

**Mercersburg Water Authority Meeting
Borough Hall, Mercersburg, PA 17236
September 18, 2025
MINUTES**

ATTENDING: Chairman Ed Twine, Vice-Chairman Jason Frey, Member Joe Creighton, Member Jacob Morgan, Member Pedersen, Borough Manager Connie Creighton, Administrative Professional Angela Alleman, Water & Sewer Plant Laborer Donnie Keefer

GUEST(S)/PRESS: Reference Sign in Sheets

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

PUBLIC COMMENT

Catalin Bonciu – Inquired about the status of ongoing efforts with Mercersburg Academy concerning the water system issues. Chairman Twine responded that he remains in regular communication with the Academy, which has been cooperative with the Water Authority's requests to temporarily shut off its water valves for several days at a time, which allows the water system time to rest and stabilize. Chairman Twine indicated that a meeting has been scheduled with the Borough Solicitor to determine the appropriate legal and procedural steps for formally engaging the Academy in discussions concerning additional financial contributions, in light of their high water consumption.

Ryan Pearson of Pearson Family Laundry – Shared that he had conducted an analysis of his water usage and compared his rates with those of neighboring municipalities. He inquired whether a tiered rate system could be considered to help support the sustainability of his business. Chairman Twine responded that at this time, the Water Authority cannot implement any changes, and that all users currently pay the same rate. However, he acknowledged the concern and added that a tiered rate structure may be considered in the future, pending further research and evaluation.

TREASURER'S REPORT

Treasurer's report for the month ending August 31, 2025 has been tabled until the next meeting.

MOTION: To approve the Bills Payable report for month ending August 31, 2025 was made by Morgan, seconded by Pedersen, all ayes, motion carried.

MINUTES

MOTION: To approve the August 21, 2025 Meeting Minutes was made by Creighton, seconded by Morgan, all ayes, motion carried.

ENGINEER'S REPORT

Not Present.

After a brief discussion it was requested that the enclosed Daily Report continue to be sent to the Authority Members on a daily basis.

WATER AND SEWER LABORER'S REPORT

Donnie Keefer reported that meeting the daily water demand continues to be a significant challenge. The system consistently supplies a minimum of 210,000 gallons of water per day to the town. He noted that data from the water main and sewer main are consistent and correlate with one another. He is experiencing a loss of head pressure at all three water sources. In response to this issue, he has been providing the Buck Run Plant with a daily operational break of approximately 4 to 5 hours in an effort to stabilize system performance. He expressed that we are in desperate need of rainfall before we have additional mechanical issues.

PUBLIC WORKS

Written report included.

SOLICITORS REPORT

Not Present. No report included.

GMS REPORT

Kelly O'Connor presented information regarding three potential funding opportunities, and the Authority made the following decisions:

- **EPA Grant** – The Authority agreed to continue on the current course and utilize the EPA Grant for the Buck Run Project.
- **PENNVEST Funding** – The Authority voted to have Kelly O'Connor proceed with the application process for PENNVEST funding.
- **Statewide Local Share Account Grant** – The Authority also voted to apply for the Statewide Local Share Account Grant.

MANAGER'S REPORT

The Disputed Accounts Spreadsheet was presented showing that most open disputes have been resolved and no new disputes have been added.

There are currently 68 open accounts that are drawing base user fees only with zero consumption. It is believed that 11 of those are Landlord owned vacancies, 9 are a special situation accounts such as a sprinkler system or tests, and the remaining 48 are being investigated to determine the reason for zero usage.

Creighton presented a list of the 10 highest water consumption accounts and inquired whether any action was necessary on the part of Borough staff. Twine requested that contact information for the car wash be provided to him so he can reach out directly. He intends to discuss the possibility of a conservation agreement, which may include temporarily closing the wash bays a few days per week as a water-saving measure.

A large group of meters were sent out for testing during the July 2025 timeframe. Of those, 13 meters were found to be functioning correctly. Rather than being scrapped, these meters are being retained in stock for future use.

During the July 2025 timeframe meter testing fees as well as the current fee schedule were put on hold due to the high number of disputes. A standard work process along with training would need to take place with the Public Works Department to reinstate the fee schedule.

MOTION: To educate the Public Works Department and reinstate the fee schedule was made by Creighton, seconded by Frey, all ayes, motion carried.

MOTION: To reinstate the meter testing fees was made by Creighton, seconded by Morgan, all ayes, motion carried.

MOTION: To reinstate the Water/Sewer Shut Off Process was made by Morgan, seconded by Creighton, all ayes, motion carried.

OLD BUSINESS

The Authority unanimously agreed to extend the Water Conservation Notice.

Park Ave. Water Project - Funding Update

Manager Creighton will compile a list of construction-related invoices to be submitted to Kelly O'Connor, with the intent of drawing down the remaining state grant funds as a priority. Once the state grant funding has been fully exhausted, all subsequent construction costs will be submitted through PENNVEST. Design-related invoices may proceed through PENNVEST at this time.

Park Ave. Water Project - Construction Update

Construction activities have officially begun on site. Demolition of the Well #3 enclosure building is currently underway and is expected to be completed by early next week. Temporary fencing has been installed around the site for safety and security, and the engineering trailer is now in place to support on-site project coordination. Erosion and sedimentation control measures are scheduled to be completed by September 19th. Equipment has been purchased, and submittals have been reviewed and approved. The tank has been released for manufacturing and will be constructed on site as planned.

The Truist Bank Non-Interest Bearing Account designated for PENNVEST reimbursements is in the final stages of being opened. Once the account is officially established, the necessary documents will be distributed to Water Authority members for electronic signatures to complete the setup process.

NEW BUSINESS

Disputed Accounts -

229 S. Fayette Street – There has been a spike in usage. Upon testing, the meter was found to be faulty. The Authority has agreed that billing should be based on the average consumption from the prior four quarters, and this amount will be used to calculate the customer's bill.

17 E Grandview - Zane and Melissa Kennedy expressed concern regarding a high water bill. Their water meter has been removed and sent for testing; we are currently awaiting the results. In the meantime, the Authority has provided guidance on how to monitor their water usage and identify potential leaks.

216 Overhill Drive – Following a noticeable spike in water usage, it was determined that the meter was leaking. The Authority has agreed that billing should be based on the average consumption from the prior four quarters, and this amount will be used to calculate the customer's bill.

MOTION: To authorize Chairman to enter into O&M Stormwater Agreement between the Borough and the Water Authority for the Park Avenue Water Authority Project was made by Pedersen, seconded by Frey, all ayes, motion carried.

MOTION: To approve a Water Rate increase per 1,000 gallons to be effective October 1, 2025, this increase will be billed on the January 10, 2026, Quarterly Utility Bills was made by Frey, seconded by Creighton, all ayes, motion carried.

MOTION: To approve the Chairman to sign Resolution: 2025-08-W - Mercersburg Water Authority Rates & Fee Schedule updating the Water Authority Fee Schedule with the previously discussed/approved Water Rate increase effective October 1, 2025 was made by Pedersen, seconded by Frey, all ayes, motion carried.

MOTION: To authorize the Borough Admin Staff to advertise the Water Rate increase notices was made by Morgan, seconded by Frey, all ayes, motion carried.

A discussion was held regarding the possibility of authorizing Lance Hoover or others to develop an alternative Water Treatment Plant (WTP) proposal aimed at limiting overall construction costs and minimizing future rate increases. Jacob Morgan recently spoke with Nick Wolfe of Triad Engineering, who provided a quote of \$6,682 to review current plans and conduct hydrogeologic research to identify potential locations for additional wells south of the Park Ave. Well Project. It was agreed that prior to moving forward with Triad's proposal or making any further decisions, Jacob should first contact Rick Broad with Mercer View to gauge their willingness to allow the use of their land for potential well development. Should the Authority choose to proceed with this course of action, a Request for Proposals (RFP) would need to be developed by the Solicitor.

Borough staff are currently in the process of researching Utility Billing Systems. Once pricing information has been gathered and evaluated, a determination will be made as to whether a formal Request for Proposals (RFP) will be required.

Based on recent report updates and conversations with Lance Hoover, there is a possibility that multiple small leaks exist throughout the water system. Jason Frey suggested that the Authority consider obtaining price quotes for professional leak detection services. Donnie Keefer further recommended that the entire system be tested. Borough staff will move forward with researching contact information for the leak detection company previously used.

Currently, Water Authority messages to the public are shared through the RAVE Alert System and the Borough website. During discussion, several additional methods for improving public outreach were suggested to enhance communication with residents. These included the use of local radio stations, direct mailings, online news outlets, and physical signage. Borough staff will move forward with exploring these ideas to expand the reach of future public notifications.

Moving forward, "Communication Plan" will be included as a regular item on meeting agendas to ensure everyone stays informed about current and ongoing communications.

CORRESPONDENCE

Request for Meeting — Fire Department Access & Use of Municipal Water System

After a brief discussion, it was decided that a meeting is not necessary at this time. The Authority agreed that a letter should be drafted to formally restrict hydrant use, and that it be forwarded to the Solicitor for their review.

Executive Session was entered at 9:30 pm and ended at 9:45pm.

MOTION: To adjourn at 9:45 PM was made by Pedersen, seconded by Morgan, all ayes, motion carried.

These meeting minutes were transcribed from audio recording and Angela Alleman's notes and have been respectfully submitted for approval.

Date Approved: October 16, 2025 Motion Made By: Morgan Seconded: Frey



Borough Manager

SEAL

