

**BRADFORD TOWNSHIP
BOARD OF SUPERVISORS
February 28, 2022**

5:30 P.M. – Work Session / General Business Meeting

MEETING MINUTES

Present at the meeting: Mark Cline; Laree Sue Behan; Steve Mascho

Meeting was called to order by Mark Cline, Chairman

There was an Executive Session held on Wednesday, February 23, 2022 at 9:00am with Special Legal counsel attorney concerning pending legal matters; in attendance was Mark Cline – Chairman; Laree Sue Behan – Vice-Chairman; Susan Gibiser – Secretary / Treasurer. Supervisor Steve Mascho was not included in the Executive Session due to his conflict of interest.

Supervisor Steve Mascho stated to the Board that he was not informed of the Executive Session held on February 23, 2022 and this is in violation of the Sunshine Law. Both Mark Cline, Chairman and Laree Sue Behan, Vice-Chairman stated he was not included in the Executive Session due to his conflict of interest for which he is part of the legal matters the Township is currently dealing with from another attorney’s office. Supervisor Mascho then proceeded to hand out copies of the attorney’s letter that was received by the Township to the public. The other Board members were stunned and stated to him that he apparently doesn’t understand the meaning of “legal matters and confidential” since he just handed out copies of a legal letter to the public.

Public Comments on Agenda Items Only

Don Cummins asked the Board why they didn’t just respond to the letter from the attorney by a letter from the Township since it was addressed to “The Board of Supervisors”? Mark Cline stated the Township Secretary contacted the Township Solicitor concerning the letter and was informed that if a letter is received from another attorney’s office, the response must be from a Township attorney, not the Board of Supervisors. Since Chris Byham, Township Solicitor had a conflict of interest, he was not able to respond to the letter. Don then proceeded to ask questions concerning the date of engagement letter and the date of the Executive Session; the Township Secretary stated February 18, 2022 was the date the attorney was asked to represent the two Board members; Don also asked about the cost of hiring the Special Counsel attorney for legal services. Since the Board was not comfortable answering his questions due to the legal matters, they declined to comment.

General Business

- Motion was made by Laree Sue Behan to approve and authorize the Engagement Letter for Special Counsel Legal Services retroactive to February 18, 2022 with Knox Law Firm for pending legal matters.

Motion made by Laree Sue Behan, seconded by Mark Cline
Vote: **Steve M.: No / Abstained**; Laree Sue B.: Yes; Mark C.: Yes

Interviews were done by phone prior this Work Session / General Business meeting for the hiring of a P/T (as needed) Office Clerk

- Motion was made by Steve Mascho to hire both Bob Burrell and Marsha Thomas as a part-time – as needed basis Office Clerk at the rate of \$11.00 per/hr. Steve’s reason for wanting to hire both was just in case one of them wasn’t able to work, the other person could come in to work.

There was no second motion made by the Board; Motion died due to of the lack of second motion.

- Motion was made by Laree Sue Behan to hire Marsha Thomas as a part-time – as needed basis Office Clerk at the rate of \$11.00 per/hr.

Motion made by Laree Sue, seconded by Mark Cline
Vote: Steve M.: No; Laree Sue B.: Yes; Mark C.: Yes

- The Board of Supervisors discussed the delinquent Garbage and Sewer Accounts; Reviewed the Township Ordinances and Resolutions pertaining to the current procedures of collections for delinquent accounts; Procedures for Water Shut-offs; Municipal Liens
- Reviewed information received from neighboring Township on their procedures for delinquent accounts; collection procedures

The Board discussed the collection procedure that is done at Foster Township

UPDATE PROCEDURES FOR COLLECTING DELQ ACCOUNTS

- 1) Accounts after **60 days** will begin the collection process of the following:
 - A) Letter #1 - mailed, stating the account is delinquent; payment must be received within 30 days or ACH payment must be setup with the Township
 - B) If no response / no payment after the first notice – Letter #2 will be a Final Notice (at 90 days Delq) to be mailed stating legal process and Water shut-offs will begin if no payment is received
 - C) Letter #3 – at 120 days - Letter will state “Disconnection of Service Notice” for Legal action in the form of a citation, Municipal Lien, Civil Law Suit and / or disconnection of service (water / sewer shut-off); A civil law suit may result in a Sheriff Sale of your personal property to satisfy your debt.

Laree Sue Behan, Vice-Chairman stated that the Township’s current collection procedure is too long of a time period since most of the delinquent accounts are well past 120 days. Laree Sue stated it’s a waste of time and money to be mailing three (3) letters and still receiving no response from the owner concerning the delinquent account. Laree Sue suggested to change the procedure to doing “A” and combining both “B” and “C” in one letter titled “Final Notice” with a 10 – 15 day limited to respond. This would save time for the billing clerk and money for paper, envelopes and stamps. The Board of Supervisors agreed and to start with the delinquent accounts over 120 days and with a balance of \$1,000.00 or more.

Motion made by Laree Sue Behan, second by Steve Mascho to begin the delinquent Garbage / Sewer delinquent process as of March 1, 2022 as stated above by the Board of Supervisors.

Motion made by Laree Sue Behan, seconded by Steve Mascho
Vote: Steve M.: Yes; Laree Sue B.: Yes; Mark C.: Yes

Public Participation

Bob Burrell asked if the Township is able to shut-off the water and sewer to the properties that are delinquent; the BOS stated yes; need to follow the procedure. Lori Johnson stated there is assistance at the McKean County Housing Authority and other funding for residents that need assistance with paying their utility bills.

Adjournment

- Motion was made by Steve Mascho to adjourn the meeting at 5:58 pm

Motion made by Steve Mascho, seconded by Laree Sue Behan
Vote: Steve M.: Yes; Laree Sue B.: Yes; Mark C.: Yes

Bradford Township Board of Supervisors

Susan K. Gibiser, Secretary/Treasurer

Mark L. Cline Sr., Chairman

Laree Sue Behan, Vice-Chairman

Steven L. Mascho, Supervisor