

MINUTES OF THE MEETING OF THE BOARD OF THE SANITARY SEWER  
AUTHORITY OF THE BOROUGH OF SHICKSHINNY

**July 21, 2009**

**June 16, 2009:**

Gilbert Gleco, Chairman of the board, called the monthly meeting for **June 16, 2009** to order. The following board members were present at roll call: Gilbert Gleco, Francene Tearpock-Martini, Joseph Summers. Also in attendance Mary Beach, Secretary. Absent Mr. Krasucki and Mr. Steeber. Mr. Gleco stated that the operator Mark Gensel had to go to retreat. Mr. Gleco acknowledge there was a guest (Jule Moore).

**Operator's Report:**

A written report was presented to the board.

It was reported there was a break at SCI Retreat and questioned who repaired the break and responded Pioneer Const.

**Motion** to accept the operators report by Ms. Tearpock-Martini 2<sup>nd</sup> by Mr. Summers. All in favor aye. Motion passed.

**Reading of the Minutes:**

Mr. Gleco stated it would be for the regular meeting of May 19<sup>th</sup> and the Special Meeting on June 3<sup>rd</sup>.

The board discussed the resignation of Atty. David Lipka.

Atty. David Lipka faxed his resignation effective immediately on June 4, 2009.

All board members were notified via telephone calls.

Ms. Tearpock-Martini stated there was a question that was asked at the last meeting by one of our attendees, Jule Moore, about the list of arrears and if it was for public information, she was asking for clarity. Mr. Gleco stated that is was public record and can be viewed in the building.

Mr. Summers asked if the changes that Mr. Gleco requested at the last meeting were taken care of? Mr. Gleco said yes they were on the 1<sup>st</sup> page.

Mr. Summers stated the other concern were bills going to Mark Gensel's home and that should be coming here, Was that changed? Ms. Beach stated the Kirby bills are now coming here. Ms. Tearpock-Martini asked if all the reports are comin to this facility now? Mr. Gleco stated that they do not go to Mark Gensel's home. Ms. Tearpock-Martini clarified that she was speaking of the actual lab reports and felt that the board should see them and the reports sent to DEP.

Ms. Tearpock-Martini asked if the postings had gotten done? Mr. Gleco said no because they were not signed. Mr. Summers asked if they could discuss the postings further in the meeting?.

**Motion** by Mr. Summers to accept the minutes 2<sup>nd</sup> Ms. Tearpock-Martini. Mr. Gleco stated a motion was made and 2<sup>nd</sup> all in favor stating aye. All said aye. Motion passed.

Mr. Gleco asked for a motion to approve the minutes for the special meeting  
The special meeting consisted of notes give to the secretary by Ms. Tearpock-Martini, due to fact that the tape in the recorder was blank.

**Motion** to accept the minutes for the special meeting but would like to refer back to this under new business when they have an opportunity to discuss them further by Ms. Tearpock-Martini 2<sup>nd</sup> by Mr. Summers. Mr. Gleco said motion made and 2<sup>nd</sup> all in favor stating aye. All voted aye. Motion passed.

### **Bills for Approval:**

Ms. Tearpock-Martini questioned if the bills for 3 J's Pizza were paid. It was stated they were. Mr. Summers asked what MSC bill was for in the amount of \$22.22? Upon reviewing the bill Mr. Summers stated they are for safety glasses. Mr. Summers asked to see the bill for Shickshinny True Value for \$87.77. Ms. Tearpock-Martini asked to see the bills for \$483.00 from Kirby Health.

**Motion** by Mr. Summers to pay the bills 2<sup>nd</sup> Ms. Tearpock-Martini. Mr. Gleco stated a motion was made, 2<sup>nd</sup> and asked for a roll call vote Joe Summers, Francene Tearpock-Martini, and Gilbert Gleco yes. Motion passed.

Ms. Beach asked that before they move on they were approximately \$3,000.00 short in the General account and asked what they would like to do?

After a discussion it was decided that \$10,000.00 needed to be transferred from the PLGIT Account into the General Fund.

**Motion** by Ms Tearpock-Martini to take \$10,000 out of PLGIT and 2<sup>nd</sup> by Mr. Summers. Roll call vote, Joe Summers, Ms Tearpock-Martini, Gilbert Gleco – yes. Motion passed.

Mr. Gleco stated that if there were no additions the agenda they move onto new business.

### **Old Business:**

Mr. Gleco stated that a letter of resignation was received from Atty. Lipka. Ms Tearpock-Martini stated that maybe they should just read it so they have it on record. Ms Tearpock-Martini read the letter from Atty. Lipka dated June 4, 2009 which stated:

To the members of the Shickshinny borough Sanitary Sewer Authority;  
I hereby tender my resignation as Solicitor to the Board effective immediately.

Mr. Gleco stated that advertisement for legal services had been done in two (2) newspapers, The Citizens Voice and the Press Enterprise.

Mr. Gleco stated that he received from Mike Steeber a letter from the solicitor of the Borough of Shickshinny, Jeffrey J. Malak.

Ms. Beach stated that she needs a motion and vote from the board for the advertising that had been done for solicitor.

**Motion** by Ms Tearpock-Martini to advertise for an attorney 2<sup>nd</sup> by Mr. Summers. Mr. Gleco said a motion was made and 2<sup>nd</sup> all in favor by stating aye. All stated aye. Motion passed.

There was a discussion held regarding hiring a solicitor and the board felt they should try and get more response. They decided that it would be best to place another advertisement.

**Motion** by Ms Tearpock-Martini to advertise on the 29<sup>th</sup> of June if no more resumes were received for solicitor 2<sup>nd</sup> by Joe Summers. Mr. Gleco said a motion was made and 2<sup>nd</sup> all in favor by stating aye. All stated aye.

Ms. Beach asked what papers they wanted to advertise with. Mr. Gleco said to go with the same ones the Citizen's Voice and the Press Enterprise.

Mr. Gleco stated upon speaking with Jeremy Nelson, Reilly Assoc, regarding the matter at Family Dollar Store. A bill was received from Heller wanting the Shickshinny Sanitary Sewer Authority to pay for all cost involved. Reilly Assoc. is the engineer for both the contractor and the Authority and it was decided to let him continue to handle things at this time.

Mr. Gleco stated discussion was open regarding the opening of the new PNC accounts. Ms. Beach stated that she received the new checks and everything was in place. The next step is to put money into the accounts to activate them and asked if the transfer of \$10,000.00 from the PLGIT was going into the PNC Account? Ms. Beach reminded them that the new billing had just gone out and it states that payments can be made at PNC Bank.

**Motion** by Ms Tearpock-Martini to take the money out of Wachovia and make a clean transfer over to PNC and 2<sup>nd</sup> by Mr. Summers. Mr. Gleco stated motion made, roll call vote, Joe Summers, Francene Tearpock-Martini, Gilbert Gleco - Yes. Motion passed.

Ms Tearpock-Martini stated that she brought up at the special meeting concerns regarding the time clock. The key holder of the time clock is Mark, an employee, who is punching the time clock. Ms. Tearpock-Martini believed that it would be better policy for the secretary treasurer to hold the key to the time clock. Ms. Tearpock-Martini stated that no allegations were being made and as a board they were responsible for every expense leaving the Authority. An issue had come up where the time clock had been altered for reasons stated as; the clock was unplugged to run the vacuum cleaner. Mr. Gleco stated that Mike Katrainak unplugged it to vacuum. Mr. Summers suggested to get the electrician to hard wire the time clock and Ms Tearpock-Martini was in agreement.

**Motion** by Mr. Summers to have the time clock hard wired and the key turned over to Mr. Gleco. Ms Tearpock-Martini amended the motion that as secretary treasurer Mr. Summers should have the key. Motion 2<sup>nd</sup> by Ms Tearpock-Martini that the time clock be hard wired and Joe Summers have the key. Roll call.

Mr. Gleco asked for a motion for adjournment and Jule Moore asked to speak.

Jule Moore asked if anything goes to anyone's home, there had been a discussion but it was still unclear. Mr. Gleco said it had been resolved that the Kirby bills now come here and the only reason they went to Mark's home was from years ago he wasn't getting his mail. Ms Tearpock-Martini asked if the lab reports and the bills are coming here now and no longer Conyngham

Avenue, because that is not their address. Ms. Moore stated the question is, does anything get mailed to their homes including the board members? Mr. Gleco that he receives copies of the employee's pensions to his home. Ms Tearpock-Martini stated it was discussed and resolved that all mail would be coming to this building not anyone's home. Mr. Gleco stated that he would still continue to receive the mail at his home.

Ms. Beach asked Mr. Gleco if he was getting her personal pension statement to his home and Mr. Gleco stated yes. Ms. Beach asked Mr. Gleco to clarify what would happen to her personal statement if something should happen to him? Mr. Gleco stated it would come here. Ms. Beach stated that the statement he receives has personal information that only she should receive which would include her contributions and last four (4) digits of her social security number.

A further discussion was held regarding who had the right to the pension information and that it was available in the office for any board member to view.

Ms. Beach stated that Mr. Gleco was getting her mail at his home not mail intended for the Authority. Mr. Gleco stated that he would tell AFG not to send him her statement anymore and would return the ones that he has in his possession. Ms. Beach thanked him and asked for a written confirmation.

Ms. Moore stated she had another question before they closed the meeting.

Then there was some discussion over where the public sits at a Sewer Meeting.

Ms. Moore stated she just wanted to board to be aware of a property in Shickshinny that appeared to be vacant.

Mr. Gleco asked Ms. Beach if she had a listing of all the homes that were going with the flood project? Ms. Beach stated that she did not.

Ms Tearpock-Martini stated that they had to take measures to collect on the past dues, before they adjourned the meeting. Mr. Summers asked why the postings were never signed and posted? Mr. Summers questioned who was responsible for signing them? Ms. Beach stated the person who will post the house is the one who signs the affidavit. Mr. Summers asked who was going to post the homes? Ms Tearpock-Martini stated it was to be done by the plant operator and worker, which had been discussed by the board the previous year. Mr. Gleco stated that Mr. Gensel would not sign his name because he could not verify the accuracy of the amount owed. Ms. Beach explained that it is an affidavit of service which verifies the posting of the address. You are signing the paper to say that house was posted by you. Mr. Gleco stated that he felt it should be signed by the secretary at the top of the paper. Ms. Beach explained that the top line should have the persons name printed and then a signature at the bottom, it is to be done by the same person. Mr. Gleco said he's (Mark) is suppose to sign his name underneath the person giving him them papers, that's the way its always been. Ms. Beach explained the year before in 2007 when she posted the homes she printed her name and I signed the bottom. Mr. Summers stated to resolve the matter he was volunteering, as a board member of the Sewer Authority, would sign and post the homes. Mr. Summers stated that they have discussed this month after month and nothing was getting done. Mr. Summers stated he was looking for a volunteer to go with him. Ms Tearpock-Martini stated that she would go with him and snap the picture. Mr. Gleco said no the plant operator, Mark, would go with him.

**Motion** by Mr. Summers that himself and Mark go out and he would sign the affidavit of service and post them, that would give them 10 days to react to the posting and if not the water would be shut off 2<sup>nd</sup> by Ms Tearpock-Martini. Mr. Gleco said motion made and 2<sup>nd</sup> all in favor by stating aye, all stated aye. Motion passed..

Ms Tearpock-Martini asked what was being done with the Knelly property? Mr. Summers said the only thing you can do with Knelly is put a lien. Mr. Summers stated that he believed that the only way to collect is through a magistrate. A discussion took place regarding the steps which need to take place.

**Motion** by Ms Tearpock-Martini to have Mr. Summers go to the magistrate's office and file the necessary paperwork to start collecting on the money due our Sewer Authority, 2<sup>nd</sup> by Mr. Gleco. Mr. Gleco said a motion was made and 2<sup>nd</sup> all in favor by stating aye. All stated aye. Motion passed.

**Motion to Adjourn** by Ms Tearpock-Martini 2<sup>nd</sup> by Mr. Summers. Mr. Gleco said a motion was made and 2<sup>nd</sup> all in favor by stating aye. All stated aye. Motion passed.

### **NEW BUSINESS FOR JULY 21, 2009:**

Hearing date scheduled for July 28, 2009 at 11:30 AM at District Court 11-3-01 for the collection of sewer fees from the Knelly properties.

A Pennsylvania Unemployment Compensation Power of Attorney needs to be signed by a board member.

A list of the homes that received notices for water shut off is available. The outcome is as follows:

- Notices sent were 19 out of that
- 3 paid in full.
- 9 made payment arrangements
- 3 are Vacant
- 3 already had their water off
- 1 stated there is a sewer smell in the home and they cannot occupy

Notices sent out for August 12, 2009 shut off are 5.

A letter was received from the Law Office of Joseph Van Jura regarding the search for solicitor.

**Motion to Adjourn:**

**Next Scheduled Meeting: August 18, 2009**