

LEMON TOWNSHIP AND TUNKHANNOCK TOWNSHIP
JOINT MUNICIPAL SEWER AUTHORITY

January 4th, 2018
Meeting Minutes

Officers & others present: Veto Barziloski, Jr., John Keefe, Ed Hetzel, Dave Smith, Doug Smith, consultant, Rebecca Kilmer, secretary

Public Sign-in sheet on file

At 6:00 pm Chairman Barziloski opened tonight's meeting with the Pledge to the Flag

The first order of business was to re-organize for 2018. Smith made the motion that Veto Barziloski, Jr. should serve as Chairman for 2018, Hetzel seconded and the motion carried with all in agreement.

Smith made the motion to appoint John Keefe as Vice Chairman for 2018, Hetzel seconded and the motion carried with all in agreement.

Keefe moved to appoint Rebecca Kilmer to serve as Authority secretary/treasurer for 2018, Smith seconded and the motion carried with all in agreement.

Due to the poor weather, Barziloski made the decision to allow the UGI/Borton Lawson presentation to be moved to the beginning of the agenda. Matt Swartwood with Borton Lawson and Kristin Sunday, UGI (on speaker phone) made a presentation to the Board concerning their position of a Regulator building near or possibly on our WWTP site. This small building would require approximately an acre and would serve as part of UGI's project of running Natural gas service to the Tunkhannock Borough. Purpose of this presentation was to communicate the needs of each entity and share information on our perspective projects. Swartwood presented the Board with maps showing various concepts. UGI is expecting grants/funding to come through in February and possibly June or July would begin construction. It was noted that the Lake Carey sewer project will not match up with their time frame. Swartwood also mentioned that UGI & Borton Lawson will be meeting with the Borough on January 17th.

The question was asked if gas service could be run to the Lake Carey area and Sunday replied that it is not her department but, will put us in touch with someone (Don) who would address this possibility.

At the close of UGI's presentation, regular business proceeded. Previous meeting minutes were reviewed by the Board. Keefe motioned to approve November meeting minutes as recorded, Hetzel seconded, the motion carried.

Both the monthly General and Design bank accounts were reviewed. Keefe motioned to approve the November financial statements for both the General and Design accounts, Smith seconded, the motion carried with all in agreement.

At this time Kilmer explained that Pennvest requires a 2017 audit as well as the 2018 proposal already approved. Lochen & Chase presented a cover letter proposal for a 2017 audit at a maximum fee of \$2000.00. Keefe motioned to retain Lochen & Chase services to perform a 2017 audit at the maximum fee of \$2000.00, Hetzel seconded, all agreed and the motion carried.

Two (2) current invoices were presented, DMS and the 2017 phone service from Tunkhannock Township. Keefe motioned to pay both DMS and Tunkhannock Township invoices (non-Pennvest) from the General Account, Smith seconded, and the motion carried. All Pennvest eligible invoices (outstanding) will be paid once the first payment request funds are wired into the Design Account.

By consensus, the Board agreed that our phone service should be invoiced quarterly so that it is paid in full by the close of 2018. Kilmer will request Judy, Tunkhannock Township secretary to invoice us quarterly for the Authority's phone service.

A proposed 2018 Budget for Authority expenses (General Account) was reviewed and discussed. The Design & Construction Account Budget is established by the Pennvest loan budget. Barziloski moved to approve the 2018 General Account Budget, Hetzel seconded, the motion carried with all in favor.

At 7:30 PM Keefe motioned to adjourn, Smith seconded, the motion carried.

Rebecca G. Kilmer, secretary

Date

LEMON TOWNSHIP AND TUNKHANNOCK TOWNSHIP
JOINT MUNICIPAL SEWER AUTHORITY

February 1st, 2018
Meeting Minutes

Officers & others present: John Keefe, Ed Hetzel, Don Wilson, Doug Smith, consultant, Rebecca Kilmer, secretary

Public Sign-in sheet on file

At 6:00 PM Vice-Chairman Keefe opened tonight's meeting with the Pledge to the Flag

Previous meeting minutes were reviewed. Hetzel motioned to approve January meeting minutes as recorded, Keefe seconded, the motion carried.

Following review of both the General and Design bank accounts, Wilson motioned to approve the January financial statements for both the General and Design accounts, Hetzel seconded, the motion carried.

The first invoice was received for 2018 Selective Insurance policy for errors & omissions. Wilson motioned to approve the first payment for Selective Insurance, Hetzel seconded, motion carried.

Doug Smith, Consultant gave a briefing of a meeting earlier in the day with Craig Keller. His plans for a gas station/convenience store will be situated on Route 6 across from the entrance to Billings Mill Road (SR 1001). He and Aaron Werkhieser are interested in possibly tapping into the sewer service when it becomes available. Werkhieser was unable to attend today's meeting. He also spoke of a Lake Street resident requesting information on where the line will run; and finally an email from Zeigler, Larson Design was reviewed concerning the design progress.

Information for the Board: Kappe Representative requested to give a presentation at March's board meeting. By consensus, the Board believed it was premature at this time; Kilmer has sent all 2017 reports to Lochen & Chase to begin the 2017 audit. Also, the ongoing problem with losing internet was discussed. The plan to wire the Authority's computer and printer should alleviate this problem. Rob Reimiller has volunteered to run the wire through the ceiling to the router/modem location.

Request for further comments prompted a question concerning the status of UGI and WWTP site issue. Following a brief discussion, Hetzel motioned to adjourn, Wilson seconded and the motion carried. Meeting adjourned at 6:35 PM.

Rebecca G. Kilmer

Date

LEMON TOWNSHIP AND TUNKHANNOCK TOWNSHIP
JOINT MUNICIPAL SEWER AUTHORITY

April 5th, 2018
Meeting Minutes

Officers & others present: Veto Barziloski, Jr., Ed Hetzel, Dave Smith, Doug Smith, consultant, Alan Zeigler, P.E., Project Engineer, Rebecca Kilmer, secretary

Public Sign-in sheet on file

6:00 P.M. Barziloski opened tonight's meeting with the Pledge to the Flag

The meeting began with Barziloski introducing the first of three Grinder Pump companies. Mike Sabia with Site Specific Design, Inc presented the E/One Grinder pump. Franklin Electric, Inc presented the V4 Powersewer and Kappe Associates, Inc. presented the Keen Pump as the third and final presentation.

Alan Zeigler, P.E. Project Design engineer with Larson Design Group gave his report on the project status and included his evaluation of the three companies who presented their product. He had gathered information on each company pre-meeting and provided a printout to the Board to aid in the decision of which company/pump product would be the best fit for the Lake Carey Project.

Zeigler also gave the Board an amendment to the original agreement between Larson Design Group and the Authority because of additional changes to the Pennvest loan categories, Study & Report Phase and Pennvest loan closing costs which Kilmer has submitted to Pennvest. Smith motioned to approve the amendment to the original Agreement between Larson Design and the LTTTJMSA for the Lake Carey sewer project, Hetzel seconded and the motion carried.

Maps of the collection line and residences were given to the Board. Kilmer has completed marking the service area map with site addresses ready to mail to residents for their input on grinder pump location on their property. A sample letter, individual map and diagram page is provided for Kilmer to begin the mailing project. A question was asked concerning the estimate of the completed project. Zeigler indicated he would have an answer in June. At this time, an anticipated construction start is May, 2019 with the project in operation in May, 2020.

Regular meeting business continued;

February, 2018 meeting minutes were reviewed for approval. Smith motioned to approve the February minutes as recorded, Hetzel seconded, the motion carried. (March meeting was canceled)

The Financials for both February and March were reviewed. Smith motioned to approve, Hetzel seconded, the motion carried. A list of invoices was reviewed as well. Smith motioned to pay all listed invoices, Hetzel seconded, the motion carried.

Kilmer asked if the Board wants to pay the Pennvest interest from the General account or add the cost to the Pennvest loan. Smith motioned to submit the interest amount to Pennvest, Hetzel seconded, the motion carried.

At the close of discussion, Barzilowski motioned to adjourn, Hetzel seconded and the meeting closed at approximately 9:30 P.M. with all in agreement.

Rebecca G. Kilmer

Date

LEMON TOWNSHIP AND TUNKHANNOCK TOWNSHIP
JOINT MUNICIPAL SEWER AUTHORITY

May 3rd, 2018
Meeting Minutes

Officers & others present: John Keefe, Ed Hetzel, Dave Smith, Doug Smith, consultant, Rebecca Kilmer, secretary

Public Sign-in sheet on file

6:00 P.M. Keefe opened tonight's meeting with the Pledge to the Flag.

Minutes from the April meeting were reviewed by the Board. Hetzel motioned to approve the minutes as presented, Smith seconded, the motion carried.

Both the General account and Design account financials were reviewed. The expenses for the grinder Pump mailing had already been paid by debit. This included paper supplies such as envelopes, paper and mailing labels. Mulligan Printing has not yet billed for printing return addresses on envelopes and our mailing address envelopes that were included in each survey for the homeowner to use in sending back their survey/map. Hetzel motioned to approve the financial reports from both the General account and the Design account, Smith seconded, the motion carried. Smith motioned to pay DMS invoice and Mulligan Printing at the time an invoice is received for the above service, Hetzel seconded, the motion carried.

At this point, various topics were discussed at length; the next step in WWTP purchase, homeowner's feedback from Grinder Pump mailing, and questions from homeowners. Kilmer gave the Board a list of questions and through discussion with the Board and our Consultant, verified answers so that these questions/answers could be added to our website.

The request to extend the collection line 100' beyond 145 Shore and 100 Indian Springs Road was discussed. Smith (Consultant) will contact DEP for information required to add 100' to the collection line at the end of both roads. Design of the collection line has not begun at this point. LDG sent an email to the Board concerning this request.

Following the Board's discussion, Keefe inquired if there were questions or comments from the floor. Mrs. Winsky asked the Board to clarify a few questions concerning the installation process on her property. Mr. Brown voiced questions on property issues and possibilities involved with the installation of the sewer line and Grinder pump.

At 7:30 p.m. Smith motioned to adjourn, Hetzel seconded and the motion carried.

Rebecca G. Kilmer

Date

LEMON TOWNSHIP AND TUNKHANNOCK TOWNSHIP
JOINT MUNICIPAL SEWER AUTHORITY

June 7th, 2018
Meeting Minutes

Officers & others present: Veto Barziloski, Ed Hetzel, Dave Smith, Don Wilson, Doug Smith, consultant, Alan Zeigler, LDG, Rebecca Kilmer, secretary

Public Sign-in sheet on file

6:00 P.M. Chairman Barziloski opened tonight's meeting with the Pledge to the Flag.

Meeting minutes from May were reviewed by the Board. Smith motioned to approve the May meeting minutes as presented, Hetzel seconded, the motion carried.

The Board reviewed both the General bank account and the Design bank account. Following a question on a transfer from the Design account to the General account, Hetzel motioned to approve both the General and Design accounts, Wilson seconded, the motion carried.

Three invoices were presented for review and approval to pay; Selective insurance along with payment schedule, Wyoming Weekly Group for publishing the Authority's 2017 audit and DMS engineering consultant. Hetzel motioned to pay all invoices, Smith seconded, the motion carried.

At this point Alan Zeigler, P.E. from Larson Design Group proceeded with design status report of the Lake Carey sewer project. He included a memo of important points and draft maps of various parts of the project. Kilmer reported that 188 surveys/maps had been returned and sent onto Shawn Downey for plotting on the project maps. More were continuing to come into the office on a daily basis. Extensive discussion and exchange of information between the Board and the engineers dominated the remainder of the meeting with some input and questions from the attending public.

At the close of the discussion, Doug Smith, consultant passed out googled maps that showed Hughesville Orbital system, the type of sewer plant that is planned for Lake Carey. Doug asked if anyone of the Board would like to visit the site to see first-hand how it operates and ask questions. Tentatively, Thursday, June 21st seemed to be a good date. Doug will arrange a visit with the Hughesville operator and report back to verify who will be attending.

Following a question from the floor on the hookup timeline and process being discussed, Smith motioned to adjourn, Wilson seconded and the meeting was adjourned.

Rebecca G. Kilmer

Date

LEMON TOWNSHIP AND TUNKHANNOCK TOWNSHIP
JOINT MUNICIPAL SEWER AUTHORITY

July 5th, 2018
Meeting Minutes

Officers & others present: Veto Barziloski, John Keefe, Ed Hetzel, Dave Smith, Doug Smith, consultant, Rebecca Kilmer, secretary

Public Sign-in sheet on file

6:03 P.M. Chairman Barziloski opened the meeting with the Pledge to the Flag.

Meeting minutes from June were reviewed by the Board. Hetzel motioned to approve the June meeting minutes as presented, Smith seconded, the motion carried.

The Board reviewed both the General and the Design bank accounts. Hetzel motioned to approve both the General and Design accounts, Keefe seconded, the motion carried.

Keefe motioned to pay all listed invoices, Hetzel seconded, the motion carried.

At this time, Doug Smith, consultant began to review points from Larson Design Group's (LDG) memo sent to the Board from Alan Zeigler, P.E. (LDG). Discussed at length was the issue of directional drilling requirements and the crossing of streams that affect the Waterways Encroachment Joint Permit application. The issue of unreturned sewer survey/maps and non-viable homes on properties was given attention as to how to handle individual cases.

To present, nearly 200 users have returned their sewer surveys, with more coming in every day. A second mailing to properties that have not returned surveys has just been completed. For any occupied properties that have not returned their surveys after this second mailing, LDG will be requested to plot a lateral connection location on each property for purpose of bidding. A property owner who has not returned a survey will be given one more chance to submit their survey showing desired grinder pump location on their property after the construction contract has been executed, but before field mark-out has occurred. After field mark-out has occurred, there will be additional costs to the property owner to change a location of the lateral service. If the homeowner does not inform the Authority of the desired location for the grinder pump, the grinder pump for that property may either be stored at a location by the Authority or not purchased, and the property owner will bear the entire cost of materials and labor to install the grinder pump and lateral.

Properties with houses that are dilapidated and/or appear unoccupied are considered "non-viable" in LDG's memo, or unlikely to connect. These property owners will be offered curb taps (connection to main, with valve and capped stub) for future connection. The cost would cover the cost of the curb tap, but be less than the normal hook-on fee, with no monthly fee thereafter. Likewise, vacant lots and Billings Mill Road residents will be offered curb taps for future connection. A letter addressing this matter will be sent out to all vacant lot owners, non-viable home-lots and Billings Mill Road residents for the purpose of gathering this information.

Concern was given to the waterway crossings (12 to date) and outfall design from the STP. New requirements by DEP for include preparing a pollution prevention contingency plan and requiring monitoring of waters and private wells where directional drilling is to be used. This new requirement has changed the direction of design to consider different methods of crossing waterways, such as attaching to bridges, installation be open-excavation, or change in alignment to avoid a crossing. Because of this change of direction, this part of the design is incomplete and submission of required joint permit application will require more time, which could delay submittal of the Water Quality Management Permit application (WQM). Doug explained that DEP in its letter transmitting the draft NPDES permit indicated the WQM permit application must be submitted by July, unless an extension is requested of DEP. He suggested that someone be authorized to sign the WQM application in the event DEP allows the application to be completed without the stream crossings designs and joint permit application, so that the application may be submitted in July. Keefe motioned to authorize Chairman Barziloski to sign WQM application, Smith seconded and the motion carried.

LDG sent a map showing proposed location for infiltration testing on the WWTP site, hoping for next week to complete. However, the Authority has not yet met with the owner to negotiate purchase of the property; the testing must be delayed until we get permission to access. It was noted that a follow-up meeting with the landowner needs to be scheduled in July if possible. The decision of specific offers/options was discussed and a more recent site plan map would be offered to the landowner to get a better idea of the extent of construction on the project. It was suggested to invite the property owner to visit Hughesville's Orbital system with Board members at some time in the future.

Doug mentioned that the extension line requests would be done with a planning module. It is possible to do all extension lines in one planning module. At this time, the extensions discussed to date are Indian Springs Road (to Bliss property), Shore Drive (to Drouse property) and Billings Mill Road to Route 6 (to Keystone Cap and D&C Fuel properties).

There was discussion about the level of automatic monitoring, with alarms, automatic control and/or SCADA to be provided, as LDG is figuring on manual operation. The board feels that there should be some level of automation provided, ranging from auto monitoring and alarm function to SCADA. Doug will discuss this with LDG.

Following request for comments/questions from the floor, Keefe motioned to go into executive session, Smith seconded, all agreed, the motion carried. The Board left the meeting room. On return from executive session, Smith motioned to increase Kilmer's wage from \$10.56/hr. to \$13.00/hr. and to be retroactive to January, 2018. Keefe seconded the motion and the motion carried.

Keefe motioned to adjourn, Hetzel seconded and the motion carried at 7:50 PM.

Rebecca G. Kilmer

Date

LEMON TOWNSHIP AND TUNKHANNOCK TOWNSHIP
JOINT MUNICIPAL SEWER AUTHORITY

August 2nd, 2018
Meeting Minutes

Officers & others present: Veto Barziloski, John Keefe, Ed Hetzel, Dave Smith, Don Wilson, Doug Smith, P.E. consultant, Alan Zeigler, P.E. Design engineer, Rebecca Kilmer, secretary

Public Sign-in sheet on file

6:00 P.M. Chairman Barziloski opened the meeting with the Pledge to the Flag.

Meeting minutes from July were reviewed by the Board. Keefe motioned to approve the July meeting minutes as presented, Smith seconded, the motion carried.

The Board reviewed both the General and the Design bank accounts. Keefe motioned to approve both the General and Design accounts, Hetzel seconded, the motion carried.

Smith motioned to pay all listed invoices, Wilson seconded, the motion carried.

At this point Alan Zeigler, P.E. began his Project Design status report with a memo handed out to the Board and others;

- Issue of unreturned surveys have to be shown to DEP;
- Multiple stream crossings require a Joint Permit application;
- Engineering amendment to the original scope of work, for the Joint Permit application;
- Recommended to attach to the bridges at the crossings rather than HDD; issues from this change noted;
- Extra cost for Joint Permit application & ATON permit....\$19,000; Engineering Amendment No. 2 was distributed with tasks & cost, application only;
- Engineering Amendment No. 3 would add \$22,000, design only.

From discussion, it was noted to contact Rebecca Kennedy at Pennvest to ask if the loan can be altered because of the increase for the Joint Permit application and the change from scope of work.

Amendments from LDG were presented to the Board for the added cost to the Project. Following extensive discussion between the Board, Zeigler and Doug, the Board decided to table their action on both amendments until next month. Zeigler will talk to Rebecca Kennedy (PV). Doug will talk to DEP.

Question from Veto..."If LDG does the design for attaching to bridges and DEP says no, will LDG charge more for an alternate solution?" Zeigler did not give an answer at this time.

Zeigler will do the following:

- Call Kennedy (PV) to talk to her about the end of preliminary design, supplement to the loan;
- Seek to pressure Pendot to give conveyance and answer about how to permit the bridge structure;
- Find out more about HDD.

Zeigler presented a map of the proposed WWTP site and excavation plans/costs. Doug had alternate suggestions to keep the plant closer to the road at the bottom of the property. He felt this would keep excavating costs lower.

Bill Lawrence (West Group Law) requested to discuss the option of charging a flat fee for attendance at the meetings. This suggestion will be brought to next month's meeting.

At 8:40 PM, Keefe motioned to adjourn, smith seconded, all agreed and the meeting adjourned.

Rebecca G. Kilmer, Secretary

Date

LEMON TOWNSHIP AND TUNKHANNOCK TOWNSHIP
JOINT MUNICIPAL SEWER AUTHORITY

September 6th, 2018
Meeting Minutes

Officers & others present: Vice Chairman John Keefe, Ed Hetzel, Dave Smith, Doug Smith, P.E. consultant, Alan Zeigler, P.E. Design engineer, Teno West & William Lawrence, WGL, Rebecca Kilmer, secretary

Public Sign-in sheet on file

6:00 P.M. Vice Chairman Keefe opened the meeting with the Pledge to the Flag.

Before regular business, Keefe called for an executive session to discuss contractual matters.

Upon return from the executive session, August draft meeting minutes were reviewed by the Board. Smith motioned to approve the August meeting minutes as presented, Hetzel seconded, the motion carried.

The August financial reports for both the General and the Design bank accounts were reviewed by the Board. Smith motioned to approve both the General and Design accounts, Hetzel seconded, the motion carried.

A list of invoices was presented to the Board. Following review of each invoice, Hetzel motioned to pay all invoices, Smith seconded, the motion carried.

At this time Zeigler began his status report concerning the stream crossings for the LC project and alternative Analysis of major stream crossings. A Memo was provided for all to follow.

Various topics were discussed; some questions and issues were:

- Keefe asked what the contingency cost for the Marina Drive crossing would be.....Zeigler estimated \$1000-2000;
- HDD is the least cost, Joint Permit application will be submitted to include both open cut and HDD;
- September 21st is the target date that LDG's Engineering Agreement Amendment for additional services will be available to the Board and ready for decision at the October 4th, 2018 Authority meeting;
- LDG's objective is to complete the Preliminary Design and submit the required PA DEP Permit and Approval Application by October 19th, 2018;

- Smith asked Zeigler how much sludge would be moved out of the Plant, tractor trailer or triaxles. No definite answer but, Zeigler can get an answer;
- Plant site excavation and grade were discussed at length.

Smith motioned to change the road grade from 8% to maximum 12% and eliminate 6 parking spaces on the south side of the proposed parking lot. Keefe seconded, motion carried. This would need to be approved by the Wyoming County Planning Commission.

A new LDG addendum will be sent 2 weeks in advance of October's meeting.

Bill Lawrence talked briefly concerning an addendum presented to the Board for a flat fee charged for meeting attendance. Smith motioned to accept and sign the Addendum to West Group Law, PLLC's original Agreement, dated February 6th, 2017. Hetzel seconded and the motion carried.

Other issues discussed:

- WWTP site property owner interaction. Another letter will be sent in an effort to continue conversation;
- Property owner for the ROW for discharge into the Tunkhannock Creek has been contacted and a meeting arranged with our Consultant here at the Township building;
- Hetzel mentioned that residents are still asking what length of line will be paid by the Authority at the time of connection;
- Question was asked if the collection line can be moved from one side of the road as needed without DEP requiring changes to the Plan, Zeigler said it would not be a problem to move to either side of the road;
- Question was asked if the unreturned Sewer surveys would slow down the project, Zeigler responded that it will not. The Design engineer will decide the best placement of grinder pumps for those who have not returned the Survey forms.

At this time Vice Chair Keefe asked for further questions or comments from the floor. With no response, Smith motioned to adjourn, Hetzel seconded and all approved and the motion carried. The meeting adjourned at 8:20 P.M.

Rebecca G Kilmer

Date

LEMON TOWNSHIP AND TUNKHANNOCK TOWNSHIP
JOINT MUNICIPAL SEWER AUTHORITY

October 4th, 2018
Meeting Minutes

Officers & others present: Veto Barziloski, Jr., Ed Hetzel, Dave Smith, Don Wilson, Doug Smith, P.E. consultant, Alan Zeigler, P.E. Design engineer & William Lawrence, WGL, Rebecca Kilmer, secretary

Public Sign-in sheet on file

6:00 P.M. Vice Chairman Barziloski opened the meeting with the Pledge to the Flag.

September minutes were reviewed by the Board. Smith motioned to approve the September minutes as recorded, Hetzel seconded, the motion carried.

Both the General and Design accounts were reviewed for the month of September. Hetzel motioned to approve the financial reports for both the General account and the Design account for the month of September, Smith seconded, the motion carried. A list of invoices was reviewed by the Board. Hetzel motioned to pay all listed invoices, Wilson seconded, the motion carried.

At this time Kilmer commented that Dave Smith was re-appointed by both Tunkhannock and Lemon Townships as the Joint Township Board member. Smith accepted the position as Joint appointed Board member for a five (5) year term, 2018-2023.

Larson Design's Amendment 1 to the PER Contract was addressed by Alan Zeigler, P.E. First, he clarified that the amount did not add to the project's cost. Amendment 1 was the Study and Report costs (previously paid) added into the budget for the purpose of reimbursement from the Pennvest funds. Amendment 1 to the Preliminary Design Phase was for administrative purposes only. Through a Pennvest payment request, the previously paid cost of the Study and Report Phase was reimbursed to the Authority.

Zeigler then addressed Amendment 2 to the PER contract. Some discussion and questions were asked. The Board made the decision to table action on Amendment 2 until next month's meeting. Doug and Zeigler will meet to discuss and negotiate certain points of the Amendment.

Barziloski addressed the ROW issue for the outfall pipe that leads to the Tunkhannock creek. He had researched easement market values from business contacts. Fair market values were discussed. Doug will draw rough grades to determine how the ROW will be accessed and other details before moving forward. It was suggested that 30' permanent, 40' temporary and a permanent use to the access road would be needed.

At this time Barziloski called for an executive session to discuss a contractual/personnel issue. Upon return, no motion was made.

At 7:30 pm Wilson motioned to adjourn tonight's meeting, Smith seconded, the motion carried with all in agreement.

Rebecca G. Kilmer

Date

LEMON TOWNSHIP AND TUNKHANNOCK TOWNSHIP
JOINT MUNICIPAL SEWER AUTHORITY

November 1st, 2018
Meeting Minutes

Officers & others present: Veto Barziloski, Jr., John Keefe, Ed Hetzel, Dave Smith, Don Wilson, Doug Smith, P.E. consultant, Alan Zeigler, P.E. Design engineer, William Lawrence, WGL, and Rebecca Kilmer, secretary

Public Sign-in sheet on file

6:00 P.M. Vice Chairman Barziloski opened the meeting with the Pledge to the Flag.

October minutes were reviewed by the Board. Hetzel motioned to approve the October minutes as recorded, Wilson seconded, the motion carried.

Both the General and Design accounts were reviewed. Keefe motioned to approve the financial reports for both the General account and the Design account for the month of October, Smith seconded, the motion carried. A list of invoices was reviewed by the Board. Keefe motioned to pay all listed invoices, Wilson seconded, the motion carried.

At this time Alan Zeigler, P.E. gave a progress report of the Lake Carey Sewer Project; Memo of specific points is attached.

With the information from Zeigler's report, Amendment 2 to LDG's original contract needed to be considered. Smith motioned for the Board to go into executive session to discuss the matter and other contractual issues, Wilson seconded and all agreed. The Board moved their discussion to the garage area of the building.

Upon return from executive session Wilson made the motion to table the decision on LDG's Amendment 2 until Doug Smith, consultant is able to meet and discuss the Amendment with Zeigler at Larson's office, Hetzel seconded the motion, all agreed, the motion carried.

Also discussed during executive session was the outfall pipe easement offer. Barziloski researched the fair market value for ROW easement to be \$12000 per acre, for temporary use, permanent use and permanent access road use. The Authority would need a 20' permanent access road, a 30' permanent easement and 40' temporary easement for construction purposes. Exact measurements would be obtained with a survey. Keefe motioned to send a letter with an offer for the outfall pipe easement, both permanent, temporary and access road use to the landowner, Hetzel seconded and the motion carried with all in agreement.

Kilmer asked the Board about sending a letter to both vacant lot owners around Lake Carey and Billings Mill Road residents requesting their need for a curb reserve tap.

Following discussion, Hetzel motioned that a letter be sent to vacant lot owners around Lake Carey informing them that a curb reserve tap option is available to them at the time of construction, Smith seconded, all agreed, the motion carried.

Hetzel motioned to send a letter to Billings Mill Road residents as a courtesy, informing them of their option to either connect or purchase a curb reserve tap at the time of construction, with a 2 week response noted, Keefe seconded, all agreed, the motion carried.

Also discussed during executive session was the issue of the WWTP site. Considering no response from the landowner of the 9+/- acreage, Keefe motioned to send a certified letter, referencing the previous letter of offer to the landowner, Wilson seconded, all agreed and the motion carried. In the event that there is still no response, the Board requested Lawrence to provide a cost estimate to further securing this property. He agreed to provide this information. Lawrence requested permission from the Board to use an eminent domain lawyer if needed. Chairman Barziloski voiced approval.

At 7:45 pm, Smith motioned to adjourn, Keefe seconded, all agreed, the motion carried.

Rebecca G. Kilmer, secretary

Date

LEMON TOWNSHIP AND TUNKHANNOCK TOWNSHIP
JOINT MUNICIPAL SEWER AUTHORITY

December 6th, 2018
Meeting Minutes

Officers & others present: Veto Barziloski, Jr., Ed Hetzel, Dave Smith, Doug Smith, consultant, Alan Ziegler P.E., Larson Design Group, Rebecca Kilmer, secretary

Public Sign-in sheet on file

6:00 P.M. Barziloski opened tonight's meeting with the Pledge to the Flag

Previous meeting minutes were reviewed. Smith motioned to approve November's meeting minutes, Hetzel seconded, the motion carried.

Following review of November's financial reports, Hetzel motioned to approve both the General and Design Accounts as reported, Smith seconded, the motion carried.

A list of invoices to be paid was reviewed, Smith motioned to pay all listed invoices in full, Hetzel seconded, the motion carried.

Alan Zeigler, P.E. with Larson Design Group re-submitted Amendment 2 to their original Agreement. Smith motioned to approve LDG's Amendment 2, dated December 6th, 2018 to the October 11, 2017th Agreement, Hetzel seconded, the motion carried.

Doug Smith, P.E. Consultant to the Authority presented an Amendment 1 to his original Agreement of November 2, 2017. Hetzel motioned to approve Amendment 1, dated December 6th, 2018 to DMS Agreement dated November 2, 2017, smith seconded, the motion carried.

The Board then turned to the proposed WWTP property situation. The certified letter was sent and received as of Wednesday, November 28th with no response from the owner. As requested of Legal, the next option was researched. Two emails were received from Bill Lawrence following his discussion with an eminent domain lawyer. The Board decided to take the action from WGL's first email. Smith motioned to initiate the process to engage an attorney for condemnation proceedings, Hetzel seconded and the motion carried.

The subject of financing the WWTP property was discussed at length. Considering the fact that Tunkhannock Township has previously given a greater amount of financial support for this joint project, it was decided to request funds from Lemon Township for the purchase of the proposed WWTP property. Smith motioned for Kilmer to send a letter to Lemon Township and ask them to make provisions in their upcoming 2019 Budget for an estimated amount of \$65,000 to \$80,000 for the potential land acquisition of the proposed WWTP property site, Hetzel seconded and the motion carried.

The Board reviewed the outfall ROW letter. Smith motioned to send the outfall pipe ROW letter as written, by certified mail to the property owner, Hetzel seconded, the motion carried.

Problems with the computer that Kilmer uses for Authority business was noted. Smith motioned to purchase a new laptop not to exceed \$1000, Hetzel seconded, the motion carried.

At this time Barziloski asked for questions or comments from the floor. Various comments and questions were discussed.

Proposed Budget was reviewed and approved. Smith motioned to advertise the proposed 2019 budget, Hetzel seconded, the motion carried.

Smith motioned to adjourn at 8:15 p.m., Hetzel seconded, the motion carried.

Rebecca G. Kilmer, Secretary

Date