

**Mercersburg Sewer Authority  
Borough Hall, Mercersburg, PA**

**April 11, 2024**

**MINUTES**

**Attending:** Chairman Jim Malone, Joe Creighton, Ed Twine, PWD Donnie Keefer, and Borough Manager Dawn Scheller

**Absent:** Engineer Lance Hoover and Solicitor Samuel E. Wiser, Jr.

**Guests/Press:** Andy Abel from the Mercersburg Journal

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

Andy Abel, Mercersburg Journal, spoke on the two Authority vacancies and although he considered it, he thought that it be best if he did not join as a member of the board. The Authority thanked him for the consideration and attending tonight's meeting.

Chairman Malone moved on the Treasurer's Report.

**MOTION: to approve the Treasurer's Reports for the months ending March 31, 2024, was made by Member Twine, second by Member Creighton, all ayes, motion carried.**

Chairman Malone moved on the minutes.

**MOTION: to approve the Minutes from March 14, 2024, as presented was made by Member Creighton, second by Member Twine, all ayes, motion carried.**

The Solicitor was not present and there were no updates to report.

The Engineer was not present; however, Mr. Hoover provided an email with updated cost information regarding the various projects. Included in the Authority meeting packets was a copy of the monthly Engineer's report which Mr. Keefer reviewed in Lance's absence. Mr. Keefer offered to relay any questions/concerns on the report to Lance.

Chairman Malone moved on to the Borough Manager's Report.

Manager Scheller reminded the Authority Members that their Financial Interest Statements are due by May 1<sup>st</sup>. She asked that those be completed and returned to the office or filed electronically online. Mrs. Scheller provided the members with an update on the quarterly billing, the updated Zero Usage Billing List, along with a list of accounts that do not receive a water/sewer bill. Dawn noted that the Water Authority had discussed revisiting this list of accounts. Mrs. Scheller reviewed information regarding employee overtime and would keep the boards updated with this information.

Chairman Malone moved on and noted that the PWD Report was included in the meeting packet.

The Sewer Authority requested that the PWD prepare a routine maintenance schedule for the vehicles and equipment. They noted the importance of starting up not just the vehicles, but the smaller pieces of equipment too. The Authority asked if the Borough had a list of the vehicles and equipment. Mrs. Scheller noted that she would check the insurance policy as she believed some of the items would be listed on that and then PWD can complete that list and create a schedule if not previously done.

**OLD BUSINESS:**

**NEW BUSINESS:**

**MOTION:** to approve to increase the clothing allowance from \$250.00 to \$300.00 per PWD Employee was made by Member Twine, second by Member Creighton, all ayes, motion carried.

**MOTION:** to authorize the purchase of a drill and impact kit not to exceed \$600.00 and to be paid from the Joint Equipment Fund was made by Member Twine, seconded by Member Creighton, all ayes, motion carried.

**MOTION:** to authorize the purchase of a tablet at a cost of \$199.00 from the Joint Equipment Fund with a data plan of \$19.74 per month paid by Water, Sewer, and Borough equally was made by Member Creighton, seconded by Member Twine, all ayes, motion carried.

**MOTION:** to retroactively approve the purchase of IQT2000 for the repair to SBR # 1 Actuator in the amount of \$12,625.00 was made by Member Creighton, second by Member Twine, all ayes, motion carried.

**MOTION:** to approve to order a second actuator for SBR # 2 in the amount of \$12,625.00 was made by Member Creighton, second by Member Twine, all ayes, motion carried.

**MOTION:** to accept and approve the 2023 Sewer Authority Chapter 94 Report prepared by Lance Hoover was made by Member Creighton, second by Member Twine, all ayes, motion carried.

The Authority discussed the upcoming projects, the potential loans needed for the projects, and what the potential rate increase would have to be for the repayment of that debt. Mrs. Scheller noted that Mr. Hoover would revisit the project cost estimates and would provide that information to the Authority. Mrs. Scheller noted that she would update her previous repayment estimates and provide the Authority with the updated rate increase estimate for each option.

**MOTION:** to authorize the advertisement and scheduling of a Special Sewer Authority Town Hall Meeting, to be held at the Community Room at the MMP & W Fire Hall on May 14, 2024, at 7:00 pm to discuss the two project options and rate increase was made by Member Twine, second by Member Creighton, all ayes, motion carried.

No other business was brought before the Authority.

**MOTION:** to adjourn the meeting at 8:08 pm was made by Member Twine, second by Member Creighton, all ayes, motion carried.

*These meeting minutes were transcribed and respectfully submitted to the Authority for their review and approval with the use of her meeting notes and audio recording.*

Date: 5/09/2024 Motion made by: Creighton Seconded: Twine

  
Signature

SEAL