

**FRANKLIN TOWNSHIP MUNICIPAL AUTHORITY  
BOARD OF DIRECTORS MEETING  
December 3, 2019**

Board members present: Wallace Kane, Debra Hahn, Caitlyn Brown & William Hewitt

The meeting held at the Franklin Township Municipal Building was called to order by Chairman Kane at 7:00 p.m.

**Approval of Monthly Reports:**

**Motion** by Brown, seconded by Hewitt to approve the November 2019 Minutes. Motion carried unanimously.

**Motion** by Brown, seconded by Hewitt to approve the General Account Report for November, 2019. Motion carried unanimously.

**Motion** by Hewitt, seconded by Brown to approve Bill List #12, 2019. Motion carried unanimously.

Hahn advised that shut off notices had been mailed and posted on the nine customer's doors on 12/2, due to non-payment of third quarterly invoices. Payments to be made within 10 days of posting or water services to be terminated.

Kane recommended that a stricter enforcement policy be proposed for delinquent customers. Board members reviewed shorter time limit for invoices to be paid and adding a larger late penalty fee. Kane noted he had spoken with Attorney McQuaide concerning the matter to be sure the Authority was in line legally with the changes. Secretary Hahn was directed to put together a draft proposal to be reviewed at the January 2020 meeting.

Kane noticed that plans to review installation of water pits throughout the water service area would take place after the holidays.

There being no further business to discuss, the meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Debra Hahn  
Secretary/Treasurer