the Authority think about applying for an extension for the H2O Grant. The extension would allow for more time for the Authority to complete the MudWell Expansion Project. The Authority has not received a permit from DEP allowing them to move forward as the project is still under review by DEP. Tammy Oberholzer suggested that the Authority revisit this recommendation after the New

Year. Tammy Oberholzer also provided the Authority Members with a memo from Sam Wiser about the current access allowing individuals to cross the Water Authority Property.

The Water Authority Members discussed the current policy, challenges, and the request from MPMC requesting permission to allow a trail and public access to cross the Water Authority Property at great length.

**MOTION: to deny all Public Access on and across the Water Authority Property in order to protect the Mercersburg Water resource was made by Edward Meyers, second by Larry Nair, all ayes, motion carried.**

Chairman Twine asked for the Engineer's Report.

Tammy Oberholzer had printed an email from the Engineer concerning the status of the MudWell project. The project is still in the permitting phase and all information has been provided to DEP. The Engineers are hopeful to have a response from DEP within two weeks.

Tammy Oberholzer provided the Authority with budget information for discussion listed under New Business. The Authority reviewed those items to prepare for the New Business discussion.

Larry Nair left the meeting at 7:40 p.m.

Chairman Twine asked for the Manager's Report.

Tammy Oberholzer updated the Authority about the Mountain Well Pump. The Authority was pleased that they did not need to purchase a new pump and that the work was completed in one day as opposed to the two day estimated timeframe saving the Authority a few thousand dollars.

Tammy reported that the Water Plant roof has a minor leak and she will provide the estimate to the Authority once it has been received. Tammy reported some additional energy savings ideas from the Water Plant Manager. The Authority was pleased with Paul's recommendations.

Tammy provided an update to the Authority that the base course was completed on Bennett Ave and the wearing course will be completed in the spring of 2013.

Tammy Oberholzer reported that the funds from the additional timber sales were received in the amount of \$6,225.00.

Tammy asked any members interested in completing the Manager Evaluations to kindly return them for the Personnel Committee before November 19, 2012.

Tammy Oberholzer provided the financial billing information to the Authority Members.

The Authority Members discussed the current General Release Forms that have been issued in 2012 and suggested policy changes moving forward.

**MOTION: effective immediately not to allow any additional individuals access thru the Water Authority Property but honor any current General Release Forms that have been authorized, plus directing the Borough Manager to notify the current individuals by letter who were granted access thru the Water Authority Property notifying them going forward the Authority would not allow access after the current agreement expires was made by Edward Meyers, second by Mary-Anne Gordon, all ayes, motion carried.**

Chairman Twine asked for the Secretary's Report.

Dawn Scheller reviewed that her scheduled surgery was delayed and would not occur until November 27, 2012. She reviewed that Welsh Run Builders was scheduled to show Don Shaffer a color chart for the garage door work previously approved. Dawn Scheller reviewed that she attended the Utility Billing Software Training in Dallas, TX and also stated that Cindy Piper is doing a wonderful job with the billing software system.

Chairman Twine asked if there was any Old Business, there was nothing brought forward for discussion and he then moved on to the New Business.

The Authority reviewed the Budget information provided and discussed the 2013 Budget at great length.

**MOTION: to authorize a 3% increase in the Water Rates each year for the next three years (2013, 2014, and 2015) was made by Mary-Anne Gordon, second by Edward Meyers, all ayes, motion carried.**

**MOTION: to authorize the advertisement of the 2013 with the 3% increase and discussed changes was made by Edward Meyers, second by Mary-Anne Gordon, all ayes, motion carried.**

Chairman Twine asked the Authority Members to review the Public Works Department Report and ask if there were any questions. No questions were asked.

Chairman Twine asked if there were any other items to discuss, nothing additional was mentioned.

**MOTION: to adjourn at 7:20 p.m. was made by Mary-Anne Gordon, second by Ed Meyers, all ayes, motion carried.**

These meeting minutes were transcribed by Dawn L. Scheller using her meeting notes and recording. Respectfully submitted by Dawn L. Scheller, Assistant Borough Manager.

Date Approved: \_\_\_\_\_ Motion Made By: \_\_\_\_\_ Second by: \_\_\_\_\_