

The monthly meeting of the Smithfield Sewer Authority was held on Monday, January 12, 2015 at 7:00 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), Dan Corveleyn (Solicitor), Fred Courtright (Engineer) and Terri Timko, (Assistant Secretary).

Other attendees were Mr. Frank Riccobono and Mr. Mike Lipka.

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 8, 2014, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Seconded by Mr. Timko and carried unanimously.

PUBLIC COMMENTS – no comments

REORGANIZATION – 2015

A motion was made by Mr. Timko to maintain existing Officers and Professionals from 2014. Seconded by Mr. Barrett and carried unanimously.

The 2015 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 7:00pm
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Solicitor	Newman, Williams, Mishkin, Corveleyn, Wolfe & Fareri
Alternate Solicitor	Joseph P. McDonald, Jr.
Authority Engineer	Gilmore & Associates, Inc.
Alternate Engineer	Hanover Engineering Associates, Inc.
Auditors	Kirk, Summa & CO., LP
Financial Advisor	Riley & Company, Inc.
Designated Depository	ESSA Bank & Trust

Motion was made by Mr. Albert that the office hours open to the public are 8:00am to 4:00pm. Seconded by Mr. Timko and carried unanimously.

SOLICITOR REPORT –nothing to report

ENGINEERS REPORT – Copy of report provided to each member and reviewed by Mr. Courtright. Mr. Courtright also informed the board that he had reviewed the information provided by Frank Smith’s office regarding the Business 209 at Airport Road Extension. Mr. Courtright stated that if all construction stayed on the Mt. Tom Road side, there would be no need to contact PennDot for

approvals/permits for the Mt Tom portion. Along B209 all that would be needed are the right-of-ways from the private property owners that would be affected.

SYSTEM OPERATOR'S REPORT: -Copy of report provided to each member and reviewed by Mr. Albert. Mr. Albert asked Terri to contact John at Prosser to make sure readings are being taken at the 3rd street meter.

UNFINISHED BUSINESS: Mr. Albert informed the Board that the status of the 447 Storm HOP and Security for repayment of matching funds had not changed.

Mr. Riccobono and Mr. Lipka provided meter readings for the month of December 2014 and were reviewed by the Board.

Copy of a Sewer Rate Comparison Chart comparing the surrounding Townships EDU Schedules was provided to each member and reviewed by Mr. Albert.

A draft of Resolution 1-2015; adjusting total applicable tapping fees, was provided to each member and reviewed by Mr. Albert.

A motion was made by Mr. Barrett to adopt Resolution 1-2015. Seconded by Mr. Albert and carried unanimously.

NEW BUSINESS:

A motion was made by Mr. Timko to ratify the release of payment for the December 2014 bills on December 29, 2014 in the amount of \$15,923.27. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Timko to pay the bills through January 12, 2015 in the amount of \$457,662.50. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to pay Frank J. Smith Jr., Inc. for services in the amount of \$5,386.75. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Timko to approve the IRS approved mileage rate of \$0.575 for reimbursement of travel expenses. Seconded by Mr. Barrett and carried unanimously.

A copy of the Statement of Financial Interests was provided to each member to complete and return to Terri.

A motion was made by Mr. Barrett to allow the Authority to solicit bids for the WWTP siding in the Spring of 2015. Seconded by Mr. Timko and carried unanimously.

Copies of the Account Balance Report and EDU Summary were provided to each member and reviewed by Mr. Albert.

A motion was made by Mr. Barrett to approve a 6% salary increase for Terri Timko. Seconded by Mr. Albert and carried. Mr. Timko abstained.

A motion was made by Mr. Barrett to approve a 3% salary increase for Mr. Albert. Seconded by Mr. Timko and carried. Mr. Albert abstained.

PUBLIC COMMENTS:

There were no public comments.

There was no further business to discuss. A motion was made by Mr. Albert the meeting be adjourned at 8:15pm. Seconded by Mr. Barrett and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary
Smithfield Sewer Authority, January 12, 2015

The monthly meeting of the Smithfield Sewer Authority was held on Wednesday, February 11, 2015 at 7:00 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Dave Timko (Vice-Chairman), Marianne Bridges (Treasurer), Dan Corveleyn (Solicitor), Fred Courtright (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 12, 2015, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Bridges and carried unanimously.

PUBLIC COMMENTS – no comments

SOLICITOR REPORT –nothing to report

ENGINEERS REPORT – Copy of report provided to each member and reviewed by Mr. Courtright. Mr. Albert also added that MacDonough property is in the process of being sold and renovations would be taking place soon.

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

UNFINISHED BUSINESS: Mr. Albert informed the Board that the status of the 447 Storm HOP and Security for repayment of matching funds had not changed.

NEW BUSINESS:

A motion was made by Ms. Bridges to authorize a petty cash drawer of \$500.00 in order to make change to cash paying customers. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to pay the bills through February 11, 2015 in the amount of \$ 74,601.77. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to continue with the Pump Station Mowing services by Jeremy Smith Landscaping provided a new Certificate of Insurance is submitted and the 2014 pricing is continued. Seconded by Mr. Timko and carried unanimously.

A motion was made by Ms. Bridges to accept the proposed EDU schedule with action to tentatively take place for the first quarter billing which will be decided at the March 16, 2015 meeting. Seconded by Mr. Timko and carried unanimously.

Copies of the Account Balance Report and EDU Summary were provided to each member and reviewed by Mr. Albert.

A motion was made by Mr. Albert to reschedule the March 9, 2015 meeting to March 16, 2015 and authorize Terri to advertise the change. Seconded by Mr. Timko and carried unanimously.

PUBLIC COMMENTS:

There were no public comments.

There was no further business to discuss. A motion was made by Mr. Albert the meeting be adjourned at 8:00pm. Seconded by Mr. Timko and carried unanimously.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
February 11, 2015**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, March 16, 2015 at 7:00 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Dave Timko (Vice-Chairman), Brian Barrett (Secretary), Dan Corveleyn (Solicitor), Fred Courtright (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 Wednesday, February 11, 2015, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Mr. Albert and carried. Mr. Barrett abstained as he was not present for the February meeting.

PUBLIC COMMENTS – no comments

SOLICITOR REPORT –Mr. Corveleyn notified the board that he spoke to the Attorney for the Carmella property, located on East Brown Street, and that the property is in the process of being sold.

ENGINEERS REPORT – Copy of report provided to each member and reviewed. Mr. Courtright informed the Board that he will have the Business 209 at Airport Road Extension documents and plans for review at the April meeting.

A motion was made by Mr. Timko to authorize the Chairman to sign and submit to DEP the Chapter 94 report prior to the April meeting. Seconded by Mr. Barrett and carried unanimously.

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

UNFINISHED BUSINESS: Mr. Albert informed the Board that Langan Engineering is resubmitting the 447 Storm HOP and Security for repayment of matching funds had not changed.

The Authority will be authorizing the project for bid prior to the HOP being received.

The Board requested that all Commercial Properties be sent notification in their March invoice of the recent EDU Requirement change and the possibility these customers will see a change in their quarter billing amount.

NEW BUSINESS:

A motion was made by Mr. Timko to pay the bills through March 16, 2015 in the amount of \$38,188.23. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Timko to pay Gilmore & Associates, Inc. for Engineering Services for the Airport Road project in the amount of \$4,102.50. Seconded by Mr. Barrett and carried unanimously.

Copies of the recently filed Liens, Account Balance Report and EDU Summary were provided to each member and reviewed by Mr. Albert.

PUBLIC COMMENTS:

There were no public comments.

There was no further business to discuss. A motion was made by Mr. Timko the meeting be adjourned at 8:02pm. Seconded by Mr. Barrett and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary
Smithfield Sewer Authority
March 16, 2015

The monthly meeting of the Smithfield Sewer Authority was held on Monday, April 13, 2015 at 7:00 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Brian Barrett (Secretary), Marianne Bridges, (Treasurer) and Fred Courtright (Engineer).

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 16, 2015, a motion was made by Mr. Barrett to approve the minutes as written by the Assistant Secretary. Seconded by Mr. Albert and carried unanimously.

PUBLIC COMMENTS – no comments

SOLICITOR REPORT –nothing to report

ENGINEERS REPORT – Copy of report provided to each member and reviewed. Mr. Courtright notified the Board that a Pa One call at Business Rt 209/Mt Tom Road was performed by Lucas who met with the contractor for the Gas Company at the site.

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

UNFINISHED BUSINESS: Mr. Albert informed the Board that Langan Engineering has resubmitted the 447 Storm HOP and Security for repayment of matching funds had not changed.

A motion was made by Mr. Barrett to approve Langan Engineering for services for the 447 Storm Project Bidding and to approve the release of the 447 Storm Project for bid pending the following conditions are completed. The review of project drawings, receipt of project manual and receipt of bidding proposal. Seconded by Ms. Bridges and carried unanimously.

The Board requested that since the majority of all commercial properties have been reevaluated for EDU usage, individual letters be sent to these customers verifying their EDU requirement.

NEW BUSINESS:

A motion was made by Ms. Bridges to pay the bills through April 13, 2015 in the amount of \$35,732.93. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Barrett to pay Frank J. Smith Jr. Inc. for Professional Services for the Airport Road project in the amount of \$842.50. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Barrett to pay Gilmore & Associates, Inc. for Engineering Services for the Airport Road project in the amount of \$2,410.40. Seconded by Ms. Bridges and carried unanimously.

After the WWTP siding bids were reviewed, a motion was made by Mr. Albert to award the contract to Dutchman Corporation, LLC pending the final reviews by Mr. Corveleyn and Schoonover & Vanderhoof are completed. Seconded by Ms. Bridges and carried unanimously.

Requested proposal from Gilmore & Associates, Inc. for Construction Observation for the 447 Storm Project is pending information from Langan Engineering.

A motion was made by Ms. Bridges to adopt Resolution 2-2015, Ratify Signatures for the Subsidy Agreement with Smithfield Township, and Ratify Signatures for the Officer Certificate, all for the General Obligation Bonds of Series 2015. Seconded by Mr. Barrett and carried unanimously.

Mr. Albert advised The Board of a potential need for 500 EDUs for the future project located at the Mosier's Farm property. At that time, the Sewer Authority will request that the majority of discharge flow through the Mosier's Pump Station to the WWTP in Lake Valhalla.

The account balance report and EDU summary were given to each member and reviewed by Mr. Albert.

PUBLIC COMMENTS:

There were no public comments.

There was no further business to discuss. A motion was made by Mr. Albert the meeting be adjourned at 8:20pm. Seconded by Mr. Barrett and carried unanimously.

Respectfully submitted,

**Russell C. Albert II, Chairman
Smithfield Sewer Authority
April 13, 2015**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, May 11, 2015 at 7:00 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Dave Timko (Vice-Chairman), Marianne Bridges, (Treasurer), Dan Corveleyn (Solicitor), Fred Courtright (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, April 13, 2015, a motion was made by Ms. Bridges to approve the minutes as written by the Chairman. Seconded by Mr. Albert and carried. Mr. Timko abstained as he was not present for the April meeting.

PUBLIC COMMENTS – no comments

SOLICITOR REPORT –Mr. Corveleyn notified the board that he reviewed the 447 Storm Water Project Documents. He stated they were well prepared and he had no comments.

ENGINEERS REPORT – Copy of report provided to each member and reviewed. Mr. Courtright informed the Board that the Business 209 Airport Road Extension is still in its preliminary stages.

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

UNFINISHED BUSINESS: Mr. Albert advised the Board that a Proposal for Bidding services had been received from Langan Engineering, was reviewed and signed. Mr. Albert informed the Board that after speaking with John Cote, Langan Engineering will be resubmitting the 447 Storm HOP. Mr. Albert also informed the Board that he will be contacting Bill Hopkins regarding the Security for repayment of Loan and matching funds for the Grant.

A discussion took place regarding the Mandatory pre-bid meeting held at the Township Municipal Building on May 11, 2015, at 1:00pm.

A motion was made by Mr. Albert that the Authority will not waive the Mandatory Attendance to the pre-bid meeting held on 5/11/2015 at 1:00pm. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to Authorize the Extension of the 447 Storm Water bids to 6/22/2015 at 1:00pm if the HOP from PennDot is not received by 5/25/2015. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to adjust the EDU Schedule to reflect the EDU requirement for 1 Doctor/Dentist to .5 EDUs to be rounded up to the nearest full EDU, and 1 additional EDU will be added if the office is also equipped with an Analysis Laboratory. Seconded by Ms. Bridges and carried unanimously.

NEW BUSINESS:

A motion was made by Mr. Timko to pay Schoonover & Vanderhoof, LLC for Professional Services for the WWTP siding project in the amount of \$79.60. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to pay Langan Engineering for Professional Services for the 447 Storm Water project in the amount of \$7,518.16. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to pay Gilmore & Associates, Inc. for engineering Services for the Airport Road project in the amount of \$7,030.88. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to pay the bills through May 11, 2015 in the amount of \$60,031.48. Seconded by Mr. Timko and carried unanimously.

Copies of the Account Balance Report and EDU Summary were provided to each member and reviewed by Mr. Albert.

PUBLIC COMMENTS:

There were no public comments.

There was no further business to discuss. A motion was made by Ms. Bridges the meeting be adjourned at 7:55pm. Seconded by Mr. Timko and carried unanimously.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
May 11, 2015**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, June 8, 2015 at 7:00 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Dave Timko (Vice-Chairman), Brian Barrett, (Secretary), Dan Corveleyn (Solicitor), Fred Courtright (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, May 11, 2015, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Mr. Albert and carried. Mr. Barrett abstained as he was not present for the May meeting.

PUBLIC COMMENTS – no comments

SOLICITOR REPORT –Mr. Corveleyn notified the board that he reviewed and submitted letters for the Reservation Agreement customers.

ENGINEERS REPORT – Copy of report provided to each member and reviewed. Mr. Barrett informed the Board that Vigon International is looking to expand their facility. The Board asked Mr. Barrett to provide Terri with the contact information. Mr. Courtright will follow up with Vigon International and forward a copy of the Authorities Ordinance regarding discharge parameters.

SYSTEM OPERATOR'S REPORT: -Copy of report provided to each member and reviewed by Mr. Albert. Third Street meter is showing an increase now that Pub 447 is fully operational.

UNFINISHED BUSINESS: Mr. Albert advised the Board that the HOP for the 447 Storm Water project was resubmitted, but there was no change in the status of the security for repayment of matching funds.

A motion was made by Mr. Barrett to authorize the extension of the 447 Storm Water bids to a date in July that is deemed appropriate by Langan Engineering. Seconded by Mr. Timko and carried unanimously.

NEW BUSINESS:

A motion was made by Mr. Timko to pay Gilmore & Associates, Inc. for Engineering Services for the Airport Road project in the amount of \$5,645.34. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Timko to pay Newman Williams Mishkin Corveleyn Wolfe for Professional Services for the 447 Storm Water project in the amount of \$340.00. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Timko to pay Langan Engineering for Professional Services for the 447 Storm Water project in the amount of \$13,339.88. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Timko to pay the bills through June 8, 2015 in the amount of \$25,004.46. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Albert to accept the 2014 Draft Audit from Kirk, Summa & Co., LLP. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Albert to authorize the Chairman to sign the Representation Letter for the 2014 Audit subject to review and approval from Mr. Corveleyn and Mr. Courtright. Seconded by Mr. Timko and carried unanimously.

After a review of the three Reservation Agreement Customer letters, a motion was made by Mr. Barrett to mail regular and certified the three revised Reservation Agreement letters. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Albert to add note #11 to the EDU Schedule to coincide with the International Building Code regarding regular and booth/picnic table seating measurements. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to authorize the Chairman to sign the Fifth Amendment of the Cooperation Agreement for the PennWorks Grant through 6/30/2016. Seconded by Mr. Barrett and carried unanimously.

Copies of the Account Balance Report and EDU Summary were provided to each member and reviewed by Mr. Albert.

PUBLIC COMMENTS:

There were no public comments.

There was no further business to discuss. A motion was made by Mr. Timko the meeting be adjourned at 7:50pm. Seconded by Mr. Barrett and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary
Smithfield Sewer Authority
June 8, 2015

The monthly meeting of the Smithfield Sewer Authority was held on Monday, July 13, 2015 at 7:00 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Dave Timko (Vice-Chairman), Marianne Bridges, (Treasurer), Fred Courtright (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, June 8, 2015, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Mr. Albert and carried. Ms. Bridges abstained as she was not present for the June meeting.

PUBLIC COMMENTS – no comments

SOLICITOR REPORT –nothing to report

ENGINEERS REPORT – Copy of report provided to each member and reviewed by Mr. Courtright. Mr. Courtright also informed the Board that an email was sent to Vigon on the restricted flows coming into our system.

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

UNFINISHED BUSINESS: Mr. Albert advised the Board that he met with John Cote regarding the HOP for the 447 Storm Water project, but nothing had changed. There also is no change in the status of the security for repayment of matching funds.

Information was provided to the Board that Langan Engineering received and is reviewing the Storm Bids and will provide a narrative.

Updated information was provided regarding the Reservation Agreement Letters. Niedbala and Pocono Palm submitted the necessary paperwork, but Apiem did not and will be forfeiting their EDUs. Discussion took place regarding the DEPG/Mosier’s project and the submission of \$2000.00 for Professional Services.

NEW BUSINESS:

A motion was made by Mr. Timko to pay Langan Engineering for Professional Services for the 447 Storm Water project in the amount of \$11,931.20. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay Gilmore & Associates, Inc. for Engineering Services for the Airport Road project in the amount of \$1,605.00. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay Gilmore & Associates, Inc. for Engineering Services for the 447 Storm Water project in the amount of \$930.00. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to pay the bills through July 13, 2015 in the amount of \$141,601.17 Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Albert to reject the request of Mr. Ken Schuchman to transfer existing EDU from the former Litts Residence Lot to the Odd-Lot Storage building lot, due to the property being a mandated connection by PA DER. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to accept the terms of ESSA for ACH Origination and Internal Depositing provided they supply in writing all fees are waived as long as account balance is never less than \$25,000.00. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to cancel the August 10, 2015 meeting and authorize the payment of bills by email and to ratify at the September meeting. Seconded by Mr. Timko and carried unanimously.

Copies of the Account Balance Report and EDU Summary were provided to each member and reviewed by Mr. Albert.

PUBLIC COMMENTS:

There were no public comments.

There was no further business to discuss. A motion was made by Mr. Albert the meeting be adjourned at 7:48pm. Seconded by Mr. Timko and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary
Smithfield Sewer Authority
July 13, 2015

The Work Session of the Smithfield Sewer Authority was held on Monday, July 27, 2015 at 11:30am in the Smithfield Township Municipal Building.

Documents of the bid evaluation from Langan Engineering for the S.R. 0447 Storm Sewer Project were presented to the Board and reviewed.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
July 27, 2015**

The monthly meeting of the Smithfield Sewer Authority for August 10, 2015 was cancelled.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
August 10, 2015**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, September 10, 2018 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), Dan Corveleyn, (Solicitor) Fred Courtright, (Engineer), 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, June 11, 2018, 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 June meeting.

SOLICITOR REPORT

Discussion took place regarding Township Ordinance #229, Municipal Permit Denial. Mr. Barrett informed the board, the Township Solicitor, Mr. Karasek is working on finalizing the ordinance for adoption.

ENGINEERS REPORT

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

A motion was made by Mr. Barrett to authorize Mr. Courtright to prepare a draft of specification documents for the bidding of manhole repairs located in Craig's Meadow Road, Delaware Avenue and Airstrip Road. Seconded by Ms. Bridges 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. Waiting on response from Penn Dot office. Penn Dot has completed borings on 447.

SYSTEM OPERATOR'S REPORT: -Copy of report provided to each member and reviewed by Mr. Albert. Discussion took place regarding the response by Prosser for PA one call mark outs.

A motion was made by Mr. Albert to notify Prosser that going forward any normal non-emergency repairs over \$ 3000.00 needs to be submitted in writing for board approval, any emergency repairs, the Authority needs immediate written notification and a follow up notification. Seconded by Mr. Timko and carried unanimously.

UNFINISHED BUSINESS:

Waiting on status of DCED PA Small Water and Sewer Program Grant status.

A motion was made by Mr. Timko to authorize Mr. Courtright to begin the process of the bidding documents for Airport Road, phase 2, provided that we are awarded the Grant. Seconded by Ms. Bridges and carried unanimously.

NEW BUSINESS:

A motion was made by Ms. Bridges to ratify the July and August bills approved by email in the amount of \$113,557.68 for July and \$71,156.40 for August. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Timko to pay the bills through September 10, 2018 in the amount of \$42,307.09 Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to approve the request from DSP to decrease the billed EDUs for the closed property at 447 to 1 active and 2 inactive, consistent with past precedence, water usage and or ownership change. Seconded by Mr. Albert and carried unanimously. (1 year of water meter readings were provided by DSP)

Discussion took place regarding Mr. Courtright's retirement and possible solicitation of future Engineering Services. The Board elected to not solicit any Requests for Proposals at this time. Mr. Courtright also stated that he would follow up with Gilmore and Associates to see if staffing would be available in our service area to provide all PA one call mark outs.

A motion was made by Mr. Albert to reschedule the October and November Meetings to October 1, 2018 and November 5, 2018. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to ratify the receipt of the final 2017 audit. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to ratify the release of payment for Prosser in the amount of \$11,942.47. Seconded by Ms. Bridges and carried unanimously.

There was no further business to discuss. A motion was made by Mr. Albert the meeting be adjourned at 5:55pm. Seconded by Mr. Timko and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary
Smithfield Sewer Authority
September 10, 2018

The monthly meeting of the Smithfield Sewer Authority was held on Tuesday, September 15, 2015 at 4:00 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), Dan Corveleyn, (Solicitor), Fred Courtright (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, July 13, 2015 and Work session held on Tuesday, July 27, 2015, 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 for the July meeting.

PUBLIC COMMENTS – no comments

SOLICITOR REPORT –nothing to report

ENGINEERS REPORT – Copy of report provided to each member and reviewed by Mr. Courtright.

A motion was made by Ms. Bridges to advertise for bids for the Mt Tom Road portion of the Mt Tom Road/Business 209/Airport Road Extension subject to Mr. Corveleyn's review of the project manual. Seconded by Mr. Timko and carried unanimously. (Note: Mr. Corveleyn did review and found manual acceptable)

A motion was made by Mr. Albert to authorize Fred to present a sketch and budget for the 420 foot extension on Lilac Drive at the next Board meeting. Seconded by Mr. Timko and carried unanimously.

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

UNFINISHED BUSINESS: Recently submitted information from the Alaska Pete Restaurant was reviewed by the Board. SSA sees no reason to change quantity of EDUs required.

Mr. Albert had no new information for the Board regarding the DEPG/Mosier's Project.

Mr. Albert advised the Board that nothing had changed regarding the HOP for the 447 Storm Water project. There also is no change in the status of the security for repayment of matching funds.

Mr. Albert informed the Board that necessary documents for the 447 Storm Water project were sent to Michelle Bisbing for her review.

After discussion, the Board decided to table the release of a Letter of Intent to DOLI, the low bidder for the 447 Storm Water project, due to the numerous outstanding items regarding this plan.

A motion was made by Mr. Barrett to authorize the Chairman to sign the PRBC III Sewer Lateral HOP from PennDot subject to a review by Mr. Courtright. Seconded by Mr. Timko and carried unanimously.

NEW BUSINESS:

A motion was made by Mr. Timko to ratify the release of payments, via Board review and approval by email, for the August 10, 2015 bills in the amount of \$35,298.81. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Ms. Bridges to pay Langan Engineering for Professional Services for the 447 Storm Water project in the amount of \$2,692.59. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to pay Gilmore & Associates, Inc. for Engineering Services for the 447 Storm Water project in the amount of \$ 967.50. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Barrett to pay Gilmore & Associates, Inc. for Engineering Services for the Airport Road project in the amount of \$4,155.00. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Barrett to pay Joseph McDonald for Professional Services for the 447 Storm Water project in the amount of \$560.00. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Barrett to pay the bills through September 15, 2015 in the amount of \$ 42,454.53. Seconded by Ms. Bridges and carried unanimously.

Copies of the Account Balance Report and EDU Summary were provided to each member and reviewed by Mr. Albert.

PUBLIC COMMENTS:

There were no public comments.

There was no further business to discuss. A motion was made by Mr. Timko the meeting be adjourned at 5:06pm. Seconded by Mr. Barrett and carried unanimously.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
September 15, 2015**

The monthly meeting of the Smithfield Sewer Authority was held on Tuesday, October 13, 2015 at 4:00 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), Joseph McDonald, (Solicitor), Fred Courtright (Engineer) and Terri Timko, (Assistant Secretary).

Other attendees were Mr. Bill Hopkins, Mr. Marc Wolfe, Esq., Mr. Chuck Leonard, Ms. Michelle Bisbing, Mr. John Cote and Mr. Alan Lipkowitz.

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 15, 2015, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Bridges and carried unanimously.

PUBLIC COMMENTS – no comments

SOLICITOR REPORT –nothing to report

ENGINEERS REPORT – Copy of report provided to each member and reviewed by Mr. Courtright.

A motion was made by Ms. Bridges to table the bids from 10/13/15 for the Mt. Tom Road portion of Mt. Tom Road/Business 209/Airport Road Extension pending further review by Mr. Courtright and Mr. Corveleyn. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to table the Lilac Drive Extension sketch and budget for further review. Seconded by Mr. Barrett and carried unanimously.

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

UNFINISHED BUSINESS: Mr. Albert had no new information for the Board regarding the DEPG/Mosier’s Project.

Mr. Albert informed the Public that the Board would proceed with the New Business on the agenda and would then open the floor for discussion pertaining to the PRBCIII Project.

NEW BUSINESS:

A motion was made by Mr. Barrett to sign paperwork to close the two CD’s and open a Money Market account with ESSA Bank to make funds available for the 447 Storm Water pipe project payments. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay Gilmore & Associates for Engineering Services for the 447 Storm Water project in the amount of \$930.00. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Barrett to pay Gilmore & Associates, Inc. for Engineering Services for the Airport Road Extension project in the amount of \$ 5,105.20. Seconded by Mr. Timko and carried unanimously.

A motion was made by Ms. Bridges to pay Newman Williams Mishkin Corveleyn for Professional Services for the Airport Road Extension project in the amount of \$255.00. Seconded by Mr. Timko and carried unanimously.

A motion was made by Ms. Bridges to pay the bills through October 13, 2015 in the amount of \$61,312.18. Seconded by Mr. Timko and carried unanimously.

Copies of the Account Balance Report and EDU Summary were provided to each member for their review.

There being no further New Business, Mr. Albert began review and discussion on the PRBCIII project.

Mr. Albert informed the Board that the HOP for the Storm Water Pipe was received 10/2/2015.

Discussion and review by Mr. Albert and Mr. McDonald of letter dated 10/1/2015 from Joseph McDonald, Esq. to Mark Primrose, Esq. regarding the PRBCIII-Smithfield Sewer Authority Proposed Escrow Agreement took place.

Discussion and review by Mr. Albert regarding the status of security for repayment of matching funds followed.

Mr. Leonard addressed the Board stating that because the expiration date of 6/30/2016 is approaching for the grant funding, could the Board please expedite the signing of the contract. Mr. Albert responded that the Board is in no way holding up the project and wants nothing more than to go forward with the contract once all outstanding PRBC III technical issues are resolved. Mr. Lipkowitz strongly stated that Mr. Albert's remarks were disingenuous and he accused Mr. Albert of threatening to stop the project. Mr. Albert stated that Mr. Lipkowitz' statement was untrue and that the Board has been in no way holding up the project and wants nothing more than to go forward.

Mr. Wolfe, Esq. addressed the board and stated that the delivery date for PRBCIII to turn over the building to PMC is the end of September 2016. Mr. Albert asked Mr. Wolfe about the security for repayment and Mr. Wolfe stated that because of the sensitive timeframe, we do not have time to discuss issues from the past and need to continue to move forward on this project.

Mr. Lipkowitz became very irate and accused the board of trying to stop the project and accused the board of having issues with the Simon family. Mr. McDonald, Esq. advised the Board that as their attorney they should not respond to Mr. Lipkowitz' allegations. Mr. Lipkowitz then addressed Mr. McDonald, Esq. and asked if he would receive a letter he was holding. Mr. McDonald, Esq. responded that he would have to discuss with the board.

A motion was made by Mr. Albert to go into Executive Session at 5:50pm. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to come back into regular session at 6:10pm. Seconded by Mr. Timko and carried unanimously. At that time, Mr. McDonald stated that the reason the Board choose to go into Executive Session was to discuss legal issues regarding threats made against the Board to take legal action. Mr. Lipkowitz stated that he did not threaten legal action; he was only clarifying what he thought as some misrepresentations.

A motion was made by Ms. Bridges to authorize the Chairman and Legal Counsel to attend a meeting with legal parties and representatives of PRBCIII, PMIPA and PMC. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Albert to extend the 447 Storm Water Bids to match the request by PRBCIII with the Township for a 90 day extension for approval of the Developer's Agreement. Seconded by Ms. Bridges and carried unanimously. Langan Engineering will submit a letter to the two low bidders.

There was no further business to discuss. A motion was made by Mr. Timko the meeting be adjourned at 6:21pm. Seconded by Ms. Bridges and carried unanimously.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
October 13, 2015**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, November 9, 2015 at 7:00 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Dave Timko (Vice-Chairman), Marianne Bridges, (Treasurer), Dan Corveleyn, (Solicitor), Joseph McDonald, (Alternate-Solicitor), Fred Courtright (Engineer) and Terri Timko, (Assistant Secretary).

Other attendees were Mr. Bill Hopkins, Mr. Alan Lipkowitz , Mr. Domenic Sbrocchi, Esq., and Mr. Frank Riccobono.

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

There being no corrections or additions to the minutes from the meeting held on Tuesday, October 13, 2015, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Bridges and carried unanimously.

PUBLIC COMMENTS – no comments

SOLICITOR REPORT –Mr. Corveleyn informed the Board that he is in receipt of a letter from Attorney Timothy McManus regarding the change to our EDU Schedule and is preparing a response.

ENGINEERS REPORT – Copy of report provided to each member and reviewed by Mr. Courtright. Discussion also took place that the Board will take action at the 12/14/2015 meeting regarding the Mt Tom Road portion of the Mt Tom Road/Business 209/Airport Road Extension and further discuss the Lilac Drive Extension.

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

UNFINISHED BUSINESS: Mr. Albert provided a copy of the approved HOP for the pipe in 447, (permit #05050830), showing the 32 permit conditions.

Mr. McDonald, Esq. advised the Board that a motion should be made to go into Executive Session due to threatened litigation.

At 7:06pm, Mr. Albert made a motion to go into Executive Session because of threatened litigation against the Authority regarding the 447 Storm Water Project. Seconded by Ms. Bridges and carried unanimously. Mr. Albert asked Fred Courtright and Terri Timko to attend the Executive Session.

At 8:10pm, Mr. Albert made a motion to return to Regular Session. Seconded by Ms. Bridges and carried unanimously.

Mr. Albert reiterated to those present the reason for Executive Session was due to threatened litigation against the Authority.

Mr. Albert gave a brief synopsis of the PRBC and 447 Storm Water Project events from 2005 to present.

A motion was made by Mr. Albert to authorize the Assistant Secretary to issue a Sewer Connection Permit for the PRBCIII site upon receipt of the following three items:

1. Receipt of the applied for Zoning/Building Permit Application executed by PRBCIII.
2. Receipt of total tapping fee monies for the total required EDUs. (EDU calculation is based on February 24, 2015 data submitted via email from PRBCIII and Authority's current Applicable EDU Schedule)
3. Receipt of PennDot HOP for Sewer Lateral Connection for PRBCIII site.

Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to authorize Joseph McDonald, Esq. to consult with Mr. Ronold Karasek, Esq., Ms. Josele Cleary, Esq., Mr. Fred Courtright, P.E., Mr. Jon Tressler, P.E. and any other individuals required to assist in the development of a Storm Water Fee Structure Resolution(s) or Ordinance(s) for a new Storm Water pipe in Pa Route 447 for the transmission of Storm Water from properties located within the Flory Pond Storm Water Drainage Area, as required by Township Ordinances #168 and #203. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Albert to authorize the Authority Chairman to coordinate with Langan Engineering and take necessary action to proceed with the award of the bid to DOLI Construction for the construction of the 447 Storm Water Pipe in accordance with drawings and specifications from Langan Engineering, known as Project #9144080 and per the requirements per PennDot HOP #05050830 upon receipt of the following five items:

1. Receipt and review of all necessary documents from DOLI Construction as required by Project Manual instructions to bidders document # 00 21 13.
2. Clarification from Langan Engineering that no additional costs are anticipated from the PennDot HOP #05050830 32 permit conditions.
3. Verification from PMIPA and the Commonwealth Financing Authority that the bidding documents are acceptable(Note: Verification of acceptance received from PMIPA 11/10/15)
4. Receipt of the required security for funds to cover "Shortage of Costs" for the 447 Storm Water Pipe Project. (Per paragraph #9 of Cost Sharing Agreement with PRBCIII) Total costs of project are based on the best available information as of November 6, 2015 and are subject to change. (Costs are based on DOLI base bid, incurred and projected Engineering, Legal and Professional Services fees and available Grant and Loan funds based on PMIPA Schedule after Grant Requisition #16 and Loan Requisition #1) The shortage calculation is \$2,935,872.00 in grant and loan funds minus \$3,120,212.00 base bid from DOLI with a shortage of \$184,340.00. (subject to change)
5. Receipt of PennDot HOP for Storm Water Laterals for the PRBCIII site.

Seconded by Mr. Timko and carried unanimously.

NEW BUSINESS:

A motion was made by Mr. Timko to pay Gilmore & Associates for Engineering Services for the 447 Storm Water project in the amount of \$2,046.66. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay Gilmore & Associates, Inc. for Engineering Services for the Airport Road Extension project in the amount of \$ 3,259.09. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to pay Langan Engineering for Engineering Services for the 447 Storm Water Project in the amount of \$2,350.40. Seconded by Mr. Timko and carried unanimously.

A motion was made by Ms. Bridges to pay Joseph McDonald, Esq. for Professional Services for the 447 Storm Water Project in the amount of \$3,942.50. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to pay the bills through November 9, 2015 in the amount of \$20,436.12. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to accept the Draft Budget. Seconded by Ms. Bridges and carried unanimously.

There was no further business to discuss. A motion was made by Ms. Bridges the meeting be adjourned at 8:55pm. Seconded by Mr. Timko and carried unanimously.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
November 9, 2015**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, December 14, 2015 at 7:00 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), Joseph McDonald, (Alternate-Solicitor), Fred Courtright (Engineer) and Terri Timko, (Assistant Secretary).

Other attendees were Mr. Bill Hopkins and Mr. Michael A. Gaul Esq., representatives of PRBCIII

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 9, 2015, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Bridges. Mr. Barrett abstained as he was not present for the November meeting.

PUBLIC COMMENTS – no comments

SOLICITOR REPORT –Mr. Albert informed the Board that Mr. Corveleyn would be meeting with Attorney Timothy McManus on Wednesday, December 15th regarding the change of EDU calculation for the Dairy Queen and Alaska Pete's properties.

ENGINEERS REPORT

SANITARY SEWER – FRED I COURTRIGHT – Copy of report provided to each member and reviewed by Mr. Courtright.

A motion was made by Mr. Barrett to table the award of bid for the Mt. Tom Road portion of the Mt Tom Road/Business 209/Airport Road Extension until the 1/11/2016 meeting. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to authorize Terri to contact Mr. and Mrs. Pang for signatures on the easement agreement for the Mt Tom Road extension. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Timko to authorize Mr. Courtright to prepare a sketch and short spec. for the Lilac extension.

A motion was made by Mr. Timko to purchase a new pump from Xylem for the 447/209 pump station, authorize the Chairman to sign the quote, and make the necessary adjustment to the 2016 budget for the pump purchase of \$38,000.00. Seconded by Ms. Bridges and carried unanimously.

STORMWATER—review and discussion took place regarding proposal from Hanover Engineering for Construction Observation for the 447 Storm Pipe Project and the meeting minutes from the December 1, 2015 meeting.

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

UNFINISHED BUSINESS:

A motion was made by Mr. Barrett to approve Josele Cleary, Esq. for Representation as Special Council for \$175.00 per hour regarding Storm Water Matters. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to adopt Resolution #3-2015 to Amend the Articles of Incorporation. Seconded by Mr. Timko and carried unanimously.

At 7:37pm, Mr. Albert made a motion to go into Executive Session to discuss possible litigation matters. Seconded by Ms. Bridges and carried unanimously. Mr. Albert asked Joe McDonald, Esq, Fred Courtright and Terri Timko to attend the Executive Session.

At 8:05pm, Mr. Albert made a motion to return to Regular Session. Seconded by Mr. Timko and carried unanimously.

Discussion took place with the Board Members and the Representatives from PRBCIII regarding a request to lower the EDU calculation requirement. SSA received Floor Plans A101 and A102 on 12/8/15. SSA received documentation from Keith E. Snidtker from PMC regarding tentative schedule of Physicians that would be working in the East Stroudsburg Healthcare Center.

A motion was made by Mr. Albert to rescind the motion of 11/9/2015 regarding the issuance of a Sewer Connection Permit. Seconded by Mr. Timko and carried. Mr. Barrett abstained as he was not present for the November meeting.

A motion was made by Mr. Albert to authorize the Assistant Secretary to issue a Sewer Connection Permit for the PRBCIII site upon receipt of the following six items:

- 1 Receipt of Withdrawal of Local Agency Appeal.
2. Receipt of the applied for Zoning/Building Permit Application executed by PRBCIII.
3. Receipt of total tapping fee monies for the total required EDUs. (EDU calculation is based on 12/10/2015 letter and Physician chart provided by Keith E. Snidtker/PMC and the SSA EDU schedule).
4. Receipt of PennDot HOP for Sewer Lateral Connection for PRBCIII site.
5. Receipt of updated and signed application for sewer connection permit.
6. Receipt of any changes to building drawings or staffing schedules prior to the sale to PMC, (The Sewer Authority also reserves the right to recalculate the EDU requirement prior to issuance of an Occupancy Permit).

Seconded by Mr. Timko and carried unanimously.

Attorney Gaul acknowledged that SSA Resolutions allow SSA to adjust EDU/Tapping Fees (up or down) if floor plans or staffing change significantly during or after construction of the proposed facility.

The Board also requested that an updated narrative be added to the Planning Module, submitted in 2008, prior to the sale to PMC.

Discussion took place regarding the 11/9/2015 motion regarding the award of bid to DOLI Construction.

Mr. Gaul addressed the Board and asked for a consideration of accepting the \$184,340.00 shortage at the closing of the sale with PRBCIII and PMC. No motion was made.

The Board requested a Guaranteed Performance Bond or Cash Escrow Account that could be easily accessed if a shortage occurs. The Board also suggested that a guarantee for the shortage from PMC would also be acceptable.

11/9/2015 motion for reference. (No Changes)

A motion was made by Mr. Albert to authorize the Authority Chairman to coordinate with Langan Engineering and take necessary action to proceed with the award of the bid to DOLI Construction for the construction of the 447 Storm Water Pipe in accordance with drawings and specifications from Langan Engineering, known as Project #9144080 and per the requirements per PennDot HOP #05050830 upon receipt of the following five items:

- 1. Receipt and review of all necessary documents from DOLI Construction as required by Project Manual instructions to bidders document # 00 21 13.*
 - 2. Clarification from Langan Engineering that no additional costs are anticipated from the PennDot HOP #05050830 32 permit conditions.*
 - 3. Verification from PMIPA and the Commonwealth Financing Authority that the bidding documents are acceptable (Note: Verification of acceptance received from PMIPA 11/10/15)*
 - 4. Receipt of the required security for funds to cover "Shortage of Costs" for the 447 Storm Water Pipe Project. (Per paragraph #9 of Cost Sharing Agreement with PRBCIII) Total costs of project are based on the best available information as of November 6, 2015 and are subject to change. (Costs are based on DOLI base bid, incurred and projected Engineering, Legal and Professional Services fees and available Grant and Loan funds based on PMIPA Schedule after Grant Requisition #16 and Loan Requisition #1) The shortage calculation is \$2,935,872.00 in grant and loan funds minus \$3,120,212.00 base bid from DOLI with a shortage of \$184,340.00. (subject to change)*
 - 5. Receipt of PennDot HOP for Storm Water Laterals for the PRBCIII site.*
- Seconded by Mr. Timko and carried unanimously.*

Russ Albert noted the Board's concern that Grant Funds could be lost if issues are not resolved and construction is delayed.

NEW BUSINESS:

A motion was made by Mr. Timko to pay Gilmore & Associates for Engineering Services for Storm Water matters in the amount of \$ 270.00. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to pay Gilmore & Associates, Inc. for Engineering Services for the Airport Road Extension project in the amount of \$ 1,005.00. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Timko to pay Langan Engineering for Engineering Services for Storm Water Matters in the amount of \$1,256.06. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay Joseph McDonald, Esq. for Professional Services for Storm Water Matters in the amount of \$2,835.00. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Barrett to pay Morgan, Hallgren, Croswell & Kane, and P.C. for Professional Services for Storm Water Matters in the amount of \$1,015.00. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Barrett to pay the bills through December 14, 2015 in the amount of \$112,953.89. Seconded by Mr. Albert and carried unanimously.

A motion was made by Ms. Bridges to review by email and release payment for the vendor invoices received from December 15th through December 31st, 2015, and to ratify the payment as the January 11th, 2016 meeting.

A motion was made by Mr. Timko to approve the 2016 Budget with a \$38,000 adjustment for the pump replacement. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to approve Kirk, Summa & CO., LLP to audit the 2015 financial statements at a fee not exceed \$5,500.00.

EDU summary and Account Balance Reports were given to each Board Member for their review.

There was no further business to discuss. A motion was made by Ms. Bridges the meeting be adjourned at 9:30pm. Seconded by Mr. Timko and carried unanimously.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
December 14, 2015**