

Mercersburg Water Authority
Borough Hall, Mercersburg, PA
February 12, 2013
MINUTES

Attending: Chairman Ed Twine, Secretary/Treasurer Larry Nair, Gregg Davis, Edward Meyers, Mary-Anne Gordon, Borough Manager Tammy Oberholzer, Assistant Borough Manager Dawn Scheller, and Engineer Brad Stake

Absent: Solicitor Sam Wiser

Press/Guests: None

Chairman Twine called the meeting to order at 7:00 p.m.

Chairman Twine asked for Public Comment.

Gregg Davis spoke to the Authority Members about his time that he has spent with the Personnel Committee as the Authorities Representative. Gregg Davis stated that he would like to resign his position as the Water Authority Representative and suggested that Mary-Anne Gordon replace him as their Personnel Committee Representative.

MOTION: to accept Gregg Davis's resignation as the Water Authority's Personnel Committee Representative was made by Edward Meyers, second by Larry Nair, all ayes, motion carried.

MOTION: to appoint Mary-Anne Gordon to the Personnel Committee as the Water Authorities Representative was made by Edward Meyers, second by Larry Nair, all ayes, motion carried.

Chairman Twine asked the Authority to review the Treasurer's Report for the month ending January 31, 2013.

MOTION: to approve the Treasurer's Report for the month ending January 31, 2013 was made by Larry Nair, second by Gregg Davis, all ayes, motion carried.

MOTION: to approve the Bills Payable/Invoice List for the month of January 2013 was made by Gregg Davis, second by Mary-Anne Gordon, all ayes, motion carried.

MOTION: to approve the January 15, 2013 Meeting Minutes was made by Edward Meyers, second by Larry Nair, all ayes, motion carried.

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

Tammy Oberholzer reviewed that the Solicitor will have the Refinancing Proposals at the next Water Authority Meeting for review.

Chairman Twine asked for the Engineer's Report.

Brad Stake reviewed information regarding the MudWell Project. He stated that the SPECS are done and are ready to go out for bid. It was reviewed that the completed SPECS did not include the Generator and that would be put out for bid separately. The Authority agreed that they should keep the two items separate and bid them separate. The Authority discussed the size of the Generator and the benefits of the larger sized Generator. The Authority Members agreed that the 100 KW Generator was the proper sized generator.

MOTION: to authorize the Engineer to put the Mudwell Project out for bid, not including the Generator, and the MudWell Project Bids to be opened at the March 12, 2013 Public Water Authority Meeting was made by Larry Nair, second by Edward Meyers, all ayes, motion carried.

Chairman Twine asked for the Manager's Report.

Tammy Oberholzer reviewed that the Office is in need of purchasing more billing cards and have had discussions about going to an unformatted pink version that cost the same as the current cards. It was reviewed that other colors are available (example blue) but those cost more. The Office believes that the unformatted pink version will save time and stand out to the customers as some customers' state the white postcards get lost easily. The Authority Members approved the purchase of the pink unformatted billing cards.

Tammy Oberholzer reviewed the recent Water Leaks which occurred one on Loudon Road and the second on Johnston's Lane. She also reviewed that as soon as she receives the timeline information on the MudWell Project she will request an extension for the H2O Grant Funds. Sam Wiser has been in contact with DCED and does not foresee any issues with the extension request.

Tammy Oberholzer reviewed that Paul is in need of a new computer. Tammy has reviewed this with the Sewer Authority and they have approved \$600 towards the purchase. Tammy asked the Water Authority for a motion to approve the purchase of a computer and the amount the Authority wishes to contribute.

MOTION: to approve the purchase of a Computer System Package for the Plant Operator to use not to exceed \$600 was made by Gregg Davis, second by Mary-Anne Gordon, all ayes, motion carried.

Tammy Oberholzer reviewed that Paul needed to place an order for the Actuator Solenoids needed for the Plant. The cost of the items needed is approximately \$4,672 and have been budgeted for the 2013 year.

MOTION: to approve the purchase of the Actuator Solenoids for the best price possible was made by Gregg Davis, second, by Larry Nair, all ayes, motion carried.

Chairman Twine asked for the Secretary's Report.

Dawn Scheller reviewed that she included the Annual State Ethics form to be completed by all Authority Members and returned to the office before April 15, 2013. Dawn also provided the Authority Members with Resolution 2013-1-W: Mercersburg Water Authority Rates and Fee Schedule for approval.

MOTION: to approve Resolution 2013-1-W Mercersburg Water Authority Rates and Fee Schedule was made by Larry Nair, second by Mary-Anne Gordon, all ayes, motion carried.

Chairman Twine asked if there were any Old or New Business items. No additional items were presented.

MOTION: to adjourn at 7:52 p.m. was made by Edward Meyers, second by Gregg Davis, all ayes, motion carried.

These meeting minutes were transcribed by Dawn L. Scheller, Assistant Borough Manager, using her meeting notes. Respectfully submitted for approval by Dawn L. Scheller.

Approval Date: _____ Motion Made By: _____ Second By: _____