

# **Mercersburg Water Authority**

**Borough Hall, Mercersburg, PA**

**December 11, 2012**

## **MINUTES**

**Attending: Chairman Ed Twine, Secretary/Treasurer Larry Nair, Edward Meyers, Gregg Davis, Mary-Anne Gordon, Manager Tammy Oberholzer, Engineers Lance Hoover and Brad Stake.**

**Absent: Solicitor Sam Wisner, Assistant Manager Dawn Scheller**

**Press: Gina Hall, Mercersburg Journal**

**Guest(s): Helen Bryan, 12245 Buchanan Trail West**

Meeting was called to order at 7:00 p.m. by Chairman Twine.

Public Comments: Mrs. Helen Bryan addressed the Authority about her October quarterly bill for a property she owns and recently moved out of at 34 Loudon Road. Mrs. Bryan felt the usage of 4000 gallons was high. She indicated she had moved out on July 1, 2012. The Manager provided account history for the Authority members to review. Mrs. Bryan used 1000 gallons at her new residence on Buchanan Trail West. The board members reviewed the history and billing on both accounts and based on past history, the combined usage for both properties is in line with Mrs. Bryan's past consumption. Manager Oberholzer reported that the Public Works staff has re-read and checked the meter at the Loudon Road property and feel there are no leaks and the meter is reading accurately. The Board asked Mrs. Bryan if she could be mistaken on the date of her move. She felt confident the move was on July 1, 2012. Chairman Twine asked the Manager to have Public Works Staff re-evaluate the meter to be sure. Board members did not feel there was any problem and that this was truly the consumption. The Manager will call Mrs. Bryan and set a time to have meter checked again.

In addition, Mrs. Bryan addressed the board that she felt the proper safety requirements were not being followed by the Public Works staff as she watched them repair a water leak that was in front of her residence. Chairman Twine assured her that matter will be looked into and resolved. Mrs. Bryan also stated she did not feel the leak that happened in front of her residence was not handled in a timely manner. Mr. Twine thanked Mrs. Bryan for bringing these matters to the board's attention and for her concern. The board will review and address these issues.

The Treasurer's Report for the month ending November 30, 2012 was presented for review.

**MOTION: to approve the Treasurer's Report for the month ending November 30, 2012 was made by Larry Nair second by Gregg Davis, all ayes, motion carried.**

The bills Payable-Invoice List for the month of November 2012 was presented for approval.

**MOTION: to approve the Bills Payable-Invoice List for the month of November 2012 was made by Edward Meyers second by Larry Nair, all ayes, motion carried.**

The November 13, 2012 meeting minutes were presented for approval.

**MOTION: to approve the meeting minutes from the November 13, 2012 Water Authority Meeting was made by Mary-Anne Gordon and seconded by Larry Nair, all ayes, motion carried.**

The Solicitor was not present and there was nothing to report to the board.

Engineers Lance Hoover and Brad Stake were present and reported on the Permit Application process with DEP for the Mudwell project. Mr. Stake reported comments were received from DEP and the Engineer's response was sent out in the mail on Monday December 10. Mr. Hoover and Mr. Stake presented a tentative time table for the Mudwell project as follows: January Meeting – Construction Documents and specifications will be finalized for review at this meeting. January and February - Bid advertisement with bids back by February meeting. March through April – Project will be ready to roll out, July – project slated for wrap-up. The Engineers stated they will have an updated opinion of costs for the Mudwell project by January's meeting.

Chairman Ed Twine discussed the tank material with the Engineers, pre-cast versus pour in place. Lance Hoover stated they were looking at pre-cast as the only option. Upon further discussion the Board and Engineers decided to add an option in the bid documents for pre-cast and/or pour in place with the Authority giving the prior approval decision.

Manager Tammy Oberholzer reported to the Board of a water leak at 34 Loudon Road on November 17, 2012. Staff repaired the leak on Sunday November 18, 2012. The leak was not a huge leak, in fact it was not detected at the water plant, but the water from the leak followed an abandoned gas line into the carport/basement of the property at 34 Loudon Road. The Manager in her report also reported on Borough Council action on Personnel Committee recommendations in that Borough Council did not approve the Personnel Committee's recommendation of giving all employees a 1.5% cost of living raise and all employees with an evaluation score of 80 or better a 1.5 % merit raise. Council only gave the 1.5% merit raise to 80 or better score on employee's evaluations.

The Manager reported an estimate was received to repair the Water Plant roof for \$400.00.

Manager Tammy Oberholzer reported the 2013 Budget was advertised as required and there were no comments received. Action on 2013 Water Authority Budget is on the Agenda under New Business:

**MOTION: to authorize the repair of the Water Plant roof for \$400.00 was made by Larry Nair and seconded by Gregg Davis, all ayes, motion carried.**

Board Member Gregg Davis suggested the Authority consider granting employees a cost of living pay increase for all payroll that Water Authority would be responsible for. The Board was a bit concerned that the Personnel Committees recommendations were not approved. After a brief discussion the following motion was made:

**MOTION: to grant all employees who Council did not give a merit increase a 3% cost of living pay increase and all employees that Council did give a merit increase a 1.5% merit increase was made by Gregg Davis and seconded by Mary-Anne Gordon, all ayes, motion carried.**

There was no old business.

New Business:

**MOTION: To adopt the 2013 Water Authority Budget was made by Larry Nair and seconded by Gregg Davis, all ayes, motion carried.**

Board Member Gregg Davis brought up for discussion giving employees Christmas/End of Year Bonuses.

**MOTION: To go into Executive Session to discuss personnel matters at 8:25 pm was made by Gregg Davis and seconded by Edward Meyers, all ayes, motion carried.**

Regular Session resumed at 8:57pm.

**MOTION: to give Manager, Assistant Manager, Utility Billing Clerk, Water Plant Manager and Public Works employees a \$250.00 net Christmas Bonus was made by Gregg Davis and seconded by Larry Nair, all ayes, motion carried.**

Board Member Mary-Ann Gordon expressed how pleased she was the work the Public Works staff did to get ready for the Christmas Tree Lighting and especially getting the tree itself.

**MOTION: to adjourn 9:02 at p.m. was made by Larry Nair, seconded by Edward Meyers, all ayes, motion carried.**

These meeting minutes were transcribed by Tammy M. Oberholzer using her meeting notes.

Respectfully submitted by *Tammy M. Oberholzer*, Manager.

Date Approved: \_\_\_\_\_ Motion Made By: \_\_\_\_\_ Second by: \_\_\_\_\_