

## MINUTES

Greenfield Township Sewer Authority  
January 11, 2018

Roll Call: Bonezkiewicz, Shifler, Drennan, Graziano, Evans, Coleman All Present

Motion to dispense with the reading of last meetings minutes by Shifler 2<sup>nd</sup> Drennan

Motion to open reorganization meeting by Drennan 2<sup>nd</sup> Graziano

1. Motion to retain current board
  - A. Chairman Glen Shifler by Drennan 2<sup>nd</sup> Evans
  - B. Co-Chairman Thomas Drennan by Shifler 2<sup>nd</sup> Graziano
  - C. Secretary Melissa Graziano by Shifler 2<sup>nd</sup> Drennan
  - D. Treasurer Nick Bonezkiewicz by Graziano 2<sup>nd</sup> Evans
2. Motion to retain Atty Harry Coleman as Solicitor by Bonezkiewicz 2<sup>nd</sup> Evans all in favor
3. Motion to retain First National Community Bank as Financial Institution by Shifler 2<sup>nd</sup> Bonezkiewicz All in favor.
4. Motion to retain William Owens as CPA by Graziano 2<sup>nd</sup> Shifler All in favor.
5. Motion to retain Jay Lynch as Sewer Enforcement Officer by Graziano 2<sup>nd</sup> Drennan All in favor.
6. Motion to keep meetings on the last Thursday of every month by Shifler 2<sup>nd</sup> Graziano All in favor.

Motion to adjourn reorganization meeting by Drennan 2<sup>nd</sup> Graziano

Manager Bruce Evans Sr. resigned as a board member.

The board accepted Bruce Evans Sr. resignation by Drennan 2<sup>nd</sup> Shifler Roll call vote, all in favor.

Motion to adjourn for executive session to discuss potential litigation by Shifler 2<sup>nd</sup> Drennan

Motion to adjourn executive session and reconvene regular meeting by Shifler 2<sup>nd</sup> Graziano

## New Business

1. Motion to appoint:  
Environmental Engineering & Management Associates Inc.  
Edward Gillette Principal Engineer/President  
PO Box 232  
Kulpville, PA 19443  
As our new Plant Engineer and Operator by Shifler 2<sup>nd</sup> Graziano Roll Call Vote.  
All in favor
2. Motion to pass Resolution 2018-1 by Shifler 2<sup>nd</sup> Drennan  
Resolution 2018-1 has passed and been approved by Shifler 2<sup>nd</sup> Drennan Roll Call Vote. All in favor. See attached document.
3. Motion to suspend Bruce Evans Sr. as manager, effective immediately, with pay, with periodical review, no longer than every 4 months, pending outcome of investigation by law authorities By Graziano 2<sup>nd</sup> Drennan Roll Call Vote All in favor
4. On advice of special counsel Bruce Evans Jr. & Bruce Evans Sr. are no longer permitted on Sewer Authority property including all repairs.
5. Bruce Evans Jr. has been working with Edward Gillette. Both will be informed by Atty Harry Coleman that Bruce Evans Jr. is no longer allowed on property including any repairs.
6. Attorney Harry Coleman will inform Bruce Evans Jr. & Sr. that they are no longer permitted to have any workings with GTS.
7. Mr. Evans Sr. will be taken off all financial documents at First National Community Bank, credit cards etc.
8. All locks will be changed, and security codes changed. An alarm company will be called to get prices on security system.
9. All cell phones, pagers, gas privileges etc. will also be stopped from Bruce Evans Sr being able to have use.

Motion to adjourn by Drennan 2<sup>nd</sup> Graziano

Next monthly meeting will be January 26, 2018

## MINUTES

Greenfield Township Sewer Authority  
January 26, 2018

Roll Call: Boneczkiewicz, Shifler, Drennan, Graziano, Coleman All Present

Motion to dispense with the reading of last meetings minutes by Shifler 2<sup>nd</sup> Drennan

Engineer report from Edward Gillette on file, reviewed and accepted by Shifler 2<sup>nd</sup> Graziano All in favor.

New Business:

1. A representative from site specific would be more than willing to show us which pumps are repairable and show us how to properly repair pumps.
2. A fee agreement has been signed with Atty. Philip Gelso and Frank W. Nocito regarding legal matters.

Motion to adjourn to executive session to discuss legal matters. By Shifler 2<sup>nd</sup> Drennan

Motion to reopen regular meeting by Graziano 2<sup>nd</sup> Boneczkiewicz

3. Motion to pay Klepadlo & Associates for December 2017 & prorated bill for January 2018 and to hold off on paying "conversion bill" until reviewed by Edward Gillette our new plant engineer. By Drennan 2<sup>nd</sup> Boneczkiewicz All in favor
4. Effective tomorrow January 26, 2018 Bruce Evans Jr & Bruce Evans Sr will NOT be allowed on GTSF property for any reason.
5. Mr. Bruce Evans Sr job will be reviewed in February.
6. Melissa will be in touch with Representative Sid Michaels Kuzelich regarding grants.
7. A meeting with Mr. Non from Pleasant Mt. Welding will be scheduled for February, regarding plant updates that have been started by his engineer and not acceptable to our new engineer, our engineer will also be requested to be present.
8. Motion to have Roberlein Environmental Services has our repair service by Shifler 2<sup>nd</sup> Drennan All in favor.
9. Our new repair company, Roberlein Environmental Services will provide a monthly report for all call outs and repairs. Our emergency line will ring directly to an answering service. 570-222-4888 or 1-888-345-6688

10. Several changes will be made within the next month. Including NCP phone Co., Maguire Electronics, post office, computer and software, bank accounts, including all credit cards, locks, passwords etc.
11. Motion to have Sarah Shifler as office manager by Drennan 2<sup>nd</sup> Graziano All in favor. Glen Shifler abstained from voting.
12. Motion to authorize Glen Shifler to approve or disapprove any request from Edward Gillette until following month's meeting by Drennan 2<sup>nd</sup> Bonczkiewicz
13. Motion to increase bills from \$82.50 to \$92.50 per quarter for a total of \$10.00 quarterly, \$40.00 yearly. Yearly discount will be \$335.00. As per subject to legal review by counsel. By Shifler 2<sup>nd</sup> Drennan All in favor.
14. We will be using quarterly billing rather than booklet.
15. Motion to purchase a Pinney bows mailing system. By Drennan 2<sup>nd</sup> Graziano All in favor.

#### Treasurer Report

1. Motion to accept treasurer report as read. By Drennan 2<sup>nd</sup> Graziano
2. Motion to transfer \$20,000.00 from money market to checking. By Shifler 2<sup>nd</sup> Bonczkiewicz All in favor.
3. William Owens will be contacted regarding what kind of accounts we should have.

Next meeting February 22, 2018 @ 7:00pm.

Motion to adjourn by Graziano 2<sup>nd</sup> Shifler

## MINUTES

Greenfield Township Sewer Authority  
February 22, 2018

Roll Call: Boneczkiewicz, Shifler, Drennan, Graziano, Atty. Coleman-absent

Motion to dispense with the reading of last meetings minutes by Shifler 2<sup>nd</sup> Boneczkiewicz

Engineer report from Edward Gillette on file, reviewed and accepted by Shifler 2<sup>nd</sup>  
Graziano All in favor.

### New Business:

1. Our previous Engineer should have known that we needed a construction permit from DEP for changes made to sewer plant. We applied for any and all permits required to move forward.
2. The SPR will not change to storm mode. It will be investigated by Mr. Gillette's employee's.
3. Fine bubble diffusers will be ordered.
4. We will begin cleanup of the stream near the plant as soon as weather will permit. This must be done by an Environmental Company.
5. Motion to allow Sarah Shifler to apply for a credit card through FNB bank. Two cards are requested, 1. To be held by Chairman 2<sup>nd</sup> to be held at office. By Drennan 2<sup>nd</sup> Boneczkiewicz Roll Call All in favor. Chairman Shifler abstained.
6. Motion to have Sarah Shifler set up, through FNB bank, online bill payer for customers to pay bills. Drennan 2<sup>nd</sup> Boneczkiewicz Roll Call All in favor. Chairman Shifler abstained.
7. Motion to increase Sarah Shifler's rate to \$15.50 per hour by Boneczkiewicz 2<sup>nd</sup> Drennan Chairman Shifler abstained from voting Roll call All in favor

Old Business:

1. Robergin has shown Wyatt how to properly rebuild pumps.
2. Mr. Non from Pleasant Mt Welding has yet to meet with anyone from Sewer authority. A meeting is set for next week with Chairman Shifler and Enginger Edward Gillette.
3. Enclosed is termination letters to Mr. Evans Jr and Mr. Evans Sr.
4. A meeting with an attorney regarding possible litigation against Mr. Klepadlo has taken place with Atty. Coleman on February 3, 2018.

Treasury Report

1. Treasury report read and accepted by Brennan 2<sup>nd</sup> Graziano

Next meeting 29, 2018 @7:00pm

Motion to adjourn by Graziano 2<sup>nd</sup> Shifler

## MINUTES

Greenfield Township Sewer Authority  
March 29, 2018

Roll Call: Boneczkiewicz, Shifler, Drennan, Graziano, Coleman All Present

Motion to dispense with the reading of last meetings minutes by Shifler 2<sup>nd</sup> Drennan

Public: None

Close regular meeting and go into Executive Session by Drennan 2<sup>nd</sup> Graziano

Reopen regular meeting

Engineer Report on file

Office manager report

1. Our accountant has been notified regarding a possible more in-depth audit.
2. An engagement letter for the 2017 audit needs approval.
3. A representative from FNB bank needs a letter stating the purpose of the loan and working capital. It was also suggested to close savings and open a new money market account. Upon renewal of certificate of deposit that will also be deposited into money market. The online banking portal should be operational by month end.
4. Atty Coleman has been notified regarding liens.
5. Mandy Schaffer and Maurzen Collura has questions regarding their bills. The matters will be investigated. A current bill has been returned forwarding address unknown.
6. Title for GTS work truck has been found and address changed to physical address of 111 Lakeview Ave. (address of plant). DGR has been notified to have it put on insurance.
7. DGR has been notified regarding a lawsuit we were involved in. They will check the error and omissions part of our policy.
8. Mike from Roberlein said there were 28 calls for repairs. This number may be including calls to the emergency number. He also suggested making sure all are customers are being billed properly and to call DEP regarding how many EDUs our plant is rated for.

9. Jeremy from DEP has been contacted regarding how many EDU'S we are rated for. He will get back to us, as he must contact the proper department.
10. The fence company has been contacted regarding issues with the gate. He offered a few troubleshooting options and if that doesn't work to call him back.
11. Lapera account has been reopened and only has 2 (two) authorized signers.
12. Bills and profit and loss statement have been enclosed.

#### New Business:

1. Engineer has a quote for the fine bubbler in the amount of \$48,000.00. This is top priority to be repaired. He will contact DEP regarding permits and quotes. He may be able to have it completed on an emergency basis and cut down the time of having to wait for a permit. He will let us know when he finds anything out.
2. Motion to authorize borrowing of \$500,000.00 to the lowest responsible bidder and have office manager call and apply as necessary by Shifler 2<sup>nd</sup> Boneczkiewicz Roll call-all in favor.
3. Motion to transfer money from saving and CD to money market account by Graziano 2<sup>nd</sup> Drzennan
4. Motion to have a title search done on any property that GTSF may own by Boneczkiewicz, 2<sup>nd</sup> Shifler
5. Mandy Schaffer and Maurgen Collura must show us proof that they paid last years bill.
6. Motion to have William Owens perform an audit on year 2017 by Graziano 2<sup>nd</sup> Shifler
7. Motion to appoint Nick Boneczkiewicz as maintenance supervisor by Drzennan 2<sup>nd</sup> Shifler
8. Graziano suggested a time clock.
9. A tanker that we purchased for hauling sludge has been located at Bruce Evans farm on Arnold Road. We will be removing it from the property and sold since we have never used it.
10. SEO Jay Lynch reported that January 2018 he had to inspect 2 residents regarding possible malfunctions and "fake" sewer system. All was inspected and found sound.

#### Treasury Report:

1. Some bills have been paid, a list is attached, others will have to wait until our financial situation is more stable. The vendors have been notified and agree.
2. Motion to accept treasury report as given by Graziano 2<sup>nd</sup> Drzennan

Next meeting April 26, 2018 @ 7:00pm

Motion to adjourn by Graziano 2<sup>nd</sup> Boneczkiewicz



## MINUTES

Greenfield Township Sewer Authority  
April 26, 2018

Roll Call: Bonezkiewicz, Shifler, Drennan, Graziano, Coleman All Present

Motion to dispense with the reading of last meetings minutes by Shifler 2<sup>nd</sup> Drennan

Public: None

Engineer report on file

1. Our engineer, Ed Gillett, will contact DEP regarding our recent violation. The letter of violation is on file. An overflow at a pump station.
2. Mr. Non contacted our engineer, regarding installing equipment.

Office Manager Report

1. Manager Report on file.
2. Wayne bank is willing to loan us money without township guarantee.
3. Early April notices were mailed to all customers with \$200.00 or more past due.

Motion to accept office manager report as given by Bonezkiewicz 2<sup>nd</sup> Drennan

New Business

1. A new collection policy needs to be implemented. Atty Coleman, Melissa and Sarah will meet to have something for the board to adopt next meeting.
2. We have 2 customers requesting removal of sewer pumps from their property. We will need an agreement signed and fees decided on before we can act.
3. A list of properties per road is being worked on by office manager. Properties are not all in the billing system. Properties have been on our system and not being billed since the previous manager.
4. Fourteen repairs, including the line repair on Pierce Road.
5. All On-lot property owners will be notified that as of December 31, 2018 we will no longer maintain them. A schedule for cleanout of On-lot's will be made before the end of the calendar year.
6. Motion to Notify all On-lot customers that as of December 31, 2018 they will no longer be maintained by Greenfield Township Sewer by Drennan 2<sup>nd</sup> Graziano
7. A meeting will be set up with Mr. Non regarding continuing our association with Pleasant Mount Welding and concerns we have.

### Old Business

1. Our insurance deductible will stay the same.
2. The property on 142 Franklin Ave., has been settled in the amount of \$7,500.00.
3. Waiting to hear back from our CPA regarding a through audit for year 2017.
4. Melissa asked about tanker that is currently on Mr. Evans property. It will be looked into having it hauled back to sewer plant and then listed for sale.
5. Melissa asked about a time clock. An app is being used at this time.

### Treasury Report

Treasury report was read and accepted as presented by Drennan 2<sup>nd</sup> Shifler

Next meeting May 31, 2018@ 7:00pm

Motion to adjourn By Drennan 2<sup>nd</sup> Shifler

## MINUTES

Greenfield Township Sewer Authority  
May 31, 2018

Roll Call: Boneczkiewicz, Shifler, Brennan, Graziano

Motion to dispense with the reading of last meetings minutes by Boneczkiewicz  
2<sup>nd</sup> Brennan

Public: Stephen Scarpetta from AESOP Group

Enginzer report on file

1. Enginzer estimates for upgrades are on file. Upgrades are approximately \$1,056,875.00
2. There was an overflow. The flow was high at 95,000 gallons. We are permitted a flow of 145,000 gallons. The overflow should not have happened, enginzer and operator are looking into what happened.
3. The computer does NOT go into storm mode, Ed will be in touch with Pleasant Mount Welding being they installed the software.
4. Proper documents have been filed with DEP regarding overflow.

### New Business

1. Motion to hire AESOP Group to apply for and write any necessary documents pertaining to application for grants by Brennan 2<sup>nd</sup> Boneczkiewicz All in favor
2. Motion to allow Sarah Shifler and Melissa Graziano to make an account and be contact persons for application to USDPA for funding by Shifler 2<sup>nd</sup> Brennan
3. Mr. Connor and Mr. Mroczka both inquired about having sewer services stopped and tanks removed. Proper documents will be mailed with applicable fees listed.
4. There will be a fee for tank clean-out (pumping tank out), and site inspection fee in the amount of \$250.00. If property is sold, new owners will have to apply for permit and pay fees applicable at the time of permit purchase.
5. A property has been found that has NEVER been billed. A letter will go out to this customer stating that they will be billed for the last 4 years, this is in compliance with the Municipals Authorities Act. No interest will be charged if this is paid in a timely manner.
6. Three liens have been filed on properties that are either in foreclosure or for sale.
7. Atty Coleman has mailed letters to severely past due accounts asking to pay or make arrangements or their property will have a lien placed on it and all costs will have to be paid before they would be considered current.

8. Melissa asked if there is a cost associated with time clock app and how much postage meter is costing monthly. Sarah answered the app is free and postage is approximately \$20.00 monthly plus postage used.
9. Melissa asked about monthly payroll reports, Koberlein reports, and copies of bills monthly. Sarah said she will include them in her monthly reports.
10. Melissa asked about usernames and passwords. Melissa was assured that they will all be given to board members.
11. Sarah was asked to NOT be anywhere near tanks because of possible injury and not having an operator license.
12. Nick Bonczkiewicz will be in charge of ordering of all parts.
13. It was asked if we could have an inventory of pumps.
14. We will be hiring someone to help in cleaning out all work areas when funds become available.

#### Treasury Report

Treasury Report accepted as presented by Graziano 2<sup>nd</sup> Drznnan

Next meeting June 28, 2018

Motion to adjourn by Graziano 2<sup>nd</sup> Drznnan

MG

CC: Drznnan, Shifler, Bonczkiewicz, Coleman

## MINUTES

Greenfield Township Sewer Authority

June 28, 2018

Roll Call: Shifler, Drennan, Graziano, Coleman, Sarah Shifler

Absent: Bonezkiewicz

Motion to dispense with the reading of last meetings minutes by Shifler 2<sup>nd</sup> Drennan

Public: None

Engineer Report on file

(see attached report)

### New Business

1. Ruddy realty was contacted regarding property on Willard Ave. Price advisement was between \$40,000.00 and \$45,000.00. Ruddy offered to list it for authority.
2. Robertlein is interested in tanker. They offered \$3,500.00, we are asking \$5,000.00. Sarah will follow up with Mike.
3. Our engineer has requested of Bob Non to submit specs of what exactly he is proposing to complete.
4. A contact person for People's bank is Joe Ferritti.
5. Wayne bank has been contacted regarding a bridge loan. Documents will be sent to them as soon as they become available.
6. An invoice and letter has been sent to William and Lauren Farber regarding not being on billing.
7. Permit application, hookup fees and a schedule of rates and charges has been researched. The board will need to discuss this further before new rates can be published.
8. Penn Vest will be contacted regarding application process.
9. New customers Jack and Jamie Wiabel has broken ground. They claim to have already paid for their permit. No documents have been found in office. A copy of cancelled check will be requested.
10. Motion to increase Wyatt Holzman's pay from \$11.00 to \$12.50 by Graziano 2<sup>nd</sup> Drennan All in favor

## Old Business

1. USDA loan application is still in process and has not been submitted.
2. Steve Scarpetta has contacted us regarding a grant he is investigating in Harrisburg.
3. Gene Connors is upset regarding a fee for disconnect.
  - a. Disconnect fee is \$250.00
4. Money we paid to Pappa regarding lawsuits are not reimbursable from insurance company in errors and omissions.
5. Office manager position is considered part-time. Sarah is working near 40 hours a week for right now, with a monthly review of hours.
6. Passwords, usernames and copies of monthly bills have not yet been received.
7. The office manager was again informed to keep off of tanks.

## Treasury Report

Treasury report accepted as presented by Graziano 2<sup>nd</sup> Shifler

Next meeting July 26, 2018

Motion to adjourn by Shifler 2<sup>nd</sup> Graziano

MG

CC: Drannen, Shifler, Bonezkiewicz, Coleman

## MINUTES

Greenfield Township Sewer Authority

July 26, 2018

Roll Call: Shifler, Drennan, Graziano, Coleman, Sarah Shifler

Absent: Boneczkiewicz

Motion to dispense with the reading of last meetings minutes by Shifler 2<sup>nd</sup> Drennan

Public: None

Engineer Report on file

Copies were not sent to all board members

### Old Business

1. USDT loan application is still in process. Operators are working on reports to submit with application.
2. Wayne Bank has been contacted again regarding a loan. Waiting audit from accountant to start the loan process.
3. William and Lauren Farber have paid their bill. It is now a question of having a sewer permit. Documents have not been found. A follow up letter will be sent to verify payment of permit.
4. Jack and Jamie Wiabel have not yet presented cancelled check regarding their permit.
5. Roberlein is willing to give us an amount of \$4,000.00 for the tanker.
6. After learning of alleged misappropriation of funds, and this being known as of 2017 by office personnel, Melissa Graziano called Lackawanna County DT office to ask what should be done, "where do we go from here?". After speaking with a secretary who took contact information of Sarah Shifler, who brought this to the attention of Ms. Graziano. Melissa was never contacted again. Sarah Shifler has been in contact with DT office and FBI regarding alleged misappropriation. She has reviewed information from 2014-2017. All documents have been forwarded to Philip Gelso and will be sent to US Attorney.

### New Business

1. A new NPDES permit application must be submitted to DEP. We have been improperly operating since 2014. All attempts in the past were met with road blocks. Proper information and documentation are currently being worked on by Environmental Engineering Management, our

- current Engineer and operator, and will properly be submitted to DEP upon completion.
2. A meeting with a representative from PennVest and phone conference with DEP representatives was conducted July 12, 2018. Rebecca Kennedy, from PennVest has recommended getting things straighten out with DEP permits and begin application process. Next funding will be in October, but that doesn't mean we can't begin the process now.
  3. A motion to sell Koblerlein hauling tank for \$4,000.00 by Shifler 2<sup>nd</sup> Drennan. All in favor
  4. Property on Willard Ave. Newton Lake has been advertised at \$50,000.00. Several people have inquired with one person in the process of applying for a loan.
  5. An estimate from Brian Zembrzycki Excavating has been received. Labor and equipment for updating and replacing decenter would be \$150.00 an hour. Hardware is not included in price, it will be supplied by another vendor.
  6. A motion to accept Brian Zembrzycki Excavating @ \$150.00 for labor and equipment by Shifler 2<sup>nd</sup> Drennan. All in favor
  7. A motion to approve sewer application of Trevor Ritter on 155 Sunset by Drennan 2<sup>nd</sup> Graziano. All in favor
  8. A monthly report from Koblerlein has been requested regarding call outs.
  9. A new home will be built on an existing lot, sewer lines will just have to be moved. A new permit will not be required.
  10. A customer who purchased a permit that was issued October 1991 wanted to now use said permit. There is an expiration date of 6 months, therefore he will have to purchase a new permit.
  11. Only 7 calls in office this month.
  12. An agreement regarding Pleasant Mount Welding and GTS-A has been presented. A Restricted Access and Pilot Plant Agreement. The board would like to have special counsel look at agreement before it is voted on or signed.

#### Treasury Report

1. Motion to transfer \$6,000.00 from escrow to checking by Shifler 2<sup>nd</sup> Drennan All in favor
- Motion to accept Treasury Report as given by Shifler 2<sup>nd</sup> Drennan All in favor

Next meeting August 30, 2018 @ 7:00pm

Motion to adjourn by Graziano 2<sup>nd</sup> Shifler



## MINUTES

Greenfield Township Sewer Authority  
August 30, 2018

Roll Call: Shiffler, Drennan, Graziano, Coleman, Sarah Shiffler, Bonczkiewicz

Absent: Engineer representative

Motion to dispense with the reading of last meetings minutes by Bonczkiewicz  
2<sup>nd</sup> Drennan

Public: None

Engineer Report on file: see attached

Office Manager's Packet

### Old Business

1. Keith, operator for Environmental Engineering, has finished reports for USDT or PennVest. GTSF board has yet to vote on which loan to go with. More information will be forthcoming. A cost estimate has been included in office manager's packet, but not all board members have this estimate in their packet.
2. Wayne Bank and PS Mortgage are working on loan options for a working capital loan. Both banks need 2017 official audit and notice of rate increase for 2019.
3. Roberlein purchased tanker in the amount of \$4,000.00, which was credited to our outstanding bill.
4. Information regarding possible misappropriation of funds have been sent to the proper authorities.
5. A meeting with representatives from PennVest and USDT has been set for September 7, 2018 @ 10:00am at Senator Blake's office in Scranton. Personnel from Wayne Bank and PS Mortgage would also like to attend.
6. There were 10 service calls that were taken care of in house by Wyatt Holzman.

### New Business

1. Motion to accept draft audit report from Bill Owens CPA by Shiffler 2<sup>nd</sup> Drennan all in favor.
2. Motion to adopt "Restricted Access & Pilot Plant Agreement" if approved by special counsel by Bonczkiewicz 2<sup>nd</sup> Drennan Roll Call: Shiffler approved, Graziano Abstain, Bonczkiewicz approved, Drennan approved.
3. Motion to adopt Resolution for LSF grant (see attached) by Shiffler 2<sup>nd</sup> Drennan All in favor.

4. Harry suggested a conference call once a week with board members. A time and day for not yet been set.
5. Joe Hunt and Travis Long from JHFI companies would like an opportunity to discuss possibility of taking over plant operations.
6. A property on Arnold Road that is an on-lot system has been empty for approximately 2 years. It will again be occupied and would like GTSFI to do a service check being it was not used for a couple of years.
7. Motion to do a pump check and cleanout of property on Arnold Road and have an agreement signed by owners that GTSFI will no longer be responsible for system by Bonockiewicz 2<sup>nd</sup> Shifler All in Favor
8. Atty Coleman will have a letter written notifying on-lot customers that we will no longer be servicing systems.

#### Treasury Report

1. Motion to accept treasury report as given by Graziano 2<sup>nd</sup> Drennan All in favor

Next meeting September 27, 2018 @ 7:00pm

Motion to adjourn by Graziano 2<sup>nd</sup> Bonockiewicz All in favor

MG

CC: Shifler, Coleman, Drennan, Bonockiewicz

Be it RESOLVED, that the Greenfield Township Sewer Authority of Greenfield Township, Lackawanna County, Pennsylvania hereby request a Local Share Account Grant of \$200,000 from the Commonwealth Financing Authority to be used for project costs and matching requirements for the Greenfield Township Sewer Authority Plant and Facility Upgrade - Phase I Project.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Chairperson of the Board Glen Shiffler and Board Secretary Melissa Graziano as the official(s) to execute all documents and agreements between the Greenfield Township Sewer Authority and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

BY THE BOARD:

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Glen Shiffler, Chairperson

I, Melissa Graziano, duly qualified Secretary of the Greenfield Township Sewer Authority, Lackawanna County, PA, hereby certify that the forgoing Resolution and is a true and correct copy of a Resolution duly adopted by a majority vote of the Board of the Greenfield Township Sewer Authority at a regular meeting held Thursday, August 30, 2018 and said Resolution has been recorded in the Minutes of the Greenfield Township Sewer Authority and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Greenfield Township Sewer Authority, this \_\_\_\_\_ day of August, 2018.

Greenfield Township Sewer Authority

Name of Applicant

Lackawanna County

County

Melissa Graziano, Secretary

Secretary

[Company name]

[Document title]

[Document subtitle]

## MINUTES

### Greenfield Township Sewer Authority September 27, 2018

Roll Call: Shifler, Drennan, Graziano, Sarah Shifler

Absent: Atty Coleman, Bonockiewicz

Motion to dispense with the reading of last meetings minutes by Bonockiewicz  
2<sup>nd</sup> Drennan

Public: Bruce Evans Sr told us he needs to extend laterals in his development 600 feet with a manhole. This will all be done at his cost.

Engineer Report on file: see attached

1. This is the first summer of record without odor complaints.
2. Bulbs and sleeves must be replaced. They are out of compliance for disinfection.
3. There was an overflow at the plant September 27, 2018. DEP was notified, and all necessary paperwork filed.
4. The decanter will be lowered to see what the problem could be. PMW has not returned any of Ed Gillitz's phone calls.

Office Manager's Packet

### Old Business

1. Sarah requested an amortization schedule for our 2019 budget from Vinny of Wayne Bank. He has not returned phone calls or emails as of 9/25/18.
2. PennVest loan application has not been finished. Consultation phase is next, so the next section of application can be opened. Financials have been sent to Mike at PennVest, as per Rebecca Kennedy suggestion. Information will be inputted on September 28, 2018 by Sarah with the help of Mike from PennVest.
3. 2017 audit has been finalized with board members all receiving copies.
4. Sarah contacted Atty. Coleman regarding a lien on 135 Willard Ave Greenfield Township PA 18407, a lien is in place.
5. Melissa Graziano asked about status on Farber property. Sarah will contact Atty Coleman regarding Farber permit.
6. Melissa asked about Waibel permit, whether proof of payment has been presented. Mr. Waibel told Sarah he paid cash. This is a matter that needs to be addressed since they have started building. Sarah will be in touch with customer for a receipt or permit.

7. Melissa asked about Mroczka and Connor regarding removal of tanks. Sarah said they have not signed agreement, so they are still on billing.
8. Sarah will be meeting with lawyers and FBI in October regarding misappropriation of funds.
9. Melissa asked Sarah regarding accounts per road that was started in June 2018. Sarah has not yet finished them.

#### New Business:

1. Melissa has been in contact with Jackie Silfee regarding the sale of property on Willard Ave., Newton Lake. Melissa will be in touch with Atty. Coleman regarding an agreement of sale.
2. The amount of down payment on Willard Ave property will be \$2,000.00. Melissa will have paperwork and payment secured.
3. Melissa has researched "The Authorities" and Pennsylvania Rural Water Association, they offer many services with only the cost of membership. This is something that would be helpful in the future.
4. The work truck has broken down, yet again.
5. Motion to take work truck to Jerry's Garage Dundaff Pa to be fixed by Shifler 2<sup>nd</sup> Drennan Graziano voted not in favor being we have someone that could fix it for less. The yes's have the vote, it will be taken to be fixed.
6. Sarah will check to see when certificate of deposit is due to renew. It will be cashed out at the time of renewal.

#### Treasury Report:

1. Treasury report read by Sarah Shifler.
2. Motion to accept treasurer report as given by Shifler 2<sup>nd</sup> Drennan All in favor
3. Motion to transfer \$3,000.00 from escrow to checking by Shifler 2<sup>nd</sup> Drennan All in favor

Next meeting October 24, 2018 @ 7:00pm

Motion to adjourn by Graziano 2<sup>nd</sup> Shifler

CC:

Shifler, Drennan, Bonockiewicz, Coleman

## MINUTES

### Greenfield Township Sewer Authority November 29, 2018

Roll Call: Shifler, Drznnan, Graziano, Bonoczkiwicz, Colzman, S. Shifler, Gillette

Absent: none

Motion to dispense with the reading of last meetings minutes by Bonoczkiwicz  
2<sup>nd</sup> Graziano

Public:

1. SCO Jay Lynch had a recommendation of Justin Ford for 2<sup>nd</sup> SCO for 2019.
2. Let it be noted that Sue Totsky township supervisor is again in attendance.

Engineer's Report:

(attached is hard copy)

1. System was out of compliance for October because of decanter failure and lack of new UV bulbs.

Old Business:

1. Penn Vest application is finished, as per Engineer Ed Gillette. All of engineer pages of application are finished.
2. The Dime Bank has approved a loan in the amount of \$300,000.00 with Greenfield Township co-signing the loan.
3. Letters were sent to severely past due customers. Melissa asked why phone calls are not being made to all past dues.
4. Melissa brought up on-lot systems and what will be done with them for 2019. It was decided to be discussed at the December meeting.
5. Melissa asked about having Nick Bonoczkiwicz ordering parts and equipment being he has knowledge of best possible pricing.

New Business:

1. Atty Coleman will send a notice to the newspaper regarding monthly meetings dates and times for 2019.
2. Sarah will send a Press Release regarding rate increase.
3. Motion to pass resolution 11-18-1 authorizing increase of sewer rates in part for repayment of debt service by Drannen 2<sup>nd</sup> Bonockiewicz Roll Call All in favor
4. Motion to pass resolution 11-18-2 Notice of adoption of sewer rates for 2019 Public hearing of December 17, 2018 @ 6:30pm by Drannen 2<sup>nd</sup> Graziano Roll Call. All in favor.
5. Motion to pay bills from Office manager report by Drannen 2<sup>nd</sup> Shifler
6. We may need to amend our Met 537.
7. Sarah called Creative Technologies about upgrading billing software to an updated version. The amount of updating is \$2360.00.

Next meeting 7:00pm at Sewer Plant December 17, 2018

Public hearing at 6:30pm on December 17, 2018 regarding rate increase

Motion to adjourn by Graziano 2<sup>nd</sup> Bonockiewicz

CC: Coleman, Bonockiewicz, Drannen, Shifler



November 28, 2018

Greenfield Township Sewer Authority

111 Lakeview Avenue

Greenfield, PA 18407

Attn: Glenn Shifler, Chairman

Shifler;

Re: November Progress Report Dear Mr.

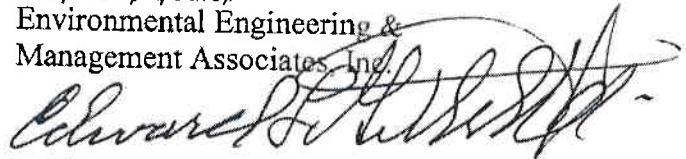


The following items were of concern since the last meeting;

- 1) We are working on the required reports for funding (Penn Vest). These require more work in both specs and drawings.
- 2) The new UV bulbs and sleeves were installed on or about 11/8/18.
- 3) NPDES permit renewal application is complete. DEP wants more information. We have supplied it...
- 4) Working on Water Quality Management Permit for screen and splitter box now required by PaDEP. we have submitted.
- 5) New decanter failed. Down to one basin for two weeks. It has been repaired. Failed again draining the basin to the effluent. It has been repaired. We think it is still leaking.
- 6) Out of compliance for system in October due to decanter failure and lack of new UV bulbs.
- 7) Met with vendor on site to get SBR computer fully on line. Again the problem is no documentation on what was done by Pleasant Mount. I had him remove the wire that allowed remote access. No one now has remote access.

If you have any questions, please do not hesitate to contact me.

Very frilly yours,  
Environmental Engineering &  
Management Associates, Inc.



Edward L. Gillette, Jr., P.E.  
President/Principal Engineer

ELG/bjn cc: Jason  
Burgess, EPA

Tom Brown, DEP

Sandra Insilaco, NERO DEP

Environmental Engineering & Management Associates, Inc. P.O. Box 232 •  
Kulpsville, PA 19443 (215) 368-3375 Fax: (215) 368-6739

Sarah H. Shifler

Harry Coleman, Solicitor

Jeff Grassley, EEMA O&M Peter

Lau, EEMA O&M

Kelly Bothur, EEMA

Jeremy Miller, NERO Pat  
Musinski, NERO

Keith Corson, EEM

## MINUTES

Greenfield Township Sewer Authority  
December 17, 2018

Roll Call: Shifler, Drennan, Graziano, Bonockiewicz, Coleman, S. Shifler

Absent: none

Motion to dispense with the reading of last meetings minutes by Bonockiewicz  
2<sup>nd</sup> Graziano

Public:

1. Jay Lynch contacted a new homeowner about not having a sewer permit even though building has commenced. The customer contacted GTSF asking for a permit.
2. Let it be known that Suz Totsky Township Supervisor was in attendance.

Engineer Report:

No report given to board

New Business:

1. Motion to raise rates effective January 1, 2019 to \$85.00 monthly for a total of \$1,020.00 yearly by Shifler 2<sup>nd</sup> Drennan  
Roll Call. All in favor.

Motion to adjourn regular meeting for executive session with special counsel by Graziano  
2<sup>nd</sup> Shifler

Executive session lasted approximately 50 min. Motion to reopen regular meeting by  
Graziano 2<sup>nd</sup> Shifler

Continuation of New business:

2. Motion to act on recommendation by special counsel. If any legal documents are needed to be signed Chairman Glen Shifler is authorized to do so by Drennan 2<sup>nd</sup> Graziano All in favor
3. Motion to have new cost of a sewer permit be \$7,500.00 by Shifler 2<sup>nd</sup> Drennan
4. Mr. Frank Krantz would like to close and disconnect his one account. He will be mailed a letter of disconnect and will have to follow proper procedure to close and disconnect account.

5. Motion to pay bills as presented in Office manager report by Drennan 2<sup>nd</sup> Shifler
6. Closing of loan from The Dime Bank is scheduled for December 27, 2018.

Old Business:

1. Motion to release on-lot systems back to owners as of December 31, 2018  
By Shifler 2<sup>nd</sup> Bonoczkiwicz
2. Melissa asked what should happen with money that is owed by on-lot customers. A final billing notice will be mailed.
3. Sarah was told to have a letter sent, with approval from Atty Coleman, to all on-lot customers explaining discontinuation of services.
4. Melissa asked if financial part of Penn Vest loan application was finished and was told by Sarah it was not. This has been since August that this has been ignored and told next month without it being followed through. The new date of inputting information is supposed to be January 2 or January 4, 2019 by Sarah.
5. Both properties that were invoiced for services completed have paid and all parts have been released to customers..
6. Melissa asked about past due accounts.
7. Melissa then asked why there is such a problem with the office manager giving Melissa any sort of information. There was no response from office manager.
8. It was asked again about getting best prices for supplies. It was recommended that Nick do ordering for supplies.
9. Creative Technologies was again brought up by Sarah regarding upgrading software. A discussion commenced between Graziano and Drennan. Graziano is concerned with spending \$2,360.00 when checking balance is only \$3,149.00, while Drennan is concerned with extra work that transferring old files to new files will be on office personnel.
10. It was decided to wait until January meeting to finish discussion on billing software.
11. DGR insurance company was contacted regarding lien holder for loan.

Next meeting Reorganization meeting January 3, 2019 @ 7:00pm

CC: Shifler, Drennan, Coleman, Bonoczkiwicz