

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

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

**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**

**Don Brown** – Don expressed concerns regarding the impact of water conservation measures on his car wash business. He reported that he has closed the automatic wash bay four days per week, resulting in an unsustainable financial impact. Don asked the Authority whether drilling a well would be an option to help maintain his business operations and reduce expenses. Chairman Twine stated that, because the business is located within the Borough, drilling a well is not permitted. Alternative options were discussed, including the installation of a water storage tank and water recycling systems. It was suggested that Borough staff consult with the Solicitor regarding the potential installation of a non-potable water well. Staff will follow up with Don once additional information is available.

**TREASURER'S REPORT**

**MOTION:** To approve November 2025 Treasurer's Report was made by Morgan, seconded by Creighton, all ayes, motion carried.

**MOTION:** To approve November 2025 Bills Payable Report was made by Creighton, seconded by Morgan, all ayes, motion carried.

**MINUTES**

**MOTION:** To approve November 20, 2025 Meeting Minutes was made by Frey, seconded by Pedersen, all ayes, motion carried.

**ENGINEER'S REPORT**

Not Present.

**WATER AND SEWER LABORER'S REPORT**

Donnie Keefer reported on the usage of Zim Well, the Reservoir, and the Buck Run Well. He stated that there have been concerns regarding cloudy water, which he explained is caused by air particles in the system. The air particles do not impact water quality. At this time, there is nothing that can be done to correct it. Donnie recommended returning to operating the Buck Run Well on an every-other-day schedule.

Donnie also reported a 30,000-gallon decrease in water sent through the system on December 9, 2025. He believes that something within the system may have been temporarily shut off. This decrease was not reflected in the sewer plant readings. Water usage returned to normal levels of approximately 210,000 gallons the following day. Donnie continues to investigate the cause of the decrease.

### **PUBLIC WORKS**

Written report included.

### **SOLICITORS REPORT**

Not Present. No report included.

### **GMS REPORT**

Not scheduled to be present.

Memorandum was included in meeting packet.

Member Frey reported that the applications that were submitted on behalf of the Water Authority are still in the review and verification stage.

### **MANAGER'S REPORT**

Manager Creighton reported on the Buck Run WTP Daily Report.

The Neptune Meter Reading System is still in the transition process, and staff will complete the January 10, 2026, billing reads using the current process. The contract with the Muni Link Billing System is expected to be finalized in early January, after which staff will proceed with implementation.

There are 151 accounts past due for 3rd Quarter billings. It was decided that shut-off notice postings will be delayed until December 29, 2025, with shut-offs scheduled for January 9, 2026, due to the office being closed for the holiday.

### **OLD BUSINESS**

**MOTION:** To extend the Water Conservation Notice was made by Pedersen, seconded by Morgan, all ayes, motion carried.

The questions from the *Journal* were reviewed by Borough Manager Creighton and will be returned to Member Morgan. A revised draft will be distributed to the Authority for final review prior to submission to the *Journal*.

Manager Creighton reported that four billing disputes are still under review, with two pending additional information from the customers. Staff have recently ended and closed out fifteen billing disputes.

### **NEW BUSINESS**

Member Creighton reported on the November 2025 Leak Detection Identification Project and shared the findings, including the primary areas of concern. A brief discussion followed regarding potential approaches to address those areas. Member Creighton suggested completing leak detection on a yearly basis.

**MOTION:** To retroactively approve Fluid Conservation Technologies (FCT) Invoice 24276 - Leak Detection Services \$5,962.50 was made by Pedersen, seconded by Morgan, all ayes, motion carried.

**MOTION:** To approve PSI Change Order 001 and 002 - Field Order-Yard Piping was made by Frey, seconded by Creighton, all ayes, motion carried.

**MOTION:** To approve PSI Change Order 003 – Revision to Certificate of Insurance was made by Morgan, seconded by Pedersen, all ayes, motion carried.

**MOTION:** To retroactively approve PSI Pay Application #3 – Park Avenue WTP – \$161,640.23 was made by Pedersen, seconded by Frey, all ayes, motion carried.

**MOTION:** To approve PSI Pay Application #4 – Park Avenue WTP – \$256,464.64 was made by Morgan, seconded by Pedersen, all ayes, motion carried.

**MOTION:** To approve Disbursement #3 from Truist Loan for \$450,000 was made by Frey, seconded by Creighton, all ayes, motion carried.

**MOTION:** To approve High Tide Invoice #664 was made by Morgan, seconded by Pedersen, all ayes, motion carried.

The proposed 2026 Water Authority Operation Budget has been tabled until January.

**MOTION:** To approve the purchase of a new C12 Chlorine Tester - \$700 was made by Creighton, seconded by Pedersen, all ayes, motion carried.

The purchase of a new valve exerciser tool has been deferred pending the outcome of the LSA Grant application.

Member Frey presented information on three grant funding opportunities, including the application requirements. A recommendation was made for MWA to collaborate with MSA in applying for the \$5 million grant with a 20% matching requirement. It was decided that a project scope be drafted, with Johnston's Lane and Rutledge Road identified as the highest priorities.

**MOTION:** To move forward with applications for the \$5M grant with a 20% match, the \$1M Low- to Moderate-Income Areas grant, and the \$500K PA Water and Sewer grant was made by Morgan, seconded by Pedersen, 4 ayes, 1 abstain, motion carried.

#### **CORRESPONDENCE**

None

**MOTION:** To enter into Executive Session at 8:41PM was made by Morgan, seconded by Creighton, all ayes, motion carried.

Regular meeting session resumed at 9:45PM.

**MOTION:** To adjourn at 9:46PM was made by Creighton, seconded by Frey, 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:** 1/15/26 **Motion Made By:** Creighton **Seconded:** Pedersen



Borough Manager

