

Mercersburg Sewer Authority
Borough Hall, 113 South Main Street, Mercersburg
November 13, 2025
MINUTES

Attending: Chairman Jim Malone, Member Tim Stanton, Member Stephanie Brindle, Member Joe Creighton, Borough Manager Connie Creighton, and Administrative Professional Angela Alleman

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

Guests/Press: See Sign in Sheet

CALL THE MEETING TO ORDER/PUBLIC COMMENT

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

Shane Akers inquired about the process of adding a well to a property within the Borough. He was advised to review the Water Authority's Rules and Regulations regarding required spacing and to attend the Water Authority meeting scheduled for November 20, 2025.

Mr. Akers also asked whether any public audits of the Water Authority are available. Staff informed him that Boyer & Ritter, Inc. conducts the Borough's annual audit reports.

TREASURER'S REPORT/BILLS PAYABLE

Due to water emergencies, these reports will be sent out at a later date for review.

MINUTES

MOTION: To approve October 9, 2025 Minutes was made by Creighton, seconded by Brindle, all ayes, motion carried.

SOLICITORS REPORT

None

MANAGER'S REPORT

Manager Creighton reported that the U.S. Treasury Department has officially ended penny production and outlined the Borough's plan for handling cash transactions. Beginning January 1, 2026, Borough staff will round cash transaction change to the nearest five cents.

Letters are being prepared for those on the No-Charge Accounts List. Meter readings will occur from October through January, and the average usage for that period will be used for the April 10, 2026 billing.

Accounts with balances under \$20.00 on the Inactive/Closed Accounts List will be written off, while the remaining accounts continue to be reviewed. Staff are also continuing to investigate the Zero Consumption Accounts List, with 68 accounts now resolved.

Manager Creighton is working with Neptune to ensure a smooth transition to the new meter reading software, which will go into effect for the January billing cycle.

Moving forward, the Public Works Department will wear blue reflective vests labeled "Meter Reader" while completing their routes to help address customer and staff security concerns.

Highlights were shared regarding the Muni Link Utility Billing system as a potential replacement for the current Asyst system, with emphasis on the cost savings and increased efficiencies a new platform could provide.

MOTION: To follow the MWA decision and approval to implement the new billing system was made by Creighton, seconded by Brindle, all ayes, motion carried.

ENGINEER'S REPORT

Email correspondence provided in the packet was discussed.

WATER/SEWER PLANT LABORER'S REPORT

Not Present.

PUBLIC WORKS DEPARTMENT REPORT

Copy included in packet.

OLD BUSINESS

None

NEW BUSINESS

MOTION: To approve the 2026 Meeting Calendar was made by Brindle, seconded by Stanton, all ayes, motion carried.

After a brief discussion, it was determined that additional research is needed before making a decision on the Land Use Permit Application for 27 Loudon Road. The required research includes reviewing tap restrictions and confirming the property's square footage requirements.

MOTION: To defer to the Water Authority's decision on the Land Use Permit application for 27 Loudon Road once the additional research is completed was made by Creighton, seconded by Brindle, all ayes, motion carried.

MOTION: To approve High Tide Invoice #661 was made by Creighton, seconded by Stanton, all ayes, motion carried.

MOTION: To approve sewer relief in the amount of \$270.46 for the 39 E. California Street dispute was made by Creighton, seconded by Brindle, all ayes, motion carried.

Member Creighton outlined the need for a GPS system to accurately identify water and sewer lines and to update the currently outdated map. This system would provide a much needed and efficient tool for the Public Works Department.

The proposed 2026 Sewer Budget is still being prepared.

Member Creighton reported that GMS is not accepting any new customers at this time and is unable to provide services for the Sewer Authority.

CORRESPONDENCE

None

MOTION: To adjourn at 8:20 pm was made by Brindle, seconded by Creighton, 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: 12/11/2025 **Motion:** Creighton **Seconded:** Brindle

Signature: ATM87



