

**Mercersburg Sewer Authority**  
**Borough Hall, 113 South Main Street, Mercersburg**  
**April 10, 2025**  
**MINUTES**

**Attending:** Chairman Jim Malone, Member Tim Stanton, Member Joe Creighton, Borough Manager Dawn Scheller, and Water/Sewer Plant Laborer Donnie Keefer

**Absent:** Member Ed Twine, Member Stephanie Brindle, Solicitor Sam Wiser, Plant Operator/Engineer Lance Hoover, and Administrative Professional Pete Stotelmyer

**Guests/Press:** None

Chairman Malone called the meeting to order at 7:00 pm. With no public comments made 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 for the month ending March 31, 2025, was made by Stanton, seconded by Creighton, all ayes, and motion carried.**

**MINUTES**

**MOTION: to approve March 13, 2025, Meeting Minutes as presented was made by Creighton, seconded by Stanton, all ayes, motion carried.**

**SOLICITORS REPORT**

Nothing from the Solicitors' Office for review at this time.

**MANAGER'S / ADMINISTRATIVE PROFESSIONAL'S REPORT**

Manager Scheller reviewed that the Water/Sewer Quarterly Bills were calculated, printed, and placed in the mail today. She reviewed that the quarter's total bill amount for the sewer portion totaled \$172,446.17. This was higher than last April of 2024. Dawn noted that there was a slight increase in water usage this April compared to last year which accounts for the increase in billing (besides the rate increases).

Dawn reported that this month's Treasurer's Report was easier than last months. She noted that the office is still developing the internal system to process the accounts payable/receivable items and feels that the office has done an excellent job integrating those tasks daily. Dawn reviewed that the office would prepare a monthly check transferring the rate increase amount received from the Sewer Authorities Operating Account to the PLGIT account per the board's previous direction.

Manager Scheller reviewed that the office has been tracking the overtime expenses paid in 2024 and compared it to the amount paid in 2023. She noted that there was a significant difference, and the savings were seen by the Borough, Water, and Sewer Authorities alike. She noted that overtime is not always avoidable, but believes the Borough is monitoring and has a better handle on it.

She reviewed that they are still in the process of hiring to fill the PWD Laborer position. She would keep the board updated as things move forward. Dawn reviewed that there are a lot of tasks to

complete and agreed with Member Creighton that we need to have an initiative-taking approach on a variety of matters. The position filled would be beneficial and appreciated by the team.

#### ENGINEER'S REPORT

The workshop meeting notes were included in the meeting packet. Member Creighton reviewed that during a call with JHA they provided an update on the PRV Project. JHA anticipates having the technical specifications for the UV System completed and sent to Lance Hoover to incorporate into a set of bid documents. They estimated that this would be completed and sent to Lance over the next two weeks. Once that has been done, Lance will prepare the UV project bid documents which will then be sent to Sam Wiser for his review/and finalization. The board was happy to hear that things were moving forward and is looking forward to the next workshop meeting for an update from Lance Hoover.

The Authority members discussed that after further review of the new Sewer Plant project site, they have confirmed that the Authority has enough room to keep all construction activities onsite and no additional construction easements are necessary. It was also reviewed that they would be able to utilize fill areas on the property which would result in monetary savings to the Authority during the project rather than having to pay to haul it away. The board briefly discussed the wear on the road due to the project and noted that they should consider and separately price out road restoration after this project is completed. The Board will mention it to Lance Hoover and discuss it at the next workshop meeting.

The Authority Members reviewed that during the last workshop meeting they indicated a desire to draft a letter seeking funding from various state/local representatives for the new sewer plant. Manager Scheller reviewed that she would have a draft letter for their review at the next Workshop Meeting.

The Authority Members asked if Manager Scheller would speak to Lance Hoover revisiting the project management piece of his prior proposal. They asked if he would prepare something for the Board to consider at the next meeting.

#### WATER/SEWER PLANT LABORER'S REPORT

Mr. Keefer reviewed that the plant operation for the last month has been challenging at the Sewer Plant. He noted that the SBR #2 has been repaired and is back online. He reviewed that during the downtime of the repair the biology level dropped and would need to be replaced. Donnie noted that the biology has been ordered, and he would collaborate with Lance Hoover to ensure that it is replaced properly. He would continue to keep the Board informed of any operational issues.

#### PUBLIC WORKS DEPARTMENT REPORT

A copy of the PWD Report was included in the members packet for their review. No additional questions/concerns were noted.

OLD BUSINESS

**MOTION: to enter into executive session at 7:25 pm for potential real estate acquisition matters with possible action to be taken was made by Stanton, seconded by Creighton, all ayes, motion carried.**

Regular session resumed at 7:35 pm with no action taken.

NEW BUSINESS

The Sewer Authority Members reviewed the price proposal from GMS and ultimately decided not to move forward with the item. The board requested that the Borough Manager thank them for their proposal but would keep things as they are.

**MOTION: to approve the Power Maintenance Agreement Quote Q-82292 from GenServe was made by Creighton, second by Stanton, they discussed the contract and asked Donnie to obtain additional detail regarding the services provided as part of this contract and bring back GenServe's response to the next meeting, a vote was taken, all ayes, motion carried.**

**MOTION: to approve to pay the appraisal invoice from Ausherman Brothers in the amount of \$750.00 was made by Creighton, seconded by Stanton, all ayes, motion carried.**

CORRESPONDENCE

Chairman Malone reviewed the correspondence items included in the meeting packet. No other items were brought before the board. He thanked all the members and staff for their efforts and asked for a motion to adjourn the meeting.

**MOTION: to adjourn at 7:40 pm was made by Creighton, seconded by Stanton, all ayes, motion carried.**

*These meeting minutes were transcribed by Dawn Scheller with the use of her meeting notes and have been respectfully submitted to the Authority for review/approval.*

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

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