

**Mercersburg Sewer Authority
Borough Hall, Mercersburg, PA
December 10, 2015
MINUTES**

Attending: Chairman Dan Chayes, John Rose, Jonathan Kittredge

Absent: Catalin Bonciu and Vice-Chair/Secretary/Treasurer Jim Malone

Guests/Press: Zane Clovenger, 7705 Valley Camp Road. St. Thomas PA

Meeting was called to order at 7:00 pm by Chairman Chayes, no public comments were made at this time.

MOTION: to approve the Treasurer's Report and Bills Payable for the month of November 30, 2015 was made by Jonathan Kittredge, second by John Rose, all ayes, motion carried.

Meeting minutes from November 12, 2015 was accepted as presented.

Chairman Chayes asked if there was anything from the Solicitor or the Engineer. There were no reports from either.

Dawn Scheller presented the Manager's Report which included a billing update to the Authority. She reviewed three accounts that have owed amounts and requested that the Authority authorize her and the Solicitor to draft letters to the property owners in an effort to collect the amount due.

MOTION: to authorize Dawn Scheller to send a letter to the properties which owe past balances on accounts and work with the Solicitor to begin the collection process was made by John Rose, second by Jonathan Kittredge, all ayes, motion carried.

Dawn Scheller provided a copy of the proposed budget and an updated meeting scheduled for December.

Derek Stoy had nothing to report at this time.

MOTION: to approve the 2016 Sewer Authority Budget as presented with a 0% rate increase was made by Jonathan Kittredge, second by John Rose, all ayes, motion carried.

MOTION: to authorize the payment of Holiday Bonuses to all Non-Uniformed Employees as follows; Non-Uniformed Full-Time Employees to receive \$250.00 each, and the Non-Uniformed Part-Time Employee to receive \$125.00 was made by John Rose, second by Dan Chayes, Jonathan Kittredge Opposed, remaining ayes, motion carried.

No other items were brought before the Authority.

MOTION: to adjourn at 7:30 pm was made by John Rose, second by Jonathan Kittredge, all ayes, motion carried.

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

Date Approved: _____