

Mercersburg Borough
Mercersburg Borough Hall
113 S. Main St.
Mercersburg, Pennsylvania 17236

Meeting Minutes
December 21, 2023, 7 PM

Call Meeting to Order:

The regular meeting of the Water Authority of Mercersburg Borough was called to order at 7:00 PM on December 21, 2023, by Chairman Ed Twine at Mercersburg Borough Hall.

Members Present:

Ed Twine, Jason Frey, Joe Creighton, Jacob Morgan (via phone), Michael Pedersen, and Water Plant Operator Donnie Keefer, Borough Secretary Matilda Gorman

Members Absent:

None

Public Comment/Guests:

Guests - Kami Lininger Borough Billing Clerk and Dawn Scheller Saltzmann/Hughes. There were no public comments.

Treasurer Report & Bills Payable: Month Ending November 30, 2023

General discussion regarding inconsistencies in billing. Twine requested a plan to review and correct past billing issues. Discussion on improving the delivery of billing notices going forward. Discussion on providing information for customers on how to check discrepancies with internal and remote meters. Discussion on finding issues with meters and replacing as needed. Discussion on customer concerns with the online payment system - there is a need for more information for customers. Scheller confirmed it will take some time to resolve all back issues and the newly trained office staff will continue to work on improving consistency going forward.

Treasurer's Report for the month ending November 30, 2023

On a motion by Creighton/Frey the Authority unanimously approved the Treasurer's Report as written for the Month ending November 30, 2023.

Bills Payable list for the month ending November 30, 2023

On a motion by Frey/Creighton the Authority unanimously approved the Bills Payable for the Month ending November 30, 2023.

Minutes: November 16, 2023 – Not available.

Solicitor: Not scheduled to attend. Nothing to report.

Engineer's Report: Included. Lance Hoover briefed on the PRV Project. The project is fully complete, both pressure-reducing valves are in services and operating. The DEP has inspected the PRV Project and approved the operations permit. Hoover recommends withholding 10% as this is winter season and there might be some site restoration items that will become evident in the spring. This 10% will be in reserve to address if required.

Regarding PENNVEST funding applications for the iron removal project (on the mountain) and nitrate removal project (near the school) there was an administrative error within the electronic submission/receipt process. Hoover and Glace were able to provide the proof/receipts of the electronic submissions to get the process back on track and advance the applications. Hoover recommends the prepurchase of some of the equipment, particularly equipment with longer lead times. The solicitor recommends waiting on prepurchase until the loan/grant offer from PENNVEST is received. General discussion on the allowable use/distribution of the grant funds for current and future projects.

DEP Inspection Report. Twenty outstanding comments have been resolved/answered. The inspection added ten new comments that cannot be addressed/resolved until the two new plants are built and come online. These comments/issues are addressed in the current/in-force consent order.

Plant Operators Report: Keefer reported water supply is currently stable. The newly purchased counter-top pH meter is not calibrating properly and will be returned to the supplier. Counter-top meters have been problematic in the past and have a short life needing to be replaced. Keefer recommends the consideration of the purchase of a permanent pH meter that uses a probe to monitor constantly. Keefer requested approval to have a supplier come and recommend options for permanent pH meter.

Discussion regarding the approach to capping Matten Well. Consider all options to supplement/support activities that are required to be done by a certified driller with labor/equipment of Public Works.

Update on the prevention of piping freezes at the clear well of the Buck Run plant this winter. The existing heat tape has been repaired and is operating. Concrete blankets have been purchased and installed around the piping (5 blankets at \$35/each). Keefer believes this will solve the problem for the coming winter. Twine noted – while the final invoices are not available yet - this issue was solved for hundreds of dollars rather than accepting and going with the \$10,000 quoted option.

Borough Manager's Report: Not scheduled to attend. Nothing to report.

Borough Secretary's Report: Gorman provided an update on the billing. Late notices have been mailed out. Office hours will be returned from 8:00 am to 4:00 pm. Change will be posted on website.

Old Business: Nothing to report.

New Business:

- A. To approve the Glace Associates invoice #52769974 – for the Buck Run WTP – Design/Permit \$1,552.00.
- B. To approve the Glace Associates invoice #52770141 – for the Buck Run WTP – Design/Permit \$4,936.63.
- C. To approve the Glace Associates invoice #52770189 –for the Buck Run WTP Design/Permit \$8,297.50.
- D. To approve the Glace Associates invoice #52770503 – for the Buck Run WTP –WTP Design/Permit \$501.00.
- E. To approve the Glace Associates invoice #52770504 – for the Park Ave Well WTP Design/Permit \$4,564.77.
- F. To approve the Glace Associates invoice #52769975 – for the Park Ave Well WTP Design/Permit \$8,141.00.
- G. To approve the Glace Associates invoice #52769920 – for the Park Ave Well WTP Design/Permit \$19,091.71.
- H. To approve the TA Fulmer, LLC. invoice #5257 - \$86,026.00.
- I. To approve PSI Invoice #23-402-3- \$53,698.14.
- J. To consider the request from PSI – RE: Change Order#01 (Cost Back up) \$3,407.63

On a motion by Frey/Pedersen the Authority unanimously approved payment of the bills/invoicing from Item A through Item J.

- K. Authorize Chairman Twine to execute the KLS Investment Properties, LLC. Adequate Capacity Letter dated 12/21/2023 along with the Written Certification Attachment to Water Facilities Planning Exemption Application Mailer

On a motion by Creighton/Pedersen the Authority approved the execution of the Adequate Capacity letter to KLS Investments Properties LLC. Jason Frey abstained from the vote. Frey will provide a signed letter confirming his abstention of this vote due to his work with KLS.

- L. To approve the 2024 Water Authority Budget as presented

On a motion by Creighton/Pedersen the Authority unanimously approved the 2024 budget as written.

M. To approve to advertise the 2024 Water Authority Meeting Schedule

On a motion by Frey/Creighton the Authority unanimously approved the 2024 Water Authority Meeting Schedule.

Executive Session: Authority to enter Executive Session for potential litigation matters with no action to be taken.

On a motion by Frey/Pedersen the Authority moved into Executive Session

**** Executive Session ****

8:21 pm the Authority returned from Executive Session

Adjournment:

On a motion by Creighton/Pedersen the Authority unanimously voted to adjourn the meeting.

Date Approved: 2/15/2024 Motion By: Pedersen Seconded By: Frey


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