

The reorganization meeting and monthly meeting of the Smithfield Sewer Authority was held on Monday, January 14, 2019 at 4:30 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Dave Timko (Vice-Chairman), Marianne Bridges, (Treasurer), Ben Kutz, (Engineer) and Terri Timko, (Assistant Secretary).

Mr. Albert opened the meeting with the Pledge of Allegiance.

There being no corrections or additions to the minutes from the meeting held on Monday, December 10, 2018, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Bridges and carried unanimously.

**REORGANIZATION – 2019**

A motion was made by Mr. Timko to approve the nominations of Officers and Professionals as stated, meeting date of the 2<sup>nd</sup> Monday of every month with a time of 4:30pm and the same office hours from 2018. Seconded by Ms. Bridges and carried unanimously.

The 2019 Officers and Professionals are as follows:

Chairman	Russell C. Albert II
Vice-Chairman	David Timko
Secretary	Brian E. Barrett
Treasurer	Marianne Bridges
Member	Vacant
Assistant Secretary	Terri Timko (non-member)

Meeting Date & Time	2nd Monday of each month at 4:30pm
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Solicitor	Newman, Williams, Mishkin, Corveleyn, Wolfe & Fareri
Alternate Solicitor	Deborah L. Huffman, Esq.
Special Solicitor for Legal Issues	Josele Cleary, Esq.
Authority Engineer	Gilmore & Associates, Inc.
Alternate Authority Engineer	Hanover Engineering Associates, Inc.
Engineer for 447 Storm Pipe	Hanover Engineering Associates, Inc.
Alternate Engineer for 447 Storm Pipe	Gilmore & Associates, Inc.
Auditors	Kirk, Summa & CO., LP
Financial Advisor	Kirk, Summa & CO., LP
Alternate Financial Advisor	Riley & Company, Inc.
Designated Depository	ESSA Bank & Trust & PLGIT

Suggested Office Hours	8:00am to 4:00pm
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**SOLICITOR REPORT** –Mr. Albert told the Board that he would follow up with the Board of Supervisors regarding the timeframe for Ordinance #229, Municipal Permit Denial.

**ENGINEERS REPORT**

**SANITARY SEWER** – Gilmore Associates – Ben Kutz – Copy of report provided to each member and reviewed by Mr. Kutz. Mr. Kutz informed the Board that he needed to specify which manholes are in need of refurbishment and will present the Manhole refurbishment bid documents at the February meeting.

A motion was made by Mr. Timko to approve the Contract Agreement with Gilmore and Associates for the Airport Road/B209 Low Pressure Sewer Extension. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to approve the Services Agreement with Gilmore and Associates for the Airport Road/B209 Low Pressure Sewer Extension contingent upon the acceptance of contractor bids. Seconded by Ms. Bridges and carried unanimously.

A motion as made by Mr. Albert to approve proposal from Frank J. Smith Jr., Inc. for Professional Services for the Airport Road/B209 Low Pressure Sewer Extension not to exceed \$8,500.00. Seconded by Mr. Timko and carried unanimously.

447 STORM PIPE – Hanover Engineering-nothing to report. The Penn Dot sign off on inspection from 12/22/2016 meeting remains unresolved. Penn Dot has completed borings on 447. Mr. Albert contacted Melissa Maupin and Kevin O'Donnell at Penn Dot regarding the status on January 7, 2019 and is waiting for a response.

SYSTEM OPERATOR'S REPORT: -Copy of report and 2019 service rates were provided to each member and reviewed by Mr. Albert.

UNFINISHED BUSINESS:

NEW BUSINESS:

A motion was made by Mr. Timko to ratify the release of vendor payments processed on 12/31/2018 by email approval for general expenditures in the amount of \$6,937.25. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to pay the 1/15/2019 bond payment in the amount of \$445,850.00. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to pay the bills through January 14, 2019 in the amount of \$76,645.16. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to change the mileage rate to the IRS 2019 rate of \$0.58 cents per mile. Seconded by Mr. Timko and carried unanimously.

The Statement of Financial Interests was provided to the Board Members to complete and return.

A motion was made by Ms. Bridges to recommend a pay increase for Terri Timko in accordance with the 2019 Township Budget. Seconded by Mr. Albert and carried. Mr. Timko abstained.

A motion was made by Mr. Timko to recommend a pay increase for Russ Albert in accordance with the 2019 Township Budget. Seconded by Ms. Bridges and carried. Mr. Albert abstained.

There was no further business to discuss. A motion was made by Mr. Albert the meeting be adjourned at 5:00pm. Seconded by Mr. Timko and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
January 14, 2019

The monthly meeting of the Smithfield Sewer Authority was held on Monday, February 11, 2019 at 4:30 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Dave Timko (Vice-Chairman), Brian Barrett (Secretary), Marianne Bridges, (Treasurer), Ben Kutz, (Engineer) and Terri Timko, (Assistant Secretary).

Mr. Albert opened the meeting with the Pledge of Allegiance.

There being no corrections or additions to the minutes from the meeting held on Monday, January 14, 2019, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Bridges and carried. Mr. Barrett abstained as he was not present at the January meeting.

**SOLICITOR REPORT** –Mr. Albert informed the Board that Mr. Barrett and the BOS are aiming to have Ordinance #229, Municipal Permit Denial complete within the first quarter of this year.

#### **ENGINEERS REPORT**

**SANITARY SEWER** – Gilmore Associates – Ben Kutz – Copy of report provided to each member and reviewed by Mr. Kutz. Mr. Kutz informed the Board that he reached out to Advanced Rehabilitation Technology, a COSTARS approved vendor that specialize in OBIC manhole linings. They submitted an estimate below the bidding threshold. Any maintenance repairs could be done by Norman Fish Excavating. Mr. Albert suggested a meeting to discuss with all parties in March/April of this year.

Mr. Albert informed the Board that he received a response from Penn Dot regarding the LVHN Sanitary Sewer Pipe HOP. Mr. Albert will be discussing further with State Representative Rosemary Brown's office.

Mr. Albert informed the Board that Frank Smith's office has begun research for the Airport Road/B209 extension.

**447 STORM PIPE** – Hanover Engineering-nothing to report. Mr. Albert informed the Board that he received a response from Penn Dot regarding the 447 Storm Pipe HOP. Mr. Albert will be discussing further with State Representative Rosemary Brown's office.

**SYSTEM OPERATOR'S REPORT:** -Copy of report was provided to each member and reviewed by Mr. Albert.

#### **UNFINISHED BUSINESS:**

#### **NEW BUSINESS:**

A motion was made by Mr. Timko to pay the bills through February 11, 2019 in the amount of \$93,492.66. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to discount the quarterly user fee by \$2.50 per invoice or \$10.00 annually if the customer elects automatic email invoicing with the option of direct debit. Seconded by Ms. Bridges and carried unanimously.

Mr. Barrett advised the Board of several potential projects that have been discussed with Supervisors, including: 250,00 sq ft. building at Vigon, Westfield site on 447, two entities looking at Mt Manor property.

Mr. Barrett was reminded by Borough of East Stroudsburg that intermunicipal sanitary sewer agreement needs to be renewed after 2024.

**There was no further business to discuss. A motion was made by Mr. Albert the meeting be adjourned at 5:00pm. Seconded by Ms. Bridges and carried unanimously.**

**Respectfully submitted,**

**Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
February 11, 2019**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, March 11, 2019 at 4:30 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Dave Timko (Vice-Chairman), Brian Barrett (Secretary), Marianne Bridges, (Treasurer), Ben Kutz, (Engineer) and Terri Timko, (Assistant Secretary).

Mr. Albert opened the meeting with the Pledge of Allegiance.

There being no corrections or additions to the minutes from the meeting held on Monday, February 11, 2019, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Bridges and carried unanimously.

**SOLICITOR REPORT** –Mr. Albert informed the Board that Mr. Barrett, the BOS and the Township Solicitor are working on Ordinance #229, Municipal Permit Denial.

**ENGINEERS REPORT**

**SANITARY SEWER** – Gilmore Associates – Ben Kutz – Copy of report provided to each member and reviewed by Mr. Kutz. Mr. Kutz informed the Board that he is working on the manhole refurbishment. It will fall below the required amount to send out for bid. Mr. Kutz and Mr. Albert will be setting up a meeting to discuss with all parties in March/April of this year. Mr. Kutz informed the Board that he is in receipt of a letter from DEP giving the Authority approved exemption status regarding the Sanitary Sewer Extension for Airport Road/Business Route 209.

Mr. Albert informed the Board that he received a response from Penn Dot regarding the LVHN Sanitary Sewer Pipe HOP. Mr. Albert will be discussing further with State Representative Rosemary Brown's office.

**447 STORM PIPE** – Hanover Engineering-nothing to report. Mr. Albert informed the Board that he received a response from Penn Dot regarding the 447 Storm Pipe HOP. Mr. Albert will be discussing further with State Representative Rosemary Brown's office.

**SYSTEM OPERATOR'S REPORT:** -Copy of report was provided to each member and reviewed by Mr. Albert.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

A motion was made by Ms. Bridges to pay the bills through March 11, 2019 in the amount of \$40,126.97. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to pay the bills for Storm Water matters in the amount of \$303.74. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to authorize the Chairman to sign off on the 2018 Annual Chapter 94 report. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to cancel the April 8, 2019 meeting and approve the April bills by email and ratify at the May meeting. Seconded by Mr. Barrett and carried unanimously.

There was no further business to discuss. A motion was made by Mr. Albert the meeting be adjourned at 4:40pm. Seconded by Mr. Timko and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
March 11, 2019

**The monthly meeting of the Smithfield Sewer Authority for Monday, April 8, 2019 was canceled.**

**Respectfully submitted,**

**Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
April 8, 2019**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, May 13, 2019 at 4:30 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Brian Barrett (Secretary), Marianne Bridges, (Treasurer), Ben Kutz, (Engineer) and Terri Timko, (Assistant Secretary). Also present were Andy Miller and James Brodhag, representatives for the Brown Street UGI project.

Mr. Albert opened the meeting with the Pledge of Allegiance.

There being no corrections or additions to the minutes from the meeting held on Monday, March 11, 2019, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Seconded by Mr. Barrett and carried unanimously.

**SOLICITOR REPORT** –Mr. Albert informed the Board that Mr. Barrett, the BOS and the Township Solicitor are working on Ordinance #229, Municipal Permit Denial.

**ENGINEERS REPORT**

**SANITARY SEWER** – Gilmore Associates – Ben Kutz – Copy of report provided to each member and reviewed by Mr. Kutz. Mr. Kutz informed the Board that Norm Fish Excavating has completed all items needed prior to the manhole repair/refurbishment.

Mr. Albert informed the Board that he is working with State Representative Rosemary Brown Office regarding the release of the LVHN Sanitary Sewer Pipe HOP.

**447 STORM PIPE** – Hanover Engineering-nothing to report. Mr. Albert informed the Board that he is working with State Representative Rosemary Brown Office regarding the release of the LVHN Storm Pipe HOP.

**SYSTEM OPERATOR’S REPORT:** -Copy of report was provided to each member and reviewed by Mr. Albert.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

A motion was made by Ms. Bridges to approve Advanced Rehabilitation Technology for the repair/refurbishment of 8 manholes located near Craig’s Meadow and Airstrip Road in the amount of \$16,430.00. Seconded by Mr. Barrett and carried unanimously.

Discussion regarding a waiver of connection to the sanitary sewer for the UGI project on Brown Street took place.

A motion was made by Mr. Albert to grant UGI a waiver to connect the Brown Street site to the sanitary sewer contingent upon the following three conditions: UGI must provide a copy of servicing contract for the portable restroom, including cleaning schedule. UGI must provide screening between the portable restroom and the neighboring Physician’s office if a natural screening is not reasonable. UGI must provide an annual report of hours of use no later than May 1 of the following year. If at any time in the future the needs of the site change, then UGI will have to connect to the Sanitary Sewer. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Barrett to approve Utility Services Group, Inc. for the three year maintenance cleaning and video of the 447 Storm Pipe, provided that traffic control is included, in the amount of \$13,300.00. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to ratify the release of the April invoices by email approval in the amount of \$96,198.48. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Ms. Bridges to pay the bills through May 13, 2019 in the amount of \$47,318.68. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Ms. Bridges to cancel the June 10<sup>th</sup>, 2019 meeting and approve the June bills by email and ratify at the July meeting. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Albert to accept the letter of resignation from Dave Timko. Seconded by Ms. Bridges and carried unanimously. The board would like a notice of vacancies placed on the website, Facebook page and added to the ad placed in the paper for the other board vacancies.

**There was no further business to discuss. A motion was made by Mr. Albert the meeting be adjourned at 5.36pm. Seconded by Ms. Bridges and carried unanimously.**

**Respectfully submitted,**

**Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
May 13, 2019**



**The monthly meeting of the Smithfield Sewer Authority for Monday, June 10, 2019 was cancelled.**

**Respectfully submitted,**

**Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
June 10, 2019**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, July 8, 2019 at 4:30 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Brian Barrett (Secretary) via phone, Marianne Bridges, (Treasurer), Ben Kutz, (Engineer), Dan Corveleyn(Solicitor) and Terri Timko, (Assistant Secretary).

Mr. Albert opened the meeting.

There being no corrections or additions to the minutes from the meeting held on Monday, May 13, 2019, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Seconded by Mr. Albert and carried unanimously.

SOLICITOR REPORT –no change on Ordinance #229, Municipal Permit Denial. Mr. Corveleyn updated the Board on the easements for the Airport Road/B209 Extension.

ENGINEERS REPORT

SANITARY SEWER – Gilmore Associates – Ben Kutz – Copy of report provided to each member and reviewed by Mr. Kutz. Mr. Kutz informed the Board that the manhole repair/refurbishment on Craig’s Meadow and Airstrip Road by Advanced Rehabilitation Technology was now complete. The company and staff were excellent to work with.

Mr. Kutz also informed the board that he met with Norm Fish earlier in the day to inspect the manholes on Three Point Garden Road and Mt. Tom Road. All manholes on Three Point Garden Road were in excellent condition except for manhole #10 that was sealed over with asphalt and will be revisited to uncover. All manholes on Mt. Tom Road were in good condition except for manhole #170, 178, 179 and 183 that should be considered for repair/refurbishment. Manhole #187 could not be located and will be revisited to locate.

Mr. Albert informed the Board that the LVHN Sanitary Sewer Lateral HOP is now closed.

447 STORM PIPE – Hanover Engineering-nothing to report.

Mr. Albert informed the Board that he is working with State Representative Rosemary Brown Office regarding the release of the LVHN Storm Pipe HOPs.

SYSTEM OPERATOR’S REPORT: -Copy of report was provided to each member and reviewed by Mr. Albert.

UNFINISHED BUSINESS:

A motion was made by Mr. Albert to accept additional services from Frank J. Smith Jr., Inc. for the Airport Road/B209 sewer extension in the amount of \$2,625.00. Seconded by Ms. Bridges and carried unanimously.

NEW BUSINESS:

A motion was made by Mr. Barrett to ratify the release of the June invoices by email approval in the amount of \$45, 887.30 for Sewer and \$812.52 for Storm water. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to pay the bills through July 8, 2019 in the amount of \$76,456.01 for Sewer and \$228.00 for Storm Water. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to accept the receipt of the 2018 draft audit. Seconded by Mr. Barrett and carried unanimously.

Discussion took place regarding the inspection of the manholes in connection with PUB 447 by Gilmore and Associates. The board decided to table until a future date,

A motion was made by Mr. Albert to cancel the August 12<sup>th</sup>, 2019 meeting and approve the August bills by email and ratify at the September meeting. Seconded by Ms. Bridges and carried unanimously.

**Mr. Albert informed the Board that a complaint was filed with DEP regarding all of Smithfield and Middle Smithfield pump stations. Upon investigation of the SSA pump stations and WWTP, DEP found no violations or issues, in Smithfield Township, with regards to the complaint.**

**There was no further business to discuss. A motion was made by Mr. Albert the meeting be adjourned at 5:02pm. Seconded by Ms. Bridges and carried unanimously.**

**Respectfully submitted,**

**Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
July 8, 2019**

**The monthly meeting of the Smithfield Sewer Authority for Monday, August 12, 2019 was cancelled.**

**Respectfully submitted,**

**Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
August 12, 2019**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, September 9, 2019 at 4:30 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Brian Barrett (Secretary) via phone, Marianne Bridges, (Treasurer), Ben Kutz, (Engineer), Dan Corveleyn(Solicitor) and Terri Timko, (Assistant Secretary).

Mr. Albert opened the meeting.

There being no corrections or additions to the minutes from the meeting held on Monday, July 8, 2019, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Seconded by Mr.Barrett and carried unanimously.

SOLICITOR REPORT –no change on Ordinance #229, Municipal Permit Denial.

ENGINEERS REPORT

SANITARY SEWER – Gilmore Associates – Ben Kutz – Copy of report provided to each member and reviewed by Mr. Kutz.

A motion was made by Ms. Bridges to approve Advanced Rehabilitation Technology to refurbish 4 manholes located on Mt. Tom Road in the amount of \$9,805.00. Seconded by Mr. Barrett and carried unanimously.

Mr. Kutz also informed the board that he will be meeting with Blooming Glen on 9/19/2019 regarding Pump Station Refurbishment at the Village Center Pump Station. Mr. Albert also requested information to be sent to AllState Septic for a quote.

B209/Airport Road Design has been reviewed and is waiting on test borings to be completed.

Mr. Kutz stated that he discussed sewer connection to the new Vigon building on airstrip lane with Vigon representatives.

447 STORM PIPE – Hanover Engineering-nothing to report.

Mr. Albert informed the Board that he is working with State Representative Rosemary Brown Office regarding the release of the LVHN Storm Pipe HOPs.

SYSTEM OPERATOR’S REPORT: -Copy of report was provided to each member and reviewed by Mr. Albert.

UNFINISHED BUSINESS:

Mr. Albert updated the Board that a 9 month CD was invested with ESSA, and we received our first reimbursement from the CFA Grant for the B209/Airport Road Extension.

NEW BUSINESS:

A motion was made by Ms. Bridges to ratify the release of the August invoices by email approval in the amount of \$161,988.62 for Sewer and \$6,400.00 for Storm water. Seconded by Mr. Albert and carried unanimously.

A motion was made by Ms. Bridges to pay the bills through September 9, 2019 in the amount of \$43,132.47 for Sewer expenses. Seconded by Mr. Albert and carried unanimously.

Discussion took place regarding the Penn Dot Paving Project.

Final 2018 Audit was given to each Board Member.

There was no further business to discuss. A motion was made by Mr. Barrett the meeting be adjourned at 5:03pm. Seconded by Mr. Albert and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
September 9, 2019

**The monthly meeting of the Smithfield Sewer Authority for Monday, October 14, 2019 was cancelled.**

**Respectfully submitted,**

**Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
October 14, 2019**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, November 18, 2019 4:00pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Brian Barrett (Secretary), Marianne Bridges, (Treasurer), Ben Kutz, (Engineer), Dan Corveleyn(Solicitor) and Terri Timko, (Assistant Secretary).

Mr. Albert opened the meeting with the Pledge of Allegiance.

There being no corrections or additions to the minutes from the meeting held on Monday, September 9, 2019, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Seconded by Mr.Barrett and carried unanimously.

SOLICITOR REPORT –nothing to report.

ENGINEERS REPORT

SANITARY SEWER – Gilmore Associates – Ben Kutz – Copy of report provided to each member and reviewed by Mr. Kutz. Mr. Kutz informed the board that the manhole refurbishment on Mt. Tom Road was complete, the test borings were completed on B209/Airport Road and updates were added to the design plans. Mr. Kutz has been corresponding with the Vigon engineer regarding the connection to the new building. Mr. Kutz also stated that he would be putting together to scope of work needed to refurbish the Village Center Pump Station.

447 STORM PIPE – Hanover Engineering-no updates

SYSTEM OPERATOR’S REPORT: -Copy of report was provided to each member and reviewed by Mr. Albert. Mr. Albert informed the board that Prosser is waiting on Malden to check the calibration of the flow meter at the RT209/447 pump station.

UNFINISHED BUSINESS:

NEW BUSINESS:

A motion was made by Ms. Bridges to ratify the release of the October invoices by email approval in the amount of \$65,788.65 for Sewer expenses. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Ms. Bridges to ratify the release of the October invoices by email approval in the amount of \$239.13 for Storm water expenses. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Barrett to pay the bills through November 18, 2019 in the amount of \$23,824.37 for Sewer expenses. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to approve Emergency Systems Service Company to repair the Kohler Generator located at the Village Center Pump Station in the amount of \$3,916.00. Seconded by Mr. Albert and carried unanimously.

A motion was made by Ms. Bridges to approve Emergency Systems Service Company to repair the DDC Generator located at the RT209/447 Pump Station in the amount of \$3,870.00. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Barrett to approve Resolution 1-2019, PA Small Water and Sewer Program Grant not to exceed the amount of \$250,000.00. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to approve the Chairman to sign the Engagement letter with Kirk Summa and Co. for the 2019 Audit not to exceed the amount of \$6,000.00 for Sewer and \$800.00 for Storm Water. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Albert to approve the release of a letter of support to DEPG for grant funding regarding the construction of a new Music Center Pump Station. Seconded by Ms. Bridges and carried unanimously.

A discussion took place regarding the Mosier Pump Station and the existing ownership and the potential ownership by the Sewer Authority. Russ and Dan will discuss with present and former owners of land where pump station is located. Additional discussion will be held at December meeting.

Drafts of the 2020 Storm Water and the 2020 Sewer budgets were given to each board member and reviewed by Mr. Albert.

**There was no further business to discuss. A motion was made by Ms. Bridges the meeting be adjourned at 5:45pm. Seconded by Mr. Barrett and carried unanimously.**

**Respectfully submitted,**

**Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
November 18, 2019**



The monthly meeting of the Smithfield Sewer Authority was held on Monday, December 9, 2019 4:00pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Brian Barrett (Secretary), Marianne Bridges, (Treasurer), Ben Kutz, (Engineer), Dan Corveleyn(Solicitor) and Terri Timko, (Assistant Secretary).

Mr. Albert opened the meeting with the Pledge of Allegiance.

There being no corrections or additions to the minutes from the meeting held on Monday, November 18, 2019, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Seconded by Mr.Barrett and carried unanimously.

**SOLICITOR REPORT** –Mr. Corveleyn informed the board that a letter regarding the Mosier’s Pump Station was sent to Charles Kirkwood, pending his response.

**ENGINEERS REPORT**

**SANITARY SEWER** – Gilmore Associates – Ben Kutz – Copy of report provided to each member and reviewed by Mr. Kutz. Mr. Kutz informed the board that the RFP for the refurbishment at the Village Center Pump Station is ready to be sent. Mr. Kutz is coordinating with UGI and Brodhead Creek Regional Authority for the design of the B209/Airport Road Extension. Frank Smith did locate additional utilities when surveyed. Mr. Kutz will be reviewing the utility plan for the sewer connection to the new Vigon building once received. Mr. Kutz also informed the Chairman that he would be forwarding the engineer information for the 12/13/2019 grant submission.

**447 STORM PIPE** – Hanover Engineering-no updates

**SYSTEM OPERATOR’S REPORT:** -Copy of report was reviewed by Mr. Albert. Mr. Albert informed the board that he would follow up with Prosser regarding the high readings at the 209/447 pump station and see if the meter at East Brown Street needs to be recalibrated.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

A motion was made by Mr. Bridges to pay the bills through December 9, 2019 in the amount of \$160,732.94 for Sewer expenses. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Ms. Bridges to approve the Chairman to sign the Vehicle quote with Bob Fisher Chevy for 2020 Delivery. Seconded by Mr. Albert and carried unanimously.

A motion was made by Ms. Bridges to adopt Draft 2 of the Storm Water 2020 budget. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Ms. Bridges to adopt Draft 2 of the Sewer 2020 Budget. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Ms. Bridges to approve payment of remaining December 2019 bills by email approval and ratify at the January 2020 meeting. Seconded by Mr. Barrett and carried unanimously.

There was no further business to discuss. A motion was made by Mr. Barrett the meeting be adjourned at 5:08pm. Seconded by Mr. Albert and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
December 9, 2019