

**FRANKLIN TOWNSHIP MUNICIPAL AUTHORITY**  
**BOARD OF DIRECTORS**  
**February 3, 2015**

Board members present: Debra Hahn, Wally Kane, William Hewitt.

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

**Approval of Reports:**

**Motion** by Hewitt, seconded by Hahn, to approve the January 2015 Minutes. Motion carried unanimously.

**Motion** by Hahn, seconded by Hewitt to approve Bill List #1 for 2015. Motion carried unanimously.

**Motion** by Hewitt, seconded by Hahn, to approve General Account Report for January 2015. Motion carried unanimously.

Chairman Kane advised that Solicitor McQuaide filed a Municipal Lien against the Young property for unpaid water invoices. Hahn advised that the current water invoices were being sent directly to the renters, currently renting the home.

Board members tabled the approval of the 2015 Budget, until March's Board meeting, in hopes of more Board members being present at the meeting.

Discussion was held on raising the current fees for Disconnecting/Reconnecting water service. Kane felt that the current fee of \$25 for each, was not sufficient enough to cover costs when customers requested their service to be disconnected/reconnected. **MOTION** by Hewitt, seconded by Hahn, to increase the cost of Disconnecting/Reconnecting water service to \$50 each. Motion carried unanimously. It was also recommended that Hahn prepare a form that customers need to complete to request this service, along with payment in advance, before service is disconnected/reconnected.

Members reviewed pro-rated costs for customers needing a water invoice for times when they are not being invoiced for a full quarter of water usage. At present, Hahn advised that invoices are being prepared, pro-rated per day, based on the \$100 rate for usage up to 8,000 gallons of water. Kane stated the invoices needed to be based on actual gallons used during that time period. At the \$100 rate for usage up to 8,000 gallons of water, water should be invoiced at .125 cents per gallon. Hahn stated that going forward, pro-rated invoices would be based on the .125 cents per gallon.

Members also reviewed the current procedure for dealing with customers who are delinquent in paying their water invoices. At present, an aggressive approach was not used, until customers were more than 2 quarters behind in their payments. Board reviewed a document from Solicitor

McQuaide's office, which suggested a more aggressive approach on delinquent accounts.

**MOTION** by Hewitt, seconded by Kane, that late notices be mailed the day after invoices are to be paid as stated on current invoice. That letter will state that if amount due is not paid within 30 days of the current due date, proceedings will begin to disconnect water services. Shut off notice then to be sent immediately after that 30 day period, if account is not paid in full. Shut off notice to state that water will be disconnected 10 days, after that 30 day due date. Motion carried unanimously.

Davis also suggested that customers be notified that if they suspect any discrepancies in their water usage when they receive their invoices, that the Authority be notified within 10 days of receipt of their invoice. Kane noted that this would benefit both the Authority in case there was a water leak occurring on the customer's property, along with benefitting the customer in having to pay for high water usage, due to a leak. Hahn noted she would put a note on invoices stating this information.

There being no further business to discuss, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Debra Hahn  
Secretary