

**Mercersburg Sewer Authority Meeting
Borough Hall, Mercersburg PA
April 13, 2017
MINUTES**

Attending: Chairman Dan Chayes, John Rose, Jonathan Kittredge, Borough Manager Dawn Scheller, and Assistant Borough Manager Derek Stoy

Absent: Vice-Chairman Jim Malone, Catalin Bonciu, Solicitor, and Engineer

Guests/Press: None

Chairman Chayes called the meeting to order at 7:00 pm, opened the floor for public comment, hearing none he moved on to the other items listed on the agenda.

MOTION: to approve the Treasurer's Report for the month ending and Bills Payable Report as presented was made by Jonathan Kittredge, second by John Rose, all ayes, motion carried.

March 9, 2017 Meeting Minutes were approved as presented.

Chairman Chayes explained that since two members were absent tonight, that he requested to postpone the Solicitor and Engineer's attendance until the June 8, 2017 meeting.

MOTION: to authorize the Engineer and Solicitor to add the property of 8069 Corner Road, Mercersburg to the Act 537 Plan for future expansion of the service area was made by John Rose, second by Jonathan Kittredge, all ayes, motion carried.

Dawn Scheller presented her report which included the money due to the Authority and a sewer credit request for the property of 405 South Main Street. Dawn reviewed that when the Mercersburg Academy drained and refilled their tank a dirty water issue occurred. The PWD Employees instructed the Inn to runoff the water until clear. This took a long time and caused a large amount of water to be used.

MOTION: to approve the credit amount of \$364.68 due to the dirty water issue for the property of 405 South Main Street was made by Jonathan Kittredge, second by John Rose, all ayes, motion carried.

The members then discussed the Personnel's Committee recommendation to delete the recordings after the meeting minutes are approved. Jonathan Kittredge feels that the recordings should be kept indefinitely and he does not believe they should ever be redacted even for a RTK Request. He explained that he did not agree with the Manager's, Solicitor's, or Committee Member's recommendation. Dawn Scheller explained that there is no need to keep the recordings after the Minutes are approved as the Minutes serve as the record for the meeting. Dawn also explained that the Borough has boxes of tapes that can't be listened to as the office does not have the equipment to do so. She stated that if the Authority wished to keep the recordings, it would become costly, as they would need to convert the recordings to newer formats as technology changes. She reviewed that the Borough has gone from tapes, to mini tapes, to flash drives, and it will continue to change. She recommends that the Authority should delete the recordings after the minutes are approved as the recording is only a tool for the person completing the notes. John Rose reviewed that he was in support of following the Solicitor's Recommendation. Dan Chayes passed the gavel to Jonathan Kittredge for the next action.

MOTION: to approve Resolution 2017-01-S: Establishing a retention schedule for audio recordings of Authority Meetings approving the deletion of the recordings after the meeting Minutes are approved as recommended by the Solicitor was made by Dan Chayes, second by John Rose, a vote was taken, Jonathan Kittredge opposed, remaining ayes, motion carried with a 2 to 1 vote.

Derek Stoy presented his report which included an estimate for Mr. Rehab to line the sewer Main on Main Street, East California, East Seminary Street, and South Fayette Street. Derek reviewed that they are a COSTAR Member and have provided state approved pricing which allows the Authority to contract with them not having to place it out for RFP. The cost of the project was presented at \$55,950.00. Dawn Scheller reviewed that the Authority budgeted \$50,000 for major repairs.

MOTION: to approve the Mr. Rehab quote dated 3/17/2017 for \$55,950.00 was made by Jonathan Kittredge, second by John Rose, all ayes, motion carried.

Derek Stoy noted that the concrete work on the ADA Ramps is expected to begin Mid-May with the paving to start late June. He explained that Penn DOT would complete the manhole riser work prior to the paving.

Chairman Chayes moved on to the remaining items listed under the New Business.

MOTION: to approve the sewer credit for \$1,418.20 for 300 East Seminary Street was made by Jonathan Kittredge, second by John Rose, all ayes, motion carried.

Dan Chayes asked Derek to camera an area on West Fairview and report back to the Authority. Derek reported that the fence was installed and they still need to complete some restoration to the area of work. No other business was brought before the Authority.

MOTION: to adjourn at 7:37 pm was made by John Rose, second by Jonathan Kittredge, all ayes, motion carried.

These meeting minutes were transcribed by Dawn Scheller with the use of her meeting notes and respectfully submitted for approval.

Date approved: _____