

Mercersburg Sewer Authority
Borough Hall, 113 South Main Street, Mercersburg
June 12, 2025
MINUTES

Attending: Chairman Jim Malone, Member Ed Twine, Member Tim Stanton, Member Joe Creighton, and Borough Manager Dawn Scheller

Absent: Water/Sewer Plant Laborer Donnie Keefer, Member Stephanie Brindle, Solicitor Sam Wiser, Plant Operator/Engineer Lance Hoover

Guests/Press: None

CALL THE MEETING TO ORDER/PUBLIC COMMENT

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

TREASURER'S REPORT/BILLS PAYABLE

Treasurer's Report/Bills Payable for the months ending on April 30, 2025, & May 31, 2025.

MOTION: To approve Treasurer's Report/Bills Payable was made by Twine, seconded by Stanton, all ayes, motion carried.

MINUTES

May 8, 2025, Meeting Minutes and May 22, 2025, Workshop Notes passed with no corrections.

SOLICITORS REPORT

None

MANAGER'S REPORT

A payment option has been established for residents who receive high water invoices, provided the meter has been tested and confirmed accurate, and the current usage is more than 50% above their normal consumption. Under these payment agreements, residents will still incur late fees but will avoid shut offs as long as they remain in compliance with the terms. If payments are not made as agreed, a municipal lien will be placed on the property. Landlords will be notified of any agreements entered into by their tenants. A formal agreement has been drafted by the Solicitor's Office and is available for review. It was suggested during discussion that landlords be notified upfront and given the option to pay the invoice in full before any tenant payment agreements are made. This would allow landlords to avoid additional fees or liens in the event the tenant defaults on the agreement. Dawn will add that change to the draft.

The due date for the quarterly bills was June 10, 2025. Late fees have been assessed on all unpaid accounts. A total of 171 delinquent notices will be mailed out on June 13, 2025. Properties with unpaid balances will be posted on June 18, 2025, and water shut offs are scheduled to occur on June 30, 2025.

The outstanding balances due to sewer is \$22,039.81, water is \$ 37,506.97.

ENGINEER'S REPORT

Not scheduled to be present. Information provided in packet.

WATER/SEWER PLANT LABORER'S REPORT

Not present.

Dawn Scheller reported on Donnie's behalf. The Water Authority was asked to review the Power Maintenance Agreement; however, they did not approve it. Donnie would now like the Sewer Authority to consider the agreement. Details and documentation have been included in the meeting packets for review.

PUBLIC WORKS DEPARTMENT REPORT

Copy sent electronically.

OLD BUSINESS

To review and approve the Genserv Gentracker Power Maintenance Agreement mentioned by Donnie Keefer.

The Authority decided not to approve the Power Maintenance Agreement.

To discuss revisions to the Sewer Authority Rules and Regulations to include adding an incentive for paying early and for water/sewer rental property accounts to remain under the property owners.

It was discussed that penalty percentages should be added to the end of the invoice timeframes. This item will be discussed at the next meeting after additional statistics and data have been reviewed.

NEW BUSINESS

To consider issuing a sewer credit due to a bathroom leak for 4,000 gallons for the property located at 321 N Main Street.

MOTION: To approve the standard policy be followed was made by Twine, seconded by Creighton, all ayes, motion carried.

To retroactively approve the purchase of a laptop from Ryan's Computer Consulting in the amount of \$3,975.00 and establish an email account to be split with the Water Authority.

MOTION: To retroactively approve the purchase of a laptop from Ryan's Computer Consulting in the amount of \$3,975.00 and establish an email account to be split with the Water Authority was made by Stanton, seconded by Twine, all ayes, motion carried.

To consider and approve taps for 5 new residential lots off of Buchanan Drive requested by S&A Homes.

MOTION: To approve taps for 5 new residential lots off of Buchanan Drive requested by S&A Homes was made by Creighton, seconded by Twine, all ayes, motion carried.

To review and discuss the email dated June 6, 2025, from Lance Hoover providing an update on the I&I situation and recommendations.

This item will be discussed at a later meeting once additional clarification is received.

To consider Lance Hoover's recommendation to issue a Notice of Intent to award the general and electrical contract for the UV Replacement Project to PSI contingent upon solicitor's review and approval.

MOTION: To authorize a Notice of Intent to award the general and electrical contract for the UV Replacement Project to PSI contingent upon solicitor's review and approval was made by Creighton, seconded by Twine, all ayes, motion carried.

To authorize the solicitor to review and revise the previous inter-municipal agreement regarding sewer & water service dated September 13, 2004.

MOTION: To authorize the solicitor to review and revise the previous inter-municipal agreement regarding sewer & water service dated September 13, 2004 was made by Twine, seconded by Creighton, all ayes, motion carried.

CORRESPONDENCE

Copy of Meter Reading Dispute Form created by Member Creighton to be used by residents questioning their water/sewer bills.

MOTION: To adjourn at 8:28pm was made by Twine, seconded by Creighton, all ayes, motion carried.

These meeting minutes were transcribed by the use of audio recording and have been respectfully submitted to the Authority for approval.

Date approved: 9-11-25 Motion: Creighton Seconded: Twine

Signature: CFM CONSTANCE M. CREIGHTON SEAL
BOROUGH MANAGER



