

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

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

AGENDA

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

Call Meeting to order

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.

Public Comments on Agenda Items Only

Ask the public if there are any comments on agenda items only

General Business

- Request a motion from the Board 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 _____, seconded by _____ Call for vote
Vote: Steve M.: _____; Laree Sue B.: _____; Mark C. _____

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

- Request a motion to hire _____ as a part-time – as needed basis Office Clerk at the rate of \$11.00 per/hr.

Motion made by _____, seconded by _____ Call for vote
Vote: Steve M.: _____; Laree Sue B.: _____; Mark C. _____

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

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.

- 2) _____
- 3) _____
- 4) _____

Motion made by _____, second by _____ to begin the delinquent Garbage / Sewer fund as of March 1, 2022 as following procedure:

Motion made by _____, seconded by _____ Call for vote
Vote: Steve M.: _____; Laree Sue B.: _____; Mark C. _____

Public Participation

Adjournment

- Motion to adjourn the meeting at ____ pm

Motion made by _____, seconded by _____ Call for vote
Vote: Steve M.: _____; Laree Sue B.: _____; Mark C. _____