

Mercersburg Sewer Authority
Borough Hall, 113 South Main Street, Mercersburg
August 8, 2024
MINUTES

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

Absent: Solicitor and Engineer

Guest(s)/Press: None

Chairman Jim Malone called the meeting to order at 7:00 pm with no Public Comment he moved on to the other items listed on the agenda.

TREASURER’S REPORT & BILLS PAYABLE

MOTION: to approve the Treasurer’s Report and the Bills Payable List from the month ending July 31, 2024, was made by Stanton, seconded by Creighton, all ayes, motion carried.

MINUTES

MOTION: to approve the July 11, 2024, Meeting Minutes as presented was made by Creighton, seconded by Brindle, all ayes, motion carried.

SOLICITOR’S REPORT

There was no Solicitor present, however, Manager Scheller relayed that that unfortunately the land acquisition discussions were unsuccessful, and the Authority rescinded any offers made.

ENGINEER’S REPORT

Donnie Keefer presented the Authority with an update on the recent plant operations. He reviewed a recent build up of grease at the pumping stations and requested the approval of the routine maintenance at those stations. After much discussion it was determined that type of work was not needed to be approved as it was already built into the budget. This item would not require action by the board later in the meeting.

MANAGER’S REPORT

Manager Scheller provided information regarding various utility billing matters including office staff training which has been very successful. She noted that the team has been updating the accounts in the system as needed. She reviewed that all sewer balances were paid last quarter, so the Authority did not have any accounts shut off due to nonpayment. Manager Scheller provided the remaining amount due to the Authority for the current quarter’s utility bills of \$69,359.97. This total is due to be paid by September 10, 2024. Scheller provided an updated OT Report along with a positive report noting that the RAVE System was tested successfully. She was still working with PLGIT to establish an account and noted that additional documents were needed that required the Authority’s approval. Those items were listed under New Business for action.

PWD REPORT

The Public Works Department Report was included in the meeting packet for the board’s review.

OLD BUSINESS

None

NEW BUSINESS

MOTION: to approve and authorize the Chairman to execute the Resolution and forms to authorize the creation of the PLGIT Account was made by Stanton, seconded by Brindle, all ayes, motion carried.

MOTION: to approve the sewer credit of 2,000 gallons which results in a refund of \$26.28 for the property of 115 Loudon Road for water used to fill a pool was made by Creighton, seconded by Brindle, Member Creighton requested that the office inform the resident of the policy that photos of the meter both before and after is required prior to the Authority to consider issuing a credit in the future, Manager Scheller noted that information would be relayed to the customer, a vote was taken, all ayes, motion carried.

MOTION: to approve the Chapter 302 Operator Certification Annual Service Fee of \$100.00 and authorize the Chairman to sign the document was made by Twine, seconded by Creighton, all ayes, motion carried.

MOTION: to approve the proposal for a Water and Sewer User Rate Study was made by Creighton, seconded by Brindle, Member Stanton opposed, remaining ayes, motion carried.

MOTION: to authorize Lance Hoover to proceed forward with drafting the UV Bid Documents once obtaining all the necessary information from JHA was made by Creighton, seconded by Brindle, all ayes, motion carried.

MOTION: to enter into executive session for personnel matters with no action to be taking was made at 7:56 PM was made by Twine, seconded by Brindle, all ayes, motion carried.

Regular session resumed at 9:25 pm.

The Authority members requested that a Special Meeting be scheduled Thursday, 8/15/2024 at 6:00 pm to discuss the Treatment Plant Project. They requested that Lance Hoover be present at this meeting

MOTION: to adjourn at 8:26 pm was made by 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