

**Mercersburg Sewer Authority**  
**Borough Hall, 113 South Main Street, Mercersburg**  
**December 11, 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.

**TREASURER'S REPORT/BILLS PAYABLE**

**MOTION:** To approve November 2025 Treasurer's Report and Bills Payable Report with suggested modifications was made by Creighton, seconded by Brindle, three ayes, one nay, motion carried.

**MINUTES**

**MOTION:** To approve November 13, 2025 Minutes was made by Creighton, seconded by Brindle, all ayes, motion carried.

**SOLICITORS REPORT**

None

**MANAGER'S REPORT**

Manager Creighton provided an update on the transition to the Neptune Meter Reading Software. All base data has been successfully uploaded, and we anticipate beginning use with the January 10 meter reads, pending completion of training and field testing of the equipment.

Per the Water Authority's approval, it has been decided to move forward with the purchase of the Muni Link Billing System. We are currently working through the legal requirements and plan to implement the new system in the second quarter of 2026.

Currently, the Sewer Authority has no open billing disputes.

Meter readings are being completed for the No-Charge Accounts List. Letters will be sent notifying customers that they will be billed for sewer services beginning with the April 10, 2026 billing.

Manager Creighton reported that in the third quarter (October 10) billing cycle was issued with an error related to late fees for sewer and water customers. As a result, affected accounts will be billed a 1.5% late fee instead of the originally intended \$10 fee. No adjustments will be made, as the error is in favor of the customers and the 1.5% late fee will be the correct charge for billings moving forward.

Manager Creighton suggested that the Sewer Authority update its fee schedule to address existing inconsistencies. Based on member recommendations, Manager Creighton will have the Solicitor review the fee schedule.

#### **ENGINEER'S REPORT**

Email correspondence provided in the packet was discussed.

**MOTION:** To authorize Lance Hoover to review and provide recommendations on the best way to proceed with the Keefer Drive Station was made by Creighton, seconded by Brindle, all ayes, motion carried.

**MOTION:** To authorize Lance Hoover to prepare an RFP for annual generator service contracts to be reviewed by the Solicitor was made by Creighton, seconded by Brindle, all ayes, motion carried.

#### **WATER/SEWER PLANT LABORER'S REPORT**

Not Present.

#### **PUBLIC WORKS DEPARTMENT REPORT**

Copy included in packet.

#### **OLD BUSINESS**

Letters to businesses regarding mandatory grease trap policies will be sent to the Solicitor for review and then distributed as soon as possible.

#### **NEW BUSINESS**

Member Creighton reported on grant opportunities currently being pursued by the Water Authority. He also noted that GMS has recommended collaboration between both authorities for the Water Resources Development Act (WRDA) grant and expressed their willingness to work with both organizations to beat the January application deadline.

**MOTION:** To initiate Martin and Martin, Inc. to provide an estimate for sewer pipe replacement to be used in collaboration with the Water Authority's efforts was made by Creighton, seconded by Stanton, all ayes, motion carried.

A letter addressing the Little League's leaking sewer pipe will be sent prior to the January Sewer Authority meeting.

After discussion, it was decided that the USDA Questionnaire will be completed by Borough staff and Lance Hoover, then emailed for the Authority's review. Once finalized, Member Tim Stanton will submit it to pursue USDA funding assistance.

**MOTION:** To approve High Tide Invoice #665 was made by Creighton, seconded by Stanton, all ayes, motion carried.

**MOTION:** To approve Pay Request #1 package for the Sewer Authority UV Replacement Project was made by Creighton, seconded by Brindle, all ayes, motion carried.

The proposed 2026 Sewer Authority Budget is still pending and is expected to be ready for approval at the January meeting.

**CORRESPONDENCE**

None

**MOTION: To adjourn at 8:09 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: 1/8/2026      Motion: Creighton      Seconded: Stanton**

Signature: \_\_\_\_\_

*CPM 81*

