

# **January 29, 2013 - Antrim Township Board of Supervisors**

Minutes of the Antrim Township Supervisors

Work Session Meeting

January 29, 2013 7:00 PM

The Antrim Township Board of Supervisors held a public work session Tuesday, January 29, 2013 at the Antrim Township Municipal Building, 10655 Antrim Church Road, with the following present: Chairman Fred Young, Vice Chairman Pat Heraty, Rick Baer, John Alleman, James Byers, Brad Graham (Administrator), Carl Rundquist (Public Works Director), John Lisko (Solicitor) and Jennifer Becknell (Secretary).

Young called the Work Session to order at 7:03 p.m.

Young opened the floor to Public Comment and there were none.

The work session began with discussion about advertising for the new position opening up at the Township, Road Master / Parks Director. It was decided to advertise in both the Herald-Mail and The Record Herald. The newspaper ads will run twice a week, on Wednesday and Saturday, until February 25. The staff was instructed to post the advertisement on our website as well.

The focus of this work session was the collection of delinquent sewer accounts. A report was given out to the Board of Supervisors showing our aged utility accounts. The Supervisors reviewed the report and began asking questions to gain a better understanding of what the current SOP (Standard Operating Procedure) is for collections.

It was decided, for our current situation at hand, that our billing clerk begin immediately preparing to file Civil Complaint's with our District Judge on all accounts that are currently delinquent at \$1,000 and greater. A letter stating our intensions will be sent out to the customers, giving them until February 28, 2013 to bring their account current or to contact our office if they have a hardship that prevents them from paying. If the customer does not pay by February 28, the Civil Complaint will be filed.

It was further decided to make it common practice for collection procedures to place a Municipal Lien on all delinquent accounts once they reach two (2) quarters of non-payment. On severe delinquent accounts (owing \$500 and greater), a Civil Complaint will be filed with the District Judge.

A Heraty / Alleman motion passed 5-0 to adjourn the work session at 8:34, and enter an Executive Session.

A Baer / Heraty motion passed 5-0 to adjourn the Executive Session at 8:55, back into Regular Session.

Young announced that a Real Estate matter was the topic of discussion during Executive Session and no decision to be announced.

A Baer / Heraty motion passed 5-0 to adjourn the Regular Session at 8:56.

Respectfully submitted,

Jennifer Becknell, Secretary