

The monthly meeting of the Smithfield Sewer Authority was held on Monday, January 11, 2016 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. John Cote, Langan Engineering, Mr. Bill Hopkins, Mrs. Nancy Hopkins, Mr. Larry Simon Jr., and Mr. Domenic P. Sbrocchi, 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, December 14, 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**

**REORGANIZATION – 2016**

A motion was made by Mr. Timko to retain existing Officers and Professionals, meeting date and time and office hours from 2015. Seconded by Ms. Bridges and carried unanimously.

The 2016 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
---------------------	------------------------------------

Solicitor	Newman, Williams, Mishkin, Corveleyn, Wolfe & Fareri
Alternate Solicitor	Joseph P. McDonald, Jr.
Special Solicitor for Storm Water	Josele Cleary
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

**SOLICITOR REPORT –**Mr. Albert reviewed letter from Mr. Corveleyn dated 1/7/2016 regarding two of Frank Riccobono properties.

A motion was made by Mr. Barrett to adjust the Dairy Queen and Alaska Pete’s EDUs in accordance to the recommendation made by Mr. Corveleyn with an effective date of 6/1/2015. Seconded by Mr. Albert and carried. Mr. Timko abstained.

## **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. Timko to award the bid for the Mt. Tom Road portion of the Mt Tom Road/Business 209/Airport Road Extension in the amount of \$124,000.00 to Wexcon. Seconded by Ms. Bridges and carried unanimously.**

**Mr. Courtright informed the board a draft and project manual will be finalized for the Lilac extension by the next board meeting on February 8, 2016.**

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

## **UNFINISHED BUSINESS:**

**A motion was made by Mr. Timko to adopt Resolution #1-2016 establishing Storm Water use fees. Seconded by Ms. Bridges and carried unanimously.**

**Discussion took place regarding the receipt of storm pipe in 447 and sewer pipe connection HOPs and the unknown status of storm pipe laterals from site HOP.**

**At 7:40pm, 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 8:18pm, Mr. Albert made a motion to return to Regular Session. Seconded by Mr. Timko and carried unanimously.**

**Mr. Albert informed the board all contractor documents, payment & performance bonds and certificate of insurance were received, reviewed and found acceptable.**

**A motion was made by Mr. Albert for the Authority to authorize Langan Engineering to release the contract documents to DOLI Construction in accordance with the 11/9/2015 motion awarding the bid to DOLI Construction, for the construction of the 447 Storm Water Pipe known as project #9144080, with the understanding that PRBCIII representatives agreed to honor the cost sharing agreement and have reached an agreement with PMC that at the time of closing, any unfunded contingency balance not to exceed \$184,340.00, will be deducted from the balance of the purchase price to PRBCIII and payment of unfunded balance will be made directly to Smithfield Sewer Authority. The Sewer Authority also reserved the right to issue the notice to proceed to DOLI construction once the site’s building permit is received. Seconded by Mr. Timko and carried unanimously.**

**Representatives from PRBCIII verbally agreed to pay all monies that exceeded the \$184,340.00 contingency, subject to review of related invoice documents.**

**A motion was made by Mr. Albert to approve proposal from Hanover Engineering for the Construction Observation for the 447 Storm Pipe Project. Seconded by Mr. Barrett and carried unanimously.**

**NEW BUSINESS:**

A motion was made by Mr. Timko to grant the request by Mr. Bob Brown, RGB Custom Builders, to transfer his inactive EDU from 2096 Milford Road, (Mamasitas Restaurant), to Lot #203 located in Twin Lake Estates. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to ratify the release of two payments on 1/5/2016 related to Proof of Publication and filing of Articles of Amendment in the amount of \$139.60. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay 5 invoices for Engineering and Professional Services related to Storm Water matters in the amount of \$8,797.07. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay the bills through January 11, 2016 in the amount of \$496,664.08. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to change to mileage rate to the IRS 2016 rate of \$0.54 per mile. Seconded by Ms. Bridges and carried unanimously.

Statement of financial interests and final budget were provided to each board member for review and submission.

A motion was made by Ms. Bridges to increase Terri Timko's hourly rate by \$1.00. Seconded by Mr. Barrett and carried. Mr. Timko abstained.

A motion was made by Mr. Barrett to increase Russ Albert 's hourly rate by 3%. 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 9:15pm. Seconded by Mr. Timko and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
January 11, 2016

The monthly meeting of the Smithfield Sewer Authority was held on Monday, February 8, 2016 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).

Other attendees were Mr. Salvatore Caiazzo & Mr. Michael Muffley from Hanover Engineering Associates, Inc.

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 11, 2016, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Mr. Barrett and carried unanimously.

**PUBLIC COMMENTS – no comments**

**SOLICITOR REPORT –Mr. Corveleyn informed the board that he has reviewed the project documents for the Lilac Drive extension and everything is in order. He did recommend that the contractor maintain umbrella insurance in the amount of \$5,000,000.00.**

#### **ENGINEERS REPORT**

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

Mr. Courtright suggested that Norm Fish be hired to do test borings at the Lilac Drive site in the spring of 2016

#### **447 STORM PIPE – SAL CAIAZZO**

A tentative pre-construction meeting is scheduled for Friday, 2/12/2016. Mr. Albert informed the board that he wanted the board to meet Sal and Mike and that Hanover's responsibilities regarding the Storm pipe project could be found in the project manual.

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

#### **UNFINISHED BUSINESS:**

Mr. Albert informed the Board that PRBCIII was issued the Sewer, Building and Zoning Permits. A letter dated 2/4/2016 from Marc Wolfe to Joe McDonald regarding the final closing with PRBCIII and PMC was given to the board and reviewed by Mr. Albert. Also stated were the only outstanding items from PRBCIII are the Hold Harmless Agreement and Manhole Detail Documents.

#### **NEW BUSINESS:**

A motion was made by Mr. Timko to pay 6 invoices for Engineering and Professional Services related to Storm Water matters in the amount of \$7,227.91. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Barrett to pay the bills through February 8, 2016 in the amount of \$27,168.81. Seconded by Mr. Timko and carried unanimously.

**A motion was made by Mr. Timko to request an increase with ESSA Bank for electronic deposit and ACH deposit to the amount of \$100,000.00. Seconded by Mr. Barrett and carried unanimously.**

**A motion was made by Mr. Timko to refund our contract price of \$120.00 with Allstate Septic to Mr. David Heath for the pumping of his tank located at 128 Stoneleigh Drive by Treible's Sewer and Drain Service. Seconded by Mr. Barrett and carried unanimously.**

**A brief discussion took place regarding an increase in wastewater from VIGON International to the Smithfield Treatment Plant**

**There was no further business to discuss. A motion was made by Mr. Timko the meeting be adjourned at 7:23pm. Seconded by Mr. Barrett and carried unanimously.**

**Respectfully submitted,**

**Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
February 8, 2016**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, March 14, 2016 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, February 8, 2016, 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 at the February meeting.

**PUBLIC COMMENTS – no comments**

**SOLICITOR REPORT –Mr. Albert informed the Board that 52 previous liens are now updated and filed.**

#### **ENGINEERS REPORT**

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

Mr. Courtright received a quote on test borings on Lilac Drive from Norm Fish and will ask Norm to start in the spring. Mr. Courtright also met with representatives at Vigon regarding the additional usage to our system and was informed that they hired RKR Hess. Mr. Courtright also informed the Board that the contracts were signed with WEXCON and the construction of the Mt Tom Road extension should start sometime in April.

A motion was made by Mr. Timko to authorize the Chairman to sign the NPDES permit renewal application. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to authorize the Chairman to sign the 2015 Chapter 94 report. Seconded by Ms. Bridges and carried unanimously.

#### **447 STORM PIPE – SAL CAIAZZO**

A motion was made by Mr. Albert to authorize Hanover Engineering to issue the Notice to Proceed to DOLI Construction with an effective date of 3/15/2016 and completion after 120 days. 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:**

Mr. Albert informed the Board that the Sewer Authority is being asked to take ownership of the existing Mosier’s Pump Station by DEPG Mosier’s Associates. No action was taken.

#### **NEW BUSINESS:**

A motion was made by Mr. Timko to authorize the Chairman to sign the HOP Permit application for Dollar General. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to authorize the Chairman to sign the planning Module Exemption for Dollar General, subject to the correction of 1 EDU. Seconded by Mr. Timko and carried unanimously.

**A motion was made by Mr. Timko to pay 4 invoices for Engineering and Professional Services related to Storm Water matters in the amount of \$1,799.23. Seconded by Ms. Bridges and carried unanimously.**

**A motion was made by Ms. Bridges to pay the bills through March 14, 2016 in the amount of \$49,481.16. Seconded by Mr. Timko and carried unanimously.**

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

**A brief discussion took place regarding options to advertise for additional member to fill the vacancy on the Board.**

**There was no further business to discuss. A motion was made by Ms. Bridges the meeting be adjourned at 7:52pm. Seconded by Mr. Timko and carried unanimously.**

**Respectfully submitted,**

**Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
March 14, 2016**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, April 11, 2016 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, March 14, 2016, 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**

**SANITARY SEWER – FRED I COURTRIGHT** – Copy of report provided to each member and reviewed by Mr. Courtright. Mr. Courtright informed the board that the Chapter 94 documents were submitted. The borings on Lilac Drive were completed by Norm Fish and under the advisement of Mr. Corveleyn, umbrella insurance would be added to the Lilac Drive bid package.

The board approved the advertisement of bids for the Lilac Drive extension with a bid opening of 5/9/2016 at 3:00pm.

A motion was made by Ms. Bridges to accept the change order for horizontal drilling for the Mt. Tom Road project with a credit of \$20,000. Seconded by Mr. Timko and carried unanimously.

#### **447 STORM PIPE**

A motion was made by Mr. Timko to approve the change order for a change in the 36" pipe to HDPE (pvc) pipe with a \$10,000 credit and to include the two Langan recommended conditions.

1. Approval and issuance of HOP Supplement from PennDOT
2. DOLI provides a cost analysis or description of the material and installation cost difference.

Seconded by Ms. Bridges and carried unanimously.

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

#### **UNFINISHED BUSINESS:**

Discussion took place regarding the flow options and EDU count for the Gateway Plaza project. Mr. Albert informed the board that 50+ liens were executed and other avenues including water shut-off are being explored.

#### **NEW BUSINESS:**

A motion was made by Ms. Bridges to authorize the release of \$1,125.00,(75%) to Mr. Arthur C. Pepper for a refund in accordance with the EDU allocation certificate and agreement. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to pay 2 invoices for Engineering and Professional Services related to Storm Water matters in the amount of \$5,641.04. Seconded by Ms. Bridges and carried unanimously.



**A motion was made by Ms. Bridges to pay the bills through April 11, 2016 in the amount of \$64,816.84. Seconded by Mr. Timko and carried unanimously.**

**A motion was made by Mr. Albert to authorize the release of \$70,580.00 to the Borough of East Stroudsburg for 20 tapping fees at \$3,529.00 each. Seconded by Mr. Timko and carried unanimously.**

**There was no further business to discuss. A motion was made by Mr. Timko the meeting be adjourned at 7:45pm. Seconded by Ms. Bridges and carried unanimously.**

**Respectfully submitted,**

**Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
April 11, 2016**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, May 9, 2016 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), Sal Caiazzo, (Alternate 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 11, 2016, 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 reviewed the Hold Harmless Agreement for the Dollar General and will be adding an additional paragraph.

Also, Attorney Ralph Matergia will be the representing council for the utilities relating to the Smithfield Gateway Project. Therefore, Mr. Corveleyn will be able to prepare an agreement to represent the Authority with this project.

#### **ENGINEERS REPORT**

**SANITARY SEWER – FRED I COURTRIGHT** – Copy of report provided to each member and reviewed by Mr. Courtright. Mr. Courtright informed the board that Wexcon is scheduled to start the Mt Tom Extension on May 16, 2016. Bids for the Lilac Extension were received and reviewed.

A motion was made by Mr. Timko to reject all bids for the Lilac Extension. Seconded by Ms. Bridges and carried unanimously. Mr. Courtright will send a letter with options for the homeowner with the failing system on Lilac.

#### **447 STORM PIPE**

Mr. Caiazzo informed the board that the video of the 447/209 site is complete with a project start date of May 22, 2016. DOLI is waiting for a response on a staging area on the Moiser's property.

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

#### **UNFINISHED BUSINESS:**

Mr. Albert informed the board that he had met with Jim Depetris and discussed several options for the Smithfield Gateway Project and presented those options to the Board. The Authority is waiting on an Agreement and Cost Analysis from Jim Depetris.

A motion was made by Mr. Albert to release letter to Attorney Joe McDonald, pertaining to three outstanding items that as of 5/9/2016 were not received as promised. (Storm Water Lateral PennDot HOP, Hold Harmless Agreement and SSA Manhole connection detail), seconded by Ms. Bridges and carried unanimously.

#### **NEW BUSINESS:**

A motion was made by Mr. Timko to approve agreement for Rosewood Lane. Seconded by Ms. Bridges and carried unanimously.

**A motion was made by Mr. Timko to ratify release of payment on April 12, 2016 in the amount of \$78,545.77. Seconded by Ms. Bridges and carried unanimously.**

**A motion was made by Mr. Timko to pay 3 invoices for Engineering and Professional Services related to Storm Water matters in the amount of \$3,264.53. Seconded by Ms. Bridges and carried unanimously.**

**A motion was made by Mr. Timko to pay the bills through May 9, 2016 in the amount of \$47,108.15. Seconded by Ms. Bridges and carried unanimously.**

**Discussion took place that once approved by Hanover Engineering, DOLI's request for monies for materials for the 447 Storm Pipe Project, for month of May, will be sent to the authority by email and monies will be released upon email approval by Authority members, and will be ratified accordingly at the June 13, 2016 meeting.**

**Copies of the Account Balance Report and EDU Summary were provided 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 8:26pm. Seconded by Mr. Timko and carried unanimously.**

**Respectfully submitted,**

**Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
May 9, 2016**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, June 13, 2016 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).

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 9, 2016, 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 May meeting.

**PUBLIC COMMENTS – no comments**

**SOLICITOR REPORT –**After review by Mr. Corveleyn, a motion was made by Ms. Bridges to buyback 1 EDU from Kevin Sherrer contingent upon the receipt of the \$2,225.50 outstanding account balance. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to approve the Chairman to sign the Conflict Waiver Letter between the Smithfield Sewer Authority and DEPG Mosier Associates, LP for the Smithfield Gateway Project. Seconded by Ms. Bridges and carried unanimously.

#### **ENGINEERS REPORT**

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

Mr. Courtright informed the board that he is working on a new budget for the Lilac Drive Extension which will include directional borings.

Mr. Courtright also stated that the sewer lateral at the PRBCIII site is installed and connected. He will provide the exact date of connection for the starting point for the 6 month wait time before customer billing begins, if no Certificate of Occupancy issued within the six months.

#### **447 STORM PIPE**

Mr. Albert reviewed the notes provided by Hanover Engineering Associates for the first three weeks of storm pipe construction. Hanover will be providing the authority with a weekly update by email and copies will be provided to each Board member.

**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 Smithfield Gateway Project was moving along but no further discussion took place regarding EDUs.

Mr. Albert stated that the approved letter to Joe McDonald was submitted and two of the three outstanding items from PRBCIII were received. The PennDot HOP was resubmitted with the SSA/PRBCIII easement but was still outstanding.

**NEW BUSINESS:**

**A motion was made by Mr. Barrett to pay 5 invoices for Engineering and Professional Services related to Storm Water matters in the amount of \$6,117.29. Seconded by Mr. Timko and carried unanimously.**

**A motion was made by Mr. Timko to pay the bills through June 13, 2016 in the amount of \$50,967.88. Seconded by Mr. Barrett and carried unanimously.**

**A motion was made by Ms. Bridges to ratify the release of payment for Application #1 to DOLI Construction for the 447 Storm Pipe Project in the amount of \$753,792.30. Seconded by Mr. Timko and carried unanimously.**

**A motion was made by Mr. Timko to approve the rental of a satellite phone for the Chairman to utilize during 6/21/2016 through 7/7/2016. Seconded by Mr. Barrett and carried unanimously.**

**A motion was made by Mr. Timko to pay the interest payment for the 2015 Series Bond in the amount of \$40,825.00. Seconded by Mr. Barrett and carried unanimously.**

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

**After discussion took place regarding the possible cancellation of the July and August meetings, the Board gave pre-approval to pay the July and August billings by email and to ratify their payment and release at the September meeting.**

**Mr. Corveleyn discussed the procedure for customer water shut off with BCRA. A letter will need SSA Board approval and submitted to BCRA.**

**A motion was made by Mr. Timko to accept the final 2015 Audit. Seconded by Ms. Bridges and carried unanimously.**

**There was no further business to discuss. A motion was made by Mr. Timko the meeting be adjourned at 7:52pm. Seconded by Mr. Barrett and carried unanimously.**

**Respectfully submitted,**

**Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
June 13, 2016**

**The monthly meeting of the Smithfield Sewer Authority for July 13, 2016 was cancelled.**

**Respectfully submitted,**

**Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
July 13, 2016**

The rescheduled monthly meeting of the Smithfield Sewer Authority was held on Wednesday, August 31, 2016 at 4:00 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Dave Timko (Vice-Chairman), Marianne Bridges, (Treasurer), Mike Muffley, (Alternate Engineer), and Terri Timko, (Assistant Secretary).

**PUBLIC COMMENTS – no comments**

**UNFINISHED BUSINESS:** Mike Muffley reviewed with the Board the status of the Storm Sewer SR 447 Project. A tentative substantial completion/inspection meeting will take place on 9/12/2016. Final payment application should be received in early November 2016.

**NEW BUSINESS:**

A motion was made by Mr. Timko to approve the Chairman to sign change order #3 from DOLI Construction for additional costs of \$33,372.00 due to unforeseen circumstances and are to be paid from item 52.00 contingencies. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to approve the Chairman to sign change order #4 from DOLI Construction for an additional 20 day extension to DOLI Construction for the Storm Sewer SR 447 Project with a substantial completion date of September 8, 2016. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to approve the release of final payment to Wexcon, Inc. for the Mt. Tom Road low pressure sewer extension in the amount of \$33,578.50 subject to receipt of as built. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to approve the release of payment for Application #3 to DOLI Construction for the Storm Sewer SR 447 Project in the amount of \$304,917.81. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to award the Lilac Drive extension to Norman L. Fish Excavation subject to signing of note/lien by Stewart and Wendy Marsh for the purchase of 1 tapping fee in the amount of \$4500.00 and 1 grinder pump in the amount of \$3000.00. Seconded by Ms. Bridges and carried unanimously.

Mr. Albert reviewed the Storm Water 2016 draft of the budget. The Board agreed to have Terri establish a separate General Checking Account and separate Accounting Company in Quick Books for all Storm Water related operations.

There was no further business to discuss. A motion was made by Mr. Timko the meeting be adjourned at 4:41pm. Seconded by Ms. Bridges and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
August 31, 2016

The monthly meeting of the Smithfield Sewer Authority was held on Monday, September 12, 2016 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), Mike Muffley (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 meetings held on Monday, June 13, 2016 and Wednesday, August 31, 2016 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. Albert reviewed the Promissory Note for the Marsh property on Lilac Drive and asked Terri to contact Mr. and Mrs. Marsh to come to the office to review and sign the note.

#### **ENGINEERS REPORT**

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

#### **447 STORM PIPE**

Mr. Muffley informed the Board that the substantial completion-inspection meeting took place with Mr. Albert and Steve Johnston from DOLI. Approximately 50 feet of pipe would be completed that evening and pavement restoration and clean up would begin with a time frame of 2-3 weeks.

A motion was made by Mr. Timko to authorize the Chairman to sign the Certificate of Substantial Completion with a final completion date of November 7, 2016. Seconded by Ms. Bridges and carried unanimously.

**SYSTEM OPERATOR'S REPORT:** -Copy of report provided to each member and reviewed by Mr. Albert. Mr. Albert also informed the Board that the pump at 447 is replaced and working, the WWTP circular tanks have been cleaned and minor repairs are complete and the generator base is painted.

#### **UNFINISHED BUSINESS:**

Mr. Albert informed the Board that the first phase plans for the Smithfield Gateway Project were submitted to the Planning Commission for review at their October 5, 2016 meeting.

A motion was made by Mr. Albert to authorize Terri to begin invoicing PRBCIII for the 3<sup>rd</sup> quarter for use of the Storm Water pipe. Seconded by Mr. Timko and carried unanimously.

Discussion took place regarding the 447 Storm Pipe budget. Mr. Albert informed the Board that he is in contact with the insurance company adding the pipe to the insurance and waiting on the amount of the additional premium.

Discussion took place regarding the Alaska Pete's Pump Station and Grease Tank. On July 15, 2016 Prosser was contacted for issues with the APPS. They contacted Allstate to pump the grease tank for repairs in the lift station. The invoice from Allstate for the removal of 1000 gallons of grease was



forwarded to Alaska Pete's for payment. Mr. Riccobono, owner, feels grease was not removed by Allstate and provided an invoice and pictures showing Eric Bell removing 3000 gallons on August 11, 2016 from the grease tank. The Board is taking no action at this time.

**NEW BUSINESS:**

A motion was made by Mr. Timko to ratify the approval and release of payment for the July invoices on July 14, 2016 in the amount of \$605,872.24. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to ratify the approval and release of payment for the August invoices on August 10, 2016 in the amount of \$86,565.63. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay 3 invoices for Engineering and Professional Services related to Storm Water matters in the amount of \$2,362.92. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay the bills through September 12, 2016 in the amount of \$34,606.32. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to authorize the Board members to sign the ESSA documents to open a New General Account for Storm Water and to transfer a \$1000.00 loan from the Sewer General Fund account. Seconded by Ms. Bridges and carried unanimously.

Discussion took place regarding the October 10, 2016 meeting and the Board decided to change the time to 9:00am.

There was no further business to discuss. A motion was made by Mr. Timko the meeting be adjourned at 7:30pm. Seconded by Mr. Bridges and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
September 12, 2016

The monthly meeting of the Smithfield Sewer Authority was held on Monday, October 10, 2016 at 9:00 AM 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), Mike Muffley (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, September 12, 2016, 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 –**Discussion took place regarding the Marsh Promissory Note for Lilac Drive. Once note is executed, Mr. Courtright will be notified to release the Notice to Proceed to Norman L. Fish, Excavating.

A motion was made by Mr. Barrett to approve Resolution 2-2016 with changes for the PA Small Water and Sewer Grant of \$500,000 to be used for the Airport Road/B209 extension. Seconded by Ms. Bridges and carried unanimously.

#### **ENGINEERS REPORT**

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

Mr. Courtright also notified the Board that the Bonds for Norman L. Fish, Excavating for the Lilac Drive extension were mailed by FedEx, pending receipt.

NPDES Permit No. PA0061361 was received.

#### **447 STORM PIPE – Hanover Engineering**

Mr. Muffley informed the Board that there is sufficient money in the contract to pave 447 completely. Milling and final paving should be complete within 2 days. One final application for payment will be submitted in November.

**SYSTEM OPERATOR’S REPORT:** -Copy of report provided to each member and reviewed by Mr. Albert. Questions and concerns regarding the line jetting at 98 Brinleigh were brought up so Terri is waiting on more information from Norm Fish before the decision of payment of that service is released.

#### **UNFINISHED BUSINESS:**

No change was made to the Gateway Plaza (Mosier)-flow options and EDU count.

A motion was made by Mr. Timko to accept the Draft budget for the balance of 2016 for the 447 Storm Pipe Operation & Maintenance. Seconded by Ms. Bridges and carried unanimously.

**NEW BUSINESS:**

**Storm Water User Fee invoice 1 that was sent to PRBCIII was reviewed**

**A motion was made by Mr. Barrett to authorize the Chairman to sign the eDMR Permittee registration required by DEP for Discharge Monitoring Reports submitted by Prosser Laboratories, Inc. Seconded by Ms. Bridges and carried unanimously.**

**A motion was made by Mr. Timko to pay DOLI Construction payment request #4 in the amount of \$475,346.79 for construction of the Route 447 Storm Sewer Pipe. Seconded by Ms. Bridges and carried unanimously.**

**A motion was made by Mr. Barrett to pay 4 invoices for Engineering and Professional Services related to Storm Water matters in the amount of \$24,632.27. Seconded by Mr. Timko and carried unanimously.**

**A motion was made by Mr. Timko to pay the bills through October 10, 2016 in the amount of \$74,784.23. Seconded by Ms. Bridges and carried unanimously.**

**A motion was made by Mr. Albert to authorize the Smithfield Sewer Authority to apply for the PA Small Water and Sewer Grant of \$500,000 through PMIPA. Seconded by Mr. Barrett and carried unanimously.**

**There was no further business to discuss. A motion was made by Mr. Timko the meeting be adjourned at 9:45am. Seconded by Mr. Bridges and carried unanimously.**

**Respectfully submitted,**

**Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
October 10, 2016**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, November 14, 2016 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), Mike Muffley (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, October 10, 2016, 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**

**SANITARY SEWER – Gilmore Associates-Fred Courtright** – Copy of report provided to each member and reviewed by Mr. Courtright. Norman Fish Excavating is ready to start the Lilac Drive extension once the driller is available.

**447 STORM PIPE – Hanover Engineering**

Mr. Muffley informed the Board that the 447 Storm Pipe Project is complete and he is working on the close out items. Frank Smith will be surveying and working on the as-builts. He will be taking measurements of both the Storm Water and Sewer lines. Once complete, we will know the actual flow capacity of the Storm Water pipe and if any repairs need to be done to the sewer line.

A motion was made by Mr. Albert to approve Change Order #5 to finalize the DOLI Construction documents for the 447 Storm Pipe Project. Seconded by Ms. Bridges and carried unanimously.

**SYSTEM OPERATOR'S REPORT:** -Copy of report provided to each member and reviewed by Mr. Albert. Mr. Albert will follow up with Prosser regarding the rebuilt pump at the round-a-bout pump station.

**UNFINISHED BUSINESS:**

No change was made to the Gateway Plaza (Mosier)-flow options and EDU count.

At 7:15, Mr. Albert made a motion to go into Executive Session to discuss possible litigation matters. Seconded by Ms. Bridges and carried unanimously.

At 7:35, Mr. Albert made a motion to return to Regular Session. Seconded by Ms. Bridges and carried unanimously.

Mr. Albert informed the Board that the September invoices to PRBCIII are outstanding and the October invoice was also mailed to PRBCIII for payment.

Mr. Albert also reviewed the draft letter to PRBCIII in response to the Right-to-Know request from Lawry Simon-President.

**NEW BUSINESS:**

A motion was made by Mr. Albert to authorize Smithfield Sewer Authority to borrow funds from ESSA for the non-reimbursement of costs for the 447 Storm pipe, not to exceed \$50,000. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Albert to authorize Mr. Corveleyn, Mr. Albert and Terri to proceed with preparing the necessary documents for the ESSA loan prior to the December Meeting. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Albert to pay DOLI Construction payment request #5-FINAL, in the amount of \$960,370.58 for construction of the Route 447 Storm Water Pipe, contingent upon receipt of all close out items. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to pay 4 invoices for Engineering and Professional Services related to Storm Water matters in the amount of \$34,299.55. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to pay the bills through November 14, 2016 in the amount of \$42,954.16. Seconded by Ms. Bridges and carried unanimously.

A copy of the Account Balance and EDU Reports were provided to each member and reviewed by Mr. Albert.

A copy of the 2017 Storm Water Budget-Draft and the 2017 Sewer Authority Budget-Draft were provided to each member and reviewed by Mr. Albert.

A motion was made by Mr. Timko to approve payment of any additional invoices for the Route 447 Storm Water Pipe Project by email approval, and to ratify at the December 12, 2016 meeting.

There was no further business to discuss. A motion was made by Mr. Timko the meeting be adjourned at 8:05pm. Seconded by Ms. Bridges and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
November 14, 2016

The re-scheduled monthly meeting of the Smithfield Sewer Authority was held on Monday, December 19, 2016 at 9:30 AM 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), Mike Muffley (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, November 14, 2016, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Seconded by Mr. Timko and carried. Mr. Barrett abstained as he was not present at the November meeting.

PUBLIC COMMENTS – no comments

SOLICITOR REPORT –A motion was made by Mr. Albert to approve Resolution #3-2016 authorizing the Issuance of a promissory note with ESSA Bank and the Authority for the purpose of financing a portion of cost associated with the Storm Water Pipe Project located on 447. Seconded by Ms. Bridges and carried unanimously.

ENGINEERS REPORT:

SANITARY SEWER – Gilmore Associates-Fred Courtright – Copy of report provided to each member and reviewed by Mr. Courtright. Mr. Courtright informed the board that the Boring was complete and the pipe installed from the manhole, and waiting on valve parts on Lilac Drive. Mr. Courtright also recommended the release of progress payment to Norman L Fish Excavating in the amount of \$10,500.00.

447 STORM PIPE – Hanover Engineering

Mr. Muffley informed the Board that the 447 Storm Pipe Project as-builts are complete and ready for the board to review. Langan Engineering will be able to update the flow calculations. Mr. Muffley also informed the Board that Penn Dot will perform their final walk through on December 22, 2016.

A motion was made by Mr. Timko to authorize the Chairman to sign and have notarized the Co-Permittee liability release form for all permits associated with the Storm Water Pipe Project located on 447. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Albert to authorize the Chairman to sign release of final approval from Penn Dot once all parties sign the Co-Permittee liability release form for all permits associated with the Storm Water Pipe Project located on 447. Seconded by Mr. Timko and carried unanimously.

Certificate of final Completion was signed and mailed to DOLI Construction.

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

UNFINISHED BUSINESS:

No change was made to the Gateway Plaza (Mosier)-flow options and EDU count. Discussion took place regarding outstanding invoices and Right to Know request with PRBCIII.

A motion was made by Mr. Albert to increase authorization to borrow funds from ESSA for non-reimbursement of costs for the 447 Storm Pipe and advancements from the Sewer Authority's sanitary sewer funds to the storm water funds for reimbursement of operation expenses for 2016. Seconded by Mr. Timko and carried unanimously.

**NEW BUSINESS:**

A motion was made by Mr. Timko to pay 7 invoices for Engineering and Professional Services related to Storm Water matters in the amount of \$19,151.89. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to pay the bills through December 19, 2016 in the amount of \$168,065.99. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to pay the bills through December 19, 2016 in the amount of \$4,712.00 from the Storm Water Account. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Barrett to approve Kirk Summa engagement letter for the 2016 audit. Seconded by Mr. Timko and carried unanimously.

The revised draft of the 2017 Storm Water Budget was provided and reviewed for approval at the January 2017 meeting.

A motion was made by Mr. Timko to approve the 2017 Sewer Authority Budget. Seconded by Ms. Bridges and carried unanimously.

Letters were provided to Board from various vendors with 2017 rates for approval at the 2017 re-organization meeting.

There was no further business to discuss. A motion was made by Mr. Timko the meeting be adjourned at 10:45am. Seconded by Ms. Bridges and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
December 19, 2016