



## MEETING MINUTES

February 26, 2019

7:30 PM

**Approved**

(with revision in *italics*)

In Attendance: D. Carlson, Chairman, H. Harper, Member, L. Schack (joined via telephone), Member, G. Matthew Brown, P.E., DEE, Authority Administrator

### Call to Order

D. Carlson called the meeting to order at 7:45 PM for the purpose of hearing public comment. A quorum was later available at 8:10 PM for conducting business.

### Public Comment

Bridget and Alex Rose discussed their delinquent account issue and the late fees charged. They were looking for relief of the late fees. They stated they were unaware of the sewer bills as they had filed for bankruptcy several years prior and believed their mortgage company was handling their bills. They said they had borrowed money to pay the delinquent sewer bills but were seeking relief to lower the amount of the additional money they would have to pay. M. Brown questioned if they ever received the quarterly bills and the letters from the Solicitor noting the delinquency. They stated they had not. M. Brown said he would review the situation with the Township billing personnel and report back to the Authority at the next meeting.

Beth Wilson Parentice requested relief of late fees as she was also in a financial dilemma with a son in college and a recent divorce. M. Brown stated that she had set up a payment plan and had made three payments but then stopped. He also noted that because she had contacted the Township and set up a payment plan, no late fees were assessed for the calendar year 2018. M. Brown said he would also review her situation with the Township billing personnel to see if the payment period could be extended so as to lower her monthly obligation to pay the delinquent bills. M. Brown noted he would report back to the Authority on both accounts.

### Approval of Minutes

Draft minutes of the January 15, 2019 meeting were presented. H. Harper made a motion to approve the minutes as submitted; L. Schack seconded. It was so moved.

### Approval of Payments

Following questions and a brief discussion, a motion was made by L. Schack to approve the payments for February 2019. H. Harper seconded. It was so moved. Following a brief discussion, H. Harper made a motion to accept in good faith the Balance Sheet and Revenue and Expenses Reports as prepared by the Township Treasurer. L. Schack seconded the motion. It was so moved.

Authority Administration Reports

M. Brown noted that all treatment facilities were operating well and within their permit requirements. He noted the four reports and asked if there were any questions related to them. Several questions and a brief discussion followed.

M. Brown introduced Brian Owens, the Township Public Works employee exclusively dedicated to Authority work. He noted the excellence and diligence of Brian's work and also noted the Authority had requested Brian's attendance at the meeting to speak with him directly about his performance. After several congratulatory remarks were made by D. Carlson and H. Harper, H. Harper moved to recognize through resolution the excellent performance of Brian Owens. L. Schack seconded. It was so moved.

M. Brown noted that bids had been received for the repair of the effluent storage tanks and requested the Authority issue an Intent to Award letter to the lowest qualified bidder, Quinn Construction, Inc. for a total bid price of \$169,380.50. H. Harper moved to issue the letter, seconded by L. Schack. It was so moved.

M. Brown provided an update on the passage of the Septage Management Ordinance by the Township Board of Supervisors.

*Brian Owens noted the fence at Greenridge WWTF is in disrepair. The Authority asked him to obtain 3 quotes to repair the fence and present the information at the Authority's March meeting.*

L. Schack made a motion to approve the reports of the Authority Administrator. H. Harper seconded. It was so moved.

Open Session

No further public comments were offered.

**Next Meeting Date: March 26, 2019 - 7:30 PM**

D. Carlson noted the date and time of the next meeting of the Authority.

Adjournment

There being no further business to be brought before the Authority, H. Harper moved, seconded by L. Schack to adjourn the meeting at 8:55 PM.

Respectfully submitted,

G. Matthew Brown, P.E., DEE  
Authority Administrator