

New Buffalo Borough Meeting Minutes

April 13th, 2015

Call to Order

President Dan Balthaser called the meeting of the New Buffalo Borough Council to order at: 7:00 p.m. on April 13th, 2015, in the basement of the New Buffalo United Methodist Church.

Roll Call

Present were council members: Dan Balthaser, Kim Balthaser, Karen Ersoz and Michelle Shutt. The following persons were also present: Janice Crouse, Adam Pavusik, Judy Parrish and Barry Schlosman.

Reading of last Month's Minutes

Upon motion of Michelle Shutt, seconded by Kim Balthaser, the March 2015 minutes were approved with corrections. All in favor, none opposed.

Comments from Visitors

Judy Parrish, former borough secretary/treasurer, presented the borough with Phyllis Kreiger's Audit report for the fiscal year ending December 31, 2014. There were a few general ledger balances that needed to be adjusted in the Borough's General Account. In the Sewer Account, there was only one minor mistake. Phyllis Kreiger also suggested that the borough increase the amount of the Secretary Bond. Borough Council has already increased the bond amount.

Correspondence

Capital Tax Collection Bureau – EIT report
Letter from State Senator Rob Teplitz – wrong phone number in Perry County Assc. Booklet
JP Harris Collections letter
WBCM Land Use Notification for Bridge replacement
PLGIT – Notice of the Annual Meeting of Shareholders
PPL – Option to prevent disclosure of account information
Notice of payment liquid fuels
County EMA Coordinator – Off Site Hazardous Material Response Plan
NPDES Compliance Inspection Report
FEMA – Flood Plain meeting invitation and questionnaire
Notice of increase of PENNVEST monthly loan payment from \$198.42 to \$211.52
Change Journal of Occupation for New Buffalo Borough

Borough Treasurer's Report

Upon motion of Michelle Shutt, seconded by Karen Ersoz, the April 2015 Borough Treasurer Report was approved as presented. All in favor, none opposed.

Sewer Treasurer's Report

Upon motion of Michelle Shutt, seconded by Kim Balthaser, the April 2015 Sewer Treasurer Report was approved as presented. All in favor, none opposed.

UNFINISHED BUSINESS

Sewage/Sewage Authority Report

Adam Pavusik reported that the Sewer Plant had a good month, experiencing only normal issues. There was an overflow during service that resulted from forgetting to turn the pump back on. A sampler is set up to draw a sample during the discharge cycle. Conduit and electrical wire is needed to provide electrical service to the sampler, as it will become mandatory for the next permit cycle. Adam also ordered floats to replace all the current ones, currently many of them don't work properly.

Skelly & Loy Out of Scope Report:

- Preparation of Chapter 94 Wasteload Management Report and sludge management calculations for submission
- April 7th, 2015 – Repaired Pump P-5 in the CA-150 treatment unit (pump was disconnected from the discharge piping).
- Reimbursable expenses for field supplies, office supplies, and travel

PCCOG - Dan Balthaser

Dan will be attending the May meeting.

Beautification Committee

Nothing to report.

Street Committee – Kim Balthaser

Barry is to save all catalogs that contain stop signs. Currently the borough has white stop signs and they need to be replaced by red ones.

Refuse Coordinator – Karen Ersoz

Nothing to report.

Playground

The fence needs to be fixed and trash needs to be collected. The playground is reportedly being used.

Ordinance Violations

Ordinance #01-2011 – Tabled to the spring (new construction, revised set back boundaries, etc.)

The borough council will conduct a borough walk-through to determine if there are any ordinance violations. Council will meet on Wednesday May 5th, 2015 at 6:00 PM at the New Buffalo United Methodist Church.

Rental

Nothing to report.

NEW BUSINESS

Borough Bills

Upon motion of Kim Balthaser, seconded by Michelle Shutt, all in favor, none opposed, the April Borough bill list was approved for payment.

Sewer Bills

Upon motion of Kim Balthaser, seconded by Karen Ersoz, all in favor, none opposed, the April Sewer bill list was approved for payment

GOOD of the ORDER/ANNOUNCEMENTS

Borough Council reiterated its collections policy for the sewer revenue. A past due notice is to be sent out at the end of the month for each unpaid invoice. If the invoice is not paid within 14 days, a Final Delinquent Notice will be sent. If the invoice is not paid within another 14 days, the collection efforts will be handed over to Dennis Shatto. All collection costs billed by Mr. Shatto will be passed on to the delinquent account.

After a discussion on how to bill the borough’s businesses for their sewer services, Council has determined the following rates:

- Restaurant without a grease trap 1.75 edus
- Restaurant with a grease trap 1.50 edus
- Beauty Shop 1.25 edus
- Automotive Shop 1.125 edus

Dan Balthaser, borough president, presented to council a draft of Ordinance 2015-1. This ordinance increases the sewer rental charge to \$100.00 per EDU, effective July 1st, 2015.

Borough Council member, Michelle Shutt, announced that she may be moving out of the borough in the near future. She has no definite plans as of the meeting but that may change soon. She wanted to give the borough an advanced warning.

Jeff Woods will be cutting grass for the borough again this year. He will be paid at \$10.00 per hour. His services will normally be needed every other week, or as needed.

ADJOURN

Upon motion of Kim Balthaser, seconded by Michelle Shutt, all in favor, none opposed, council adjourned at 8:14 p.m.

Respectfully submitted by Barry Schlosman
Secretary/Treasurer