

The reorganization meeting and monthly meeting of the Smithfield Sewer Authority was held on Monday, January 8, 2018 at 4:30 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Dave Timko (Vice-Chairman), Marianne Bridges, (Treasurer), Dan Corveleyn, (Solicitor), Joe McDonald, (Alternate Solicitor), and Terri Timko, (Assistant Secretary).

Other attendee was Timothy Siegfried, Esq., legal counsel for Pocono Medical Center.

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 11, 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.

REORGANIZATION – 2018

A motion was made by Mr. Timko to approve the nominations of Officers and Professionals as stated, meeting date of the 2nd Monday of every month with a time of 4:30pm and the same office hours from 2017. Seconded by Ms. Bridges and carried unanimously.

The 2018 Officers and Professionals are as follows:

Chairman	Russell C. Albert II
Vice-Chairman	David Timko
Secretary	Brian E. Barrett
Treasurer	Marianne Bridges
Member	Vacant
Assistant Secretary	Terri Timko (non-member)
Meeting Date & Time	2nd Monday of each month at 4:30pm
Solicitor	Newman, Williams, Mishkin, Corveleyn, Wolfe & Fareri
Alternate Solicitor	Joseph P. McDonald, Jr., Esq.
Alternate Solicitor	Deborah L. Huffman, Esq.
Special Solicitor for Storm Water	Josele Cleary, Esq.
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

SOLICITOR REPORT –Correspondence including a copy of a similar Ordinance that was established by Middle Smithfield Township was emailed to the Township Solicitor, Mr. Ronold J. Karasek on December 13, 2017 regarding a Municipal Permit Denial Ordinance that needs to be created by the Township. Mr. Corveleyn is waiting on his response. The Board recommended that Mr. Corveleyn contact Mr. Karasek again by phone and asked Terri to draft a letter to the Township Supervisors for their assistance in directing the Township Solicitor to work with Mr. Corvelyn to draft an ordinance in accordance with Section 6131 of the Neighborhood Blight Reclamation and Revitalization Act. A motion was made by Mr. Timko to amend the minutes to reflect the change of the November 30, 2017 date as when Mr. Karasek was first contacted by Mr. Corvelyn. Seconded by Mr. Albert and carried unanimously.

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 would be online January 9, 2018 and the Main Line was complete at Spring Lake Lots 3 & 4.

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. Mr. Albert will follow up with Prosser regarding the ordering of the pump for the Franklin Hill Pump Station.

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. Albert at 5:00pm to go into executive session. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert at 5:25pm to return to regular session. Seconded by Mr. Timko and carried unanimously.

Mr. McDonald asked for a motion to give him authorization to work with Mr. Siegfried to resolve litigation in Municipal Lien Claim #1979-CV-2017,2506-CV-2017,3351-CV-2017. The outstanding PMC invoices would be adjusted to reflect a credit based on (1). The Matrix provided to each party and (2). both parties agreeing to the amount due as of 1/30/2017. The authority would forfeit any claims on the monies being held in court. PMC and any successors to 179 Independence Road are in full agreement with the Storm Water Fee calculated in accordance with Resolution No. 1-2016.

A motion was made by Ms. Bridges to approve above request by Mr. McDonald and to authorize a Stipulation of Counsel to Settle Litigation. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Albert to reopen and approve the new revised Storm Pipe Budget dated 1/8/18, contingent on the filing of the Stipulation of Counsel for Settlement of Outstanding Litigation. Seconded by Mr. Timko and carried unanimously.

NEW BUSINESS:

A motion was made by Mr. Timko to ratify the release of vendor payments processed on 12/21/17 by email approval for Storm Water matters in the amount of \$218.50 and general expenditures in the amount of \$21, 737.34. 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 \$1,039.33. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to pay the bills through January 8, 2018 in the amount of \$473,797.24. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to change the mileage rate to the IRS 2018 rate of 54.5 cents a mile. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to recommend a pay increase for Terri Timko in accordance with the 2018 Township Budget. Seconded by Mr. Albert and carried. Mr. Timko abstained.

A motion was made by Mr. Timko to recommend a pay increase for Russ Albert in accordance with the 2018 Township Budget. Seconded by Ms. Bridges and carried. Mr. Albert abstained.

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

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

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
January 8, 2018**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, February 12, 2018 at 4:30 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Dave Timko (Vice-Chairman), 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 8, 2018, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Bridges and carried unanimously.

SOLICITOR REPORT –discussion took place regarding the Municipal Permit Denial Ordinance from 2014 that was provided by Mr. Karasek for review prior to being adopted. The board asked Mr. Corveleyn to follow up with Mr. Karasek and inform him that the Ordinance is acceptable to the Authority and the board is hoping that the Ordinance would be adopted soon.

Mr. Corveleyn also presented Resolution 1-2018 for the DCED-CFA grant that would be discussed in new business, and the PA one call legislation and 1MARK agreements under engineer.

Mr. Albert also asked Mr. Corveleyn to draft a letter to ESU/CFRED site informing them that their EDU Reservation Agreement had expired.

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 now online.

The PA1 Call Agreements with Prosser for Sewer and Hanover for Storm Water were tabled while Mr. Albert sent copies to them for their review.

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.

UNFINISHED BUSINESS:

Mr. Albert informed the board that the Stipulation of Counsel for Settlement of Outstanding Litigation was finalized for the property located at 179 Independence Road and recorded on February 1, 2018.

NEW BUSINESS:

A motion was made by Ms. Bridges to pay 2 invoices for Engineering and Professional Services related to Storm Water matters in the amount of \$288.00. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to pay the bills through February 12, 2018 in the amount of \$65,605.69. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to approve resolution 1-2018 for the DCED PA Small Water and Sewer Program Grant in the amount of \$499,000.00. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to have Terri send the letter from Mr. Corveleyn to the ESU/CFRED location regarding the expiration of their EDU Reservation Agreement.

There was no further business to discuss. A motion was made by Mr. Timko the meeting be adjourned at 5:13pm. Seconded by Ms. Bridges and carried unanimously.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
February 12, 2018**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, March 12, 2018 at 4:30 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Dave Timko (Vice-Chairman), 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, February 12, 2018, 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 –Discussion took place regarding the Township Ordinance #229 and the April 10, 2018 public hearing regarding Municipal Permit Denial. Mr. Corveleyn was asked to provide a customer letter regarding water shut off.

ENGINEERS REPORT

SANITARY SEWER – Gilmore Associates – Fred Courtright – Copy of report provided to each member and reviewed by Mr. Courtright. The PA1 Call Agreements with Prosser for Sewer and Hanover for Storm Water were tabled pending their review and response. Mr. Albert did speak with Mr. Barrett concerning the Township responsibility for their PA1 calls and paperwork.

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

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

SYSTEM OPERATOR'S REPORT: -Copy of report provided to each member and reviewed by Mr. Albert. Waiting on the Franklin Hill pump and installation. Mr. Albert will ask Prosser to submit two quotes for control panels at the WWTP and Delaware Avenue pump station.

UNFINISHED BUSINESS:

Mr. Albert informed the board that the DCED PA Small Water and Sewer Program Grant was submitted and 4 additional questions were received and are being responded to.

NEW BUSINESS:

A motion was made by Mr. Timko to pay 1 invoice for Engineering and Professional Services related to Storm Water matters in the amount of \$455.00. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay the bills through March 12, 2018 in the amount of \$89,127.24. 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 4:55pm. Seconded by Mr. Albert and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary
Smithfield Sewer Authority
March 12, 2018

The monthly meeting of the Smithfield Sewer Authority was held on Monday, April 9, 2018 at 4:30 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Dave Timko (Vice-Chairman), Brian Barrett (Secretary), Marianne Bridges, (Treasurer), Dan Corveleyn, (Solicitor) and Terri Timko, (Assistant Secretary). Fred Courtright, (Engineer), arrived at 4:50pm

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 12, 2018, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Bridges and carried. Mr. Barrett abstained as he was not present for the March 12th meeting.

SOLICITOR REPORT –Mr. Corveleyn informed the board that the documents needed to start the process for Water Shut off for non-paying customers were finalized and the Authority can now begin to solicit those customers.

A motion was made by Mr. Timko to approve Resolution 2-2018 to amend Resolution 5-2008. Seconded by Ms. Bridges and carried unanimously.

Discussion took place regarding Township Ordinance #229 and the April 10, 2018 public hearing regarding Municipal Permit Denial. It was brought to the Authorities attention that the Planning Commission reviewed Ordinance #229 and did not recommend approval to the supervisors and a list of their concerns was provided. Mr. Albert provided and reviewed a response to clarify some misconceptions and a background on the proposed ordinance for the Planning Commission and the Board of Supervisors to review prior to the hearing. Mr. Albert asked the Board to provide any additional input into the response before it was released on April 10.

ENGINEERS REPORT

SANITARY SEWER – Gilmore Associates – Fred Courtright – Copy of report provided to each member and reviewed by Mr. Courtright. Mr. Courtright notified the Board that the pump at the RT209/447 pump station was replaced and online, and the pump for the Franklin Hill pump station was received and would be replaced later in the week. The PA1 Call Agreements with Prosser for Sewer and Hanover for Storm Water were finalized and ready for signatures. Mr. Albert told Mr. Barrett that he would provide copies of the agreements for the Township to use as guidance for their PA1 Call tracking. Mr. Courtright expressed that going forward, ALL PA1 Call notifications should be done separately with the Authority and the Township each having their own account. The board agreed. Terri was asked to setup a separate account for Ed McCormack, the Township road master.

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 Ms. Bridges to approve Warwick Welding and Fabrication to sandblast and coat the splitter box at the WWTP in the amount of \$7,930.00. Seconded by Mr. Timko and carried unanimously.

UNFINISHED BUSINESS:

Mr. Albert informed the board that the DCED PA Small Water and Sewer Program Grant was submitted and letters of support were received by All the owners in the area that would be affected.

NEW BUSINESS:

A motion was made by Mr. Timko to authorize Gilmore & Associates to inspect manholes located in Craigs Meadow Road, Delaware Avenue and Airstrip Road. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to approve the purchase of a control panel for the WWTP Pump Station in the amount of \$10,744.00. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to approve the purchase of a control panel for the Delaware Avenue pump station in the amount of \$10,575.00. Seconded by Mr. Timko and carried unanimously.

A motion was made by Ms. Bridges to pay the bills through April 9, 2018 in the amount of \$61,542.97. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Albert to pay the May 2018 bills through email approval and ratify the expenditures at the June 11, 2018 meeting. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Albert to cancel the May 9, 2018 meeting. 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 5:15pm. Seconded by Ms. Bridges and carried unanimously.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
April 9, 2018**

The monthly meeting of the Smithfield Sewer Authority for Monday, May 14, 2018 was cancelled.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
May 14, 2018**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, June 11, 2018 at 4:30 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Dave Timko (Vice-Chairman), Marianne Bridges, (Treasurer), Dan Corveleyn, (Solicitor) Fred Courtright, (Engineer), Benjamin Kutz, (Engineer), and Terri Timko, (Assistant Secretary).

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

There being no corrections or additions to the minutes from the meeting held on Monday, April 9, 2018, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Bridges and carried unanimously.

SOLICITOR REPORT

Discussion took place regarding Township Ordinance #229 and the April 10, 2018 public hearing regarding Municipal Permit Denial. Mr. Albert and Terri Timko attended the work session of the Board of Supervisors and Planning Commission on April 25, 2018 to discuss this Ordinance. All parties involved agreed to some revisions to the Ordinance by Mr. Karasek, Township Solicitor. Once revisions are complete, Mr. Karasek will forward to the Supervisors for adoption.

ENGINEERS REPORT

SANITARY SEWER – Gilmore Associates – Fred Courtright – Copy of report provided to each member and reviewed by Mr. Courtright. Mr. Courtright introduced Mr. Kutz to the board. Mr. Courtright will be retiring at the end of this year, and Mr. Kutz will be his replacement.

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. Albert to update the lien amount for the Kevin Sherrer property. Seconded by Mr. Timko and carried unanimously.

UNFINISHED BUSINESS:

Mr. Albert will be following up with Prosser and Hanover regarding the Pa One call agreements. DCED PA Small Water and Sewer Program Grant should release recipient list by September.

NEW BUSINESS:

Discussion took place regarding the failure of the WWTP generator. Terri submitted a claim to the insurance, and the monies were received minus the \$1000 deductible.

A motion was made by Mr. Albert to advise ESU that after a review of current use , number of employees and water readings were evaluated, the 17 active EDUs will remain and no other EDUs will be needed at this time. Periodic readings will be evaluated. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to ratify the May 2018 bills that were approved by email in the amount of \$76, 853.78. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay the bills through June 11, 2018 in the amount of \$85,089.50. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to cancel the July and August Meetings and pay the July and August 2018 bills through email approval and ratify the expenditures at the September 10, 2018 meeting. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to send a letter regarding water shut off to Milford Manor. 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 5:11pm. Seconded by Ms. Bridges and carried unanimously.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
June 11, 2018**

The monthly meeting of the Smithfield Sewer Authority for Monday, July 9, 2018 was cancelled.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
July 9, 2018**

The monthly meeting of the Smithfield Sewer Authority for Monday, August 13, 2018 was cancelled.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
August 13, 2018**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, October 1, 2018 at 4:30 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Dave Timko (Vice-Chairman), Marianne Bridges, (Treasurer), Dan Corveleyn, (Solicitor) Ben Kutz, (Engineer), and Terri Timko, (Assistant Secretary).

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

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

SOLICITOR REPORT

Mr. Corveleyn had nothing to report. Status of Permit Denial Ordinance remains unchanged.

ENGINEERS REPORT

SANITARY SEWER – Gilmore Associates – Ben Kutz – Copy of report provided to each member and reviewed by Mr. Kutz. Mr. Kutz informed the Board that they are working on the System map and continue to add new information.

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 the Penn Dot office. Penn Dot has completed borings on 447.

Mr. Albert will contact Mike Muffley at Hanover Engineering to perform a 2 year inspection including video and condition documentation.

SYSTEM OPERATOR'S REPORT: -Copy of report not available for review.

UNFINISHED BUSINESS:

Mr. Albert informed the board that the Sewer Authority was awarded the DCED PA Small Water and Sewer Program Grant in the amount of \$220,000.00 for the Airport Road/209 Extension. Construction is set to start in the Spring of 2019.

NEW BUSINESS:

A motion was made by Mr. Timko to pay the bills through October 5, 2018 in the amount of \$56,132.95 Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay additional bills for October by email approval and ratify at the November meeting. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to approve the repair of and the existing portable generator for Music Center Drive subject to comparison of a new unit price. 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 4:45pm. Seconded by Mr. Albert and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary
Smithfield Sewer Authority
October 1, 2018

The monthly meeting of the Smithfield Sewer Authority was held on Monday, November 5, 2018 at 4:30 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Dave Timko (Vice-Chairman), Marianne Bridges, (Treasurer), Dan Corveleyn, (Solicitor) Ben Kutz, (Engineer), and Terri Timko, (Assistant Secretary).

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

There being no corrections or additions to the minutes from the meeting held on Monday, October 1, 2018, a motion was made by Mr. Timko to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Bridges and carried unanimously.

SOLICITOR REPORT

Mr. Corveleyn had nothing to report. Status of Permit Denial Ordinance remains unchanged.

ENGINEERS REPORT

SANITARY SEWER – Gilmore Associates – Ben Kutz – Copy of report provided to each member and reviewed by Mr. Kutz. Mr. Kutz informed the Board that they are working on the System map and continue to add new information. Mr. Kutz also informed the Board that manholes located on Delaware Avenue, Craigs Meadow and Airport Road are now inspected and a final proposal for Manhole repair bidding will be presented at the December 2018 meeting.

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 the Penn Dot office. Penn Dot has completed borings on 447.

Mike Muffley at Hanover Engineering performed the 2 year inspection including video and condition documentation and is working on closing the Highway Occupancy Permit.

SYSTEM OPERATOR’S REPORT: -Copy of October report not available for review. September report was reviewed by Mr. Albert.

UNFINISHED BUSINESS:

A motion was made by Mr. Timko to approve the Chairman to sign the Commitment Letter and Grant Agreement for the DCED PA Small Water and Sewer Program Grant in the amount of \$220,000.00 for the Airport Road/209 Extension. Seconded by Ms. Bridges and carried unanimously.

NEW BUSINESS:

A motion was made by Ms. Bridges to ratify the additional October bills released by email approval in the amount of \$36,646.34. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to pay the bills through November 5, 2018 in the amount of \$25,358.95. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Timko to pay additional bills for November by email approval and ratify at the December meeting. Seconded by Ms. Bridges and carried unanimously.

Mr. Albert reviewed some revisions to the 2018 Sewer Budget and the 2019 Sewer and Storm Water Budgets. Copies were provided to each Board Member.

A motion was made by Mr. Albert to invest \$1,000,000.00 with PLGIT in CDs. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Timko to approve the repair of 1 residential grinder pump and the purchase of 1 new residential grinder pump through AJ Smith. Seconded by Ms. Bridges and carried unanimously.

There was no further business to discuss. A motion was made by Mr. Albert the meeting be adjourned at 5:30pm. Seconded by Mr. Timko and carried unanimously.

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
November 5, 2018**

The monthly meeting of the Smithfield Sewer Authority was held on Monday, December 10, 2018 at 4:30 pm in the Smithfield Township Municipal Building with the following members present: Russell C. Albert II (Chairman), Dave Timko (Vice-Chairman), Brian Barrett (Secretary), Marianne Bridges, (Treasurer), Dan Corveleyn, (Solicitor) Fred Courtright, (Engineer) Ben Kutz, (Engineer), and Terri Timko, (Assistant Secretary).

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

There being no corrections or additions to the minutes from the meeting held on Monday, November 5, 2018, 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.

SOLICITOR REPORT

Mr. Corveleyn had nothing to report. Status of Permit Denial Ordinance remains unchanged.

ENGINEERS REPORT

SANITARY SEWER – Gilmore Associates – Ben Kutz – Copy of report provided to each member and reviewed by Mr. Kutz. Copies of the Contract Agreement and Services Agreement for the Airport Road Extension were given to the Board for review. Mr. Corveleyn reviewed both documents; they were revised and are now acceptable.

447 STORM PIPE – Hanover Engineering-nothing to report.

Mr. Albert will contact Penn Dot regarding status of HOP close out.

SYSTEM OPERATOR’S REPORT: -Copy of report provided to each member and reviewed by Mr. Albert. Tank cleaning will be deferred to spring.

UNFINISHED BUSINESS:

Waiting on the State to provide a fully executed Grant Agreement for the DCED PA Small Water and Sewer Program Grant.

NEW BUSINESS:

A motion was made by Mr. Timko to ratify the additional November bills released by email approval in the amount of \$22,600.97. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Barrett to pay Storm Water bills through December 10, 2018 and ratify the expenditures in the amount of \$813.66. Seconded by Mr. Timko and carried unanimously.

A motion was made by Ms. Bridges to pay the bills through December 10, 2018 in the amount of \$138,405.38. Seconded by Mr. Timko and carried unanimously.

A motion was made by Mr. Barrett to pay additional bills for December by email approval and ratify at the January meeting. Seconded by Ms. Bridges and carried unanimously. Mr. Albert reviewed the newly published bidding thresholds.

Mr. Albert reviewed the revised Sewer 2019 Budget.

A motion was made by Mr. Timko to approve the Sewer 2019 Budget Draft #4. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to approve the Storm Water 2019 Budget Draft #1. Seconded by Mr. Barrett and carried unanimously.

A motion was made by Mr. Barrett to approve the Chairman to sign re-engagement letter with Kirk, Summa & Co., LLP not to exceed \$6000.00. Seconded by Mr. Timko and carried unanimously.

2019 Re-Appointment letters were provided to the Board for review.

On behalf of the board, Mr. Albert addressed Mr. Courtright to thank him for his many years of professional service and wished him well in his retirement.

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

Respectfully submitted,

**Terri Timko, Assistant Secretary
Smithfield Sewer Authority
December 10, 2018**