

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

September 15, 2009

August 18, 2009:

Gilbert Gleco, Chairman of the board, called the monthly meeting for **August 18, 2009** to order. The following board members were present at roll call: Gilbert Gleco, Francene Tearpock-Martini, Michael Steeber. Also in attendance Mark Gensel, Plant Operator and Mary Beach, Secretary. Mr. Gleco acknowledge there were three (3) people from the public present.

Operator's Report:

A written report was presented to the board by Mark Gensel.

Mr. Gensel presented his report for July 09 first.

Mr. Gleco said we need a motion to accept the operator's report for July.

Ms. Tearpock-Martini asked who had done the repairs at SCI & Mr. Gensel stated that North End Electric did the actual repairs to the pumps. Ms. Tearpock-Martini asked that Mr. Gensel be a little more specific in future reports.

Motion to accept the operators report for July by Ms. Tearpock-Martini 2nd by Mr. Steeber. All in favor aye. Motion passed.

Reading of the Minutes:

Mr. Gleco stated we will go into the reading of the minutes of the previous meeting.

Motion by Mr. Steeber to accept the minutes 2nd by Ms. Tearpock-Martini.

Mr. Gleco stated: that the hard wiring of the time clock had been done and the key was in the lock box.

Mr. Gleco stated: Regarding the pension information, Ms. Beach asked that he not have her personal information in his home, Mr. Gleco stated that it was Sewer Authority mail and as the chief executive officer and chairman of this board he was entitled to receive that information, and would continue to do so.

Ms. Tearpock-Martini disagreed that it should be sent to P.O. Box 62.

Mr. Gleco stated that the reason he has to have it sent to his home was because it was being stolen by the secretary, Mary Beach.

Mr. Gleco stated that the reason Mr. Gensel would not sign his name, for the water shut offs, was because he could not verify the amount of money owed. Mr. Gleco stated that years ago that information used to be put on the postings but apparently has changed and it should be the secretary verifying that not Mark Gensel. Mr. Gleco stated that the procedure has since changed. Ms. Beach stated that the posting have noting to do with the affidavit. The affidavit simply states that you posted a copy of the papers to the home. The paper that actually gets posted on the home shows, the name, the account and the amount owed. Mr. Gensel said there used to be 2 papers one to verify that that's correct and me verifying I posted. Mr. Gensel stated he would like double verification in case he was questioned by the person to whom he was doing the posting. Ms. Beach stated that she used the procedure given to her by Atty. Lipka. Mr. Gleco

stated that the board never approved the procedure given to them by Atty. Lipka and it should not have been used. Tearpock-Martini asked, Is it not correct that we asked David Lipka to provide us with a procedure and that was the procedure that was followed. Mr. Steeber agreed that they did but as a board they never actually voted to use that procedure.

Ms. Tearpock-Martini questioned that in the minutes it stated that Ms. Beach was to received written confirmation that Mr. Gleco would not be getting her pension statements to his home, and asked if that has happened. Mr. Gleco stated no and it would not because he would continue to receive the statements. Ms. Beach presented a copy of the "Participants Statement" that Mr. Gleco is receiving at his home to the board. Mr. Steeber stated that as far as he was concerned that is private information. Mr. Gleco asked Ms. Beach if she has ever ran into a problem where he was using her social security number to steal something? Ms. Beach stated that's not the point, the point is that is private information in his home and no one knows who has access to that information. Ms. Tearpock-Martini stated that should cease immediately. Mr. Gleco stated it would not cease immediately, because he is the executive treasurer here. Ms. Beach stated that she wanted it on record that she was disagreement and that is private information. Ms. Beach asked the board members individually, Do you feel that this information should go to any other then myself? Ms. Tearpock-Martini stated she believed it was a violation. Mr. Steeber stated they would have to get a legal opinion, and felt that was private information.

Motion by Mr. Steeber to accept the minutes as read 2nd Ms. Tearpock-Martini. Mr. Gleco stated a motion was made and 2nd all in favor by stating aye. All stated Aye. Motion Passed.

Bills for Approval:

Mr. Steeber stated that he would be signing checks temporarily.

Mr. Steeber asked if the bill to repair the pump was done already and there was a spare in place. Mr. Gleco asked why there was a bill for Frank Crossin? Ms. Beach stated last months was for the Worker's Comp and this month was for bonding.

Mr. Gleco asked if the balance for the Pennvest I & II. loans were available? It was presented.

Mr. Steeber asked about the Pioneer bill for \$5,000.00.

Ms. Tearpock-Martini asked about the Kirby lab bill for \$628.00.

Ms. Tearpock-Martini asked regarding the lab reports. Are there copies in the office and could they have a copy to review them? Mr. Steeber stated, that it is mandated by the state and they are on file and are accessible to anybody.

Mr. Steeber asked what the Wyoming Valley Sanitary Sewer Authority bill on hold was for. It was stated it was for the break at 5Mtn. Mkt. and was suppose to be taken care of through Reilly Assoc.

Mr. Steeber asked if the Blue Cross payment for \$1673.00 was a monthly bill?

Motion to pay July bills by Mr. Steeber 2nd Ms. Tearpock-Martini. Mr. Gleco stated a motion was made, 2nd and asked for a roll call vote Francene Tearpock-Martini, Mike Steeber and Gilbert Gleco yes. Motion passed.

Mr. Gleco asked if there were any additions or approval to the agenda?

Mr. Gleco stated we are still in July. It was listed there was a hearing date for the district court and was not able to attend due to a doctors appointment. Ms. Tearpock-Martini asked, if he had let anyone know that? Mr. Gleco stated no because they called late at night and he really didn't

have anything to do with the district justice that was Joe Summers. Ms. Tearpock-Martini stated that she and the secretary had gone and won the case. Ms. Tearpock-Martini stated, the magistrate felt that some of the charges were duplications on fees. It was discussed that some fees were being charged 10% quarterly and not yearly. It was discussed that the property is currently being charged for 4 units but will be changed to 6. Ms. Tearpock-Martini stated that the entire amount could have been lost if she and the secretary had not just gone over. Ms. Beach stated they had 30 days to appeal the decision. Mr. Steeber asked from what date? Ms. Beach stated 30 days from July 28th to appeal. Mr. Steeber stated he accepts the charge in the excess interest would dispute the number of apartments. Ms. Beach asked if they wanted her to send a letter regarding the amount of apartments he has? Mr. Steeber suggested they get legal advice regarding their right to inspect a property.

Ms Beach asked what they wanted to bill the next quarter in September at? Mr. Steeber stated to go with the 6 and if they have to change it they would, he asked if the board was in agreement and all stated yes.

Mr. Gleco said we are still in July and we have to sign a power of attorney for the unemployment comp. and asked for the forms. Ms. Beach stated that we pay our unemployment to PMAA and if there are any claims they will act on behalf of the board.

Regarding water shut off's it was discussed a home on Glen Ave. The water company was checking into it further because there seemed to be a discrepancy as to weather there was service at that location or not.

Mr. Steeber asked if the authority could place a lien on their own without going through an attorney? Ms. Beach stated that as part of the paperwork she received from Atty. Lipka she fills out the papers for liens and sends them to the attorney upon completion, but the Attorney was to do the actually filing at the courthouse. Mr. Steeber stated that is something they would have to have further define when a new attorney was in place.

Mr. Gleco opened the letters from the attorneys who had sent in their information:

Atty. Van Jura's envelope was received by the Sewer Authority and now opened by Mr. Gleco. Atty. Van Jura quoted an hourly rate of \$150/hour.

Chariton & Schwager was addressed to 35 W. Union St. and now opened by Mr. Gleco.

Atty. Malak quoted a price of \$125/hour.

Motion by Mr. Steeber to set up interviews 2nd by Ms. Tearpock-Martini.

Mr. Gleco stated a motion was made and 2nd all in favor by stating aye. All stated Aye, motion passed.

Mr. Gleco asked if he had a motion to adjourn the July 21st meeting? Ms. Tearpock-Martini said unless there were question from the public.

Motion by Ms. Tearpock-Martini to adjourn the July meeting 2nd Mr. Steeber. All in favor Aye. Motion passed.

Mr. Gleco called the meeting to order for the August 2009.
Roll call Ms. Tearpock-Martini, Mr. Steeber, Mr. Gleco here.

Operators report for August:

A written report was given to the board and he stated that the addition testing for the effluent was done.

Motion to accept the operators report by Mr. Steeber 2nd Ms. Tearpock-Martini. Mr. Gleco stated a motion made and 2nd but asked for a roll call vote because they were bidding on the service the pump. Ms. Tearpock-Martini stated she wanted that clarified and asked what the amount was that had to be put out to bid? Mr. Gleco said \$5000. Mr. Steeber stated that the problem with the pump is that is not an ordinary pump and the reason they use Northeast because they do that kind of work. Mr. Gensel stated they used to send them to Maryland and they are probably saving \$3000 for repairs.

Mr. Steeber, Ms. Tearpock-Martini, and Mr. Gleco Yes. Motion passed.

Bills for Approval for August:

Mr. Gleco stated that we need a check for \$45.93 for Auto Zone to get oil to change for the truck. Mr. Steeber stated that they should make a motion on the bills and then come back to the oil for the truck.

A discussion was held regarding the lab testing being done in house before. Mr. Gensel stated that the regulations have changed and you now have to be certified with a four year Bachlors's Degree. Mr. Gensel stated he only does the residuals, chlorine and stuff like that, he still has to be registered and approved and does this testing 7 days a week.

Motion by Mr. Steeber to pay the bills as listed 2nd by Ms Tearpock-Martini. Roll call Mr. Steeber, Ms. Tearpock-Martini, Mr. Gleco, Yes. Motion passed

Motion by Mr. Steeber to authorize a check be made for \$45.93 to AutoZone for oil for the truck.. Ms. Tearpock-Martini asked if they had a log on that truck with miles on it. Mr. Gensel stated yes this was done daily. Motion 2nd by Ms. Tearpock-Martini. Roll Call Mr. Steeber, Ms. Tearpock-Martini, Mr. Gleco, Yes. Motion passed.

Motion to Adjourn: Mr. Steeber 2nd Ms. Tearpock-Martini. All in favor Aye. Motion passed.

Next Scheduled Meeting: October 26 2009