

- with design flow or until it malfunctions.
- f. Record daily flow, this test indicates what system can handle and type and location of any obvious malfunctions.

SEO will receive mileage and expenses that he incurs doing the above activities.

Any work requested by the supervisors or DEP and not covered by the above, the SEO will be paid per hour plus expenses:

Main SEO:	Osbert J. Patton (SEO# 01566)	\$42.00/hour
Alternate SEO:	James Gaidula (SEO# 03270)	\$37.00/hour
Alternate SEO:	Donald Carey (SEO# 03556)	\$37.00/hour

Bookkeeping...\$100.00/permit application

PROCEDURES

If more than one year has passed since last site visit and before issuing a permit or approving a module, SEO must make site inspection paid for by applicant.

An employee/alternate SEO is to be listed as an employee on the township's Errors and Omissions policy.

The alternate SEO/employee will only work when requested by SEO or township.

Township and DEP auditors are allowed access to SEO's file pertaining the sewage enforcement activities.

SEO will only give application information to the township, DEP, or the applicant that filed the application.

Before commenting on a specific lot, SEO will receive a permit application with the fees and visit the site.

The township will provide SEO with a copy of township ordinances and resolutions pertaining to on-lot sewage disposal.

The SEO collects fees (checks or money orders payable to the township) from applicant and sends them to the township with activity report.

COMPLAINT PROCEDURES

All complaints regarding on-lot system malfunctions must be in writing. The letter must contain an accurate description of conditions present, a site address or detailed directions, property owner's name and address if known, and any other important facts about the problem.

Site investigation is conducted by the SEO from the road right-of-way or the complainant's property.

If no malfunctions are obvious, a letter is sent to complainant of this finding. No further action will be taken until additional information is received from complainant.

If a possible malfunction is obvious, a letter is sent to property owner giving 15 days to respond to the condition. In those instances where a malfunction exists and the

If property owner does not correct it, an enforcement action, taken under the direction of the township solicitor, may be necessary.

Dave Bird made a motion to pass the resolution and Bud Brown seconded the motion. Vote count was 3 yes and 0 no so motion carried.

Chairman Dennis Macheska made a presentation to Joe Esposito of a plaque thanking him for his years of service to the township.