

**Mercersburg Sewer Authority  
Borough Hall, Mercersburg, PA  
December 8, 2016  
MINUTES**

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

**Absent:** Vice-Chairman/Secretary/Treasurer Jim Malone, Catalin Bonciu, Solicitor, and Engineer

**Guest/Press:** None

Chairman Chayes called the meeting to order at 7:00 p.m. and asked for Public Comment. No Public Comments were made at this time.

**MOTION: to approve the Treasurer's Report for the month ending November 30, 2016, the Bills Payable/Invoice List, and updated Bills Payable/Invoice List for the month ending November 30, 2016 was made Jonathan Kittredge, second by John Rose, all ayes, motion carried.**

Meeting Minutes from November 10, 2016 was approved as presented.

**MOTION: to approve the transfer of \$25,000 from the Sewer Authority Operating Fund to the Sewer Authority Reserve Fund was made by Jonathan Kittredge, second by John Rose, all ayes, motion carried.**

There was nothing to report from the Solicitor or the Engineer.

Paul Sharrow provided a copy of the recent DEP Plant Inspection report that was completed on 11/29/16. With the copy of the inspection report, he included a plan to address the items listed in the report.

Dawn Scheller presented her report which included the money due to the Authority of \$39,385.05. She noted that the bills were due on December 10, 2016 and was confident that the Authority would meet the budgeted amount of Sewer Sales for the year. She asked that the Authority consider approving the not to exceed cost of \$200 for a Volunteer Appreciation Luncheon. It would be held on Thursday, January 5, 2016 at the M.M.P. & W. Community Center. She noted that the Trail ROW Agreements were included under New Business along with the Holiday Bonuses and the information from the Personnel Committee.

**MOTION: to approve the not to exceed amount of \$200 for the Volunteer Luncheon to be held on January 5, 2017 was made by John Rose, second by Jonathan Kittredge, all ayes, motion carried.**

Derek Stoy presented his report which included an update on the Main Street Project. This included a Resolution that PENN DOT requires for the project. Derek Stoy estimated the amount of supplies and labor cost for the sewer manhole covers to be raised and replaced due to the streets project. He noted that the Authority would pay the initial invoice, but reimbursed for 75% of the costs above \$10,000; should those items fall below \$10,000 Penn DOT would cover the entire cost. Derek Stoy also presented an estimate for fencing/gate work at the old Sewer Plant. He recommended that this be approved by the Authority Members as R. Perry Fence Company was a good local company and he believes it to be a reasonable price of \$1,925.00.

**MOTION: to authorize the Chairman to sign the ROW Agreements for the Trail once the updated drawings are received with the setback descriptions was made by John Rose, Dan Chayes turned the gavel over to Jonathan Kittredge, Dan Chayes seconded the motion, Jonathan Kittredge opposed, remaining ayes, motion carried.**

Jonathan Kittredge gave Dan Chayes the gavel.

**MOTION: to rescind the motion made on November 10, 2016 and pay all salaried employees overtime in accordance with the Fair Labor Standards Act., failed due to lack of a second.**

**MOTION: to approve the Borough Manager and Assistant Borough Manager to receive an additional 2% increase above the 1.5% COLA and the 1.5% Merit Increase obtained with a score above 85% was made by Jonathan Kittredge, second by John Rose, all ayes, motion carried.**

**MOTION: to approve the Assistant Borough Manager's salary to increase to \$47,476.00 starting January 1, 2017 ( an additional increase of \$3,675.25) and ask the Water Authority to share 50% of the additional increase was made by John Rose, Dan Chayes gave the gavel to Jonathan Kittredge, Dan Chayes seconded the motion, John Rose stated that he felt they needed to follow thru on the promise made to Derek Stoy as he is a valued employee to increase his salary to the threshold amount, a vote was taken, Jonathan Kittredge opposed the vote, remaining ayes, motion carried.**

Jonathan Kittredge returned the gavel to Chairman Chayes.

**MOTION: to approve the RESOLUTION between Penn DOT and the Sewer Authority for the estimated replacement of sewer manhole covers for the 2017 Main Street Resurfacing Project was made by Jonathan Kittredge, second by John Rose, the Authority Members realize that that amounts estimated are only estimates and they would know more once the project was placed out for bid, all ayes, motion carried.**

**MOTION: to approve the R. Perry Fence Company estimate of \$1,925 for fence/gate work to be completed at the old sewer plant was made by Jonathan Kittredge, second by John Rose, all ayes, motion carried.**

**MOTION: to approve the 2017 Sewer Authority Operating Budget with a 0% sewer rate increase was made by Jonathan Kittredge, second by John Rose, all ayes, motion carried.**

**MOTION: to approve the 2017 Sewer Authority Meeting Scheduled to be advertised as the second Thursday in 2017 was made by Jonathan Kittredge, second by John Rose, all ayes, motion carried.**

**MOTION: to approve the Non-Uniformed Employee Holiday Bonuses of all Full-time Non-Uniformed Employees to receive \$250.00 and the Part-time Non-Uniformed Employee to receive \$125.00 was made by John Rose, second by Jonathan Kittredge, Jonathan Kittredge noted that he was in favor of the Christmas Bonuses as the Authority was not increasing rates unlike Council which approved to increase taxes, all ayes, motion carried.**

**MOTION: to adjourn at 7:52 p.m. was made by Jonathan Kittredge, second by John Rose, all ayes, motion carried.**

*These meeting minutes have been transcribed and respectfully submitted for approval by Borough Manager, Dawn Scheller, with the use of her meeting notes.*

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