Mercersburg Borough Council, Water Authority, and Sewer Authority Workshop Meeting

Borough Hall, Mercersburg, PA
July 18, 2025
2:00 PM
AGENDA

I. Call the Workshop to Order

II. Public Comment/Guests

III. Discussion Topics

A. Review Administrative Office Functions

1. **Organizational Chart**
2. **Borough Secretary Duties**
   a. What needs to be completed in order to hold a currently scheduled public meeting.
      1. Quorum
      2. Agenda
      3. Meeting Packet
      4. Sign-in sheet with extra Agendas available
      5. Public Comment
      6. Previous Meeting Minutes
      7. Treasurers Report
      8. Professional Services Reports
      9. Old Business/New Business
      10. Correspondence
      11. Next Meeting Date
   b. What needs to be completed in order to schedule a new public meeting.
   c. Website, Email, Telephone, and IT Items to discuss
   d. Committees and Appointments
   e. Ethics Forms
3. **Right-to-Know Officer Duties**
   a. Review a recent example of a RTK Request Received.
   b. Response requirements
4. **Borough Manager Duties**
   a. General Human Resource Related Materials
   b. Employee Payroll/Timecards
   c. Time Off Requests – Possibility of periodic office closure
   d. Employee Evaluations / Salary Increase Recommendations
   e. Status of Applicants for the positions of Borough Manager, Administrative Professional, and Public Works Department Laborer
5. **Zoning Officer Duties**
   a. Land Use Permits
   b. Parade and Public Assembly Permits
   c. Transient Retail License Permits
   d. Street Opening Permits
   e. Curb/Sidewalk Permits

f. Zoning Ordinance Violations
g. SALDO Application
h. Zoning Hearing Board Matters
i. Text Amendments
j. Curative Amendments

6. Treasurer Duties

a. Income Funds / Coding
   1) Real Estate Taxes, Transfer Taxes, EIT, LST, Franchise Agreements
   2) Water and Sewer Billing
b. Bills Payables / Coding
c. Audits (annual audit, pension audit, liquid fuels audit, workers comp audit, and any audits for various grants etc.)
d. Banking Accounts
e. Current Loans – Borough, Water, and Sewer

B. Any other items brought forward.

IV. Adjourn: