

Mercersburg Borough Council Meeting
Borough Hall, 113 S. Main St., Mercersburg, PA
July 14, 2025
MINUTES

Attending: Council President Dusty Stoner, Vice President Kelani Craig, Member Tom Heefner, Member Jacob Morgan, Member Joe Burkot, Mayor Michael Pedersen, Solicitor Steve Coccorese, Borough Manager Dawn Scheller.

Absent: Member Paul Sipes, Member Anthony Frisby.

Guest(s)/Press: attendee list unavailable.

PUBLIC COMMENTS

President Stoner noted that an executive session was held prior to the meeting for personnel matters.

No public comments were received.

MINUTES

Manager Scheller noted that minutes were being presented for June 9th, but not June 30th which are still being prepared.

MOTION: to approve the June 9, 2025, meeting minutes made by Craig, seconded by Morgan, all ayes, motion carried.

TREASURER'S/BILLS PAYABLE REPORT

Manager Scheller noted that the Treasurer's Report and Bills Payable list were not included in the packets emailed out earlier, but are included as a printed version for each member. This Treasurer's Report is in a new format, showing all income and expenses since the start of the year, grouped by month. She suggested that we could table this until the next month since it was provided too late for advance review.

MOTION: to TABLE the Treasurer's Report and Bills Payable List for the month ending on June 30, 2025 made by Morgan, seconded by Burkot, all ayes, motion carried.

MAYOR'S REPORT

No Mayor's report provided.

POLICE REPORT

Provided electronically, with paper copies available.

SOLICITOR'S REPORT

No Report Provided

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MANAGER'S REPORT

Manager Scheller announced a group of public information workshops on July 17 at 4:30, July 18 at 2:00 and July 30 at 4:30 at Borough Hall. These are for anyone wishing to learn about the job duties of administrative staff including the Manager, Administrative Professional, Billing Clerk, Zoning Officer, and others. The purpose is to educate council members and the public on what will be needed for filling these positions. Volunteers will also be needed to fill in for typing meeting minutes, preparing agendas, and filling in various other needs. She will be asking Council to close the office for periods each day to allow for staff to complete their work. She recommends hiring a part time administrative assistant to help with work as well as to screen applicants to these positions.

There have been 187 applications for the administrative professional position, 25 applications for the borough manager position, and 53 for the public works laborer position. Scheller would like to have these screened and reduced to a smaller group for phone and in person interviews.

The band building demolition project is finishing up - public works will plant grass on the site after the debris is removed.

Oregon Street curb & sidewalk project is underway, homeowners are now making improvements to their curbs and sidewalks. PennDOT will be onsite on July 23 to pave the road. The Streets Committee hopes to have some responses to their RFP for a single company to handle remaining curb and sidewalk work.

Planning Commission set to meet on July 16 to consider a solar ordinance which will be advertised ahead of consideration at the August council meeting. General Purpose Authority is scheduled to meet on July 30 at 6:00 PM to review a bond note that the Academy is looking to have renewed. Manager Scheller answered questions about several of the topics covered.

PUBLIC WORKS REPORT

Included in meeting packet.

COMMITTEE REPORTS

Property Committee - recommendations are included under New Business.

OLD BUSINESS

- A) Car Wash Noise Update: Manager Scheller tells Council that the manager of the car wash noticed a Mercersburg Journal article mentioning the noise issue and has changed their operating volume lower and apologized for the noise, expressed willingness to work with the community.
- B) Accept resignation of Administrative Professional Pete Stotelmeyer, effective July 11.

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MOTION: to accept Pete Stotelmeyer's resignation made by Craig, seconded by Burkot, all ayes, motion carried.

NEW BUSINESS

- A) **MOTION:** to approve the installation of Breast Cancer Awareness ribbons on meters for the month of October made by Burkot, seconded by Morgan, all ayes, motion carried.
- B) **MOTION:** to approve to close the office daily at 2:00 PM for administrative time until further notice and authorize borough staff to close the office whenever necessary during the short staffing period made by Burkot, seconded by Morgan, all ayes, motion carried.
- C) **MOTION:** to approve the borough manager to hire a temporary part-time employee to assist with various administrative items with an hourly salary of \$15 per hour made by Burkot, seconded by Craig, all ayes, motion carried.
- D) **MOTION:** To retroactively approve revised Liberty Auto & Tire Invoice #A44172 in the amount of \$1,958.48 to include additional wheel bearing repair made by Burkot, seconded by Craig, all ayes, motion carried.
- E) **MOTION:** To approve quote dated June 23, 2025, from McIntire HVAC for preventative maintenance on the HVAC system at the Borough Office in the amount of \$1,000.00 made by Burkot, seconded by Craig, all ayes, motion carried.
- F) **MOTION:** To approve quote from Ace Hardware for M18 Grease Gun for PWD in the amount of \$229.00 made by Morgan, seconded by Craig, all ayes, motion carried.
- G) **Lawn Mower Purchase:** Manager Scheller explained that the previous lawn mower was damaged after being hit by a semi truck. Property Committee reviewed options and solicited Public Works for guidance. A list of mowers was presented for consideration. Council members discussed the options and chose the lowest cost mower, a Kubota BX2680V-1 for a final price of \$15,687,70.

MOTION: To review estimates and approve the purchase of a new Kubota BX2680V-1 made by Morgan, seconded by Craig, all ayes, motion carried.

- H) **MOTION:** To approve estimate for a new Window AC Unit for the PWD Garage in the amount of \$569.99 from Ace Hardware made by Burkot, seconded by Craig, all ayes, motion carried.
- I) **MOTION:** To consider the reimbursement for the Borough Manager office furniture made by Burkot, seconded by Craig, all ayes, motion carried.
- J) **MOTION:** To approve Resolution 16-25: A Statement of Non-Discrimination of the Borough of Mercersburg made by Morgan, seconded by Burkot, all ayes, motion carried.

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- K) Change of Building Code Official:** Manager Scheller explained that Clem Mellot is leaving his position with PMCA as BCO and his successor (Kim Spitler) will need to be designated. She also suggested reaching out to Mr Mellot to see if he would be able to work with us to help our new zoning officer through the transition.

MOTION: To complete and return the UCC-29 form for change of building code official dated 6/30/2025 made by Morgan, seconded by Craig, all ayes, motion carried.

- L) MOTION: To approve Mark Doffelmyer quote to repair stone tree wells on square made by Burkot, seconded by Craig, all ayes, motion carried.**

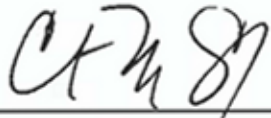
- M) Entered into executive session at 7:58 PM for personnel matters with possible action to be taken. (No details on a motion were included on the recording.) Council returned to session at 8:45 PM.**

Correspondence items were reviewed, as well as upcoming meeting schedules. A second council meeting in July was confirmed.

MOTION: to adjourn the meeting at 8:47 PM made by Burkot, seconded Morgan, all ayes, motion carried.

Approved:

Date: 4-13-26 Motion: Heefner Seconded: Banks



Borough Manager / Secretary / Treasurer

