

## Mercersburg Water Authority

Borough Hall, Mercersburg, PA 17236

December 13, 2011

### Minutes

**Attending:** Chairman Ed Twine, Secretary/Treasurer Larry Nair, Gregg Davis, Borough Manager Tammy Oberholzer, Assistant Borough Manager Dawn Scheller, Engineers Lance Hoover and Brad Stake

**Press / Guest(s):** None

Meeting began at 7:00 p.m.

Chairman Twine asked for any public comments. There were none.

Chairman Twine asked the Authority to review the Treasurer's Report.

**MOTION: to approve the Treasurer's Report ending November 30, 2011 was made by Larry Nair, second by Gregg Davis, all ayes, motion carried.**

Chairman Twine asked the Authority for a motion to pay the bills.

**MOTION: to approve paying the Bills Payable Invoice List for the month ending November 2011 was made by Larry Nair, second by Gregg Davis, all ayes, motion carried.**

Chairman Twine asked for a motion to approve the meeting minutes from the November 8, 2011 meeting.

**MOTION: to approve the meeting minutes as presented was made by Gregg Davis, second by Larry Nair, all ayes motion carried.**

Chairman Twine asked if there was any information from the Solicitor.

Tammy stated that there was no new information, and Sam Wisner wishes everyone a Happy Holiday.

Chairman Twine thanked the Engineer's for the work that they have been doing. Chairman Twine asked them to present the Engineer's Report.

The Engineers presented the Engineer's report. The Engineer presented information on the Tank Painting Project. The project is complete. It was completed on time and within budget. Brad Stake and Lance Hoover from Dennis E Black prepared a preliminary plan for the Mudwell Expansion Project. They reviewed the information with the Authority and will have the final plans for the Authority's approval at the January Meeting. The Engineer's believe that with the work planned to be completed on the Mudwell project it will make DEP very happy. They determined that the size of tank size that Gannett had recommended was not adequate for what is really needed. Dennis E. Black preliminarily estimates that they need a 38,000 gallon tank. They propose that the Authority make the process more automatic and look to replace the pumps and blowers. Ed Twine asked for an approximate cost of new pumps and blowers. Lance Hoover estimated that it would cost approximately \$40,000-\$45,000. They suggested that when the project goes out for bid that they add that as an alternate bid.

Chairman Twine asked for the Manager's Report.

Tammy Oberholzer reviewed that she is in the process of submitting the paperwork for the grants so that the Authority would be reimbursed for some of the expenses paid. Ed Twine stated that the land use agreement was completed and information about the Boundary line was discussed. All that need to be completed was to have the documents notarized. Tammy stated that the Engineers were able to review the CAD files from Gannett Fleming and they are what were asked for. They are workable and usable. Tammy Oberholzer provided an update on the Solar Panel Project. Tammy review that the project was almost complete and that ASCOM would be out to complete a final training with the staff is scheduled in December. Tammy reviewed that there was a water leak that occurred over a weekend and Don Sr. needed to call in additional help. Tammy proposed that the helpers be paid \$12.50 and hr. for their assistance since this occurred on a Sunday. Tammy asked for a motion to approve those checks.

**MOTION: to approve payment of \$12.50 to the individuals who assisted with the Loudon Road Leak was made by Gregg Davis, second by Larry Nair, all ayes motion carried.**

Tammy reviewed the invoice from GANOE regarding the paving for the leak.

Chairman Twine thought the estimate to be high and the calculation of materials to be incorrect. The Authority did not make a motion to approve the payment for this invoice. They asked Tammy to contact GANOE about the invoice. Tammy stated that she would report her findings at the January meeting.

Tammy reviewed that the Bennett Avenue water line replacement was complete and that the repaving would occur in 2012 after Columbia Gas replaces gas lines. Tammy stated that letters were sent to Bennett Ave residents and a copy was included in the packets.

Chairman Twine asked for the Secretary's Report.

Dawn reported that Pressure Recorder in the Maintenance Building had broken. Due to the age of the Recorder it is not able to be repaired.

**MOTION: to authorized the replacement of the device from LB Waters at a cost of \$ 735.00 for the 7 day week was made by Larry Nair, second by Gregg Davis, all ayes, motion carried.**

Dawn Scheller reported that the 2012 Preliminary Budget was advertised and the office did not receive any questions.

Chairman Twine asked for an update on the Pallet Valve situation. Dawn Scheller stated that the information was provided to the Engineer to review. Dennis E. Black stated that there are retro fit valves that may be able to be used. The Authority provided the Engineers permission to look at alternatives for this valve and report back to them in January with some possible solutions.

Chairman Twine asked if there was any additional business.

Tammy reviewed information for a server for the Office.

**MOTION: to approve their share of the purchase of \$416.00 for a new server was made by Gregg Davis, second by Larry Nair, all ayes, motion carried.**

Chairman Twine moved to the new business.

**MOTION: to approve the 2012 Budget as advertised was made by Larry Nair, second by Gregg Davis, all ayes, motion carried.**

**MOTION: to adjourn into executive session for personnel matters 8:05 p.m. was made by Gregg Davis, second by Larry Nair, all ayes, motion carried.**

Regular session resumed at 8:20 p.m.

**MOTION: to authorize the payment of Annual Holiday Bonuses in the amount of \$250.00 after taxes to Borough Manager, Assistant Borough Manager, Plant Manager, PWD Staff and Billing Clerk was made by Gregg Davis, second by Larry Nair, all ayes, motion carried.**

Chairman Twine asked for any additional business. Nothing was presented.

**MOTION: to adjourn at 8:23 p.m. was made by Larry Nair, second by Gregg Davis, all ayes, motion carried.**

These minutes were transcribed by Borough Secretary, Dawn L. Scheller, from her notes and a recording of the meeting. Respectfully submitted by Borough Secretary, Dawn L. Scheller

Date Approved: \_\_\_\_\_

Motion Made By: \_\_\_\_\_

Second By: \_\_\_\_\_