

**Mercersburg Sewer Authority**  
**Borough Hall, Mercersburg PA**  
**December 12, 2013**  
**MINUTES**

**Attending:** Chairman William Gaunt, Vice-Chairman Dan Chayes, Doug Hoffman, Jim Malone, Borough Manager Tammy Oberholzer, and Assistant Borough Manager Dawn Scheller

**Absent:** Member Catalin Bonciu

**Press:** None

**Guests:** Jon Kittredge: Mercersburg, PA and Alex Scheller: Chambersburg, PA

Meeting was called to order at 7:00 pm.

Chairman William Gaunt asked for Public Comment, no Public Comments were made.

Chairman Gaunt asked for a motion to approve the Treasurer's Report and Bills Payable for November 2013.

**MOTION: to approve the Treasurer's Report for the month ending November 30, 2013 and Bills Payable/Invoice List as presented was made by Doug Hoffman, second by Dan Chayes, all ayes, motion carried.**

Minutes were accepted as presented.

Chairman Gaunt asked if there was any information from the Solicitor. No information was presented.

Chairman Gaunt asked if there was any information from the Engineer.

Tammy Oberholzer reviewed that the Engineer had forwarded information regarding the Buchanan Drive Sewer Project. Tammy reviewed that one property owner needed to connect their lateral to the system. Tammy reviewed that Lance suggested that a letter be sent to the property owner with a deadline of 90 days to complete the connection. Sewer Authority Members agreed with the Engineers recommendation and directed Tammy Oberholzer to send a letter with a 90 day deadline. Tammy Oberholzer reviewed that the remainder of the project is complete and the clean out was successfully installed. Tammy Oberholzer reviewed the cost of A&S Construction for their time on the project and the materials needed. Tammy reviewed that this project took 3 days to complete.

Chairman Gaunt asked for the Manager's Report.

Tammy Oberholer reviewed that only one resident requested a copy of the 2014 Budget. Tammy reviewed information regarding last year-end bonus information and provided information on the money due to the Authority associated with the Sewer Bills.

Chairman Gaunt asked for the Secretary's Report.

Dawn Scheller had nothing to report.

Chairman Gaunt asked if there was any Old Business, no Old Business was presented.

Chairman Gaunt asked to move on to the New Business.

**MOTION: to approve the 2014 Budget as presented was made by Jim Malone, second by Doug Hoffman, all ayes, motion carried.**

**MOTION: to authorize the payment of annual Christmas/year-end bonuses to be issued as follows; all Part-time Police Officers to receive \$50.00 net; all Full-time Police Officers and Police Chief to receive \$150.00 net; all Full-time Public Works Employees, Plant Manager, and Billing Clerk to receive \$200.00 net; Assistant Borough Manager to receive \$250.00 net and Borough Manager to receive \$300.00 net was made by Doug Hoffman, second by Dan Chayes, all ayes, motion carried.**

Tammy Oberholzer thanked the Sewer Authority Members on behalf of the Employees.

**MOTION: to adjourn the meeting at 7:17 pm was made by Doug Hoffman, second by Jim Malone, all ayes, motion carried.**

These meeting minutes were transcribed and respectfully submitted for approval by Dawn L. Scheller, Assistant Borough Manager.

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