

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

Attendance:

Attending	Absent
Council President Dusty Stoner	
Vice President Kelani Craig	
Member Tom Heefner	
Member Jacob Morgan	
Member Anthony Frisby	
Member Joc Burkot	
Mayor Michael Pedersen	
Solicitor Steve Coccorese	
Borough Manager Dawn Scheller	
	Member Paul Sipes

Guest(s)/Press:

Attending	Address
Lisa McCulloh	Mercersburg Journal
Don Palesky	200 Oregon Street
John and Tauna Cole	43 West California Street
T. Malone	
Catalin and Judy Bonciu	62 Linden Avenue

Public Comments –
None

Treasurer Report/Bills Payable –

- A. To approve the Treasurer's Report for the month ending June 30, 2025
- B. To approve the Bills Payable List for the month ending June 30, 2025

MOTION: To approve Treasurer's Report and Bills Payable List for month ending June 30, 2025 was made by Heefner, seconded Craig, all ayes, motion carried.

Mayor's Report –

Mayor Pedersen shared his support of a new conditional offer being extended to the police officer candidate in order to support public safety within the Borough of Mercersburg.

Solicitor's Report – Scheduled to be present.

Borough Manager's Report –

Dawn Scheller reported that she has spoken with the Auditor, and the finalized hard copy audit books have been sent for printing and will be delivered upon completion. The Auditor also provided a list of journal entries required to finalize corrections to the 2023 Audit. This list will be shared with the Finance Committee. It was suggested that COHICK be authorized to enter the journal entries to ensure accuracy and to assist with preparing the Treasurer's Reports for August and September.

Dawn is in the process of updating and finalizing various meeting minutes in preparation for upcoming staff changes.

With assistance from PWD, the upstairs meeting rooms are being painted.

Dawn is preparing a detailed list of responsibilities, due dates, and a timeline to assist with the transition of new staff members. A Workshop Meeting has been scheduled for July 30, 2025, to review the listed responsibilities for both Borough Manager and Administrative Professional.

The General-Purpose Authority is scheduled to meet on July 30, 2025, to approve the refinancing of a bond for Mercersburg Academy.

The PENNVEST loan for the Water Authority is scheduled to close on July 31, 2025.

Dawn has amended her last working day to August 1, 2025, to allow time to work with Jared on his first day as Borough Manager and assist with the transition. An office lunch will be held that day for any Board members who wish to attend and meet Jared.

Dawn will begin her new position with Salzmann Hughes on August 4, 2025. She has agreed to be available for up to 10 hours during August and 5 hours during September to support the transition and assist new staff as needed.

Committee Reports –

Act 537- No Meeting

Finance – No Meeting

Fire Board – July 31, 2025

HARB – No Meeting

Nominating Committee – No Meeting

Personnel – July 21, 2025 – Recommendations listed under New Business

Planning – July 16, 2025 – Meeting notes included in the packet.

Property/Technology – No Meeting

Steering Committee – No updates.

Streets – July 23, 2025 – Recommendations listed under New Business

Summer Playground – No Meeting

Zoning Hearing Board – No Meeting

Old Business –

To consider extending a Conditional Offer of Employment to a full-time Police Officer Candidate.

MOTION: To approve extending a Conditional Offer of Employment to a full-time Police Officer Candidate upon the passing of background checks, physical, and psychological evaluations was made by Heefner, seconded Morgan, one nay, remainder ayes, motion carried.

New Business –

To approve a conditional offer of employment (conditions of a successful passage of a background check including a criminal history search, consumer credit analysis, a drug screening, along with an executed Employment Agreement, and successfully securing bonding by a surety company in the amount determined by Borough Council) to Jarred Schumacher to fill the Borough Manager position at an annual salary of \$75,000 with three weeks of vacation per year.

MOTION: To approve a conditional offer of employment (conditions of a successful passage of a background check including a criminal history search, consumer credit analysis, a drug screening, along with an executed Employment Agreement, and successfully securing bonding by a surety company in the amount determined by Borough Council) to Jarred Schumacher to fill the Borough Manager position at an annual salary of \$75,000 with three weeks of vacation per year was made by Heefner, seconded Craig, all ayes, motion carried.

To approve a conditional offer of employment (conditions of a successful passage of a background check including a criminal history search, consumer credit analysis, and a drug screening) to Angela Alleman to fill the Administrative Professional position at an hourly rate of \$23.00 per hour.

MOTION: To approve a conditional offer of employment (conditions of a successful passage of a background check including a criminal history search, consumer credit analysis, and a drug screening) to Angela Alleman to fill the Administrative Professional position at an hourly rate of \$23.00 per hour was made by Heefner, seconded Craig, all ayes, motion carried.

To authorize the Solicitors' Office to amend the Borough Manager's Ordinance to include the ability to hire budgeted non-supervisory non-uniformed employees as vacancies occur example to fill the Public Works Department Laborer position.

MOTION: To authorize the Solicitors' Office to amend the Borough Manager's Ordinance to include the ability to hire budgeted non-supervisory non-uniformed employees as vacancies occur was made by Heefner, seconded by Craig, all ayes, motion carried.

To authorize the Solicitors' Office to draft a non-compliance letter to the remaining property owners that did not comply with the curb/sidewalk notice and inform them that the Borough will be seeking to hire a contractor to complete the work and then invoice the owners accordingly.

MOTION: To authorize the Solicitors' Office to draft a non-compliance letter to the remaining property owners that did not comply with the curb/sidewalk notice and inform them that the Borough will be seeking to hire a contractor to complete the work and then invoice the owners accordingly was made by Heefner, seconded by Craig, all ayes, motion carried.

To authorize the Solicitors Office to update the Curb/Sidewalk RFP with the new date for the selected contractor to complete the curb/sidewalk work by May 25, 2026, to also list the properties which did not comply in the scope of work providing the contractors a determined amount of work to complete, to remove the mandatory pre-bid meeting as now the quantity of work is defined, and the bids are due back to the Borough on September 24, 2025, at 9:00 am.

MOTION: To authorize the Solicitors' Office to update the Curb/Sidewalk RFP with the new date for the selected contractor to complete the curb/sidewalk work by May 25, 2026, to also list the properties which

did not comply in the scope of work providing the contractors a determined amount of work to complete, to remove the mandatory pre-bid meeting as now the quantity of work is defined, and the bids are due back to the Borough on September 24, 2025, at 9:00 am. was made by Burkot, seconded by Craig, all ayes, motion carried.

To authorize the Solicitors' Office to prepare the required amendments to the various parking ordinances.

MOTION: To authorize the Solicitors' Office to prepare the required amendments to the various parking ordinances was made by Heefer, seconded by Craig, all ayes, motion carried.

To retroactively approve Ryan's quote in the amount of \$1,560.00 allowing remote access for the Borough Manager and COHICK to access the various programs including QuickBooks.

MOTION: To retroactively approve Ryan's quote in the amount of \$1,560.00 allowing remote access for the Borough Manager and COHICK to access the various programs including QuickBooks was made by Heefer, seconded by Craig, all ayes, motion carried.

To Authorize Dawn Scheller to complete and return the total loss documents for the 2009 John Deere lawn mower with the value of \$9,233.34 which after deductible the amount received will offset the cost of the replacement mower.

MOTION: To Authorize Dawn Scheller to complete and return the total loss documents for the 2009 John Deere lawn mower with the value of \$9,233.34 which after deductible the amount received will offset the cost of the replacement mower was made by Heefer, seconded by Craig, all ayes, motion carried.

Correspondence –

List of Legislative Contacts

Annual Audit Letter from Solicitors Office dated 7/14/2025

Letter regarding David Stauffer Insurance Agency, Inc.

Email dated 7/17/2025 regarding Blighted Properties on South Fayette Street from Regina Marks-Lee M.M.P. & W. Fund Drive

Meeting Schedule -

Council: 8/11/25 & 8/25/2025

Sewer: 8/14/2025 & 9/11/2025

Water: 8/21/2025 & 9/18/2025

Finance: TBD

HARB: 8/5/2025 & 9/2/2025

Personnel: 8/18/2025 & 9/15/2025

Planning: 8/20/2025 & 9/17/2025

Streets: 8/27/2025 & TBD

Property: 8/6/2025 & TBD

General Purpose Authority: 7/30/2025

MOTION: To adjourn the meeting at 7:54 PM made by Stoner, seconded Craig, all ayes, motion carried.

These meeting minutes were transcribed from audio recording and have been respectfully submitted for approval.

Approved:

Date: 9-8-25 Motion: Heefner Seconded: Craig

CFM 81 CONSTANCE M. CREIGHTON

Borough Manager / Secretary / Treasurer



