

The monthly meeting of the Smithfield Sewer Authority was held on Monday, January 9, 2017 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. Bill Hopkins and Mrs. Nancy Hopkins, 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 19, 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 – Mr. Hopkins stated that the reason he was present was to sign the two Co-Permittee liability release forms for permit #PAG2004508003R(1) with Smithfield Sewer Authority and DOLI Construction. Mr. Hopkins was informed that original copies that were signed by both SSA and DOLI were sent to Mr. John Cote at Langan Engineering, but we would be able to provide a copy that he could sign.

REORGANIZATION – 2017

A motion was made by Mr. Timko to accept the list of Officers and Professionals as stated, meeting date and time and office hours from 2016. Seconded by Ms. Bridges and carried unanimously.

The 2017 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.
Special Solicitor for Storm Water	Josele Cleary
Authority Engineer	Gilmore & Associates, Inc.
Alternate Engineer	Hanover Engineering Associates, Inc.
Engineer for 447 Storm Pipe	Hanover Engineering Associates, Inc.
Alternate Engineer for 447 Storm Pipe	Gilmore & Associates, Inc.
Auditors	Kirk, Summa & CO., LP
Financial Advisor	Kirk, Summa & CO., LP
Alternate Financial Advisor	Riley & Company, Inc.
Designated Depository	ESSA Bank & Trust

Suggested Office Hours	8:00am to 4:00pm
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Mr. Barrett did question the role of Financial Advisor by Kirk, Summa & CO., LP. Mr. Albert explained that it would be in the capacity of general book keeping questions not financial advice.

A motion was made by Mr. Timko for a letter to be sent by the Chairman to Prosser Laboratories, Inc. requesting a rate structure within 10 days prior to approving their services. Seconded by Ms. Bridges and carried unanimously.

SOLICITOR REPORT –Mr. Corveleyn informed the board that the 2017 ESSA Loan closing took place earlier that day, for funds needed for costs related to the 447 Storm Pipe Project that were deemed ineligible for reimbursement by Penn Works and for repayment of advancements from the Sewer Authority’s sanitary sewer funds to the storm water funds for storm water operation expenses for 2016

ENGINEERS REPORT

SANITARY SEWER – Gilmore Associates – Fred Courtright – Copy of report provided to each member and reviewed by Mr. Courtright. Mr. Courtright also informed the board that the Lilac Drive extension is almost complete, just waiting on inserts for pipe to finish the job.

447 STORM PIPE – Hanover Engineering-nothing to present. Pipe is complete, final inspection by Penn Dot was done and approved and we are waiting on their letter that could take up to 6 months to process. As-builts are complete and pipe flow capacity updated.

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

UNFINISHED BUSINESS:

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

No change to status of PRBCIII outstanding invoices.

At 7:17pm, 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 Terri Timko to attend the Executive Session.

At 7:29pm, Mr. Albert made a motion to return to Regular Session. Seconded by Mr. Timko and carried unanimously.

Copies of the two Co-Permittee liability release forms for permit #PAG2004508003R(1) were given to Mr. Hopkins for review and signature.

A motion was made by Mr. Albert to approve the 2017 447 Storm Pipe Operation and Maintenance Budget subject to adjustments based on any additional invoices received through 1/31/2017. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to approve the 2017 447 Storm Pipe Estimated User fee subject to adjustments based on any adjustments to the 2017 Storm Pipe Budget. Seconded by Ms. Bridges and carried unanimously.

NEW BUSINESS:

Frank Riccobono asked to be on the agenda to discuss the new pavilion for Alaska Pete's but was not present at the meeting.

A request of transfer of EDUs from the Chelsea property to the Mosier property was not received prior to the meeting.

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 \$840.00. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay the bills through January 9, 2017 in the amount of \$19,916.40. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Timko to pay the 1/15/2017 bond payment in the amount of \$430,825.00 after check is received from Penn Works. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Barrett to pay any other vendor invoices received after meeting by email approval and to ratify at the February meeting. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Albert to change to mileage rate to the IRS 2017 rate of \$0.535 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 in accordance with the 2017 township budget. Seconded by Mr. Barrett and carried. Mr. Timko abstained.

A motion was made by Ms. Bridges to increase Russ Albert's hourly rate in accordance with the 2017 township budget. Seconded by Mr. Barrett and carried. Mr. Albert abstained.

A motion was made by Mr. Albert to authorize Terri to make the ESSA loan payment of \$6,929.48 prior to due date of the 9th of each month. Seconded by Ms. Bridges and carried unanimously.

Mr. Hopkins explained that he would not sign the two Co-Permitee liability release forms for permit #PAG2004508003R(1) without the letter from Penn Dot regarding their final inspection.

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

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
January 9, 2017**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, February 13, 2017 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, January 9, 2017, a motion was made by Mr. Barrett to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Bridges and carried unanimously.

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. Mr. Courtright also informed the board that the Lilac Drive extension is almost complete, just waiting to install valves in manhole.

A motion was made by Ms. Bridges to authorize Mr. Courtright to prepare a bid package for the replacement of the Ultraviolet Disinfection system at the treatment plant and to coordinate the installation with Gilmore Associates and Prosser Laboratories. Seconded by Mr. Barrett and carried unanimously.

447 STORM PIPE – Hanover Engineering-nothing to present. Waiting for permit close-outs from Penn Dot including the Sewer Lateral Connection permit. Melissa Maupin from Penn Dot requested a video of the Storm Pipe. Mike Muffley from Hanover is sending video.

SYSTEM OPERATOR'S REPORT: -Copy of report provided to each member and reviewed by Mr. Albert. Copy of Prosser Laboratories 2017 rate schedule was given to each Board member and found to be acceptable.

UNFINISHED BUSINESS:

No change was made to Gateway Plaza (Mosier)-flow options and EDU count. A letter from Attorney Matergia was received and more information was requested.

No change to status of PRBCIII outstanding invoices.

At 7:25pm, 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 Terri Timko to attend the Executive Session.

At 7:50pm, Mr. Albert made a motion to return to Regular Session. Seconded by Mr. Timko and carried unanimously.

Mr. Albert informed the board that Bill Hopkins has the original NPDES Co-Permittee Release Forms for his signature.

A motion was made by Mr. Timko to ratify the 2017 447 Storm Pipe Operation and Maintenance Budget, updated as of 1/31/2017 per motion at the January 9, 2017 meeting. Seconded by Ms. Bridges and carried unanimously. Mr. Albert informed the Board that the budget was reviewed by Hanover Engineering, Kirk Summa & Co. LP, Joseph McDonald Esq., and Josele Cleary Esq., with no concerns.

A motion was made by Ms. Bridges to ratify the 2017 447 Storm Pipe User Fee, updated as of 1/31/2017 per motion at the January 9, 2017 meeting, with a new 2017 monthly user fee of \$22,536.50. Seconded by Mr. Timko and carried unanimously.

Mr. Albert informed the Board that the CFA Grant for the Airport Road Extension was revised to indicate the Authority as the applicant and administrator.

NEW BUSINESS:

A motion was made by Mr. Barrett to approve Resolution 1-2017 to amend Resolution 1-2008 concerning Municipal Liens. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to approve the filing of a Municipal Lien for the Storm Water User located at 179 Independence Road because of past due invoices. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to ratify the release of 6 invoices for the amount of \$20,573.73 that were reviewed and approved by the Board by email per motion at the January 9, 2017 meeting. Seconded by Mr. Barrett 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 \$1,254.00. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay the bills through February 13, 2017 in the amount of \$34,833.17. Seconded by Ms. Bridges and carried unanimously.

Copies of the Account balance report and EDU report were given to each Board member and reviewed by Mr. Albert.

There was no further business to discuss. A motion was made by Mr. Timko the meeting be adjourned at 8:10pm. Seconded by Ms. Bridges and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary
Smithfield Sewer Authority
February 13, 2017

The monthly meeting of the Smithfield Sewer Authority was held on Monday, March 13, 2017 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, (Alt-Solicitor), Fred Courtright (Engineer) and Terri Timko, (Assistant Secretary).

Also present Jim DePetris, John Cote and Doug Olmstead, Smithfield Gateway Representatives.

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 13, 2017, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Bridges and carried unanimously.

SOLICITOR REPORT –nothing to report

ENGINEERS REPORT

SANITARY SEWER – Gilmore Associates – Fred Courtright – Copy of report provided to each member and reviewed by Mr. Courtright. Mr. Courtright also informed the board that the valves were installed at Lilac Drive. Road will be paved once paving plants open for the season.

A motion was made by Mr. Timko to authorize the Chairman to sign the 2016 Annual Chapter 94 report. Seconded by Ms. Bridges and carried unanimously. Mr. Timko did have concerns in the spike of Organic Loads but was assured by Mr. Courtright that it is within the average and the sludge is hauled offsite.

447 STORM PIPE – Hanover Engineering-nothing to present. Waiting on Penn Dot to sign off on inspection from 12/22/2016 meeting.

SYSTEM OPERATOR’S REPORT: -Copy of report provided to each member and reviewed by Mr. Albert. Mr. Albert will be contacting Prosser regarding the Rt209/447 pump station SOLA power supply shut down.

UNFINISHED BUSINESS:

John Cote, representing Smithfield Gateway, gave a presentation regarding the phases of the project located on the Mosier Farm property, and why they would need 75 EDUs transferred from the Chelsea property they recently purchased. The agreement with the Sewer Authority was reviewed and some additional exhibits were requested.

No change to status of PRBCIII outstanding Storm Water User Fee invoices or the PRBCIII signing of the NPDES Co-Permittee Release Forms. PRBCIII did pay the prorated 4th quarter invoice for Sewer User Fees.

At 7:50pm, 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 Terri Timko to attend. Mr. McDonald and Mr. Courtright were also present.

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

Mr. Albert informed the Board that the Lien was filed for the 179 Independence Road/Storm Water User.

A motion was made by Mr. Albert to approve the filing of a second Municipal Lien for the Storm Water User located 179 Independence Road because of past due invoices. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to authorize the Chairman and the Assistant Secretary to sign and seal the documents for the second Municipal Lien. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to revise the 2017 Storm Budget and 2017 Storm User Fee due to result of final loan payment from Penn Works and final adjusted monthly loan payment. Seconded by Ms. Bridges and carried unanimously.

Mr. Albert informed the Board that we should have the status of the CFA Grant by the April Meeting.

NEW BUSINESS:

A motion was made by Ms. Bridges to pay 3 invoices for Engineering and Professional Services related to Storm Water matters in the amount of \$2,193.35. Seconded by Mr. Timko and carried unanimously.

A motion was made by Ms. Bridges to pay 2 invoices for Engineering and Professional Services related to the Smithfield Gateway Project in the amount of \$1,381.92. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to pay the bills through March 13, 2017 in the amount of \$41,740.10. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to authorize Hanover Engineering and the Chairman to contact Boucher and James to see if Storm Water Pipe information is needed for the MS4 Storm Water regulations. 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 8:30pm. Seconded by Mr. Albert and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary
Smithfield Sewer Authority
March 13, 2017

The monthly meeting of the Smithfield Sewer Authority was held on Monday, April 10, 2017 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, March 13, 2017, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Seconded by Mr. Timko and carried unanimously.

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. Mr. Courtright also informed the board that the valves were installed at Lilac Drive. Road will be paved once paving plants open for the season.

A motion was made by Mr. Timko to authorize the Assistant Secretary to send a letter to Mr. & Mrs. Marsh that the low pressure forced main extended past their property on Lilac Drive is complete and they can now make arrangements to connect. Information regarding payment schedule for tapping fee and 4/1/17 start of user fee should also be included. Seconded by Ms. Bridges and carried unanimously.

447 STORM PIPE – Hanover Engineering-nothing to report. Waiting on Penn Dot to sign off on inspection from 12/22/2016 meeting.

SYSTEM OPERATOR’S REPORT: -Copy of report provided to each member and reviewed by Mr. Albert. Mr. Albert contacted Prosser regarding the Rt209/447 pump station SOLA power supply shut down. John Wurst from Prosser responded that they are changing out the backup at the 447 pump station to a more reliable source. They have encountered the same issue at other stations they service for other Authorities.

UNFINISHED BUSINESS:

The Gateway Plaza revised agreement is not finalized and waiting on additional exhibits.

A motion was made by Ms. Bridges to approve the transfer of 75 EDUs from the Chelsea property to the DEPG Mosier Associates, L.P. and be allocated to Phase 1 of the Smithfield Gateway Project with the 25 remaining at the Chelsea Property. Seconded by Mr. Timko and carried unanimously. The Assistant Secretary will notify DEPG Mosier Associates, L.P. of approval by letter.

At 7:15pm, 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 Terri Timko to attend. Mr. Courtright was also present.

At 7:30pm, Mr. Albert made a motion to return to Regular Session. Seconded by Ms. Bridges and carried unanimously.

Mr. Albert informed the board that there is no change to the status of PRBCIII signing of the NPDES Co-Permittee Release Forms.

The first Lien filed for the 179 Independence Road/Storm Water User was paid on March 20, 2017 and the lien removed.

A second Lien was filed for the 179 Independence Road/Storm Water User on March 29, 2017 from motion made at the March 13, 2017 meeting.

PRBCIII filed a Writ of Scire Facias on April 7, 2017 with the court requiring the Authority to respond.

A motion was made by Mr. Timko to authorize the Chairman and the Assistant Secretary to continue working with Attorneys Joseph McDonald and Josele Cleary regarding the liens for the Storm Water User and to prepare documents for the response to the Writ of Scire Faias filed on April 7, 2017.

Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to approve the filing of a third Municipal Lien for the Storm Water User located at 179 Independence Road because of past due invoices. Seconded by Ms. Bridges and carried unanimously.

Mr. Albert informed the Board that due to the amount of applicants and limited funds available, the Authority was not approved for the CFA grant but should consider re-applying in the fall.

Mr. Albert also provided information that the Township has applied for a waiver regarding the MS4 Storm Water Regulations.

NEW BUSINESS:

A motion was made by Mr. Timko to accept the engagement letter with Jeremy Smith Landscaping, Inc., with 2016 pricing for mowing of pump stations and fall/spring cleaning subject to receipt of Certificate of Insurance. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to accept the engagement letter with Weitzmann, Weitzmann and Huffman to assist in possible Penn Works Loan revisions with PMIPA. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to authorize the Chairman and the Assistant Secretary to work with PMIPA and WW&H to discuss possible restructure of the Penn Works Loan. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to authorize Terri to invest \$1,000,000.00 in a 12 month CD with the best rate. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to authorize Terri to transfer \$500,000.00 to the existing Money Market account. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to pay 3 invoices for Engineering and Professional Services related to Storm Water matters in the amount of \$781.84. 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 the Smithfield Gateway Project in the amount of \$2,843.75. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to pay the bills through April 10, 2017 in the amount of \$25,364.13. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to authorize payment for the current amount of \$21,233.38 for the Penn Works Loan. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to authorize the monthly payment of \$16,643.04 for the Penn Works Loan until further notice. Mr. Timko asked to change motion to pay only the May 1, 2017 invoice. Mr. Albert agreed. Seconded by Mr. Timko and carried unanimously.

There was no further business to discuss. A motion was made by Mr. Albert the meeting be adjourned at 7:54pm. Seconded by Mr. Timko and carried unanimously.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
April 10, 2017**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, May 8, 2017 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) and Joseph McDonald, (Solicitor arrived at 7:25 pm).

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 10, 2017, 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 April meeting.

SOLICITOR REPORT –Mr. Corveleyn reported that he received paperwork from Attorney Ralph Matergia regarding Gateway, but not a draft of the Letter of Credit.

ENGINEERS REPORT

SANITARY SEWER – Gilmore Associates – Fred Courtright – Copy of report provided to each member and reviewed by Mr. Courtright. Mr. Courtright also informed the board that the sewer manholes were tested at the 179 Independence Road site, and were found to be acceptable. The status of the Lilac Drive extension has not changed. Connections are being made at the Mt Tom Road Extension. Also, there is a possible issue with the pipe located at Sarah Court to Manor Drive. Prosser is jetting pipe to see if this corrects the issue. Prosser will keep us updated.

447 STORM PIPE – Hanover Engineering-nothing to report. Waiting on Penn Dot to sign off on inspection from 12/22/2016 meeting. Russ contacted Penn Dot to see if anything else is needed by the Authority to help expedite the process.

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

UNFINISHED BUSINESS:

The Gateway Plaza revised agreement and additional exhibits were reviewed by Mr. Albert. A schedule of the tapping fees is needed and additional funds for professional services. Mr. Corveleyn will continue to work with Mr. Matergia and Mr. Courtright will work with the engineer for Gateway.

At 7:30pm, Mr. McDonald informed the Board that he received an Affidavit of Defense regarding the recent liens that were filed and advised the Board to go into Executive Session to discuss possible litigation matters. A motion was made by Mr. Timko to go into executive session. Seconded by Mr. Albert and carried unanimously. Mr. Albert asked Terri Timko to attend.

At 8:15pm, Mr. Albert made a motion to return to Regular Session. Seconded by Ms. Bridges and carried unanimously.

Mr. Albert informed the board that there is no change to the status of PRBCIII signing of the NPDES Co-Permittee Release Forms, the Storm Water invoices continue to be outstanding, and a third Lien was filed for the 179 Independence Road/Storm Water User on April 13, 2017 per motion made at the April 10, 2017 meeting.

Mr. Albert informed the Board that the result of the meeting with Weitzmann Weitzmann & Huffman regarding the Penn Works Loan was to wait on a final outcome regarding the liens before we contact PMIPA.

A motion was made by Mr. Timko to approve the filing of a Municipal Lien for the April 2017 past due Storm Water User Fee for property located at 179 Independence Road. Seconded by Ms. Bridges and carried unanimously.

NEW BUSINESS:

A motion was made by Mr. Timko to authorize Mr. McDonald Esq. to agree to a stipulation with King Spry to allow PRBCIII to pay Storm Water User Fees to Monroe County Court, with conditions. Seconded by Ms. Bridges and carried unanimously.

After discussion, the Board asked Mr. McDonald Esq. to advise King Spry that the Authority cannot sign the Lateral Easement Release until the replacement document being requested by Penn Dot is reviewed. The Authority must continue to have access to maintain the Storm Laterals presently located at 179 Independence Road.

A motion was made by Mr. Timko to allow Mr. McDonald Esq. to accept service of documents identified in the King Spry letter dated May 4, 2017. 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 \$1,933.66. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay 2 invoices for Engineering and Professional Services related to the Smithfield Gateway Project in the amount of \$502.50. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay the bills through May 8, 2017 in the amount of \$43,736.14. 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 8:30pm. Seconded by Mr. Albert and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary
Smithfield Sewer Authority
May 8, 2017

The monthly meeting of the Smithfield Sewer Authority was held on Monday, June 12, 2017 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), Terri Timko, (Assistant Secretary) and Joseph McDonald, (Solicitor arrived at 7:20 pm).
Also present: Doug Olmstead, representative for Gateway and Bill Hopkins, representative for 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, May 8, 2017, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Mr. Barrett and carried unanimously.

SOLICITOR REPORT –nothing to report

ENGINEERS REPORT

SANITARY SEWER – Gilmore Associates – 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 finalize the UV replacement bid documents and to release for bids with an opening on August 14, 2017 at 3:00pm in the Township building. Seconded by Mr. Timko and carried unanimously.

447 STORM PIPE – Hanover Engineering-nothing to report. The Penn Dot sign off on inspection from 12/22/2016 meeting remains unresolved.

SYSTEM OPERATOR'S REPORT: -Copy of report provided to each member and reviewed by Mr. Albert. Mr. Timko questioned the emergency grinder pump failures at 1107 Mt. Tom Road and 1836 Saloon. The reasoning was items that are non-flushable were found to be the cause at Mt Tom Road and the age of the pumps at 1836 Saloon.

UNFINISHED BUSINESS:

The Gateway Plaza revised agreement and additional exhibits were reviewed by Mr. Courtright. Mr. Courtright found some minor clerical issues, and asked Mr. Olmstead to correct the Exhibits and attach to the final agreement for presentation at the next scheduled meeting.

At 7:30pm, Mr. Albert made a motion to go into Executive Session to discuss possible litigation matters. Seconded by Mr. Timko and carried unanimously. Mr. Albert asked Terri Timko and Mr. McDonald to attend.

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

Mr. Albert informed the board that there is no change to the status of PRBCIII signing of the NPDES Co-Permittee Release Forms, the Storm Water invoices continue to be outstanding, and a fourth Lien was filed for the 179 Independence Road/Storm Water User on May 25, 2017 per motion made at the May 8, 2017 meeting.

A motion was made by Mr. Albert to authorize Mr. McDonald to partially release the 3 Liens for the January, February and March invoices in accordance with the March 9, 2017 Legal Description of the Penn Dot Right of Way Dedication Area only, which was provided by Langan Engineering. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Albert to authorize the Chairman to sign the Release of Easement, the Easement will then be held in Escrow and will be recorded when the Deed of Dedication for the Right of Way to Penn Dot from PRBCIII is set to be filed which should be no later than June 30, 2017. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Albert to authorize Mr. McDonald to continue working on a Stipulation to remove the 3 filed liens. The stipulation will state that all monies recorded in these three liens for user fees and other costs and fees are paid directly to the Smithfield Sewer Authority. The Stipulation must be completed by Mr. McDonald no later than June 30, 2017 and signed and recorded no later than the August 14, 2017 meeting. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Albert to approve the filing of a Municipal Lien for the April 2017 past due Storm Water User Fee and service charges and the May 2017 past due Storm Water User Fee and service charges, and June 2017 if past due after July 30, for property located at 179 Independence Road on August 15, 2017 if the Stipulation is not signed or recorded by August 14, 2017. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Albert to authorize Mr. McDonald to prepare a response to the Affidavit of Defense received on May 8, 2017 and file. Seconded by Mr. Timko and carried unanimously.

NEW BUSINESS:

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 \$3,485.25. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Timko to pay 3 invoices for Engineering and Professional Services related to the Smithfield Gateway Project in the amount of \$1,873.50. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Timko to pay the bills through June 12, 2017 in the amount of \$122,931.89 including the July 2017 Bond payment due to the possibility the July meeting will be canceled. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Albert to schedule a special meeting, for any Authority business, if needed, with a date to be determined. Seconded by Mr. Timko and carried unanimously.

Copies of the EDU and Account Balance reports were provided to each member and reviewed by Mr. Albert. Each member was also given the 2nd quarter billing attachment on what items customers should not be discharging into the system.

There was no further business to discuss. A motion was made by Mr. Albert the meeting be adjourned at 9:00pm. Seconded by Mr. Barrett and carried unanimously.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
June 12, 2017**

The monthly meeting of the Smithfield Sewer Authority for July 2017 was cancelled.

Respectfully submitted

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
July 10, 2017**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, August 14, 2017 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), Terri Timko, (Assistant Secretary) and Joseph McDonald, (Solicitor arrived at 4:25 pm).
Also present: Ralph Matergia, representative for Gateway.

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 12, 2017, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Bridges and carried unanimously.

SOLICITOR REPORT –nothing to report

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 accept the Bid from Kappe Associates, Inc. for the UV Replacement in the amount of \$61,315.00. Seconded by Ms. Bridges and carried unanimously. Mr. Courtright stated that he will release the Notice to award to Kappe Associates, Inc. on August 15, 2017.

447 STORM PIPE – Hanover Engineering-nothing to report. The Penn Dot sign off on inspection from 12/22/2016 meeting remains unresolved. Penn Dot is questioning about 20 feet of pavement on shoulder of road where Storm Pipe was not installed.

SYSTEM OPERATOR'S REPORT: -Copy of report provided to each member and reviewed by Mr. Albert. Mr. Albert will check budget to see if pump replacement can take place at RT209/447 Pump station or if we need to wait until 2018.

UNFINISHED BUSINESS:

A motion was made by Mr. Timko to authorize the Chairman and Assistant Secretary to sign The Gateway Plaza revised agreement subject to receipt of a Satisfactory Exhibit C from Doug Olmstead. Seconded by Ms. Bridges and carried unanimously.

Discussion took place regarding Exemption Mailer. Terri will research to see if when property was owned by Chelsea, the exemption documents were submitted and already approved by DEP.

Mr. Corveleyn and Mr. Courtright having nothing further to discuss, excused themselves from the meeting at 4:30pm.

Mr. Albert informed the board that there is no change to the status of PRBCIII signing of the NPDES Co-Permittee Release Forms; the Storm Water invoices continue to be outstanding. The Stipulation was executed and the amount of \$73,499.41 for the active liens was paid into the court. The response to the Affidavit of Defense was finalized by Mr. McDonald and timestamped at the Court House on August 7, 2017.

A motion was made by Mr. Albert to authorize Mr. McDonald to file the necessary paperwork to schedule a status conference with the courts for the case management schedule regarding the Stipulation with the owners of 179 Independence Road. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to authorize Mr. McDonald to contact King Spry to request a specific closing date for the 179 Independence Road property. Seconded by Ms. Bridges and carried unanimously.

Discussion took place regarding the filing of three new liens for past due Storm Water user fees and service charges for the amount of \$88,388.28. The amount is for the months of April, May and June 2017 for the property located at 179 Independence Road.

Mr. Barrett needed to attend another meeting, so he excused himself from the meeting at 5:20pm.

The filing of the three new liens was tabled.

NEW BUSINESS:

A motion was made by Mr. Timko to ratify the release of payment in July 2017 by email, for invoices in the amount of \$74,013.13. Seconded by Ms. Bridges 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 \$1,879.35. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to pay 1 invoice for Engineering and Professional Services related to the Smithfield Gateway Project in the amount of \$672.50. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to pay the bills through August 14, 2017 in the amount of \$83,4774.39. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to accept the 2016 Audit from Kirk, Summa & CO., LLP. Seconded by Mr. Albert and carried unanimously.

A motion was made by Mr. Timko to authorize the Chairman to sign the necessary paperwork regarding the audit. Seconded by Ms. Bridges and carried unanimously.

Consideration of granting two separate one-time user fee discounts for direct debit and paperless invoicing was tabled.

There was no further business to discuss. A motion was made by Mr. Albert the meeting be adjourned at 5:35 pm. Seconded by Mr. Timko and carried unanimously.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
August 14, 2017**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, September 11, 2017 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), Fred Courtright (Engineer), 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, August 14, 2017, a motion was made by Mr. Barrett to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Bridges and carried unanimously.

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.

Notice of award of bid was sent to Kappe Associates, Inc. for the UV Replacement and waiting for a start date.

Mr. Courtright also reviewed the revised Exhibit C for the Gateway agreement and found it to be acceptable.

447 STORM PIPE – Hanover Engineering-nothing to report. The Penn Dot sign off on inspection from 12/22/2016 meeting remains unresolved. Penn Dot is questioning about 20 feet of pavement on shoulder of road where Storm Pipe was not installed. Mr. Albert sent an email to Melissa Maupin and Kevin O'Donnell asking for a status update on September 11, 2017.

SYSTEM OPERATOR'S REPORT: -Copy of report provided to each member and reviewed by Mr. Albert. A motion was made by Mr. Albert to make the following adjustments to the 2017 Sewer Budget. The remaining balance of \$24,000 from the UV replacement line item and the \$25,000 from the right-of-way cutting line item to be adjusted to the pump stations repairs line item to cover the cost of \$39,319.21 for the RT209/447 pump replacement contingent upon Mr. Corveleyns review and approval. Seconded by Ms. Bridges and carried unanimously.

UNFINISHED BUSINESS:

A motion was made by Mr. Barrett to authorize the Chairman and Assistant Secretary to sign The Gateway Plaza revised agreement that now includes a satisfactory Exhibit C. Seconded by Ms. Bridges and carried unanimously.

Discussion took place regarding Exemption Mailer for the Gateway property. The exemption documents were submitted and approved by DEP on September 16, 2005 when the property was owned by Chelsea Properties.

Mr. Albert informed the board that there is no change to the status of PRBCIII signing of the NPDES Co-Permittee Release Forms; the Storm Water invoices continue to be outstanding. Regarding the Affidavit of Defense, the status conference with the courts is scheduled for September 27, 2017 at 10:00am with Judge Arthur Zulick.

NEW BUSINESS:

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 \$2,683.14. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay 2 invoices for Engineering and Professional Services related to the Smithfield Gateway Project in the amount of \$1,132.50. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay the bills through September 11, 2017 in the amount of \$76,062.42. Seconded by Ms. Bridges and carried unanimously.

Final copy of 2016 Audit was given to all board members.

There was no further business to discuss. A motion was made by Mr. Timko the meeting be adjourned at 4:30pm. Seconded by Mr. Albert and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary
Smithfield Sewer Authority
September 11, 2017

The monthly meeting of the Smithfield Sewer Authority was held on Monday, October 10, 2017 at 9:00 am 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), 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 11, 2017, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Seconded by Mr. Timko and carried unanimously.

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. Mr. Courtright informed the board that the replacement pump for the 209/447 pump station would be delivered 11/27/2017.

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. A motion was made by Mr. Timko to authorize the Chairman to contact State Representative Rosemary Brown if we do not hear from Penn Dot within two weeks. 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:

Mr. Albert informed the board that there is no change to the status of PRBCIII signing of the NPDES Co-Permittee Release Forms; the Storm Water invoices continue to be outstanding. Trial schedule order was filed by Arthur L. Zulick on September 27, 2017 and reviewed by Mr. Albert.

NEW BUSINESS:

A motion was made by Mr. Timko to approve Resolution 2-2017 for PA Small Water and Sewer Program grant. Seconded by Ms. Bridges and carried unanimously.

Review took place of letter from Howard Halpern, the treasurer for the Spring Lake Estates Association, regarding concerns about two new homes being built by Classic Quality on lots 3 & 4 located on Briarleigh Drive. No action was taken and Mr. Corveleyn was asked to research road easements for that location.

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 \$1,276.00. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay 1 invoice for Engineering and Professional Services related to the Smithfield Gateway Project in the amount of \$536.25. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to pay the bills through October 10, 2017 in the amount of \$18,135.45 Seconded by Mr. Timko and carried unanimously.

There was no further business to discuss. A motion was made by Ms. Bridges the meeting be adjourned at 9:31am. Seconded by Mr. Timko and carried unanimously.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
October 10, 2017**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, November 13, 2017 at 4:30pm 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), Terri Timko, (Assistant Secretary), Joseph McDonald(Alternate Solicitor) arrived at 4:40pm.

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, 2017, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Bridges and carried unanimously.

SOLICITOR REPORT –Mr. Corveleyn reviewed the Sewer Service Agreement with Classic Quality Homes for lots 3 & 4 located in Spring Lake Estates. He also reviewed the transfer agreement with the Township. Mr. Barrett said that he would send a copy to the Township solicitor and would place on the agenda for the 11/14/2017 BOS meeting.

Mr. Albert also gave Mr. Corveleyn paperwork that Terri received during a recent effectiveness in collections class she attended. He requested that Mr. Corveleyn research the laws on water shut off and permit denials by municipalities when an authority customer is delinquent with their user fees. A copy was also given to Mr. Barrett to give to the Township Solicitor.

ENGINEERS REPORT

SANITARY SEWER – Gilmore Associates – Fred Courtright – Copy of report provided to each member and reviewed by Mr. Albert. Mr. Albert informed the board that the UV system replacement was scheduled for delivery on November 21, 2017.

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.

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

UNFINISHED BUSINESS:

Mr. Albert informed the board that there is no change to the status of PRBCIII signing of the NPDES Co-Permittee Release Forms. A closing took place between PRBCIII and PMC. On October 11, 2017 monies were received to pay all storm water usage and sewer usage fees. All future invoices will be sent directly to PMC.

NEW BUSINESS:

A copy of the PMIPA final grant audit was given to each member showing all items are finalized.

A motion was made by Mr. Barrett to authorize the chairman to sign the Kirk, Summa & Co. LLP engagement letter for services not to exceed \$5650.50 for the 2017 audit. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to pay 3 invoices for Engineering and Professional Services related to Storm Water matters in the amount of \$1,915.20. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to pay the bills through November 13, 2017 in the amount of \$72,768.82. Seconded by Ms. Bridges and carried unanimously.

Draft copies of the 2018 Sanitary Sewer and 447 Storm Pipe budgets were given to each member and reviewed by Mr. Albert.

At 5:10, Mr. Albert made a motion to go into Executive Session to discuss PRBCIII matters. Seconded by Ms. Bridges and carried unanimously.

At 5:45pm, Mr. Albert made a motion to go back into regular session. Seconded by Ms. Bridges and carried unanimously.

Discussion took place regarding the December meeting schedule change from 7:00pm to 4:30pm. Terri will follow up with members.

There was no further business to discuss. A motion was made by Mr. Timko the meeting be adjourned at 5:50pm. Seconded by Ms. Bridges and carried unanimously.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
November 13, 2017**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, December 11, 2017 at 4:30pm 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), 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 13, 2017, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Bridges and carried unanimously.

SOLICITOR REPORT –Mr. Corveleyn reviewed the information he researched regarding Municipal Permit Denial and Water Shut off for non-paying customers. Correspondence was emailed to the Township Solicitor, Mr. Ronold J. Karasek on November 30, 2017 regarding a Municipal Permit Denial Ordinance that needs to be created by the Township. Mr. Corveleyn is waiting on his response. Mr. Corveleyn also asked Terri to follow up with Middle Smithfield Township to get a copy of a similar Ordinance that they have established. Mr. Albert asked Mr. Corveleyn to follow up with Mr. Karasek again.

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 UV system replacement was received and installation is in the process.

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. A motion was made by Mr. Timko to direct Prosser Laboratories, Inc. to purchase a new pump for the Franklin Hill Pump Station. Seconded by Ms. Bridges and carried unanimously.

UNFINISHED BUSINESS:

Mr. Albert informed the board that there is no change to the status of PRBCIII signing of the NPDES Co-Permittee Release Forms. PMC has filed a petition to substitute them as successor to PRBCIII for the Affidavit of Defense.

A motion was made by Mr. Timko to authorize Terri to process and mail a letter of intent to file a lien and to authorize Mr. McDonald to file a lien if monies due from the owner of 179 Independence Road for Storm Water usage are not paid within 30 days of the intent to file letter. Seconded by Ms. Bridges and carried unanimously.

NEW BUSINESS:

A motion was made by Mr. Timko to approve Jeremy Smith Landscaping for snow removal at pump stations and the WWTP. Seconded by Ms. Bridges and carried unanimously. Terri to follow up to see if pricing includes shoveling at the WWTP.

A motion was made by Ms. Bridges to pay 4 invoices for Engineering and Professional Services related to Storm Water matters in the amount of \$12,618.16. Seconded by Mr. Timko and carried unanimously.

A motion was made by Ms. Bridges to pay the bills through December 11, 2017 in the amount of \$161,448.73. Seconded by Mr. Timko and carried unanimously.

A motion was made by Ms. Bridges to review and approve by email the release of payment for vendor invoices received from December 12th through December 31st, 2017, and to ratify the release at the January 8, 2018 meeting. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to accept the 2018 Sanitary Sewer Budget. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to accept the 2018 Storm Pipe Budget. Seconded by Mr. Barrett and carried unanimously.

Discussion took place regarding the January meeting schedule change from 7:00pm to 4:30pm. Terri will advertise change.

There was no further business to discuss. A motion was made by Mr. Albert the meeting be adjourned at 5:10pm. Seconded by Mr. Timko and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary
Smithfield Sewer Authority
December 11, 2017