

**Mercersburg Sewer Authority**  
**Borough Hall, 113 South Main Street, Mercersburg**  
**November 14, 2024**  
**MINUTES**

Attending: Chairman Jim Malone, Member Stephanie Brindle, Member Joe Creighton, Member Ed Twine, Borough Manager Dawn Scheller, Administrative Professional Pete Stotemyer and Water & Sewer Plant Laborer Donnie Keefer

Absent: Members Tim Stanton

Guests/Press: Nancy Robinson 203 S. Main St Mercersburg, Dalton Mellott 10571 Anderson Rd Mercersburg, Garrett Martin 7229 Fort Loudon Rd Mercersburg

**CALL THE MEETING TO ORDER/PUBLIC COMMENT**

Chairman called the meeting to order at 7:00 pm. Resident Nancy Robinson requested a sewer credit due to her hot water heater leaking. Dawn noted that the issue would be reviewed on the January bill, and the Sewer Authority would consider the credit once the bill was issued. This needs to be added to the January 9<sup>th</sup> agenda. Chairman Malone moved on to the other items on the agenda.

**TREASURER'S REPORT**

There is a check for \$500,000 that needs to be transferred to PLGIT. Dawn is waiting for the bank to complete the paperwork correctly before proceeding to transfer funds

**MOTION: to accept the Treasurer's Report and Bills Payable List for the month ending October 31, 2024 as presented was made by Brindle, seconded by Twine, remaining ayes, motion carried.**

**MINUTES**

**MOTION: to approve the September 12, 2024, meeting minutes and the October 10, 2024 meeting minutes as presented, this motion was made by Creighton, seconded by Brindle, remaining ayes, motion carried.**

**SOLICITOR'S REPORT**

None

**MANAGER'S REPORT**

The utility bill amount owed to the Sewer Authority is \$65,567.66 due on December 10. The shutoff date will be after Christmas but before the end of the year. An updated quote from ENVIREP for the work on the Findlay Park Pump Station was not received. A WQM Permit UV system was approved by DEP. The authority members discussed JHA to work on the UV project and not the sewer treatment plant at the new proposed site. There is a budget deficit of \$210,000 due to the proposed engineering costs for the new sewer treatment plant project. To balance proposed budget shortfall, the Authority Members agreed that a base user fee increase of \$5.00 per quarter plus a 20% rate increase with the new rate of \$15.77 per 1,000 gallons effective January 2025 and will be noted on the April 10, 2025 bills. This would help with the shortfall with remaining funds needed to be paid using the reserve fund. It was noted that the Water Authority secured a loan for one of the treatment plant projects with a 20-year term with PENNVEST. The interest rate for years 1-5 is 1.743% and years 6-20 is 2.179%. This was provided as an example of the current loan rate environment. Dawn provided an evaluation form to the authority members to complete rating her performance for this year.

## **ENGINEER'S REPORT**

None

## **OPERATOR'S REPORT**

The Public Works monthly reports will now be printed from a computer and no longer handwritten. The Public Works team is creating SOP's for routine repairs and maintenance as well as planning when certain tasks need to be scheduled. The lab results of the water samples taken by Franklin Analytical showed the presence of solvents and metallic particles. Letters were sent to the local industrial customers inquiring about changes in their operations that may have caused these items to be present in the system, but none have responded. Letters were also sent to customers concerning the presence of grease in the Keefer Pump Station facility. Donnie stated that the amount of grease has decreased since the letters were sent. The origin of the metallic particles has yet to be determined, and the amount of the solvent present seems to increase on Saturdays. Updated letters need to be drafted for the solvent/biology concerns for the Industrial Customers.

## **OLD BUSINESS**

**MOTION: to authorize HTENV to obtain estimates for the UV System Equipment with the intention to make the purchase of that equipment independent of the bidding process due to the long lead time. This price information will be provided to the Authority at an upcoming meeting for approval prior to purchase. This motion was made by Creighton, seconded by Brindle, remaining ayes, motion carried.**

**MOTION: to authorize JHA to finalize construction plans and documents for the UV project and to authorize HTENV to prepare the UV Bidding Package for this project. The motion was made by Creighton, seconded by Twine, all remaining ayes, motion carried.**

## **NEW BUSINESS**

**MOTION: To authorize the Borough Office to notify JHA that the Sewer Authority no longer wishes to move forward with the Wastewater Treatment Plant Project on the current site where the Sewer Plant is now located and wishes JHA to not perform any additional work on that project.**

**MOTION: To engage HTENV to proceed forward with the design work necessary for the construction of the Wastewater Treatment Plant at the current site of the Main Pumping Station. Motion made by Twine, seconded by Brindle, remaining ayes, motion carried.**

**MOTION: To authorize the Chairman to execute the Proposal for Professional Services with the removal of the Keefer Drive Pump Station Upgrade Project plus the removal of items e and f under Scope of Work and Estimating and Pricing, e) Construction Administration, f) Construction Management in the HTENV Letter dated 8/15/2024. The removed items to be reviewed at a later date. Motion by Creighton, seconded by Brindle, all remaining ayes, motion carried.**

**MOTION: To consider increasing the base user fee and/or the 2025 Sewer Rates to balance the proposed 2025 Sewer Authority Operating Budget and authorize the balanced budget for advertisement. Motion by Creighton, seconded by Brindle, remaining ayes, motion carried.**

**MOTION: To consider approving ENVIREP to complete the necessary work on the Findlay Park Pump Station not to exceed the cost of \$45,000.00 (last year's estimate provided). Motion made by Creighton, seconded by Brindle, Twine abstained, remaining ayes, motion carried.**

**MOTION: to adjourn the meeting at 8:14 pm was made Creighton, seconded by Brindle, all ayes, motion carried.**

*These meeting minutes have been transcribed by Dawn L. Scheller with the use of her meeting minutes and audio recording and have been respectfully submitted to the Authority for approval.*

**Date approved:** \_\_\_\_\_ **Motion:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**SEAL**