

Mercersburg Borough Council Meeting
Borough Hall, 113 S. Main St., Mercersburg, PA
April 28, 2025
MINUTES

Attending: Council President Dusty Stoner, Mayor Michael Pedersen, Member Jacob Morgan, Member Tom Heefner, Member Joe Burkot, Member Kelani Craig, Borough Manager Dawn Scheller, Solicitor Rachel Hepp, and Administrative Professional Pete Stotelmeyer

Absent: Vice President Anthony Frisby, Member Paul Sipes

Guest(s)/Press: Lisa McCulloh representing The Journal, Tim 115 S Main St. Mercersburg, PA 17236

Council President started the meeting at 7:00 pm with the pledge of allegiance.

MINUTES

MOTION: to approve the March 10, 2025, meeting minutes as presented was made by Heefner, seconded by Craig, all ayes, motion carried.

TREASURER'S/BILLS PAYABLE REPORT

MOTION: to approve the Treasurer's Report for months ending in January 31, 2025, February 28, 2025, & March 31, 2025 was made by Heefner, seconded by Craig, all ayes, motion carried.

MOTION: to approve the Bills Payable Lists for the month ending January 31, 2025, February 28, 2025, & March 31, 2025 was made by Heefner, seconded by Craig, all ayes, motion carried.

MAYOR'S REPORT

Mayor Pedersen provided an update from the 275th Anniversary Committee Meeting. Numerous residents and organizations are contributing to the celebration to be held on the weekend of Townfest in September. He met with the Academy to discuss how the two communities can work together. The James Buchanan Award was presented to Becky and Tom Wolf last Thursday. The Lion Club playground is finished, and it's a great addition to the park. He offered his support to the Borough Staff, and he is happy that we are here. He is open to having talks to open up access to the Water Authority property on the right side of the reservoir.

POLICE REPORT

Copy sent electronically. Paper copy available upon request. No questions raised.

SOLICITOR'S REPORT

Solicitor Rachel Hepp said that she will cover items raised under New Business.

ENGINEER'S REPORT

Not present.

MANAGER'S REPORT

The office has issued the permit for Springfest, and PWD will prepare by hanging "No Parking" signs. The permit for the Memorial Day Parade has been submitted to PENNDOT, but we still need the

updated insurance documentation when the policy is renewed in May. Three Land Use Permits were issued in March, and one was issued in April. Multiple property owners along Oregon St have been in contact with the office and Lance Kegerreis concerning the curb/sidewalk project. The auditors will be at the Borough Office the week of May 11th. If all goes well, the audit should be completed by the end of July, so the audit report should be available in the beginning of August. The TVs are scheduled to be installed in the conference room, with the Owl device to come later. The office received a small TV donated by a member of the community to be used upstairs or at PWD. Once the upstairs is painted, the process of moving the files from the basement to upstairs will begin. Once Signal Services finishes the work on the stoplights and the invoices are paid, paperwork will be submitted to be reimbursed from the Green Light Go Grant by May 30th. A traffic plan was conducted to set the timing of the lights. Adjusting the timing of the lights can be discussed with the state later on. Member Morgan asked if a pedestrian button could be placed at the light at the intersection of Oregon St & Main St so pedestrians don't have to wait until the light cycles again to cross the street. This topic will be discussed at the next Streets Committee meeting. The money was transferred from the ARPA account to the General Fund account.

PUBLIC WORKS REPORT

The report was sent electronically. Paper copy available at meeting.

COMMITTEE REPORTS

Manager Scheller stated that for the Summer Playground there is a gift card with about \$200 remaining on it, and there is a balance of \$82 in the account. If the Borough wants to continue the program, the Academy usually donates money to it, but the Borough needs to cover the insurance expense until the donation is provided.

OLD BUSINESS

None.

NEW BUSINESS

Manager Scheller mentioned the Personnel Committee discussed having the solicitor drafting a policy to pay the PWD employees for 30 minutes when they receive notifications regarding water leaks, power outages, or similar events. The employees do not always have to report when there is a couple, but they are required to respond.

MOTION: to authorize the Solicitor's Office to draft a policy regarding PWD emergency phone call matter was made by Heefner, seconded by Morgan, all ayes, motion carried.

MOTION: to appoint Pete Stotelmyer, Administrative Professional, as also the Assistant Borough Secretary and Assistant Treasurer (job description update required). Pete would secure a bond for the additional roles matching the current required amount of \$150,000. Once approved and the bond has been secured, he would receive a pay increase of \$2.00 per hour was made by Craig, seconded by Burkot, all ayes, motion carried.

MOTION: to approve the quote from AWG in the amount of \$5,636.63 for the purchase of a welder paid from the Joint Equipment Fund was made by Craig, seconded by Burkot, all ayes, motion carried.

MOTION: to approve the cost repairing the suspension and complete the alignment re: Liberty Auto & Tire invoice A43371 in the amount of \$1,497.80 was made by Craig, seconded by Burkot, all ayes, motion carried.

MOTION: to consider the bid from Rockwell Construction for the Band Building Demo pending Solicitor's review and approval paid from the Capital Reserve Fund was made by Heefner, seconded by Craig, all nays, motion rejected.

Solicitor Hepp expressed the concerns that the Solicitor's Office had about the bid from Rockwell. The biggest concern is that the bid excludes prevailing wages, and state law mandates that any public works project that exceeds \$25,000 must use prevailing wages. This leaves the Borough with two options. The project can be re-bid, mentioning that it is subject to prevailing wages, or reaching out to Rockwell informing them about prevailing wages to determine if they need to adjust their previous bid or not. If the bid does not change, the Borough can decide if they want to proceed. If the bid increases, the contract can still be awarded, and a change order can be issued later to address the extra cost. Member Morgan asked if there would be possible legal ramifications since the Water Authority recently rejected a bid for a project due to an incomplete bid proposal. Hepp also said that other components were missing from the bid that Council could reject the proposal for as well. Morgan said that Rockwell should meet the qualifications and submit them before awarding the bid. Any difference in the price will be brought back to Council for further review.

MOTION: to accept the RFP from Rockwell Construction for the Band Building Demo pending agreement that all requirements in the RFP will be met upon further discussion and discussions regarding prevailing wages was made by Morgan, seconded by Burkot, all ayes, motion carried.

MOTION: to approve the 2025 service proposal for Hopwood Enterprises for street sweeping dated March 20, 2025 to be paid from the Liquid Fuels Account was made by Craig, seconded by Heefner, all ayes, motion carried.

MOTION: to consider and approve the revised TPD Task List dated April 7, 2025, and the Price Proposal from Susquehanna Civil dated March 12, 2025, related to the RTE 75/ RTE 16 Intersection Herbruck/Borough Project to be paid by the grant was made by Heefner, seconded by Craig, all ayes, motion carried.

MOTION: to retroactively approve the annual subscription to Rave Alert System Order Q-53106 in the amount of \$2,000 was made by Morgan, seconded by Burkot, all ayes, motion carried.

Member Morgan asked if there are other options to Rave that may offer similar alert services. Manager Scheller said the subscription renewal for Rave should be in November, and the Property Committee to review what other options are available at that time.

MOTION: to accept HARB resignation with regret from Avery Cook was made by Heefner, seconded by Craig, all ayes, motion carried.

MOTION: to retroactively approve proposal from Signal Services to subcontract broken conduit repair at the intersection of Main/Fry to C.M. High Inc for the amount of \$7,500 was made by Craig, seconded by Heefner, all ayes, motion carried.

MOTION: to approve Pete Stotelmyer as the Voting Delegate and Patrice Brownell to serve as the Alternate Voting Delegate at the 2025 Pennsylvania Association of Boroughs Conference was made by Heefner, seconded by Craig, all ayes, motion carried.

MOTION: to approve confirmation letter dated April 15, 2025, from Boyer & Ritter to serve as the Accounting Firm for the 2024 Borough Audit estimate totaling \$27,800, cost shared between Borough Water & Sewer was made by Heefner, seconded by Burkot, all ayes, motion carried.

MOTION: to consider and approve the Ordinance authorizing and approving the Borough to enter into a bond agreement to guarantee a loan in the amount of \$6,201,822 for the improvement projects for the Mercersburg Water Authority was made by Morgan, seconded by Heefner, all ayes, motion carried.

MOTION: to authorize the solicitor to prepare a trash service bid proposal to be brought back to Council at the June meeting was made by Heefner, seconded by Burkot, all ayes, motion carried.

Solicitor Hepp said that if any of the member wanted to add or make any edits to the draft of the trash service proposal to submit them to her, Steve Coccorese, or Dawn. Member Morgan said that the current agreement has certain restrictions, but those are not always adhered to. Mayor Pedersen asked how the agreement would be enforced. Hepp stated that the current contract is between the individual and Parks Trash Service, and the Borough is just a conduit. Any problems or concerns are between Parks and the individual customers.

MOTION: to discuss and determine the planning details for the 2025 Summer Playground Program was tabled until next month was made by Heefner, seconded by Morgan, all ayes, motion carried.

It is unknown if Anthony Frisby will assist with the Summer Playground Program. Flyers are usually distributed to the schools in the first or second week of May as the program typically starts a couple of weeks after the school year ends. The applications are returned from mid-May to mid-June. Insurance for the program will need to be purchased which was \$200-\$300 last year. More information will be gathered, and the subject will be revisited at the next Council Meeting. Member Craig stated that the chaperones and volunteers should undergo a background check before participating in the program. Manager Scheller said that the policy could be reviewed and discussed at the next meeting. Member Morgan said that we could check with the schools to see what they have in place for this issue.

MOTION: to enter into executive session for Personnel Matters with possible action to be taken was made by Heefner, seconded by Craig, all ayes, motion carried.

Regular session resumed at 9:09pm.

MOTION: to authorize Borough Manager to offer PWD position to candidate number two with a letter to be drafted by the Solicitor's Office addressing the results for candidate number one was made by Craig, seconded by Burkot, all ayes, motion carried.

MOTION: to authorize the Solicitor's Office to prepare a public statement to place in the newspaper stating that the Borough Council supports our employees, and Mr. Frisby's comments are his alone was made by Heefner, seconded by Burkot, all ayes, motion carried.

Chairman Stoner mentioned the correspondence items that were included and covered the meeting calendar.

MOTION: to adjourn the meeting at 9:13pm made by Heefner, seconded by Craig, all ayes, motion carried.

Date: _____ Motion: _____ Seconded: _____

SEAL

Dawn L. Scheller, Borough Manager / Secretary / Treasurer