

**Mercersburg Sewer Authority**  
**Borough Hall, 113 South Main Street, Mercersburg**  
**February 13, 2025**  
**MINUTES**

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

Guests/Press: None

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

Chairman called the meeting to order at 7:00 pm.

**TREASURER'S REPORT**

**MOTION: to approve the Treasurer's Reports for the months ending in December 31, 2024 and January 31, 2025, and the Bills Payable/Invoice List for the months ending in December 31, 2024 and January 31, 2025 was made by Twine, seconded by Stanton, all ayes, motion carried.**

**MINUTES**

**MOTION: to approve the January 9, 2025 meeting minutes as presented, was made by Creighton, seconded by Brindle, Stanton abstained, remaining ayes, motion carried.**

**SOLICITOR'S REPORT**

None

**MANAGER'S REPORT**

Manager Scheller provided a copy of the Organizational Chart that shows the flow of reporting and management within the borough. The remaining amount of funds due to the borough for the quarter is \$64,178.38. The property liability insurance has been paid by the borough and sewer will need to pay for their portion. She asked if the authority members would be interested in combining the water and sewer authority meetings or holding them back-to-back on the same night so the engineer and solicitor could attend the meetings. Members opined that holding the authority meetings together could be confusing and holding them back-to-back would take too long. They agreed that holding special meetings if needed would be acceptable.

**ENGINEER'S REPORT**

None

**OPERATOR'S REPORT**

Donnie Keefer said that during the severe cold weather, SBRs had filament form. He purchased a bucket of filament control. The biology was looked at under a microscope, and filament is still present. As a result, a second bucket may need to be purchased. He'll have a better idea once he looks at the biology again on Monday. Franklin Analytical hasn't looked into the presence of heavy metals yet.

**NEW BUSINESS**

Manager Scheller reviewed some questions that Engineer Lance Hoover had concerning the design of the Wastewater Treatment Plant Upgrade Project.

1. How should he plan for potable water? His options are installing a well on site with 2 pressure tanks in the control building or re-connect to the service line that runs under the creek. The authority members agreed that drilling a well on site was the best option.
2. Should the biosolids be stored at reed bed #1 or on site at the wastewater treatment plant to avoid hauling them across main roads? The authority members were in agreement that the biosolids should be kept on site.
3. Should he incorporate anything aesthetic with the SBR tanks to mask them from the view of the Mercersburg Academy? The members decided that nothing needs to be done to hide the tanks from the Academy.
4. Should he incorporate the Findlay Park Pump Station bypass now that the Envirep Inc proposal is in hand and there have been discussion on the necessary easement? This item was tabled until later in the meeting.

The project scheduled for the Wastewater Treatment Plant Improvement Project submitted by Lance Hoover was reviewed.

**MOTION: to consider customer request for payment plan regarding 36 W California St quarterly bill was made by Twine, seconded by Creighton, all ayes, motion carried.**

**MOTION: to retroactively approve the Boyer & Ritter invoice #288824 for additional audit expenses was made by Stanton, seconded by Brindle, all ayes, motion carried.**

**MOTION: to accept the 2023 audit documents was made by Stanton, seconded by Twine, all ayes, motion carried.**

**MOTION: to retroactively approve recommendation to pay invoice #AW00262135 for Quickbooks in the amount of \$4,800 for 5 years from the Joint Equipment Fund was made by Creighton, seconded by Brindle, all ayes, motion carried.**

**MOTION: to retroactively approve recommendation to pay invoice from Ryan's Computer Consulting Services to install Quickbooks at 3 workstations from the Joint Equipment Fund was made by Creighton, seconded by Twine, all ayes, motion carried.**

**MOTION: to retroactively approve recommendation to pay invoice for Ryan's Computer Consulting Services for the amount of \$325 for annual renewal of anti-virus software from the Joint Equipment Fund was made by Creighton, seconded by Brindle, all ayes, motion carried.**

**MOTION: to approve recommendation to pay invoice for Ryan's Computer Consulting Services for the amount of \$2,150 to replace billing clerk's computer in the main office from the Joint Equipment Fund was made by Twine, seconded by Brindle, all ayes, motion carried.**

**MOTION: to approve recommendation to purchase 1 fireproof filing cabinet in the amount of \$2,659.30 from the Joint Equipment Fund was made by Creighton, seconded by Brindle, all ayes, motion carried.**

**MOTION: to approve to purchase a Toughbook laptop for the water and sewer plants from Ryan's Computer Consulting Services in the amount of \$3,975 to be split between water and sewer was made by Creighton, seconded by Twine, all ayes, motion carried.**

**MOTION: to enter into executive session for potential real estate acquisition with possible action to be taken was made at 7:38pm by Twine, seconded by Brindle, all ayes, motion carried.**

Regular session resumed at 8:14PM with no action taken.

**OLD BUSINESS**

**MOTION: to approve revised quote for installation of a submersible pump for the Findlay Park Pump Station in the amount of \$62,900, originally not to exceed \$45,000 was made by Twine, seconded by Creighton, all ayes, motion carried.**

**MOTION: to table discussion on the Findlay Park Pump Station Bypass was made by Creighton, seconded by Twine, all ayes, motion carried.**

**CORRESPONDANCE**

Manager Scheller discussed the presentation made by Dave Keller from Luminest to inquire about building townhouses in the borough at the February 10, 2025 Council meeting. The proposal is just informational at this time. Member Twine voiced his concern over the financing and maintenance of the infrastructure of the project. Manager Scheller that the ordinance would need to be revised as it currently doesn't allow for townhouses in the location of the property that Luminest is interested in acquiring.

**MOTION: to adjourn at 8:33PM was made by Creighton, seconded by Brindle, all ayes, motion carried.**

*These meeting minutes have been transcribed by Pete Stotelmyer with the use of his meeting minutes and audio recording and have been respectfully submitted to the Authority for approval.*

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

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

**SEAL**