

**Mercersburg Sewer Authority
Borough Hall, Mercersburg, PA
November 12, 2015
MINUTES**

Attending: Chairman Dan Chayes, Vice-Chairman/Secretary/Treasurer Jim Malone, Catalin Bonciu, Jonathan Kittredge (Jon) and Borough Manager Dawn Scheller

Absent: Member John Rose, Assistant Manager Derek Stoy, Solicitor and Engineer

Guests/Press: NONE

Chairman Dan Chayes called the meeting to order at 7:00 pm with no public comments made.

MOTION: to approve the Treasurer's Report and Bills Payable/Invoice List for the Month Ending October 31, 2015 was made by Jonathan Kittredge, second by Jim Malone, all ayes, motion carried.

Meeting Minutes from October 13, 2015 Joint Water and Sewer Authority Meeting were accepted as presented.

There were no reports from the Solicitor, Engineer, or Plant Manager to review/discuss.

Dawn Scheller presented the Manager's Report that included the monthly billing information and the amount due to the Sewer Authority. She provided the Authority with a proposed 2016 budget for discussion and action to advertise. Dawn Scheller relayed the information that Derek Stoy has received confirmation from PA Department of Labor and Industry that the Borough's Workplace Safety Committee was approved and the Borough will receive a discount of 5% on the Workman's Comp rate and that the new truck was delivered and is in use. Dawn Scheller provided information regarding two larger meters that she has recommended to be replaced. One is for the Academy, she noted that there is a small leak occurring in the pit along the bypass line, and no one is sure how old the meter is. The second meter is at the daycare, which has received lower readings the past two quarters. She suggested that as part of next years budgeted meter replacement funds that these two meters be purchased and then lesson the amount of residential meters ordered. Dawn Scheller also provided copies of the meeting notes from the Personnel Committee Meeting Monday, November 9, 2015 for their records.

MOTION: to authorize the purchase of the items on Quote numbers: 2056740 and 2057092 and the remaining meter replacement funds to place an order for meters with the remaining budgeted funds was made by Jim Malone, second by Catalin Bonciu, all ayes, motion carried.

MOTION: to approve the adjustment for 57 North Fayette Street in the amount of \$678.71 was made by Jonathan Kittredge, second by Catalin Bonciu, all ayes, motion carried.

MOTION: to enter into executive session to discuss Personnel Matters with possible action to be taken at 7:23 pm was made by Jonathan Kittredge, second by Jim Malone, all ayes, motion carried.

Regular session resumed at 7:45 pm with no action to be taken.

Sewer Authority Members discussed the Personnel Committee's recommendation which included a 1.5% Non-Uniformed Merit Increase for employees who score an 85% or higher on their end of year evaluations. They also discussed the recommendation of a 1.5% COLA increase. They Authority Members discussed the proposed budget and the amount of funds in the reserve account.

MOTION: to authorize the proposed 2016 Budget with a zero percent sewer rate increase to be advertised with also approving the 1.5% COLA increase to Non-Uniformed Employees plus the 1.5% Merit increase to Non-Uniformed Employees who score higher than an 85% on the annual evaluation was made by Jonathan Kittredge, second by Jim Malone, Dan Chayes opposed, remaining ayes, motion carried.

MOTION: to approve the spending of \$200 for a holiday volunteer appreciation luncheon was made by Jim Malone, second by Catalin Bonciu, Jonathan Kittredge opposed, remaining ayes, motion carried.

MOTION: to adjourn at 8:00 pm was made by Jonathan Kittredge, second by Catalin Bonciu, all ayes, motion carried.

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

Date approved: _____