

**Mercersburg Water Authority Meeting
Borough Hall, Mercersburg, PA 17236
July 18, 2024
MINUTES**

Attending: Chairman Ed Twine, Vice-Chair Jason Frey, Member Joe Creighton, Member Dr. Michael Pedersen, Member Jacob Morgan, Borough Manager Dawn Scheller

Absent: Solicitor Sam Wiser and Engineer Lance Hoover, and Water & Sewer Plant Laborer Donnie Keefer

Guest(s)/Press: Andy Abel, The Mercersburg Journal

Chairman Twine called the meeting to order at 7:00 pm and opened the floor to Public Comment.

PUBLIC COMMENT:

None

TREASURER'S REPORT:

MOTION: to approve the Treasurer's Report for the month ending June 30, 2024, was made by Morgan, seconded Creighton, all ayes, motion carried.

MOTION: to approve the Bills Payable List for the month ending June 30, 2024, was made by Creighton, seconded by Morgan, all ayes, motion carried.

MINUTES:

MOTION: to approve the June 20, 2024, Meeting Minutes as presented was made by Creighton, seconded by Vice-Chairman Frey, Morgan abstained as he was not present during last months' meeting, remaining ayes, motion carried.

SOLICITOR'S REPORT:

Manager Scheller noted that the Authority had received documents from the Solicitor's Office for the PENNVEST Application due for submission on or before July 31, 2024. She also relayed the Solicitors Office has the interim financing RFP out and responses were due back before the next authority meeting.

MOTION: to approve Resolution 2024-04-W reimbursement for the Park Avenue Project was made by Morgan, seconded by Frey, all ayes, motion carried.

MOTION: to approve Resolution 2024-05-W authorizing the preparation and submission of an associated grant funding request from the Pennsylvania Infrastructure Investment Authority to support the Water System Improvement Project was made by Frey, seconded by Morgan, all ayes, motion carried.

ENGINEER'S REPORT:

Chairman Twine noted that the Engineer's report was included in the meeting packet for the member's review. He noted that Glace has been acquired by a larger engineering company, JHA, which has resulted in higher costs for services. Chairman Twine noted that after the Authority verifies that they have received the documents/plans that they have paid for they should consider whether they want to find an alternate Engineering Firm to assist with future projects. The Authority noted that

they do not have an Agreement with JHA. The Authority recalled the Glace Agreement and the proposed pricing to be much lower than the total amount of funds paid to date, plus additional invoices received. The Authority reviewed that they had desired Lance Hoover to put together the bidding documents for the projects, however, Lance still needed specs and technical information from Glace (now known as JHA). It was suggested that the Authority may wish to hold off on paying the most recently received invoices and obtain additional detail from JHA as to what the invoices were for and when they can expect to receive the deliverables that they had previously paid for. Member Morgan noted that the recent invoices received included estimate amount remaining, current amount billed, and amount remaining (a running tab). Jacob noted that it may be interesting to know if Glace had something similar to that. Chairman Twine noted that Lance Hoover would be reaching out to JHA to obtain the items he needs to move forward with drafting the bidding documents. Member Creighton noted that he would recommend not to make a judgement call until they receive all the information. He suggested scheduling a conference call with Members from the Authority and the Engineering folks to find out the status of the project and outstanding items. Vice-Chairman Frey agreed that a call would be appropriate. Member Morgan requested that the Authority receive a copy of the previously approved proposal to review at the next meeting so that they can see what the projected costs were for Engineering Services. Manager Scheller noted that she would try to locate that information and forward it to the board.

PLANT MANAGER'S REPORT:

None

MANAGER'S REPORT:

Dawn Scheller provided a update on the training for the office staff, she noted that the quarterly amount of Water bills mailed totaled \$172,044.84 and are due on 9/10/2024. She provided the authority members with an updated non-uniformed overtime report. Dawn relayed that Patrice Brownell would complete a test of the RAVE notification system to all customers by the end of July 2024. Dawn Scheller reviewed that Jaimie Renfrew would mail out the revised service line material letters to all Water Authority customers by the end of July 2024.

PUBLIC WORKS:

A copy of the Public Works Department Report was included in the members meeting packet.

OLD BUSINESS:

The Authority Members discussed the Lead Service Line Inventory required and due by October 16, 2024. Dawn Scheller noted that Jaimie Renfrew had drafted the letter and requested that the Authority Members review and approve.

MOTION: to approve the drafted Service Line Letters to be mailed out by July 31st to all Water Customers was made by Pedersen, seconded by Frey, all ayes, motion carried.

NEW BUSINESS:

MOTION: to authorize the Chairman to sign the letter dated July 18, 2024, written to the Pennsylvania Infrastructure Investment Authority and submit all required documentation to apply for the July 2024 PENNVEST Funding was made by Pedersen, seconded by Frey, all ayes, motion carried.

MOTION: to approve the Salzmänn Hughes Proposal for Professional Services dated July 9, 2024 for the PRV Station Project and the Well #3 Project was made by Creighton, seconded by Frey, all ayes, motion carried.

MOTION: to approve the Salzmänn Hughes Proposal for Professional Services dated July 9, 2024 for the Buck Run WTP Improvements was made by Morgan, seconded by Pedersen, all ayes, motion carried.

MOTION: to retroactively approve the purchase of HACH HQ1110 Portable Digital pH/ORP/mV Meter Kit with Rugged pH Probe, 5-m Cable, LEV015.53.11103 for the amount of \$2,187.00 was made by Frey, seconded by Creighton, all ayes, motion carried.

MOTION: to approve the USA Blue Book Quote for two MTOL + Turbidimeter InfraRed ISO, Autoclean, Datalog (28052) for the total cost of \$6,581.13 was made by Creighton, seconded by Morgan, all ayes, motion carried.

MOTION: to approve the 2024 Chapter 302 Annual Service Fee for the amount of \$100 payable to the Commonwealth of Pennsylvania was made by Frey, seconded by Creighton, all ayes, motion carried.

MOTION: to enter into Executive Session for Personnel Matters and possible litigation at 8:00 pm was made by Frey, seconded by Pedersen, all ayes, motion carried.

Regular session resumed at 9:38 pm.

Chairman Twine requested that the recent Engineering Invoices from Glace and JHA and new proposal be held as the Authority Members requested additional detail.

MOTION: to adjourn at 9:40 PM was made by Creighton, seconded by Frey, all ayes, motion carried.

These meeting minutes were transcribed with the use of Dawn Scheller's meeting notes and have been respectfully submitted for approval.

Date Approved: _____ Motion Made By: _____ Seconded: _____

Dawn L. Scheller, Borough Manager

SEAL