

Mercersburg Sewer Authority
Borough Hall, 113 South Main Street, Mercersburg
October 9, 2025
MINUTES

Attending: Chairman Jim Malone, Member Tim Stanton, Member Stephanie Brindle, Member Joe Creighton, Water/Sewer Plant Laborer Donnie Keefer, Borough Manager Connie Creighton, and Administrative Professional Angela Alleman

Absent: Member Ed Twine, Solicitor Sam Wiser, Plant Operator/Engineer Lance Hoover

Guests/Press: None

CALL THE MEETING TO ORDER/PUBLIC COMMENT

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

TREASURER'S REPORT/BILLS PAYABLE

MOTION: To approve the Treasurer's Report for month ending September 30, 2025, was made by Brindle, seconded by Creighton, three ayes, one abstain, motion carried.

MOTION: To approve the Bills Payable Report for month ending September 30, 2025, was made by Creighton, seconded by Brindle, all ayes, motion carried.

MINUTES

MOTION: To approve the September 11, 2025 Minutes was made by Creighton, seconded by Brindle, all ayes, motion carried.

SOLICITORS REPORT

None

MANAGER'S REPORT

Manager Creighton presented the No-Charge Accounts List, which includes accounts where meters are currently not being read, and no charges have been assessed for water or sewer services. Moving forward, these meters will be read on a regular basis to ensure accurate tracking of usage. After discussion, it was decided that the Sewer Authority would begin billing these accounts accordingly. Letters will be drafted and sent to the affected properties informing them of this decision.

MOTION: To approve billing the No-Charge Accounts for sewer usage beginning the next billing cycle was made by Stanton, seconded by Brindle, all ayes, motion carried.

Manager Creighton presented the Zero Consumption Accounts Spreadsheet, which identified a total of 67 accounts currently being billed only at the base rate. Of these, 11 accounts are linked to vacant properties, while 9 are classified as special situations, such as properties with dedicated sprinkler systems. The remaining 47 accounts are still under review as further research is needed to determine the reasons for their zero consumption.

Manager Creighton presented the Inactive/Closed Accounts Spreadsheet, which identifies 75 accounts that have been closed but still show a remaining balance. It was recommended that accounts with balances under \$20.00 be written off, as the administrative effort to recover such small amounts may not be cost-effective. The next phase of review will begin by examining the closure dates of these accounts to determine appropriate follow-up actions.

MOTION: A motion to write off aged small balances under \$20.00 was made by Creighton, seconded by Brindle, all ayes, motion carried.

Following the most recent billing cycle, water service was shut off for a total of 13 accounts. All but 3 have since been resolved. The remaining three accounts belong to a landlord group, and efforts to resolve those are still ongoing.

ENGINEER'S REPORT

Email correspondence provided in the packet was discussed.

WATER/SEWER PLANT LABORER'S REPORT

Joe Creighton reported on behalf of Donnie that there are a few issues at the sewer plant, specifically involving one of the blowers and the variable frequency drive (VFD). Further assessment will take place on October 10, 2025.

PUBLIC WORKS DEPARTMENT REPORT

Copy included in packet.

OLD BUSINESS

Hard copies of 2024 Water/Sewer Authority Rate Study by High Tide were provided for review and discussion.

The Committee discussed updates to the Sewer Authority Rules and Regulations and decided to draft letters, to be reviewed by the Solicitor, to ensure all Borough businesses required to have a grease trap are in compliance. The decision was approved unanimously.

MOTION: A motion to approve the Sewer Authority Rules and Regulations was made by Creighton, seconded by Brindle, all ayes, motion carried.

A letter to the Little League about their damaged vault is being drafted. Further updates will be shared at the next meeting.

NEW BUSINESS

MOTION: A motion to approve the Sherwood Logan Invoice #097761 and Hide Tide Invoice #645 was made by Creighton, seconded by Brindle, all ayes, motion carried.

Member Brindle presented information regarding available grant opportunities. Member Stanton reported that he has conducted research on the USDA Rural Development Grant and initiated the account setup process. The Committee noted that the PA H2O Grant may present a simpler application process. Authority members will continue to research and pursue all available grants.

The Authority discussed engaging Kelly O'Connor with GMS to provide support and assistance with the preparation and submission of grant applications.

The Authority discussed reaching out to the Mercersburg Academy to request financial support.

Manager Creighton shared that the new fee schedule went into effect on October 1, 2025. The information was advertised, and a reminder was listed on the quarterly bills that go out on October 10, 2025.

Member Creighton presented information on EAP Industries Inc., a company that sells the Neptune Meter Reading System. Upgrading to this software is expected to reduce staff time and costs while eliminating the potential for human error. EAP completed a test route and would handle the conversion process as well as train Public Works Department staff on how to use the software. The meter reading system would serve as the first step in a comprehensive billing system upgrade. Member Stanton requested that staff obtain references from other municipalities.

MOTION: A motion to move forward with the EAP Industries Inc. proposal based on acceptable reference checks was made by Stanton, seconded by Brindle, all ayes, motion carried.

It was agreed that Jim Malone and Tim Stanton are available to attend the PA DEP meeting on November 12, 2025. This information will be forwarded to the Solicitor's office for final scheduling. The meeting will focus on DEP non-compliance issues, and an information package will be prepared and distributed prior to the meeting.

CORRESPONDENCE

None

MOTION: To adjourn at 8:40 pm was made by Creighton, seconded by Brindle, all ayes, motion carried.

These meeting minutes were transcribed by the use of audio recording as well as Angela Alleman's notes and have been respectfully submitted to the Authority for approval.

Date approved: 11-13-2025 **Motion:** Creighton **Seconded:** Brindle

Signature: _____

